

# TOWN OF WILLINGTON

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## BOARD OF SELECTMEN Special Meeting Minutes

Board of Selectmen  
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**Town Office Building  
Selectmen's Conference Room**

**February 4, 2019  
5:30 PM**

First Selectwoman Wiecenski called the meeting to order at 5:31 PM with Selectmen Makuch & Blessington and Business Manager Donna Latincsics

### **A. Grand List Update B. Budget Workshop**

Business Manager Donna Latincsics presented the updated budget with a place holder for the Health District, as the numbers have not come in for that yet. Currently, the Selectmen's budget is coming in at a 0.7%, which includes the 2% salary increases across the board as well as a few other additions.

First Selectwoman Wiecenski touched on Town Hall Operations; noting that she had asked for a quote for maintenance services from Emcor (who currently serves the Board of Education for the schools) as we do not have a maintenance person at all. She requested quotes for the Town Office Building, the Old Town Hall, Dog Pound, Library, Senior Center and Public Works' Garage. This past year, we had 3 of our air conditioning units break at the Town Office Building and all had to be fixed; at an expense that we hadn't planned for.

Emcor came in with two different quotes; a quarterly rate and a semiannual rate with a 5 year contract. The quarterly reate came in at \$3,240 and the semiannual came in at \$2,424. First Selectwoman Wiecenski noted that the BOE has been with them for a while and are on the semi-annual plan, which is working out. The quote given to us is for \$2,424, with a 3% increase in year 2; flat at year 3; 3% increase in year 4 and flat at year 5.

Selectman Blessington stated that we should expect to find issues and will end up spending more; clarifying that it is not a bad idea, we need to plan to be spending because that is the price you pay because nothing has been done for so long. First Selectwoman Wiecenski noted that we are not alone; as many of our neighboring towns have been in the same boat. She then noted that she has given the quotes to the Library & Senior Center and has configured the quotes into the Old Town Hall and PW garage budgets. The seniors are reviewing their proposal.

First Selectwoman Wiecenski added that Emcor has also offered to come out to our buildings and prepare a report of the mechanicals in the buildings; with life expectancy. This is at an additional cost, however she has not put that into the budget at this time. She noted that this would be something that would run along with the CIP and a future submission.

The computer expense line item has been increased by an additional \$36,933. First Selectwoman Wiecenski noted this is because the vendor gave us an incorrect price at the beginning of the contract. She has been in discussions with the Superintendent to see if we should go out to bid on this. She noted that they have met with other companies; but found that the cost was not one we could afford at the time. We have signed a 6 month contract

with them because we have had concerns with the services we have been getting; but we will not see the cost getting any lower. The contract is shared with the Board of Education.

Selectman Blessington stated that he is concerned about keeping the Town computers updated and wants to make sure we are monitoring that. First Selectwoman Wiecenski noted that one of the companies that they had met with had given us a quote and there was a \$19,000 start-up fee; which was to perform a detailed inventory of our equipment. She then noted that moving to someone else could come with an additional cost. One of the companies that we were happiest with was off of the CRCOG list; but again, was more expensive.

The TOB Office Supply line item was reviewed. The line has fluctuated over the past year due to various office supplies purchased. In FY 17-18 a cross-cut shredder was purchased and last year, bunting and flowers were purchased for the TOB. The line is not used very often. First Selectwoman Wiecenski clarified that those things were purchased at the end of the fiscal year.

The postage line item went down. This is because the machine is new; therefore we no longer are paying for maintenance on the machine (it is included in the lease). Postage will remain the same as postage has gone up.

Legal, Cemetery and Engineering line items will remain flat.

First Selectwoman Wiecenski noted that she added \$10,000 for traffic control; which will allow us to purchase 2 solar speed limit/radar signs, as a result of many residents complaining of speeding around town. The Selectmen said they would look into this and see what they could do. The solar speed limit signs will cost approximately \$6,000 and we can use the remaining funds to look into speed bumps or other traffic calming measures. The line is new and was put under the Public Works' budget for transparency. Selectwoman Makuch stated that she was hopeful we would incorporate this into the budget and noted that it is extremely important, especially because we have had so many inquiries about it. First Selectwoman Wiecenski noted that we have heard the residents and it is our job to respond to that. She added that the speed monitoring by the police is out of our hands, but we do have the authority and responsibility to try to hinder the number of issues that we have. She then said we will bring this to the Board of Finance; although they asked us to come in with a budget of zero.

In addition to the traffic control line, First Selectwoman Wiecenski noted that she increased the Assistant at the Transfer Station to an additional 8 hours per week (adding a person to work there on Wednesdays).

The unemployment line has been increased by \$8,000 as we have a potential claim. An additional \$8,000 might have to be added to the next fiscal as well. If the Town wins the appeal process, then the money will not have to be spent.

The medical insurance is a 14.5% increase

CIRMA LAP insurance is at a 3% increase and the Worker's Comp premium is also increased at 3%.

Heating fuel went from 2.07 to 2.29 (10.63% increase)

Diesel is at an 2.07 to 2.30 (11.11% increase)

We also have a new electricity contract at 0.0898 and are locked in until December of 2019.

With the other items discussed above, the SElectmens budget total is coming in at a 0.7% increase and with the exception of the EHHD (Health District) number, the numbers are as we anticipate them.

First Selectwoman Wiecenski asked the Selectmen if they feel it is important to come in at zero, and if so, how will we get to that? She also asked them if they wanted to discuss the salary increase requests that we had; noting that they will increase the budget even more.

Selectwoman Makuch stated that she doesn't feel that we are in a position to consider more than the 2% without significant cuts to other areas that are needed and valuable. She then asked what the letter from the Board of Finance requests. First Selectwoman Wiecenski stated that the letter references "zero" and says "flat". The assumption is that we don't add anything. She noted that we have had some significant changes in staffing with people starting over at step I which has allowed us to come in low even with the 2% increases. She asked the Selectmen if we feel this budget can get us what we need to operate the town? She says yes.

Selectman Blessington said that 2% is fair although everyone has a reason they should get more than everybody else – he doesn't really want to get into it but said he does not want to be bullied into giving more. First Selectwoman Wiecenski stated that because we are in the public sector, everyone's salaries are in the wide open. It is not that she does not recognize how hard our staff works and they often pick up a little more at one time or another. We are just not in a situation where we are in a for profit business to give back to our employees - she wishes that she could. She feels a 2% increase across the board is fair and is important that everyone can get an increase at the same level.

Selectman Blessington said the budget is good and even the additions to it do not even add up to 1.0%.

The Selectmen will continue general discussions on the budget. Selectman Blessington suggested next year we should start thinking about putting a continuing computer budget in the CIP to upgrade computers. He suggested putting every computer on a 3 year upgrade to keep up with the times. First Selectwoman Wiecenski stated that our computers are not that old, noting that she asked our vendor to compile an inventory last summer. Most of the departments have updated and rotated their computers over the years.

The Human Services Director re-submitted her budget with an adjustment to reflect summer camp expenses as well as a salary adjustment (request was brought down from 4% increase to 2%).

Selectman Blessington stated that there is a rumor that the Legislature is contemplating hitting up the towns to cover the Teachers pensions again like they tried to do a few years ago. First Selectwoman Wiecenski noted that we will have to see what the Governor's budget comes in on February 20<sup>th</sup>.

The next meeting is slated for Monday, February 11<sup>th</sup> at 5:30 PM. It is the last scheduled budget meeting.

**First Selectwoman Wiecenski moved to adjourn the meeting at 6:18 PM**

**Selectwoman Makuch seconded the motion.**

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

Respectfully Submitted:

*Robin Campbell*

Recording Secretary

TOWN OF WILLINGTON, CT

Received for record

February 5, 2019  
At 1:30pm *Maura D. Ginn*