

# TOWN OF WILLINGTON

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## BOARD OF SELECTMEN Special Meeting Minutes

Board of Selectmen  
40 Old Farms Road  
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**Town Office Building  
Selectmen's Conference Room**

**January 27, 2020  
5:30 PM**

First Selectwoman Wiecenski called the meeting to order at 5:30 PM with the following in attendance: Selectwoman Boritz, Business Manager Donna Latincsics & Jennie Arpin. Selectman Blessington was absent.

**A. Present to Speak**

No one was present to speak.

**B. Budget Workshop**

Jennie Arpin presented the Human Services budget. The Dial A-Ride amount of \$18,172 amount as not changed from last year. Salaries for the Director and assistant have been added with an assumed 2% increase.

Ms. Arpin noted that she took the numbers from summer camp staff wages and expenses and rounded up to make an even number. She is expecting the same (or perhaps better) for this coming year. Lastly, the emergency assistance youth/senior expense was increased by \$1,000 to cover the cost of associated items. Ms. Arpin noted that we have had situations come to light where the town might have to cover the expenses, if need be. She tries not to use unless there is a dire need.

Grant revenue was increased slightly. Ms. Arpin noted that she received an enhancement grant last year and is hopeful she will be able to get an additional \$1,500 in grant funding as well. April and Summer Camp revenue was kept the same as last year; but Ms. Arpin noted that she believes this year will be more successful than last.

Lastly, fund raising revenue was also increased by \$1,000 as Ms. Arpin noted that she was very successful with running various programs and plans on continuing running again this year.

The current budget comes in at a -1.9% decrease. First Selectwoman Wiecenski stated that there is not much to say on this budget and noted that she is hopeful summer camp continues to grow again this year.

Town Office Operations were reviewed next. TOB postage was increased by an additional \$475; now at \$11,998 which will reflect what we are actually using. Custodial supplies was increased by an additional \$200 ; now at \$1,700. Custodial services was then discussed. Robin Campbell noted that we should be adding an additional \$480 as the Old Town Hall is being used more and will require monthly cleaning at \$40 per instance. The new amount for custodial services comes in at \$19,680.

The Old Town Hall operations was then discussed. First Selectwoman Wiecenski noted that she doubled the maintenance for the hall, which was budgeted for \$1,000 last year; and was over budget due having to replace the well pump. The new budget will reflect a \$2,000 maintenance line item; which First Selectwoman Wiecenski warned is probably still too low.

First Selectwoman Wiecenski stated that she is working with our IT vendor to review the camera system. It is possible we might need an upgrade to the hard drive or possibly upgrade some of the cameras. This would be a one-time item purchase added to the Town Office Building operations.

Legal expenses will remain flat at \$18,500 and the labor attorney fees will also remain flat at \$3,000.

The Cemetery line item remains flat at \$2,000 and engineering services will also remain the same at \$10,000.

Donna stated that the health insurance is not to exceed 7% and is expecting that we are going in with a favorable budget; noting that last year we went in at 14% but it came in at 2%.

Discussion was held regarding the finance office – Donna had requested adding an additional 20 hour per week position back into the department. First Selectwoman Wiecenski noted that there has been an increase to the workload with the library finances and a shift in work from the new Treasurer; we have been using a Temp to fill the void and see what we need in the long run. Donna stated that the fiscal office has been short staffed due to a few employees being out. She would like to see how thing progress when the office is full staffed; noting that one of the employees felt that they will not need the extra help; but until they are fully staffed,(in March) that it's uncertain. First Selectwoman Wiecenski warned that the Selectmen's budget will have to be prepared and submitted to BOF before that timeframe. Donna added that because they are also implementing new financial software, there will also be a learning curve; but will also make things run smoother in the long run. First Selectwoman Wiecenski then suggested that Donna decide what she feels the department needs.

First Selectwoman Wiecenski noted that they will be meeting again next week to continue budget discussions. She then asked Donna what she needs to finalize the budget. Donna stated that she needs salaries and health insurance costs; as those are the two large missing pieces.

Selectwoman Boritz asked where we are with the negotiations. First Selectwoman Wiecenski noted that our Town Attorney is working on that now and we will wait for the process to start; but things most likely won't be settled until at least April – it is all about timing.

First Selectwoman Wiecenski then stated at the last meeting, Christine Psathas suggested adding a line item for training and a paid moderator. First Selectwoman Wiecenski noted that she reached out to CCM about that and they offer free training (to run a legal and effective meeting) for their members. Selectwoman Boritz said if there is no cost for training, then we should send a few people. She then suggested adding a line with some funding \$1,000 to cover a paid moderator.

Discussion was held on where to add a paid moderator. First Selectwoman Wiecenski suggested adding to the summer help line. Instead, Donna stated the website re-design line item is no longer needed and can be renamed to "moderator services". Selectwoman Boritz suggested paying the same rate as we do for recording secretaries (\$20 per hour); noting that we don't have too many town meetings per year; so a \$500 placeholder should work for now.

First Selectwoman Wiecenski asked Donna to plug in place holders for the salaries and insurance so we have a better understanding of the budget with the increases as well as the decreases.

**First Selectwoman Wiecenski moved to adjourn the meeting at 5:59 PM**

**Selectwoman Boritz seconded the motion.**

**Vote: 2 Yes (Wiecenski & Boritz) 0 No.**

Respectfully Submitted:  
Robin Campbell  
Recording Secretary

TOWN OF WILLINGTON, CT

Received for record January 28, 2020

At 9:50 Am Maura Magan