

City of Shelton
Board of Apportionment & Taxation
Budget Workshop
March 4, 2009



MINUTES OF BOARD OF A&T BUDGET WORKSHOP
7:00 PM Wednesday, March 4, 2009
SHELTON CITY HALL
54 HILL STREET

Auditorium
SHELTON CT 06484

REVISION 1

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Roll Call

Board of A&T:

Mark Holden, Chair, present
Judson Crawford, present
Vinny Capece, present
Nancy Dickal, present
Greg Kodz, present
Charlotte Madar, present

Other Persons Present:

Board of Aldermen:

Alderman John Anglace
Alderman John "Jack" Finn
Alderman Stanley Kudej
Alderman Ken Olin
Alderman Anthony Simonetti
Alderman Lynn S. Farrell

Chief Joel Hurliman, Police Department
Captain Mike Madden, Police Department
Charlene DeFilippo, Director, Community Development
Elliot Wilson, Bldg. Department
Robert Kulacz, City Engineer
Phil Mooney, Superintendent of Highways & Bridges
Chief John Millo, Fire Department & Dept. of Emergency Svcs & Homeland Security

Call To Order

Chairman Mark Holden called the meeting to order with the Pledge of Allegiance at 7:00 p.m.

-2300

ANIMAL CONTROL

Captain Mike Madden and Police Chief Joel Hurliman answered questions from the Board of A&T regarding the status of Full & Part Animal Control Officers, Inoculations, Dues/Subscriptions and Equipment Purchases (hand-held radios).

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Chief Hurliman responded to questions from the Board of A&T regarding an increase in Income shown for this year as probably being due to the fact that they haven't paid any State adoption fees yet.

In regard to Capital Expenditures, Charlotte Madar, Board of A&T asked about the new Animal Shelter for \$2M. Chief Hurliman responded that \$2M was a conservative estimate. They have not started building; however, there are several proposals for places to put it, and they project it will begin in 2010.

-2500 POLICE DEPARTMENT

Board of A&T members asked Chief Hurliman about accounts including Traffic Light Maintenance, Sign Replacement, Overtime Pay & Call Back, and the Canine Fund. In regard to scaling back Overtime Pay, Chief Hurliman responded that have a minimum staffing of motorized patrols that has to be met.

Judd Crawford asked about the proposed increase in Fire Range Maintenance and Chief Hurliman responded that every other year double maintenance is required and there has been a delay in annual qualifications because of the long turn around time for training ammunition that takes up to 7 months to be received.

In regard to Income line items, the Board of A&T inquired about the increase in Gun Receipts and Chief Hurliman attributed the increase to a request for all documents with a fee for copying as well as an increase in gun permits. The Board of A&T flagged the Police Private Duty line item for clarification because it is no longer under the Police Department.

The Capital Improvement discussions involved questions about the Police Radio System and common frequency situation which is still undetermined at this time; therefore, Chief Hurliman could not reply to the equipment he needs to purchase or its cost; he hopes to have it resolved by the end of the fiscal year.

Other line items discussed included Vehicles and Evidence Room upgrades (computerization and physical improvements) required for certification purposes (i.e. bar coding of evidence).

-5800 COMMUNITY DEVELOPMENT

Charlene DeFelippo, Director of Community Development responded to questions from the Board of A&T regarding line items for Meeting, Travel & Conference; Ms. DeFelippo explained that she would prefer to attend one annual all-encompassing conference rather than many small less expensive events throughout the year.

Judd Crawford inquired about line item for Part Time Employees. Ms. DeFelippo responded that she is the only person in the Community Development Office and a large percentage of her time goes to grant writing and grant research.

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She indicated that the proposed \$6K that she has proposed for Part Time support is very conservative (10 hours/week), and she desperately needs that part time support to alleviate her workload. She indicated that she is bringing in revenue with grants and funding for City programs. Ideally, she needs a full time person but she will take a part time person because of her extensive workload. The Mayor approved it last year, but then it got cut.

Additional questions regarded line items for Printing/Advertising (Neighborhood Asst. Program Newspaper ad is mandatory), and Sheriff Fees (necessary for Anti-Blight Program /non-responsive homeowners).

Alderman Simonetti asked Ms. DeFelippo if she had another part-time or another full-time person, would she be able to generate more grant money. She responded yes because she needs someone to research new grants to fund City programs and help her in supporting other departments such as Fire Department, BOE, Police Department, and Library. She is also responsible for the Anti-Blight Program which she is unable to devote time to.

-4400 **LIBRARY**

Elsbeth Lydon, Library Director; Shaun Fields, Director of Branch Library; Library Board Members Aleta Miner and Joan Feeley were present to represent the Library.

Ms. Lydon made an opening statement indicating that the Library is not just books, it's not merely for entertainment; it's a transformation organization. Right now, they are serving an increasing number of people, some who have lost their jobs or looking at a significant drop in their incomes. They are used to getting things on their own; they are going to have to learn to come to the Library and share. They need to have resources for these people to share.

In the last 12 months (from July 2007 to June 2008) the Library served 24,000 people using the Internet. Since last July – December 2008, they served 20,000 alone. They have a significant increase in people; they are going to be more than doubling the number of people who use the Internet.

Additionally, the Library has material and tools for people who are either losing their jobs or looking to find new ones. They have software, books, DVDs, information about resumes, newspapers, etc. They have many things that larger and smaller businesses can use and some of the money that is saved by the small businesses goes back into the community.

Ms. Lydon indicated that there are three significant line items that seem to have been cut. She clarified that Special Events applies to Programs (book discussions, Story time, Programs for people aged 0 -100, etc.). By cutting that money, that have no money to provide the programming that people have come to rely on. The programs provide information for people of multiple age groups, some educate parents and provide activities for kids. Many programs are offered on a very low budget, some sponsored by

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BOE teachers /volunteers. They've had library programs funded by grants that they library employees have written themselves.

Ms. Lydon stated that they must consider putting at least \$2,000 back; she understands that it all can't go back. The Book Budget was cut in half; for five years the Mayor has supported the same amount of money to buy books, and that amount was not enough. She requested that at least 20% of the book budget be given back. They work at a high level to obtain the best discounts through vendors and through the State.

In regard to the line item for Staffing, Ms. Lydon indicated that there was no way to consider that it is reasonable or fair, with the increase in their business, to cut the Part Time Employees. She requested that it be put back to at least the level of this year's funding.

The Board of A&T inquired if the Library received any funding the Library Trust Fund; Ms. Lydon responded that there's an endowment fund that belongs to the Library Board but it is not intended to run the library day-to-day. She indicated that the Board of A&T would need to discuss that with the Library Board because she does not know about that financial arrangement.

Shaun Fields, Branch Library addressed questions about other revenue sources and he indicated that they've worked hard to form partnerships with businesses and organizations within the City, the Valley and the State that provide sponsorship for different events that are held with no cost to the public.

-2400 **FIRE DEPARTMENT**

Postponed until Wednesday, March 11th.

-4800 **MUNICIPAL PROPERTY MAINTENANCE**

-3100 **BUILDING DEPARTMENT**

Elliot Wilson represented the Building Department and responded to questions from the Board of A&T regarding Mileage (item flagged to address clerical errors), and State Education Fees (collected and returned to the State) that are part of Building Permits. Under Capital Line Items, they flagged the two vehicles (2 Ford Escapes hybrid electric) because they were not included in the Mayor's proposed budget.

-3500 **PUBLIC WORKS DIRECTOR**

-3600 **ENGINEERING**

Robert Kulacz, City Engineer represented the Engineer's Office and responded to questions from the Board of A&T regarding expenses such as Personnel Training (seminars/trng American Public Works Assoc, UCONN Tech Transfer Ctr), Dues/Subscriptions (required for his Professional Engineer License, State licenses, Engineering Agencies memberships, etc.). In regard to Revenues, Mr. Kulacz indicated that there were six projects having Water Main Assessments in addition to revenues from Map, Digital Map and Permit fees.

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-3700 **TREE WARDEN**

No Representation

-3200 **HIGHWAYS & BRIDGES**

Bill Mooney, Superintendent of Highways responded to questions from the Board of A&T regarding unused line items for this year, requested again for next year including Longevity Payments. Mr. Mooney responded that Longevity Payments are contractual and paid by Finance Dept.

Judd Crawford inquired about the unused Meeting, Travel & Conference line item that is requested again for next year. Mr. Mooney responded that most of the Conferences, like the Engineering Office, are in the Spring and the money will be used in April, May and June.

Judd Crawford asked about the line item for Emissions Testing and if all the City Vehicles were required to have annual emissions testing.

Mr. Mooney responded that it didn't apply to all City vehicles; some City vehicles that are on Certificate of Origin aren't called on the same basis that regular registered vehicles are called on.

He did not know what the State was using to call them, such as Date of Registration, but he indicated that the money has to be available for all City Hall vehicles when the State requires emission testing. His trucks aren't subject to it at the present time.

Judd Crawford asked who tracks when the vehicles need Emission Testing. Mr. Mooney responded that the City doesn't say when they go. They respond to the State when testing is required, and he has information in the computer as to when the last testing took place.

Chairman Holden added that the reason this is being brought up is because nothing has been spent from this line item in several years.

Mr. Mooney responded to questions about the line item for Sidewalk Repairs and explained it was a reimbursement account for repairs of sidewalks that included participation between the City and the property owner. He added that there is a specific formula for it (50% concrete, 30% asphalt) with partial payment by the City and part by the property owner.

Judd Crawford asked about line items not used in two fiscal years 40-51, 40-52 and 40-53. Mr. Mooney responded that that weren't taking them out and, in fact, the Office of Emergency Management just expanded them – they were accounts for vehicle Tires and Parts. Mr. Mooney indicated that if they are to be taken out, than he will probably have to return to the Board of A&T to request funding for it anyway.

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Alderman Jack Finn inquired about the proposed reduction in Part Time Employees and Mr. Mooney responded that the reduction would be in Seasonal Employees (6 college kids) for paving/armor coating. Alderman Anglace indicated that the Mayor was looking for stimulus money to cover those types of costs.

Chairman Holden inquired about line item 351.16-01 Refuse Disposal Receipts (year to date \$25,350 income; there was none anticipated and they are budgeted for none).

Mr. Mooney responded that the Transfer Station is supposed to be for residents to dispose of household waste. The expense of running the Transfer Station has gone up, and there is a tremendous amount of traffic through there. The full bin price has increased. Many people have been coming in with demolition material, so they returned to the policy of charging for demolition materials (remolding, sinks, toilet fixtures, etc.). However, they do not charge for household waste, light metal, appliances (ranges, washer/dryers, etc.). They have to collect refrigerators because the refrigerant has to be evacuated (and that is expensive) and they may instigate a charge for that at some point.

Mr. Mooney explained that it is very expensive to get rid of demolition type materials resulting from remodeling so they have gotten stiff with the charges. The Rates are posted at the Transfer Station and it's reduced some of the infiltration from other towns. Mr. Mooney anticipates that the proposed income for this item would drop to \$20K.

Judd Crawford inquired about the amount for the Overtime line item; Mr. Mooney responded that not all of the overtime comes out of that account; some overtime for storms comes out of Town Aid.

Chairman Holden indicated that for Capital Line Items, Highways & Bridges is requesting a full sized dump truck, a 4x4 pickup truck with a plow and a mason dump truck with plow & sander for a total of \$220K.

Mr. Mooney explained that the equipment they have is getting old – He has two 1980's GMC's that were just taken off the road because they aren't safe to use and don't have enough power – and they're beyond re-powering.

He has 3 trucks that need to be re-powered ('87, '89, '96) and could be saved with about \$9K/each. He went out to bid on the engines and they're approx. \$7K + peripheral equipment. Two of those trucks have had new chassis members put in with the past 3 years; two have had new bodies put on within the last 3 years. These trucks are worth saving.

The pick-ups are over 10 years old; 2 came in as used vehicles from Trumbull. They need at least one 4x4 truck for the Foreman.

They lease a mason dump truck to snowplow Pine Rock Park because it is the only thing that fits in there. Leasing a truck has resulted in insurance problems, maintenance issues, and lack of control over the maintenance.

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Mr. Mooney concluded that he needs whatever was on the capital request.

Alderman McPherson asked if Mr. Mooney is able to obtain a break for vehicles obtained from the State; Mr. Mooney indicated that he has been to Wethersfield several times looking at used equipment; the State probably will have some equipment for surplus before it even gets on the road; it's been ordered and its in the pipeline and may be available; they are trying to get it. In regard to going to auctions, Mr. Mooney explained the difficulties with it occur because he is unable to provide money up front and he isn't able to inspect the vehicle prior to purchase in order to ensure that he gets what the Department really needs. He doesn't want to just buy whatever is available; he wants to buy what they need.

-3300 **ROAD REPAIRS**

Judd Crawford indicated that Mr. Mooney requested \$960K under the line item Road Repairs and the Mayor has cut it to \$125K; he asked Mr. Mooney if he could live with this \$835K discrepancy.

Mr. Mooney responded that no, he could not live with \$125K because they are already out of money for this current fiscal year; he added that \$125K, at the price of asphalt today, would only do a small driveway. Alderman Finn clarified that the price of asphalt is expensive - \$92/ton.

Mr. Mooney stated that they have no money left for Road Repairs this year. They've done what they can do and the Mayor has indicated that he can tap into pre-existing bond accounts such as the one being used for Nells Rock Road.

Mr. Mooney indicated that he doesn't feel that the \$2M Appropriation and Bond Authorization for the Reconstruction and Resurfacing of Roads in the City of Shelton, approved in November by the people of Shelton, should be used for Road Repairs.

He believes that Appropriation, as far as he knew, was for the resurfacing of certain roads such as what was done on part of Nells Rock Road, Wheeler Street, Waverly Road, Mohegan and part of Booth Hill Road. These were major construction projects let out to companies that have the capability to do road reconstruction (tearing up the road, turning the road back into the bed, etc...). He believed that was what that money was intended for.

Alderman Anglace asked about the \$960K requested for road repairs next year - when it was \$127K last year. Mr. Mooney responded it was because they have no money left for this year. He was told to take it out of the bond accounts; however, if he takes it out of the bond accounts he won't have that either.

Alderman Anglace suggested that a discussion needed to take place between the Mayor and the Department of Public Works and the Public Works Director not the Board of A&T regarding this \$835K discrepancy for Road Repairs.

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Mr. Mooney responded his Department cannot plan anything if it doesn't know if it has \$2M or \$125K - it's not fair to the Department, to the Management of the City or to the Residents.

Further discussion involved specific roads in great need of repair, drainage and resurfacing. He added that even after all the roads that need attention get attention, they need to take care of roads that need to be addressed before they become a major issue in a couple of years (i.e. Constitution Blvd).

-3800 RECYCLING PROGRAM

Mr. Mooney spoke on behalf of Marilyn Gannon for the Recycling Program. The discussion included leaf collection, the Anti-Litter Program (conducted by volunteers), recycling bin requirements and hazardous waste collection (contracted). Alderman

Anglace inquired if there was any revenue from Recycling; Mr. Mooney responded that it had never been large amount and there's been a significant drop in revenue from any sales of metal.

-3900 SANITATION

Mr. Mooney indicated that he was not certain that he could answer questions for Mr. DiMauro; however, he knew that there were contracts that were up but he had no information on them.

Judd Crawford noted that for all four line items, the Department has requested zero, and the Mayor has put a figure in, so the Mayor will have to clarify those amounts. He added that the Disposal Fees line item is overdrawn; Chairman Holden added that there had also been a cut for that line item; Mr. Mooney responded that the discrepancy may have to do with the fuel reimbursement from Trash Master not being reflected.

-2000 PUBLIC SAFETY & EMERGENCY SERVICES

Chief John Millo, Director of Emergency Management responded to Nancy Dickal's question as to why there were 16 unused line items in his budget yet the Mayor is recommending the same amount for next year. Chief Millo explained that there must be some error - or they have not received his requested budget yet.

Chief Millo explained that the department became the Department of Emergency Management and Homeland Security five years ago after the 2001 terrorist attacks. He took the position March 1st of last year as the Fire Chief of the City of Shelton and also took the job of overseeing the Office of Emergency Mgmt. He explained that he's taken a completely different approach because the Emergency Operations Plans were obsolete; hazard mitigation plans were from 1987 and the City had missed opportunities for grants that they never applied for. He is restructuring the entire Emergency Management Department; he's successfully applied for numerous grants and they are in the process of receiving others.

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Chief Millo explained that they are now part of Region 2 consisting of 30 towns in the State reporting to a Regional Coordinator in which they can coordinate mutual aid, additional responses and they receive federal funds through their Region. It is difficult for him to anticipate his budget without full knowledge of his allocation from the Regional

and Federal levels at this time. He has waited until the last minute because he's been awaiting final word from the Governor's Office regarding their allocation.

Chief Millo indicated that he did request a few thousand dollars to the Part Time account because Emergency Management is not Operations anymore. Operations would be used for disasters, emergencies man-made or terrorist attack. The rest of it is paperwork, planning, meetings, local planning (city, private industry and residents). They are presently working on a Critical Response Team for anthrax attacks that would distribute medicine to the public in conjunction with the Valley Health Department.

Alderman Jack Finn inquired about line items that the Mayor has reduced for next year such as Part Time employees; Personnel Training; Meeting, Travel & Conference; Motor

Vehicle Maintenance; Surplus Equipment; Communications Equipment; Emergency Notification (warning system along Housatonic); Lighting Equipment. Chief Millo provided justifications for the funds needed in those line items that could not be met with other funding.

Alderman McPherson inquired about obtaining State and Federal surplus equipment and reimbursement. Chief Millo responded that funds are made available if it's a Presidential Disaster – i.e. April 2007 for flooding along the Maples. A Hazard Mitigation Program was put together to receive some of the \$1M grant money made available by President Bush. Homeowner eligibility (75%/25%) is determined by elevation level and some residents in Shelton have been able to receive that funding. Chief Millo indicated that other state surplus equipment is kind of dried up; however, he got some surplus meters to be used to detect biological agents.

Chief Millo indicated that he would be available if the Board had any other questions.

Adjournment

With no further interviews, Chairman Holden adjourned the meeting at 9:45 p.m.

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation

Tape (2) both sides on File with the City Town Clerk's Office.

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