

TOWN OF WILLINGTON

BOARD OF SELECTMEN Special Meeting Minutes

Board of Selectmen
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Special Meeting Minutes
Via web interaction (via Zoom platform)

**January 11, 2021
6:30 PM**

First Selectwoman Wiecenski called the meeting to order at 6:31 PM with Selectman Blessington, Selectwoman Boritz, Business Manager Donna Latincsics, Robin Campbell Town Clerk, and Troy Sposato Public Works Director in attendance.

A. Budget Workshop

Selectman Blessington wanted to begin by asking if the Board of Finance issued a letter of guidance to budget writers.

First Selectwoman Wiecenski advised that the Board of Finance did not share any guidance to budget writers, it was not a topic of discussion in last several meetings. The next BOF meeting is scheduled for January 21st 2021.

- Town Clerk

Town Clerk Robin Campbell presented the Town Clerk's budget to the Selectmen. Ms. Campbell started by saying there are few changes from last year's budget. The increases are reflected in salary for the new Town Clerk and for Election expenses. Election expenses increased due to COVID with absentee ballots. You will note a decrease in the salary for the Assistant Town Clerk as it is step 1 in the union pay scale with 25 hours reflected per week for 52 weeks. The proposed budget overall is flat – a 0.0% change.

A discussion was held on the Assistant Town Clerk's 25 hours per week, will that cover vacations and busy times of the year. Additionally it was discussed to break out the \$2,900.00 miscellaneous expenses for known expenses such as annual dues, education and conferences if possible for the ease of future budgeting review.

- Transfer Station / Public Works

Troy Sposato, Public Works Director presented the Public Works budget to the Selectmen. Mr. Sposato started with the Transfer Station as that is the smaller of the two budgets. Mr. Sposato started with line items that have been increased. The bulky waste disposal contract which starts calendar year has increased by \$15,000.00 that increase is reflected as \$9.00 per ton, Trash removal has increased \$11,000.00, well monitoring has increased by \$2,000.00, general supplies increased by \$1,000.00 which includes guard rail replacements and general maintenance needs. There are several decreases which are Mid-Neroc services because we are the host town therefore we will not be charged the \$1,400.00 budgeted line item.

A discussion was held regarding the \$29,000 budget increase with a 12.5% overall transfer station increase. Unless the model of the transfer station changes the Town will continue to absorb the cost of trash removal as it increases yearly.

Mr. Sposato moved onto the Public Works Budget. Salaries remain flat pending the union negotiation. Mr. Sposato is requesting two additional laborer positions and is requesting the hours of his assistant to increase from 10 hours to 25 hours per week. This position is integral to the operations of the crew. It was mentioned that they currently have a four man crew, if one is out unexpectedly or on vacation there isn't enough staff to facilitate all the required tasks. Mr. Sposato started with line items that have been increased. Road Maintenance increased by \$6,000, Public Works vehicle maintenance increased by \$15,000 due to the fact that our vehicle fleet is aging, required repairs cannot be maintained internally and are required to be sent out for repair. Tree removal services has increased by \$25,000, dead and or dying trees are becoming a safety hazard. Security system service is increasing as our vendor is changing whereas TN is no longer offering monitoring services. Miscellaneous supplies increased \$1,000, Public Works Electricity lease went up by \$98.00 contractually. Parts and supplies increased by \$2,000, Asphalt increased by \$5,000 for necessary road repairs. Crack seal went up additionally by \$3,000, crack seal is necessary prior to laying asphalt. Equipment purchase increased \$10,000, this is necessary to save the dump truck which was not designed for this purpose.

Moving on to snow, salt has increased by \$7,780. Although salt and sand mix works well it makes it difficult to remove the sand from the roads after the winter season. The sweeper is on its last leg.

Moving on to Chip Seal, chip seal-oil roller and chipper is increased by \$35,000, chip seal – asphalt increased by \$55,000, chip seal – crack seal increased by \$24,000. These are all necessary expenditures to repair and maintain the roads in Willington.

Mr. Sposato wanted to mention some decreases reflected in his budget as it relates to diesel fuel. In the beginning of the COVID pandemic where there was a reduction in school buses running, it was negotiated to lock in the diesel price at \$1.64 per gallon which will be a significant cost saving.

A discussion was held on the 20% increase to the overall Public Works budget. Selectman Blessington noted that we are in a depression and there isn't additional funds to support additional staff and or increases to many line items. Additionally, it was discussed that salaries may increase in union negotiations which will increase budgets exponentially across the board. It was also discussed what departments require minimally to run efficiently and what purchases are critical to the infrastructure.

- Senior Center

Business Manager Donna Latincsics updated the committee that she has been in contact with the Senior Center Committee. She will be preparing the budget for the Senior Center utilizing the budget from last year with contractual updates. She did not have that information put together and requested a discussion at a future BOS workshop meeting.

First Selectwoman Wiecenski thanked the presenters for their submissions. Once the Selectmen have had time to receive all of the submissions, they will revisit those budgets that may need to be adjusted.

First Selectwoman Wiecenski moved to adjourn the meeting at 7:41 PM

Selectman Blessington seconded the motion.

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

Respectfully submitted,

Heather Sharpley

Administrative Assistant, Town of Willington