

**BOARD OF ALDERMEN
BUDGET DELIBERATIONS SESSION
APRIL 11, 2011**

The Board of Aldermen resumed their budget deliberation session on Monday, April 11, 2011 in the aldermanic chambers of City Hall. Chairman G. Smith welcomed everyone to the meeting regarding the proposed budget for the City and Board of Education for fiscal year 2011-2012. He asked those present to join in saluting our flag and reciting the Pledge of allegiance and to remain standing for a moment of silence for the men and women serving our country.

1. Roll Call

Board Members Present

B. Bevan
D. German
F. Goodrich
A. Giannattasio
B. Joy, Jr.
J. Patterson
G. Smith
P. Smith
P. Staneski
N. Veccharelli
P. Vetro
R. Vitali

Also Present

Mayor J. Richetelli, Jr.
P. Erodic, Acting Finance Director
L. Stock, City Clerk

Excused

B. Bier
B. Blake
M. Hardiman

Ald. Vetro and Ald. Goodrich made and seconded a motion to come out of recess. Motion carried unanimously.

Chairman G. Smith reconvened the Board in public session at 7:09 p.m. He stated the City Attorney had asked to be heard first due to a prior commitment.

4131 Law Department – Winthrop S. Smith, III, City Attorney along with Toni Weeks, Paralegal were present for questions. Attorney Smith thanked the Board for the opportunity to speak before them and asked them to be as kind as possible with this budget. He stated he had already reduced it 10%. He also pointed out he was losing one position in this office which he stated is about 15% of his workforce. He stated he was hopeful the Board would leave this account as is.

Ald. Staneski asked about law books in the amount of \$8,000. She asked why they continue to be replenished. She also asked if they could use the law libraries of local law offices in town.

Attorney Smith stated the law books are used considerably for research and that those monies are used for the numerous updates they receive. He also pointed out the Superior Court law library closed sometime ago. He stated it would be difficult to go to another law firm for research because there could be an adversarial case pending with a particular law firm. Attorney Smith also pointed out these costs are not just tangible, but for internet work as well.

Ald. Vitali asked about the cost of a computer at \$600.

Mayor Richetelli stated that is the number they receive from the MIS department. He stated it is approximately \$630 to replace a computer. He stated if it is an entire package the cost could run around \$900.

Ald. Vitali asked if this was the CPU or monitor.

Mrs. Weeks responded the CPU.

Ald. Vitali asked about line item 4990 0501 Furniture, Fixtures & Equipment.

Attorney Smith stated the conference room chairs are quite old.

Ald. Veccharelli asked about the Clerk position being cut and if that was the Board of Aldermen Clerk.

Attorney Smith responded yes.

Ald. Veccharelli asked who would be doing the work for the aldermen, such as answering the phones when they call.

Attorney Smith stated those duties would be reassigned within the office.

Ald. Veccharelli stated some of those included requests from the aldermen.

Chairman G. Smith asked about legal fees and miscellaneous fees and difference between the two accounts.

Attorney Smith explained those accounts are used for outside Counsel and other professional fees that support the work of the City Attorney's Office, such as pension plan actuaries. He stated those are the things that support what the office does all year round. He cited as an example labor negotiations, environmental counsel, etc. He noted those accounts have been hit very hard this year. He also pointed out when the city attorney position went to part time those additional monies went into this account.

Chairman G. Smith asked what the result would be if they were to reduce line items 4122 0000 Other Legal Fees and line item 4189 0000 Misc. Professional fees & Svc. by 5%.

Attorney Smith responded it would be a reduction of services. He stated they would do what they could do, but at some point less would likely get done.

Mayor Richetelli stated the city was beginning labor negotiations with 8 of the 9 unions. He stated the plan is not to go to arbitration, but if they do it would be very costly.

Ald. Giannattasio asked regarding negotiations, if the numbers were to remain the same if they would be able to operate.

Attorney Smith stated in his last two years as city attorney they had not gone through full negotiations.

Ald. Staneski spoke regarding the recently changed Ordinance with respect to workers compensation claims. She asked if that would save money in the long run.

Attorney Smith asked if she was asking where they pay those attorneys. He stated it would be hard to quantify.

Ald. Vitali asked what savings there would be with respect to the attorney who has to come before the Claims Committee with respect to a particular case. He asked what savings there would be since they would no longer come down for as many meetings.

Attorney Smith stated those meetings are usually held first so it really amounts to about 1 ½ hours, plus travel time. He stated the savings might be around 6-10 hours at \$150 per hour.

Ald. Vitali asked about seasonal/temporary and what it is used for.

Attorney Smith stated in the past it was used for special projects, however, they have not had the need recently.

Attorney Veccharelli expressed concern with the city attorney fee of \$71,400. He stated it was his understanding they were looking for a full time city attorney, but it seems they are not and will be continuing with a part time city attorney. He asked if the city will always have a part time city attorney and if so, why.

Mayor Richetelli stated if the Board approves the budget as recommended, then yes, the city would continue with the current makeup of the office. He explained until 2008 there were two full time attorneys and one part time trial counsel. He stated in looking throughout the state many municipalities have part time counsel and hire out as needed. Mayor Richetelli stated this model has worked out for the past three years. He stated the initial reason for this make up was not cost savings, but in going to this format they have realized a cost savings and he would recommend continuing with it.

Ald. Veccharelli commented the city attorney in the past has handled negotiations, which he noted are lengthy and time consuming. He asked if that is done in-house or farmed out.

Mayor Richetelli stated they have outside labor counsel who will serve as chief negotiator, but that the Assistant City Attorney will assist him, learning the ropes and eventually taking over.

Chairman G. Smith thanked Attorney Smith.

4132 Ethics Commission – Winthrop S. Smith, III and Toni Weeks were present.

Attorney Smith stated this has been the historical amount in this account. He stated the workload is episodic. He stated sometimes they have claims and sometimes they don't.

Ald. Staneski asked where the \$950 would go if there are no claims.

Mayor Richetelli stated those monies lapse to the general fund, not the Law Department. He explained if a case went to a full hearing, the Ethics Ordinance allows for reimbursement of attorneys fees for someone who is exonerated.

4740 Claims and Refunds – no questions.

4111 Board of Aldermen

Chairman G. Smith asked about line item 4977 0116 Recording System and noted the request was for \$1,500 and the recommended amount was \$0.

Mayor Richetelli explained a request was made for a recording system similar to what the Planning and Zoning and Inland Wetland Boards use.

Mrs. Stock stated the tape machine doesn't always work. She stated the system she requested tapes into a computer and that the monies requested were for the license and a laptop. Mrs. Stock further explained she called the State library and explained because the meetings are video tapped there is no need for the tape recorder as well. She stated if someone wanted to copy of the tape they would simply go to MGAT and request the DVD. He stated the dollars requested were for the new system.

4129 City Clerk – Mrs. Linda Stock was present for questions/comments. Mrs. Stock gave an overview as to where the department is. She stated with a grant from the State, the Code of Ordinances is on-line. She stated that change alone has saved the City thousands of dollars. She stated most of the forms are now on the computer, they modernized and reconfigured the office, purchased a brand new copy machine, they are looking into being able to take credit cards and investigating having the land records put on-line. She stated they have also begun to advertise in the Milford Mirror, whenever possible.

Ald. Vetro asked about line item 4111 0000 Regular Wages and asked why the difference from the Mayor's recommended amount.

Mayor Richetelli explained the reduction of a Clerk A position, which is reflected in the wage amount.

Ald. Vitali recalled last year there were discussions of a centralized copy machine. He asked if this machine is for title searches, realtors, etc. He stated he recalled discussions of a centralized copy machine for use by all departments.

Mrs. Stock explained they utilize a special system where they charge for copies and those monies stay within the department.

Ald. Vitali asked about line item 4781 0000 Duplicating Costs.

Mrs. Stock stated that is for copies of minutes, agendas, etc.

Mayor Richetelli stated there is a copy machine on the first floor at the Parsons Building that is used by some of the smaller departments.

Ald. Veccharelli asked if the office is busier than normal or slower and what the impact would be of the elimination of a clerk.

Mrs. Stock stated they average 40 telephone calls a day and 143 visitors to the office a day. She stated they are busy with birth certificates and death certificates. She stated there is no down time in the office. She stated losing a clerk will hurt them come September, October and November, which is election time and a very busy time in the office.

Ald. Veccharelli thanked Mrs. Stock and her staff for always being polite and professional.

Chairman G. Smith stated for those present or watching at home that this is just the beginning of a lengthy budget process. He stated when they are talking about cuts in these departments; they are actual cuts and not just a reduction. He reiterated they are actual cuts and that the department is actually receiving less.

Ald. Staneski asked about the reduction in the seasonal/temporary account and how that will impact the department in light of the reduction of a clerk and also for an explanation of how professional services are used.

Mrs. Stock explained seasonal/temporary is for a fill-in, i.e. help with death certificates, marriage licenses, birth certificates. She stated it is tedious work and it helps keep their books in order.

Ald. Staneski asked if this person comes in everyday.

Mrs. Stock stated it is three days a week, for a total of 16 hours.

Ald. German commented he was glad to see they are making dual sided copies.

4112 Elections – Mrs. Linda Stock was present for questions/comments. Mrs. Stock explained the Secretary of State previously paid approximately \$36,300 in election fees. She stated these are unfunded State mandates that the department is now required to fund. She stated the cost will be around \$83,395. She stated they try to cut costs, but they can't cut mandated items.

Ald. Veccharelli asked if the budget was inclusive of printing ballots.

Mrs. Stock responded yes.

Ald. Veccharelli asked if they print enough, adding he would not want to get caught finding themselves short.

Mrs. Stock stated they print more than enough.

Ald. Veccharelli asked the City Clerk if she was comfortable with the number and if she found she needed more.

Mrs. Stock replied they would of course like an increase, but they would do their best with the monies they receive.

Ald. Vetro asked the cost of a municipal election.

Mrs. Stock responded around \$70,000. She stated if there are primaries they pay for those and they do the same for a regular election.

Ald. Staneski expressed her appreciation of the City Clerk and holding costs, expressed concern where the monies would come from if they fall short.

Ald. Giannattasio commented in the short amount of time the City Clerk has been office he is impressed with how the office has been streamlined and her wealth of knowledge.

4115 Registrar of Voters - Mrs. Antoinette Carey and Mrs. Keri Rowland were present. Mrs. Carey stated Mrs. Scarpa was unable to attend as her husband is in the hospital. She stated the hardest part of her job is coming before this Board each year to justify her budget. She stated her seasonal/temporary budget has been cut and those are the monies she relies on for additional help during their busy times. She stated she and Mrs. Rowland would be happy to answer any questions the Board might have. She also invited the Board members to come and visit so they could show them what they do.

Ald. Staneski commented the common theme during the public hearing was “cut the city side”. She stated in looking at this budget that would be difficult to do. She asked about line item 4718 0000 Travel & Conferences and asked if they were required.

Mrs. Carey explained the Registrar is required to fulfill a specified amount of training sessions per year. She stated those training sessions also provide a wonderful networking opportunity, which she stated is beneficial to the department.

Ald. Staneski asked the number of registered voters.

Mrs. Carey replied under \$35,000.

Ald. Veccharelli stated his concern is whether or not there is enough money in the budget. He asked if they would have enough money without having to come back before this Board.

Mrs. Carey stated she would like it if nothing happened to her budget. She stated they make every effort to stay within their budget. She stated the decrease in seasonal/temporary will give them one less month with a temporary person.

4116 Milford Gov’t Access TV – Mike Manente, Chairman was present. He stated they requested an increase in line item 4189 0001 Government Cable Service. And line item 4989 0000 Capital Equipment. He explained the concerns they have with their transmitters, which he stated are aging. He stated although Cablevision owns them, they don’t maintain them.

Chairman G. Smith expressed his appreciation of their work. He asked about the sound system in the Board of Education room and also about AT&T and the fact that Milford customer are billed but don’t receive the service.

Mr. Manente stated they have had audio issues at the Board of Education for some time. He stated the wiring issues have been fixed and soon a permanent system would be in place. He also provided the background regarding AT&T U-Verse and the legislative issues.

Ald. Veccharelli commented about just learning the Board of Aldermen meetings are no longer taped and that they now rely on the video coverage. He asked if that would be a problem and what the turnaround time would be to acquire the DVD.

Mr. Manente stated they are not the official record of the meeting and they would like to keep it that way. He stated depending on the length of a meeting, the DVD is ready the next day.

Chairman G. Smith stated the request would still need to go through the City Clerk's Office.

Ald. Veccharelli asked Mr. Manente if he would need an increase in his budget or a line item for these DVDs.

Mr. Manente suggested the Board could give them a line item for duplication.

Ald. Joy asked how often requests are made for a recording of a meeting.

Mrs. Stock replied she has not had any at this time.

Ald. Staneski commented the larger question is that the meetings are no longer recorded and it is required by the Charter or State law.

Mayor Richetelli stated his understanding is that they are required to keep the minutes of each meeting as a permanent record. He further stated when the City Clerk called the State library they stated there was no need for a second audio of the meeting.

Ald. Staneski questioned what would happen if MGAT was down and unable to record.

Mayor Richetelli stated the official record of the meeting is the paper minutes. He stated they go a step further with the audio, but only as a back-up. He stated if there was a problem with MGAT they could record the meeting, but it is not required.

Ald. Staneski asked how much grant money the cable advisory receives.

Mr. Manente responded they received \$21,000 last year, plus equipment, camera, tripod and servers. He stated this year they asked for \$28,000, but it has not been approved as yet.

Ald. Goodrich asked how many meetings they record.

Mr. Manente replied 82 meetings which amount to about 99 DVDs.

Ald. Goodrich noted the capital outlays request for equipment had been reduced to \$0. He asked what would happen if there was an equipment malfunction.

Mr. Manente explained they had built-in for capital expenditures this year, but noted they do run their decks 7 days a week, 365 days a year.

Ald. Vetro asked how they run their programs. He stated he has received a lot of complaints regarding inconsistencies of being able to view meetings.

Mr. Manente stated it depends on how many meetings they have. He stated when they produce a meeting the oldest one come out and the newest come in. He stated they like to keep around 5 at all times.

Ald. Veccharelli voiced concern that he thought they were responsible to make sure the meetings were covered by the tape. He stated it might be wise to either make a line item for the holder of the material and each tape be recorded and send to the City Clerk's office for each recorded meeting. He asked if the Board was responsible in some way to have a recording of the meeting.

Mr. Manente stated they have archived meetings in the back room.

Mrs. Stock stated they are not required to have a physical tape or DVD of the meeting. She stated the only thing they need is the physical paper, with a signature on it. She reiterated they do not need a tape or DVD. The minutes are the official record. She stated if someone requested a DVD of the meeting they would provide it.

The Board recessed at 9:49 p.m. Chairman G. Smith reconvened the Board in public session at 8:57 p.m.

4121 Mayor's Office – Mayor Richetelli stated the recommended budget is less than last year. He stated he would be happy to answer any questions the Board may have.

Chairman G. Smith asked if it was an actual reduction.

Mayor Richetelli responded yes.

Ald. Staneski asked about line item 4718 0000 Travel & Conferences and noted it was significantly less. She asked if he was traveling less or paying himself.

Mayor Richetelli stated he does very little travel and when he does he pays himself.

4122 General Expenses – Mayor Richetelli stated overall the dollar amount is up about \$66,000. He referred the Board to line item 4140 0000 Personal Property Audit and pointed out it has doubled. He explained whatever monies are collected the City pays 25%. Mayor Richetelli also pointed out line item 4773 0002 Soccer Field Rental and explained it is a 20 year rental with a slight increase. He noted they are in the 11th year of the contract. He also referred to line item 4875 0000 Regional Planning Agency Dues. He went on to explain the history of this organization. He stated last year's budget paid for COG and this year the new name of the group is REX. He stated it is very well organized and under the auspicious of COG. He also stated he wanted to make the Board aware of line item 4998 0001 Hazardous Waste Collection. He stated there may be a slight decrease, but he would have more information before the Board votes.

Ald. Staneski asked about long term benefits of REX and who benefits and how.

Mayor Richetelli stated all 15 members of COG are members of REX and provided a detailed explanation as to the workings of REX.

Chairman G. Smith asked about line item 4776 0000 Telephone Systems and 4776 0001 Cell phones. He stated the \$1,500 number seemed rather low.

Mayor Richetelli explained the large number of hard wired telephone costs for the entire city. He stated cell phones are separate in each department. He explained a few years ago they conducted an exhaustive study and they were able to cut costs in half. He stated he would get the Board the account cell phones fall under.

Chairman G. Smith asked if an in-house audit is conducted of the phone bills.

Mayor Richetelli replied it is done by the MIS department.

4123 Community Development – Robert Gregory, Director was present. Mr. Gregory stated he would be happy to answer any questions.

Ald. German asked Mr. Gregory if he could explain the plan to get more industry to Milford, especially in light of the vacant buildings.

Mr. Gregory stated they do a number of things that have put Milford in a position where we are recognized throughout the State. He stated locally they work with owners of properties, commercial brokers and with the Economic Development Commission, whom they recently had a brokerage show that showcased the new land use department. He also mentioned REX and stated the UI is very involved with economic development. He continued on with their work. He also commented the Economic Development Commission is concerned about the downtown and have taken a lot of initiatives.

Ald. Vitali asked about line item 4796 0000 Computer Software & Maintenance, he asked if that was inclusive in the IT Department.

Mr. Gregory stated that line item supports their website (www.Milfordmeansbusiness.org). He stated they have to pay for updates, carry it on the server. He referred line item 4775 0000 pointing out they recently received a new fax machine.

Ald. Staneski asked about line items 4718 0000 Travel & Conferences and 47478 0000 Promotional Expenses.

Mr. Gregory stated he goes to a regional conference every year, the New England Economic Development Conference. He stated he also goes to some within the state. He explained the conferences are beneficial because they are able to make contacts and develop relationships. He stated it is a valuable networking tool. He also stated they have a print publication and they can also be found in the Chamber and with other smaller publications. He stated his project for the current year is to get an electronic brochure.

Chairman G. Smith asked if the department's proposed budget was an actual reduction over last year's budget and that the department would receive less.

Mr. Gregory responded yes.

Chairman G. Smith also commented that Community Development is active with the arts community, the energy conservation project and veterans. He thanked Mr. Gregory for the hard work and long hours.

4155 Economic Development Commission – Robert Gregory was present. He commented the \$1 budget keeps the account open.

4133 Probate Court – Judge Beverly Streit-Kefalas was present. Judge Streit-Kefalas stated her budget reflects the total budget for court and as set forth by State Statute. She explained Orange contributes 25% and Milford 75% and that the numbers are based on the grant list. She stated this budget represents the Milford portion only.

Ald. Staneski asked about the \$18,030.

Judge Streit-Kefalas replied it was her original request. She stated the current budget reflects the recommendation by the Mayor and the Board of Finance and reflects Milford's portion. She stated this covers office expenses and any of the electric, heat, air conditioning that is just on the city side.

Mayor Richetelli agreed.

Ald. Goodrich stated looking at the budget at the half year it is almost \$5,500 times two, which would be \$11,000 plus.

Judge Streit-Kefalas stated as of the December 31, 2010 date, Orange did not participate. She explained this is State mandated. She also pointed out the computer equipment is not borne by the municipalities. She stated it is much less expensive to have a company for their shredding.

4141 Board of Finance – no questions/comments.

Ald. Staneski commented she found it interesting the Board of Finance did not reduce their own budget.

4142 Department of Permitting and Land Use – Jocelyn Mathiasen, David Sulkis, MaryRose Palumbo were present. Ms. Mathiasen stated Mr. Raucci was unable to attend due to a conflict. Ms. Mathiasen stated it is a significant task to take on the merging of three departments to one. She went on to speak of the enormous amount of work going on in this department. She continued on explaining the upgrades to the department, new GIS system data base which merges the approval process to the fire and police departments. She stated the new software will allow people to apply for simple permits on-line. She also reported there have been major renovations and moving of departments to accommodate this realignment. She also stated they are cross-training all staff. She stated her budget gives a sense of where they are and where they are going.

Ald. P. Smith asked if there is an annual maintenance fee for the software.

Ms. Mathiasen replied yes. She explained it is carried by the MIS department and is approximately 10% of the software price.

Ald. Staneski asked how the Board of Finance reduction of line item 4712 0000 Training would affect training.

Ms. Mathiasen stated the monies requested was to allow as many clerks as possible to train how to be In-Take Technicians. She stated that would require additional training. She stated the monies remaining in that account would be used by the building inspection. She stated she likes to give people an opportunity to grow in their job and learn more.

Ald. Goodrich asked about line items 4112 0000 Overtime and 4117 0000 Seasonal/Temporary.

Ms. Mathiasen explained her predecessor was a seasonal/temporary position. She stated it would be easier to look department to department over the years. She stated last year the building inspector position was eliminated so there was a seasonal/temporary in place.

Chairman G. Smith asked about line item 4112 0000 Overtime and noticed the reduction, but asked why it was still an increase.

Ms. Mathiasen reminded the Board this budget goes through June 2012. She also pointed to the volume of permitting and also pointed out once you get behind it is extremely hard to get caught up. He spoke to having the flexibility to staff up and keep up with demand. She stated if they can't keep up, it costs the city in the long run.

Ald. Vitali asked about line item 4476 0000 Dangerous Building Costs.

Ms. Mathiasen stated the building inspector is called out for roof collapses. She explained the building owner is responsible to take the building down, but when they can't do that, the city does it, then places a lien on the property. She stated this year there were many roof collapses, adding in one instance a police officer was required to remain at the property.

Ald. Vetro asked the difference between line items 4180 0000 Other Professional Services and 4189 0000 Misc. Professional Fees & Svcs.

Ms. Mathiasen responded that is again a situation where you don't know what will happen. She stated they have had outside services for engineering.

Ald. German asked if contractors would eventually pull permits on-line.

Ms. Mathiasen stated simple electrical, mechanical and plumbing permits can be done on-line with pay pal.

Ald. Veccharelli asked if the director is in charge of overtime for all three departments and also asked if there are certain times when there is no control, i.e. a building fire, a car into a building, etc.

Ald. Goodrich asked about line item 4977 0100 Printer.

Ms. Mathiasen stated they received a good deal on a printer package they purchased.

Ald. Goodrich asked about salaries. He stated it appeared the Assistant City Planner was receiving a raise.

Ms. Mathiasen stated that increase is a step increase which is contractual and beyond their control.

Ald. Joy asked about line item 4771 0000 Advertising.

Ms. Mathiasen explained it is for all legally required notices. She stated they have little control over the high costs.

Ald. Joy asked if they advertise in the local paper or in the large newspapers.

Mrs. Palumbo stated the biggest expense will be changes in the Inland/Wetland Regulations which are required to be noticed.

Ald. Staneski asked how many permits were issued last year and if there was an increase. She also asked how many were commercially related. She also asked the number of Zoning Enforcement complaints.

4144 Zoning Board of Appeals – Jocelyn Mathiasen, Director DPLU and David Sulkis, City Planner were present. Mr. Sulkis stated the work of the Zoning Board of Appeals is an extension of the work of the Zoning Enforcement Officer.

4145 Flood and Erosion Board – no questions.

4146 Tree Commission – Bryan Mancini, Chairman was present. He spoke regarding the tree signage and where they are moving forward. He stated they also work with the Park, Beach and Recreation. He also stated they planted a few more trees on the green this year and continue planting and replanting on various city streets as needed. He stated residents are also able to purchase memorial trees through this commission. He also stated they have a website www.milfordtrees.org.

4153 Park, Beach and Recreation Commission – Daniel Worroll, Jr. Chairman and Bill McCarthy, Recreation Director were present for questions/comments. Mr. Worroll stated his budget is quite simple. He stated they hold 12 meetings a year @ \$50.00 per meeting for secretarial fees. Mr. Worroll praised the work of the Recreation Department and its director, Bill McCarthy. He spoke of the numerous programs the recreation department brings to Milford. He spoke of Bodie's Place, which is expected to open in May. He also stated the Recreation Department is a leader in programs and special needs. He also noted the Walnut Beach Enhancement Commission is part of the Park, Beach and Recreation Commission. Mr. Worroll also announced the new boardwalk is nearly complete. He stated it is the longest Boardwalk on Long Island, just short of a mile. He also spoke about the Commission's bench dedication program.

4620 Recreation Department – Bill McCarthy, Director was present. Director McCarthy thanked Mr. Worroll for the kind words and for his 23 years of dedicated service. Director McCarthy stated at the beginning of the budget process last fall he brought in a budget less than or the same as last year. He stated he would be happy to answer any questions.

Chairman G. Smith thanked Mr. McCarthy for coming forward with a responsible budget and noted it represented a 10% decrease.

Ald. Staneski asked about line item 4161 0000 Paid Fee Officials. She asked if they charge fees to the teams in the recreation league to cover official fees.

Director McCarthy pointed out \$3,000 had be reduced by the Board of Finance. He explained the account is used to pay basketball officials, scorekeepers and also in the spring for umpires to make a call due to pending inclement weather. He stated the reduction is the balance they had. He stated they charge a basketball team \$50.00.

Ald. Vitali pointed to line items 4775 0000 and 4776 0000 and the blaring number of telephone costs.

Director McCarthy explained the numbers represent 6 full time cell phones that are used 365 days a year and also the cell phones that they have at each playground site so that the site director can be in contact with the office as well as emergency services, i.e. fire and police personnel. He stated they also have land lines at the beaches and all of their facilities, i.e. Fanny Beach, Tri Beach, Eisenhower Park, etc.

Ald. Goodrich commented that last year the Recreation Department did not receive all the support they had requested for the Camp Happiness day camp, which was cut back to 5 weeks. He asked if that would be the same again this year.

Director McCarthy responded yes. He explained last year the Board of Education at the last minute decided not to pay their paraprofessionals so they had to cut the camp back to 5 weeks. He stated their hope is the economy will turn around sooner than later and they will get that sixth week back.

Chairman G. Smith asked how the economy has affected programs.

Director McCarthy stated with a reduction in people's discretionary spending and that they are seeing a reduction in some of their sports teams, i.e. the industrial league, women's softball, etc.

4156 Conservation Commission – No one was present.

Ald. Vitali pointed out a technical correction. He stated the dollar amount for line items 4782 0000 Film & Photography and 4783 0000 Office Supplies & Expenses appeared to be reversed.

Mr. Erodici noted the correction.

4219 Personnel Department – John O'Connell, Personnel Director was present. Mr. O'Connell stated his budget was essentially a mirror image from the prior year.

Ald. Vitali asked about the line item for computers in the amount of \$800. He stated other departments the amount was \$600 and asked the reasoning.

Mr. O'Connell stated that was the figure at the time of budget preparations.

Ald. Staneski asked about line item 4771 0000 Advertising. She asked why such a large amount of money if there is a hiring freeze in place.

Mr. O'Connell explained there are critical position that can open up that they would have to hire for.

Mayor Richetelli cited as an example the Finance Director position, which he stated is currently being advertised.

Ald. German asked about line item 4133 0000 Other Medical & Professional Services.

Mr. O'Connell explained that account is used for pre-employment physicals and drug and alcohol testing that has to be done during the year.

4145 Pension Board – John O'Connell was present. – No questions.

4151 Civil Service Commission – John O'Connell was present. He stated this account has an increase of \$350. He explained in the past he has kept the minutes of the meetings; however it was brought up that a secretary should be taking those minutes. He stated the minutes are to have a secretary present.

4159 Fowler Memorial Commission

Chairman G. Smith stated the Board would consider this department along with MAPO on Thursday.

4193 Public Library – Jean Tsang and Linda Wanosky, Chairman of the Library Board were present. Mrs. Tsang stated many of her staff members have dual responsibilities. She stated their average work week is 52 ½ hours. She went on to explain scheduling that keeps the library open the hours it is, including Saturdays. She stated there have been no new positions since 1980. She also pointed out that due to public demand they added Saturdays. She also put the Board on notice if the library aide position was not reinstated, the Library Board voted to close the library on Saturdays.

Ald. Bevan stated he wanted to be clear that he was hearing the library would close on Saturdays if monies reduced are not restored.

Mrs. Tsang responded yes. She state the Library board voted on it at their recent meeting.

Ald. Vetro asked about the door count and where the numbers are.

Mrs. Tsang stated last year the door count was up about 10% at the back door and 8% at the front door. She also stated circulation is up. Mrs. Tsang stated she forwarded graphs to all of the aldermen showing how well used the library is. She also announced they were going to have a storefront window at the mall during the month of April. She also explained they have an extensive outreach program.

Ald. Vetro asked how the reduction would impact the library.

Mrs. Tsang stated she would not have enough people to cover the desk. She also stated it would pose a safety issue.

Ald. P. Smith stated she is the liaison to the Library Board and commented the number of programs is amazing. She also commented those using the library have access to the computers and internet. She strongly recommended everyone to visit the library.

Mrs. Tsang also stated they have wireless at the library and that they find a lot of people out of work who come to the library just as a place to escape.

Ald. P. Smith commented the DPLU department is now using pay pal and the city clerk's office is looking into it. She suggested the library consider look to do the same.

Ald. Vitali stated as a former member of the Library Board he knows of the good work of the library. He asked Mrs. Tsang if she could clarify her earlier statement regarding Saturday hours and the cutting of the library position. He asked if that person is the only person or if there is support.

Mrs. Tsang stated she works to fill the holes of coverage. She stated by losing just one person you lose a significant portion of the workforce. She stated with the loss of a position she would need more money to make the schedule work. She stated the other issue is that you need a backup plan. As an example, she stated today there were two people out sick.

Ald. Vitali questioned whether the Library Board was making a point or that the library truly could not open on Saturdays with only 15 people on staff.

Ald. Staneski asked about seasonal/temporary and what that covers.

Mrs. Tsang stated those monies cover the kids who shelve books, the backup of a second person on the desk and when the library is closed a person helps process items, etc.

Ald. Staneski asked how many people are paid from this account.

Mrs. Tsang stated she could not say.

Ald. Staneski asked about volunteer and how many they have.

Mrs. Tsang replied 7-8, but noted they cannot work on the desk due to union issues.

Ald. Staneski stated she wanted to be clear it is the Library Board that is choosing to close on Saturdays, not staff. She also asked about Saturday hours.

Mrs. Tsang responded they are open to the public from 10:00 a.m. to 5:00 p.m., but the employee reports at 8:30 a.m.

Ald. Staneski asked how many hours an employee works.

Mrs. Tsang responded 37.5.

Ald. Staneski asked if monies were restored to the seasonal/temp account if that would help or if they were merely looking for the position back.

Mrs. Tsang stated it would have to be the contractual position.

Mrs. Wanosky stated it was the Board that voted to close the library on Saturdays. She stated you can spread 15 people just so many ways. She stated they could look at the possibility of closing on another day, but that they would have to look at the usage of the library.

Ald. P. Smith asked how vacation hours are covered.

Mrs. Tsang replied through the seasonal/temporary account. She stated it is important they maintain a certain level of service.

Ald. German asked if they could move volunteers around to get more coverage.

Mrs. Tsang replied it is against union contract to have volunteers work on the desk and do the job of a worker.

Chairman G. Smith pointed out the librarian has to have a BS and MS and works more than 180 days a year.

Ald. Giannattasio commented to Mrs. Tsang, that she mentioned having a librarian stay late alone, but then later stated on a Saturday, there are 8 people who work.

Mrs. Tsang explained there are people on the desk and people doing their respective jobs. She also stated they have had some problems with transient people and have had some thefts. She stated they have also experienced problems with people found on pornographic sites. She also pointed out they do not have a custodian on Saturdays or at night.

Ald. Veccharelli asked how many people work during the week, Monday through Friday.

Mrs. Tsang responded there are 16, including herself. She went on to explain how they stagger the staff.

Ald. Veccharelli asked how many people come in on a Saturday.

Mrs. Tsang stated there are people who come in part time, which includes two on the circulation desk and every other week there are two in the children's department. She stated when there is just one in the children's department; there is someone extra in the back.

Ald. Veccharelli asked if there is a minimum staffing level per union contract.

Mrs. Tsang responded no.

Ald. Veccharelli asked the responsibilities of union works and what jobs they cover.

Mrs. Tsang stated there are numerous functions that volunteers do not.

Ald. Veccharelli asked if there are only about 5 positions that can only be done by union staff.

Mrs. Tsang stated every position is a union position, except hers.

Ald. Veccharelli asked how many union people have to be there on a Saturday.

Mrs. Tsang stated they try to have two professionals on the reference desk and two in the children's department. She stated in terms of coverage she would not be comfortable leaving a seasonal/temporary on a Saturday.

Ald. Veccharelli stated it was unfortunate with budget cuts they would have to close the library on Saturday.

Mrs. Tsang stated there are three public desks and it would be difficult to leave someone alone to check people out.

Ald. Veccharelli suggested they think outside the box and make sure positions are filled and there is some elbow room and do it with less people, without violating union contract, perhaps with volunteers. He also pointed out the library is not the only department losing a person. He stated there are many departments losing people. He reiterated they needed to find a way by having more volunteer individuals.

Mrs. Tsang stated the Board could help by increasing the seasonal/temporary account.

Ald. P. Smith stated it is not just Saturday hours; it is taking 37.5 hours and filling the gap and vacation days, sick, etc. She noted there are overlapping hours.

Ald. Goodrich commented what he was hearing was there are two shifts times two days, plus Saturday and that you need 8 people to do that so you need 16 employees.

Chairman G. Smith announced a 5-minute recess at 11:01 p.m.

Chairman G. Smith reconvened the meeting in public session at 11:05 p.m.

4310 Police Department – Chief Keith Mello and Deputy Chief Stephen Fournier were present, along with Officer Todd Richards (PowerPoint). Chief Mello stated he would proceed with a PowerPoint presentation, which he stated he hoped would address any questions the Board may have.

Chairman G. Smith commented he recognized the struggles the department and Mayor have had regarding the budget. He stated it was important the citizens understand this budget has actually been decreased.

Ald. Bevan asked if the Board of Finance's recommended budget would impact public safety.

Chief Mello responded it would not impact public safety, but it would impact their department. He went on to explain the evening shift map. He stated there would be a change in hours but that it would not affect public safety, which is something they are committed to.

Ald. Vetro asked how the department plans on handling the reduction in staff.

Chief Mello noted there are currently people in those positions. He stated the clerical position in the records division would be the easiest to absorb because they currently have four people. He stated the hours open to the public would be reduced. He explained the stenographer position types police reports, administrative warrants, subpoena, arrest warrants, etc. He stated they felt they could absorb this position as well. Chief Mello stated with regard to the dispatcher position they have three shifts to staff, with two on duty. He stated right now they

take three officers off the road and put them in dispatch. He stated with regard to the elimination of the lieutenant position, he stated they would end up with one less sergeant position and one of the new recruits would likely be laid off. He stated if they don't do this through attrition the last sergeant gets bumped down and cannot be promoted back to that position as he would have to re-take the test. Chief Mello pointed out every supervisor has a function and responsibility.

Chairman G. Smith commented about the economy and its impact on the community.

Ald. Staneski expressed her concern with eliminating a police officer position. She also asked about line item 4150 0000 Professional Services.

Chief Mello stated that line item is used for the computer consultant position.

Ald. Vetro asked about line item 4112 9943 Overtime, Parks and asked how the reduction would impact this line item.

Chief Mello explained that account was put in place by the late former mayor Lisman to patrol the beaches and parks and that the account was designed to put special enforcement in place. He stated having line items 4112 9948 and 4112 9947 was needed more.

Ald. Vetro asked about the reduction to line item 4118 0000.

Chief Mello stated that account is used when a crossing does not come to work and an officer fills in.

Ald. P. Smith asked about line item 4745 0000 and noted it is less than last year.

Chief Mello stated they did not qualify last year. He explained they normally do that four times a year. He also stated they purchased less that year, so they still have a surplus, but it is not something they will be able to sustain.

Ald. Goodrich commented he just attended the police graduation and that those individuals have now been hired. He asked what would be lost if any of those individuals are laid off.

Chief Mello stated the approximate cost of a police academy is \$7,000, with 10 months of full training.

Ald. Vetro and Ald. Patterson made and seconded a motion to recess at 11:57 p.m. Motion carried unanimously.

Respectfully submitted,

Kathleen K. Huber
Recording Secretary