

TOWN OF WILLINGTON

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At 11:45am Quay B. from T.C.

BOARD OF SELECTMEN

Special Meeting Minutes

Board of Selectmen

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Town Office Building
Selectmen's Conference Room

January 16, 2018
5:00 P.M.

First Selectman Wiczenski called the meeting to order with the following in attendance: Selectmen Makuch & Blessington, Business Manager, Donna Latincsics, Building Official Jim Rupert and Revenue Collector, Lisa Madden.

Revenue Collector, Lisa Madden submitted a presentation of the Department. The Revenue Department consists of 2 people; Ms. Madden, who is in the office 5 days per week and her assistant, Nancy Vogel, who is part time (4 days per week).

The Revenue Office collects approximately 75% of the town's total revenue. As of today, we have collected \$10,848, 849 YTD of total budget (that is 82.5%) and they have a tax sale coming up on February 5th for our only 3 outstanding real estate properties from the 2015 Grant List.

The Revenue Office receives a monthly report from the Town Clerk's COTT system, to document new homeowners, mortgage pay offs, IRS liens and foreclosure proceedings, to name a few. Another advantage of the COTT software is that the Tax Collector can research to see if there is a mortgage or note on a property. If there is a delinquent real estate tax bill, a delinquent letter is sent to the taxpayer as well as a copy to the mortgage holder. She noted that almost every time this happens, the mortgage company either pays the delinquent balance or puts pressure on the taxpayer to pay the bill. They want to protect their asset and make sure the town does not take it.

The Revenue Office also works closely with the Assessor's on a daily basis; when an adjustment is made in an assessment value, the office pulls the adjustment over to the tax system and either rebills or refunds the taxpayer. Building permit clearances have been in effect for two years. For someone to get a building permit, the Tax office needs to sign off that no back taxes are owed.

Ms. Madden stated that she has an open door policy and will work with any tax payer. It is against Connecticut State Statutes to have a signed payment plan, but will help the taxpayer calculate the payment they would need to make monthly to be current before liens are issued on June 1st.

In July of 2016, a contract was signed with Dunbar armored car service, who picks up weekly, saving time driving to and from the bank. She noted that any department is welcome to use the service.

Ms. Madden stated that she is asking for a flat budget this year, with a slight increase in computer support and training/education. The DMV fee is currently \$250; this allows the Revenue office to access the DMV system to look up tax towns, expired registrations and put on or release motor vehicle clearances for delinquent's tax payers. She is anticipating an increase in DMV fees from the state.

Computer support covers Quality Data (billed annually) for technical support, web hosting, validator support and printing of July bills. The cost increases slightly each year and the budget reflects that.

The Training & Education line item consists of a few vendors and also includes mileage reimbursement.

Office Supplies covers the armored car service, legal notices (which are mandated by the State) billing supplies and day to day office supplies.

Ms. Madden issued a summary of the expenses and also provided history of what was spent going back to FY 2011 for reference. In closing, the budget she is presenting is flat with no increases. The Selectmen thanked Ms. Madden for her presentation.

James Rupert, Town of Willington Building Official presented the shared services budget (which is through the Town of Bolton) for building inspection services. Mr. Rupert stated that the budget put forth shows a slight increase over last year, which is a reflection of an additional 3 hours per week. The additional hours were needed in the building season to accommodate inspections, which otherwise were not allowing him to keep up with demand. He added that he is anticipating another busy building season, which the additional hours will allow him to meet most requests. Mr. Rupert noted that there are several commercial and development projects coming down the pike that will also require inspection time. Mr. Rupert noted that a code change will be happening sometime around July 1st which will require Land Use to purchase new code books. The Training and Education line item has been increased to an additional \$1,000 to offset the costs associated with the changes. Mr. Rupert explained that building codes, in the past were only approved by legislation and not updated in a timely fashion. The laws have since changed and we will see up to date codes which will benefit the state all around. The remaining line items cover dues and membership which are required by the State.

First Selectman Wiecenski asked how many books are involved with the new building codes. Mr. Rupert stated there are about 9 (consisting of commercial, industrial and residential). Selectman Blessington asked if the books are available electronically. Mr. Rupert explained that they are available, and it is about 20% less in cost, however we would need to incorporate it in with our system, which would involve IT and could add more cost to support. He also clarified that the paper version of the books are preferred; noting that it is easier for him to reference and copy for the end user if there are any questions. Mr. Rupert also explained that he is anticipating one more code update next year and then it should level off.

The Selectmen thanked Jim for his submission.

Donna presented run #3 of the budget; noting that some departments have submitted their numbers and are making progress. Town Council, Consulting Engineer and Building Official have been incorporated as well as the Cemetery Association, which has been added with a flat budget.

Donna noted that we might see a large increase in insurance (line 831) as she is anticipating a 15% premium increase as well as a 3% increase in workers' comp coverage. Donna added that she will touch base with the ACO for the Dog Fund budget numbers and the Human Services Director for their budgets. First Selectman Wiecenski noted that she did not ask them to present their budgets because they present to BOF. Donna noted that they still affect the Selectmen's budget and it is a good idea to get a feel for their budgets. First Selectman Wiecenski stated that she will reach out to them.

Next week (January 23rd at 6PM); Finance and Senior Services and Town Hall operations will be reviewed. Donna added that the EHHD (Health District) will also be included.

First Selectman Wiecenski thanked Donna for the submission. Donna stated that she continues to also work on the BOE budgets but will have more numbers for the next budget meeting for the Selectmen as well.

First Selectman Wiecenski moved to adjourn the meeting at 5:43 P.M.

Selectman Blessington seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

Respectfully Submitted:

Robin Campbell

Recording Secretary