

# TOWN OF WILLINGTON

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## BOARD OF SELECTMEN Special Meeting Minutes

Board of Selectmen  
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**Special Meeting Minutes**  
Via web interaction (via Zoom platform)

**January 4, 2021  
5:30 PM**

First Selectwoman Wiecenski called the meeting to order at 5:30 PM with Selectman Blessington, Selectwoman Boritz, Business Manager Donna Latincsics, Assessor, Walter Topliff, Building Inspector, James Rupert and Revenue Collector, Janice Clauson in attendance.

### A. Budget Workshop

Selectman Blessington wanted to begin by asking if the Board of Finance issued a letter of guidance to budget writers.

First selectwoman Wiecenski advised that the Board of Finance did not share any guidance to budget writers, it was not a topic of discussion in last several meetings. The next BOF meeting is scheduled for January 14<sup>th</sup> 2021.

- Revenue Collector

Revenue Collector Janice Clauson presented the Revenue Collector's budget to the Selectmen. Ms. Clauson started by saying there are several changes from last year's budget. Supplies remained the same however DMV fees, computer support and training/education all have slight increases. Training/Education increased due to the fact that both the Revenue Collector and the Assistant Revenue Collector are both taking classes. At this point the Revenue Collector classes are just about done while the Assistant Revenue Collector is half way through the required curriculum. Computer support has increased by \$100.00 to include validator tape and or ribbons for the validator machine. DMV fees are increasing about 3% for the use of the Lexus Nexis application. Salaries were increased by 2% in accordance with the union contract. The Assistant Revenue Collectors salary increase covers 45 weeks at 18 hours per week and 7 weeks which are primarily the busy season January and July at 28 hours per week.

First Selectwoman Wiecenski asked that we maintain current salaries with no incremental increase as this is a negotiation year. There was a one year extension however there currently is not a union contract in place to cover additional increases. For purposes of budgeting we will continue with the current salaries until such contracts have been negotiated.

Selectman Blessington wanted to know why the budget reflects a 4% salary increase.

Ms. Clauson responded by saying the salary presented represents a 2% increase. It may appear to be higher due to the fact that the Assistant Revenue Collector is split to represent 45 weeks at 18 hours per week and 7 weeks at 28 hours per week to cover busy tax times and vacations.

First Selectwoman Wiecenski responded to say in past practice, prior to the current Revenue Collector and Assistant Revenue Collector the Assistant Revenue Collector was scheduled to work 22 hours per week for 52 weeks which equals 1,144 total hours per year. The current budget is a decrease in hours for the Assistant Revenue Collector represented as 45 weeks at 18 hours per week and 7 weeks at 28 hours per week to cover busy tax times and vacations. The total hours equals 1,006 total hours per year. Because this is a union contract negotiation year the current salary should remain the same at \$23,139.00 without any increase reflected.

Business Manager, Donna Latincsics asked Ms. Clauson to clarify the computer support line item. It was noted that the increase was \$100. The budgeted amount reflects \$8,810.00 an increase of \$100.00 would be \$8,910. However \$9,180 is reflected, which is a \$380.00 increase.

Ms. Clauson responded by saying that she received a budget letter from QDS was \$9,080.00.00 the budgeted amount was increased by \$100. To cover validator tapes and or ribbons for printing purposes.

First Selectwoman Wiecenski wanted to clarify that postage comes out of the TOB budget.

Ms. Clauson responded that is correct.

Selectman Blessington wanted clarification on the Hartford Courant line item, it is his assumption that these are due to required legal notices.

Ms. Clauson responded to say yes, the line item reflects required legal notices. A pricing analysis was done between the Chronicle and the Hartford Courant and the Chronicle came in \$100.00 higher per posting than the Hartford Courant.

First Selectwoman Wiecenski wanted to make mention that the Brinks line item is assumed by the Revenue Collectors budget however that office collects revenue from all other departments and prepares deposits.

Selectman Blessington wanted clarification on the DMV reporting fee, what does that cover?

Ms. Clauson responded to say \$250. Is for the CIVILS portal that allows us to add and release delinquencies. For example if someone pays their taxes late we can go onto the DMV system to release the delinquency so they can move forward with car registration. The Lexis Nexis is used for address verification the price has increased however this piece is integral to our process in locating and updating incorrect addresses for tax bills.

- Assessor's Office

Walter Topliff, Willington Town Assessor presented his budget to the Selectmen. Mr. Topliff started by saying he to added a salary increase of 2% however he will make the corrections to keep it the same as per the previous discussion. There is a correction to tax mapping for FY 21-22. The budget should remain the same as last year at \$5,200. Under Assessors supplies CIVILS should reflect \$250.00 the annual registration fee is \$250.00 not \$200.00.

First Selectwoman Wiecenski wanted some clarification on the detail provided prior to the meeting to match to the budget.

Mr. Topliff explained that the CAMA Maintenance is \$7,146 with the website hosting for public access is \$1,759.00 totaling the \$8,905. Reflected on the Vision CAMA line item. The Cloud hosting of Vision CAMA

came in at \$2,678 and the property record card to pricing the PDF services is \$450. Which equals the Vision Cloud Hosting of \$3,128 reflected on the Assessors Budget. The property record card to pricing is for our mapping website it allows the user to print a property record card vs. a summary. Mr. Topliff wanted to preface that this is not a new software it reflects a continuation of services. Training and education has remained the same from the last budget.

First Selectwoman Wiczenski wanted to know if there is any cost savings because the Assistant Assessor is already credentialed. The previous Assistant Assessor was taking courses and in the process of training. Is there no cost savings?

Mr. Topliff responded to say the current Assistant Assessor is certified however she is required to maintain her credentials by continuing education requirements therefore there is no cost savings in education. Both the Assessor and Assistant Assessor are required to get 50 hours of certification credits every 5 years. To maintain that, continual education is required throughout the year.

- Building Department

Next, Jim Rupert submitted the Building Official budget. Mr. Rupert's budget is presented at a 2.7% increase due to line item related to building permits system support which is going from \$10,850. To \$11,168. This software has been an integral part of our operations. This software was also utilized in Willington for dog licensing to assist in streamlining processing by adding the option online.

First Selectwoman Wiczenski added that although the recommendation for other departments is to freeze salary, the Building Inspection services is a contracted agreement.

Mr. Rupert responded by saying he does not have the actual contract in front of him however he believes it is a 3% increase. The contracted salary currently is \$33,792.00 with a 3% increase it brings the salary up to \$34,806. Other expenses in the budget are travel expenses which remains the same at \$1,400. General supplies remains the same at \$2,050. Training will remain the same at \$1,000. and lastly dues remain the same at \$300. Budget increases are reflected in contractual salary as well as online permitting software and support. The overall Building Official budget will show an increase of \$1400.00 for the year.

- Human Services

Jennie Arpin, Willington Human Services Director presented her budget to the Selectmen. She prefaced by saying that her budget was sent electronically to each Selectmen and Donna Latinsics on Tuesday December 29<sup>th</sup> @ 8:45 AM. She apologized if there was a mix up and her budget information did not get added to the agenda. Additionally she included a 2 % salary increase as there was no prior direction to keep salary data the same. Ms. Arpin noted she will make the appropriate corrections to reflect correctly. Ms. Arpin reached out to TVCCA & WRTD regarding their funding requests however she has not received a response back. In the efforts of deadlines the budgeted items were rolled over from last year's budget without an increase. Regarding the Dial a Ride line item, they historically submit their funding requests after the budget season therefore she increased this year's budget to reflect a 2.5% increase what was requested last year. As far as fund raising efforts due to COVID and all the constraints that have been put in place, fundraising has been low as options are limited currently. While planning for the future we have been presented with obstacles that we could not have foreseen.

First Selectwoman Wiecenski added that she understands that it is difficult to facilitate fundraising without the in person contact. This last stimulus package did not cover relief for towns or cities. Hopefully we can see some change once the new administration takes office.

First Selectwoman Wiecenski thanked the presenters for their submissions. Once the Selectmen have had time to receive all of the submissions, they will revisit those budgets that may need to be adjusted.

**First Selectwoman Wiecenski moved to adjourn the meeting at 6:12 PM**

**Selectwoman Boritz seconded the motion.**

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

Respectfully submitted,  
Heather Sharpley  
Administrative Assistant  
Town of Willington