

**BOARD OF FINANCE  
TOWN OFFICE BUILDING  
40 OLD FARMS ROAD  
WILLINGTON, CT 06279**

**BUDGET MEETING MINUTES**

Thursday, February 22, 2018

**Members Present:**

Jim Bulick, Chairman  
Mike Makuch, Vice-Chair  
Randy Belair, Secretary  
Peter Tanaka  
Laurie Semprebon  
Fred Schoen – Alternate

**Members Absent:**

Barry Wallett  
Bill Rankin – Alternate

**Also Present:** Donna Latincsics, Business Manager; Tish Ignatowicz, Treasurer; Erika Wieceński, First Selectwoman; Registrars, Christine Psathas & Suzanne Chapman; Walter Parsell, Planning & Zoning; Peter Andersen, Conservation Commission; members of the public.

Chairman Jim Bulick called the meeting to order at 7:03 pm.

**SEATING OF ALTERNATES**

Peter Tanaka **motioned** to seat Fred Schoen for Barry Wallett, Randy Belair seconded. All were in favor, **motion carried**.

**APPROVAL OF MINUTES**

**2/08/2018 Budget Meeting Minutes**

Peter Tanaka **motioned** to approve the February 8, 2018 Budget Meeting Minutes with the following amendments, Randy Belair seconded. All were in favor, **motion carried**.

**Under Also Present** – Joe Colangelo was not present, Parsell was spelled incorrectly, Rec. Comm. Members present were – Ed Taiman, Bill Bilyak & Mike Iacampo.

**Under Recreation Dept** – 3rd line, should read – The increase is due to negotiated wage and benefit increase for the Rec. Director & Lifeguards. They are expecting the increase in Basketball expenses to be offset by revenue from the program.

**Under Human Services** – 3<sup>rd</sup> line Jennie was spelled incorrectly. Add a line – Her expenses are only increasing \$108.00 over last year.

**Under Old Business** – Teacher Retirement Benefit collected – clarification – Unused Board of Education funds may be returned to the Town at the end of the fiscal year. Such a transfer may only be done at the discretion of the Board of Education and may not occur until the end of the fiscal year. The Board of Education has a history of returning funds to the Town in full accord with state law.

**PRESENT TO SPEAK**

1<sup>st</sup> Selectwoman Wiecenski updated the Board on where the Snow Budget stands. The snow budget is as follows: PW overtime: \$6,506.90 remaining, Contractors: \$16,092.50 remaining, Snow Equipment maintenance: \$2,928.94 remaining, Sand: \$4867.09 remaining, Snow plow equipment: \$2,150.49 remaining, Salt: Negative \$8938.55, Calcium: Negative \$1,879.50. Don't anticipate buying any more this year. All figures are as of February 22, 2018. Discussion followed. The snow budget is based on a five year average.

**NEW BUSINESS****Budget Presentations****0121 Probate Court District**

This budget line item is a calculation based off of our Grand List. Our Grand List is scheduled to be certified on February 23, 2018. After this date we will have a budget line item for Probate Court.

**0126 Registrar of Voters**

The budget Request for the Elections Department was presented by Christine Psathas and Suzanne Chapman. Since the Registrars have not had any salary adjustments for 11 years, and they are required to take additional training and perform additional duties, they are asking a salary increase commensurate with the increased education and duties the position requires. They are asking for \$38,215 from the general fund, a \$7,894 (+26.03%) increase over last year. Other operating costs of their department have been reduced by -2.5%.

**0131 Board of Finance**

Business Manager Donna Latincsics presented an analysis of hours worked by the Recording Secretary. She is proposing that the Board of Finance budget be calculated as a weighted average of the past 5 fiscal years multiplied by the wage rate. This will decrease the board's budget by -16.3% from \$4,144 to \$3,468.

**0132 Treasurer**

Treasurer Tish Ignatowicz presented her budget for \$32,539, a 4% increase over last year's budget. This increase is due to the contractual salary agreement with town employees. As a general note, town employees are getting a 2% raise per/year based on the latest labor agreement. The labor agreement was approved after the budget was approved. We had a budget contingency in place for the labor agreement to cover the 2017-2018 fiscal year. That is why this year's budget "has the appearance" that wages are increasing 4% when they are actually only increasing 2% (because the budget contingency for labor will be removed in next year's budget).

**0135 Board of Assessment Appeals**

Ed Taiman requested his budget be reduced by -2.24% from last year's adjusted budget.

**0161 Conservation Commission**

Peter Andersen, Chair, presented the budget for the Conservation Commission. They are asking for level funding of \$1,500 to pay for Parks and Trail Maintenance, Memberships and Conferences, and Programs and Outreach.

**0171 Planning and Zoning Commission**

Walter Parsell presented the Planning and Zoning Budget. The request is for \$129,262, a \$5,298 (+4.3%) increase over last year due to the expected hiring of a assistant zoning agent to help with enforcement and increasing activity in the land use departments,

**0172 Zoning Board of Appeals**

This line item is increasing by +4% to account for the negotiated wage increase.

**0176 Inland Wetland Commission**

This line item is being held flat from last year at \$2,000.

**0175 Economic Development Commission**

No budget was presented as there has been a change in membership this past year (the Economic Development Commission did not submit an annual report either). The budget will be held flat for now.

**OLD BUSINESS**

**TRB/MBR:** Information requested by Kathy Demsey provided. Jim will follow-up and schedule a phone call.

**Annual Report for Fiscal Year July 2016 through June 2017 (update from Deb).**

Report is being proof read.

**CORRESPONDENCE** - none**GOOD & WELFARE**

First Selectwoman Wiczenski asked the reason for freezing the spending for the Town. The Board decided to motion to add Discussion regarding the Budget Freeze to the agenda.

Laurie Semprebon **motioned** to add the budget freeze to the agenda, Mike Makuch seconded. Peter Tanaka voted no, all others were in favor, **motion carried**.

Question was asked why we are still in a budget freeze. Were we not simply waiting for stability in the funding from the state? Originally the State said towns had to prepare for a TRB payment. Money was set aside and allocated for that in the BOE budget. However, the TRB requirement never materialized, but the State cut funding in other areas amounting to about \$400,000. So the problem is that we have about a \$400,000 revenue shortfall and money allocated in the BOE we cannot use or transfer until the end of the fiscal year. This is why the board asked for a freeze in discretionary spending. Spend what is needed to do the job. Anything we can put off should be deferred. If something come up and needs attention, please bring it up to our board and we will work with town departments.

Jim then asked Donna and Tish to perform another revenue analysis, as it is thought that revenues are coming into the town at a faster rate than originally predicted.

**ADJOURMENT**

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

*Debra L. Lewis*

Debra L. Lewis  
BOF Recording Secretary