

Town of Willington

Board of Selectmen
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BOARD OF SELECTMEN

Budget Workshop Special Meeting Minutes
Hybrid; TOB, Common Room

January 23, 2023
5:30 PM

**Minutes are not official until approved at the next regular meeting*

First Selectwoman Wiczenski called the meeting to order at 5:30 PM with the following in attendance: Selectman Bulick, Selectman Makuch, Business Manager Donna Latincics, DPW Director Troy Sposato, Tax Collector Janice Clauson, and residents in person and via Zoom.

Present to Speak

None.

Appointment to School Building Committee – J. Marshall

First Selectwoman Wiczenski stated that the Board of Finance recommended James Marshall as a member of the Board of Finance to fill a vacancy last week.

First Selectwoman Wiczenski moved to appoint James Marshall as the Board of Finance member representative as a regular member of the School Building Committee; effective immediately – expiring once the charge of the Committee has completed.

Selectman Makuch seconded the motion.

Discussion: The SBC seat was left vacant due to M. Makuch's resignation from the Board of Finance. Mr. Marshall spoke about his background in building services and how he would be beneficial to the committee. Discussion occurred on Mr. Marshall's background and the role of this representative on the Committee.

Vote: 2 Yes (Makuch & Wiczenski) 1 No (Bulick). Motion carries.

Budget Workshop

The budget is still a work in progress and is being adjusted with updated information. The biggest consideration this year will be the increase to the road infrastructure.

Business Manager Latincics reported that the Region 19 budget figure is the forecasted budget from last year. The funds transfers to the other departments include Human Services (includes the Senior Center Coordinator position), Housing Authority budget, Capital Reserve is from the approved CIP plan year 2 number and the handicap fund is flat this year. There are currently no transfers out to Capital projects at this time. Business Manager Latincics reviewed the lease payments; the ACO vehicle lease is now paid for and this will be the last year for the SCBA lease payments. Business Manager Latincics also reviewed the insurance budgets and the pension funding category. The Town has a fixed rate with Eversource for supply, but the demand will fluctuate. DPW Director Sposato stated that there has been a decrease of 80 tons of bulky waste so far this year which may be partially due to the recent Transfer Station enforcement. The lease payments have been updated to reflect the necessary updates. The Town has not yet locked in the diesel or heating oil pricing as of yet but will use assumptions of \$3.27 for Diesel fuel and \$3.18 for heating oil.

First Selectwoman Wiczenski reviewed the DPW and the snow contractor line item was discussed as it will be going out to bid again this year. The Building Department budget is being reviewed; the building permit

support number may decrease slightly. The purchased service line item should follow a 3% increase. The Senior Center budget has not yet been received yet. The Old Town Hall maintenance line item will remain flat. The computer expense line item may have an 8% increase for IT services; the maintenance and miscellaneous line item was increased due to work that was to be performed on the hvac in the vault so that number should decrease slightly; the custodial services bid needs to go out for bid this year so there is a slight increase included in that budget number. In the Town Clerk's budget, there is a 2.75% annual increase as well as step increases and certification increases. The overall Clerk budget also includes an increase for a grant or grantee index which is needed in the office but was removed from the budget last year due to funding concerns. With the Revenue Collector's budget, there is a request for an increase in the salary that has been discussed in previous years; as well as increases from contracted services. The Assessor position is shared with the Town of Bolton; there is a decrease this year in the contracted cost that is split between the two towns. The Finance Department is awaiting the cost for the accounting software. In the Selectman's Department, the hours for the Administrative Assistant will remain the same. There was a slight decrease in the CRCOG dues; CCM dues will remain the same. Traditionally, the webmaster stipend has increased at the same rate as other positions. Additional discussion was held on the DPW budget and the increase of the road maintenance budget.

The guidance letter from the Board of Finance stated that if there were any significant changes in the budget to be submitted that it must be explained and any changes in staffing or programs should be changed.

First Selectwoman Wicinski moved to adjourn the meeting at 6:36 PM.

Selectman Makuch seconded the motion.

Vote: 3 Yes (Bulick, Boritz & Wicinski) 0 No. Motion carries.

Respectfully submitted,
Kelsey Allard
Recording Secretary
Town of Willington

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TOWN CLERK