

TOWN OF WILLINGTON

BOARD OF SELECTMEN Special Meeting Minutes

Board of Selectmen
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Town Office Building
Selectmen's Conference Room

January 13, 2020
5:30 PM

First Selectwoman Wiecenski called the meeting to order at 5:33 PM with the following in attendance: Selectwoman Boritz, Business Manager, Donna Latinesics, Town Clerk Amy Lam, Joe Piatek (representing the Senior Center) and PW Director, Troy Sposato.

A. Budget Workshop

The meeting began with Joe Piatek and the Senior Center budget. Donna went over some of the highlights: The utilities and lease payment escalates 4.1% (and that is for everyone who has a lease payment in their budget). Donna reported that she just locked in the heating oil contract at \$2.15 per gallon. (it is currently at \$2.29 per gallon until July 1st). Cleaning and insurance will remain the same

First Selectwoman Wiecenski noted that we are going into the second year of the Emtcor contract – which should stay flat. She then stated at a recent Board of Director meeting with the seniors there was discussion of perhaps increasing the lines for building and vehicle maintenance. Mr. Piatek noted that the seniors are currently over budget in vehicle maintenance and gas. He added that he is happy to say they now have two good drivers and a different coordinator and they are all more active. For example, the seniors took a trip to a whale watch – they don't pay for a driver, but cover the lunch (up to \$20) and the gas. The seniors also cover the cost of driver training, which comes from their bus maintenance/gas budget. First Selectwoman Wiecenski noted that the budgeted number last year was for \$2,500.

Selectwoman Boritz stated that it is very important to track actual numbers so we know what we are spending. If the seniors can capture the actual overages, the Selectmen will be able to adjust the budget to accommodate the overages.

The bus maintenance/gas budget was discussed. Last year it was budgeted for \$1,191 and is currently spent at \$1,300. Mr. Piatek noted that the seniors rely on that budget – especially because the bus is getting older.

Mr. Piatek noted that he will take a look at the senior center maintenance line item and will submit an updated request shortly.

Next up was Amy Lam to present the Town Clerk budget.

Salaries were submitted with a 2% assumption increase and the election line item was increased at \$1,500 because we will have a presidential election. Vitals, restoration, purchased services, misc and office supplies remain unchanged from last year.

Purchased services covers the Cott system, land records and micro filming and paper for the books in the vault. Miscellaneous line covers training, gas mileage the annual conferences and the TCTCA dues. Selectwoman Boritz asked to have the miscellaneous line broken down a little more to clarify what exactly is covered.

The total budget for the Town Clerk shows an increase of \$3,104 or a 3% increase.

Troy Sposato presented the Transfer Station and Public Works' budget.

Salaries were added in with a 2% assumed increase (as a place holder). Bulk waste disposal was updated to match a contractual increase from last year.

Troy would like to increase the General Supplies line item to cover a new camera system and wifi at the Transfer Station at a cost of \$5,500 (this would be a one-time cost for the cameras). Parking lot maintenance was updated to reflect an increase of \$750 for striping the parking lot.

The rodent control line item was discussed. It has been budgeted for \$200 annually, but has not been spent in several years. That line item was decreased to true it up.

First Selectwoman Wicewski noted that there seems to be no maintenance line item for the Transfer Station. She asked where the money comes from when they have something that breaks down – for example they needed to have repairs done on the trash compactors a few times during the year. She asked how we paid for those expenses in the past. Troy stated that the repairs were covered under the general supplies line – that is why he increased it (as the cost to date was over \$4,500).

Donna suggested to change the name of the “parking lot maintenance” line to just “maintenance”; at \$5,750 and move some of the funding from the “general supplies” line to \$4,000.

The total requested increase for the Transfer Station (which includes a contractual increase of \$14,000) comes in at \$29,650 – or 13.9%

The Public Works' budget was then reviewed.

Troy has added an increase for an additional crew member and has also requested an increase for his assistant, Jayson from 15 hours per week to 25 hours per week. Troy explained that Jayson does more than just admin help – he goes to get parts and is useful in a lot of other areas than just the office.

Road maintenance was increased from \$14,000 to \$20,000 – there are a few roads that need to be addressed. The Public Works vehicle maintenance is increased from \$50,000 to \$75,000 – this is due to the aging fleet. Troy noted that we have 2 trucks that are being fixed right now as a matter of fact.

The equipment rental line item did not have any money earmarked in the past. Troy stated that they ended up transferring money so they could rent equipment. The increase Troy is proposing is for \$7,500 so they can rent an excavator for 2 months (one month in the spring and one month in the fall). He noted that he also added a purchase of an excavator in the equipment purchase line – if that goes through then the rental can be deducted.

Catch basin cleaning has been increased to \$22,000. Last year we were able to get the catch basins cleaned at a cost of \$15,500; however DEEP has mandated that we clean out the drains and oil separator at the garage. Troy recommends going with the clamshell method again this year, because the other method would cost over \$60,000.

Tree removal was increased to \$30,000 (up an additional \$5,000) because there are many trees that have died around town from gypsy moths. The drug –testing & CDL physical line has been increased to cover the cost of a

new vendor, (additional \$300); as the vendor comes to the garage instead of sending the crew out to be tested. (saves time).

Miscellaneous supplies has been increased from \$2,000 to \$7,500 to cover things that need to be replaced. The building maintenance supply line was increased from \$8,330 to \$10,000. Troy noted that the propane heaters need to be replaced. They are still using the waste oil/heater but once they run out of the waste oil, they have to convert to propane, otherwise there is no heat. With that, the propane line was increased from \$1,000 to \$2,000 to true up that line.

Troy noted that he would like to send one of the guys to an air brake class; therefore he increased the training/education line by \$150 to \$600 to cover the annual class fees as well.

Parts and supplies was budgeted at \$2,000 the past few years. Troy increased an additional \$8,000; noting that the line was over spent by \$14,000 in 18/19 and we are already over budget by \$3,500. Troy noted that this line should cover annual maintenance on the entire fleet of public works' apparatus (ie: oil and air filter changes, etc). He gave an example that complete service for the pay loader is \$450 and that should be done twice per year. A \$2,000 budget does not go far at all. First Selectwoman Wiecenski then asked Troy how he thinks we were able to maintain the fleet on that budget? Troy said that they recently sent a 2007 F450 in for repair and they were told that the air filter has never been changed on it.

Stone was increased from 0 to \$2,500 which will go towards the road maintenance projects that will be coming up. Asphalt and crack sealing have been increased by \$15,000 and \$3,000 respectively. Troy noted that the money that comes from the asphalt line is used to fix the roads, sink holes or catch basins or repair an apron throughout the year. There was not enough money in that line item to cover the cost of repairs for a year. He noted that a ton of asphalt costs \$72 per ton. To put into perspective, Troy noted that 50' of curbing takes one ton of asphalt.

Aggregate was doubled (from \$8,000 to \$15,000) because Troy noted that several of our dirt roads around town are in need of new aggregate to repair them.

The traffic control line was discussed. The line item is currently at \$10,000 and we still have \$3,000 left from the 2 radar speed signs that were purchased this past year. First Selectwoman Wiecenski asked Troy what he would do with that line going forward. Troy said we can maybe drop it down to \$5,000 and see what happens – there is only so much you can do with that – because we can't do speed bumps. First Selectwoman Wiecenski then asked if he thought we should purchase a few more of the speed radar signs? Troy stated that could be an option and we could put most of them in permanent spots in trouble areas. Selectwoman Boritz asked to review the data from the two signs that were put up – so we can see if anything has changed from having them in place. She then noted that she has seen a difference since they have been installed, but wants to see the official results.

Troy continued on with the budget and stated that he increased the equipment purchase line item from \$5,000 to \$25,000. He would like to purchase a push box to add to the backhoe so they can plow the parking lots, instead of using the pickup trucks; which in turn would save wear and tear on them. In addition, he would also like to purchase a Connex Box to store the lawnmowers and various equipment to keep them out of the weather.

The lease payment principal has been increased to reflect the mower (which was purchased last year).

The snow budget was then discussed. Troy stated that he ran a 5 year average and kept the numbers the same; even the contractor at a total of 2 (but we currently only have one). First Selectwoman Wiecenski then clarified if we were to hire an additional driver, then the contractor budget would be cut in half. First Selectwoman Wiecenski stated that she also sees a large increase in salt. Troy stated that we are using a higher ratio of salt to sand and according to the MS4 provisions, the state is essentially making it mandatory for us to switch to salt. Although it is a large initial cost at first, it ends up costing less in the long run because there is no more sweeping

and catch basin cleaning is cut down as well. Troy noted that it is going to take 2 – 3 years to switch over and also noted that they will be able to cut back on sand purchases.

Chip Sealing remains the same for the truck rental and stone; however the oil roller & chipper & asphalt were increased slightly; with Troy noting that he would like to see a few more roads done than last year. He noted that it roughly costs \$160,000 to pave a road; but that is just for the asphalt – the cost to put it down is extra.

The total that was initially submitted came in at \$149,000 or a 36.5% increase, but with the few things that were deducted during the workshop brought it down to \$112,000.

First Selectwoman Wiecenski noted that the majority of increases come from labor (increased personnel) and preventative maintenance. A lot of the issues we have had were lacking before.

Selectwoman Boritz clarified that we have to see where we are in total with the entire budget with what everyone else comes up with as well.

First Selectwoman Wiecenski noted that we will be meeting again next Tuesday, January 21st at 5:30 and will also have a regular meeting at 6:30 PM.

The meeting was adjourned at 6:28 PM

Respectfully Submitted:
Robin Campbell
Recording Secretary

TOWN OF WILLINGTON, CT
Received for record January 17, 2020
At 1:00pm Mawerzagant