

TOWN OF WILLINGTON

BOARD OF SELECTMEN Special Meeting Minutes

Board of Selectmen
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Town Office Building
Selectmen's Conference Room

January 7, 2019
5:30 PM

First Selectwoman Wiecenski called the meeting to order at 5:30 PM with Selectman Blessington, Business Manager Donna Latincsics, Assessor, Walter Topliff and Building Inspector, James Rupert. Selectwoman Makuch joined the meeting at 5:43 PM and Revenue Collector, Lisa Madden joined the meeting at 5:52 PM.

A. Budget Workshop

Business Manager, Donna Latincsics informed the Selectmen that she did not have a draft as of yet, but did have information to relay: Region 19 is coming in at a 3.5% increase and the Willington BOE is coming in with their final touches on their budget as they will be presenting to the entire BOE tomorrow.

First Selectwoman Wiecenski added that the Board of Finance has asked everyone who is submitting budgets to come in at a 0% change from last year. She cautioned that this is going to be a difficult thing to do as we have contractual increases that we are obligated to from the start.

Walter Topliff, Willington Town Assessor submitted his budget to the Selectmen. Mr. Topliff is submitting an overall decrease of -10.58%. Most of the decrease is from the salary line item as he is here less hours than the previous Assessors. Increases in the budget are for tax mapping and supplies.

Discussion was held on the NADA books which come out of the supply line. Mr. Topliff explained that the DMV software does not support motorcycle assessments. Because of this software glitch, the CT Assessor Association had to purchase an agreement with NADA to price motorcycles. The cost of the agreement is split amongst all towns based on proportion. Willington's share is \$80. In addition, Mr. Topliff added that he also had to update the NADA books this year as well; noting that 25% of all the vehicles that come in to them are unpriced; so the data is necessary for them properly appraise vehicles.

The personal property audits are currently set at \$1,000 and Mr. Topliff would like to increase that line to \$5,000. Mr. Topliff noted that \$5,000 will buy us 10 audits at \$500 each. He stated that he just performed 19 audits for the town of Somers and the return on the audits is about 6 to 1 which is will be helpful to the grand list.

Lastly, the Tax Mapping software shows an increase of \$2,200. A whole new program will be going in and will be shared between Land Use and the Assessor's office. The Assessors budget will carry the entire budget on this; unless there are problems with having it in here. The increase is not only for the upgrade, but will also entail weekly updates which is necessary for both departments to run smoothly.

Mr. Topliff then reiterated, even with his proposed increases, the overall Assessor's budget is showing a -10.58% decrease but with the possibility of generating revenue that we do not have.

Next, Jim Rupert submitted the Building Official budget. Mr. Rupert's budget is presented at a 3% increase (reflecting a salary increase) and the rest is at 0% with the exception of a new line, which is for the ViewPoint software which was recently implemented. The new software is budgeted for \$9,948.00 but Mr. Rupert clarified that it will pay for itself shortly due to the increased building fees and now the revenue stream will be processed very quickly. This figure is the total with a \$1,200 credit that we received from the company. In addition, the residents seem to be adapting to it very well. Mr. Rupert added that he actually approved 2 building permits offsite/off hours which is helpful to the end users all around.

Discussion was held on where the line item for View Point software is going to go. Donna suggested keeping it in the Land Use Department or possibly putting it under the TOB software. Mr. Rupert added that the Building Department already knows that they are going to get enough in revenue to cover the entire Land Use Budget. Lisa Madden added that the View Point software has eliminated the need to use a number of different pieces of software, (Accela, ESRI and MapGeo to name a few) which will also help offset the cost of this. The final decision was to consolidate the eliminated software that we no longer use, and list View Point in the Land Use Department as they will be able to control and track revenues (even though it is used by several departments). Mr. Rupert added although it is going to show an overall increase, it will not be as significant as it looks.

The overall Building Official budget will show an increase of \$948.00 for the year with the additional increase of \$9,948 for the View Point software. The permitting fees as discussed earlier will offset his operating budget. Mr. Rupert added that the fees that were recently paid by Dollar General was over \$7,000 and if the fees were not increased, it would have only been about half of that.

Lastly, Lisa Madden presented the Revenue Collector's budget to the Selectmen. Last year's budget was approved at \$86,715, and is coming in a little lower than that so far (\$86,465). The proposal for the next budget is at \$86,447; a bit less than last year. The budget reflects a decrease in salary for the part time revenue assistant and salary increase for the Revenue Collector. DMV fees, computer support and training/education all have slight increases. The overall budget submittal comes in with an overall decrease.

First Selectwoman Wiecenski thanked the presenters for their submissions. She reminded everyone that the Board of Finance is asking for everyone to come in with flat budgets and a 0% increase. Once the Selectmen have had time to receive all of the submissions, they will revisit those budgets that may need to be tweaked a bit.

First Selectwoman Wiecenski moved to adjourn the meeting at 6:20 PM

Selectman Blessington seconded the motion.

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

Respectfully Submitted:

Robin Campbell

Recording Secretary

TOWN OF WILLINGTON, CT

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At 2:20pm Amey-Blewett.C