

**BOARD OF ALDERMEN  
BUDGET DELIBERATIONS SESSION  
APRIL 19, 2010**

The Board of Aldermen resumed their budget deliberation session on Monday, April 19, 2010 in the aldermanic chambers of City Hall. Chairman G. Smith reconvened the meeting at 7:04 p.m. and welcomed everyone to the April 19, 2010 meeting of the proposed budget for the City and Board of Education for fiscal year 2010-2011. 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  
B. Bier  
B. Blake  
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.  
J. Doneiko, Finance Director  
L. Stock, City Clerk

**Excused**

M. Hardiman

**4111 Board of Aldermen** – no questions/comments.

**4115 Registrar of Voters** - Mrs. Antoinette Carey and Mrs. Rosemary Scarpa were present.

Ald. Blake commented he received the letter forwarded to the Board from the Registrar of Voters office and thanked her as many of his questions had been answered. He asked about the increase in elections. He also commented last year the Board of Aldermen was able to cut taxes while keeping services and maintain a solid Board of Education. He stated he was asking all the departments whose budget came in higher than last year to go back and look to see if there was a chance to trim, perhaps 10% from their budget so that this Board could come in the same as last year and stay status quo.

Mrs. Carey responded they know during the upcoming fiscal year there will be a primary, as well as the election in November. She stated that means twice the paperwork, twice the staff, etc.

Ald. Vitali asked a proximate what an election costs the city.

Mrs. Scarpa replied it was difficult to determine because of the requirements that come down from the Secretary of State, i.e. moderator, books, etc. She stated they also receive everything via e-mail now. She also stated there are conventions in May this year as compared to July in a municipal election year.

Mrs. Carey stated the payroll is around \$20,000. She noted the Secretary of State's Office previously paid for the optiscan machines; however as of 2011 they will not be doing that. She went on to explain the costs involved with the printing of ballots, which is based on 60% of your lightest election year.

Ald. Bevan asked about line item 4112 0000 Overtime.

Mrs. Scarpa stated the office hours are 9:00 a.m. to 1:00 p.m., which are the hours they are budgeted for. She stated depending on the situation they may need to have the staff work more hours. She stated there are mandates as to when you have to have the work done by as well. She stated the schedule can be flexible thereby requiring the overtime.

Mrs. Carey added the Secretary of State provides them with a calendar each year and they are required to work within the constraints of those deadlines, i.e. canvassing, setting up polling places, etc. She stated the overtime account is used mostly around election time.

Ald. Staneski stated she wished to clarify they were not paid at overtime rate.

Mrs. Carey replied they are paid their hourly rate.

Ald. Staneski stated she wished to be clear it is not 1 ½.

Mrs. Carey responded no.

Ald. Staneski stated with the likelihood of a primary and possibly two, what would happen in the event of a shortfall in this account.

Mrs. Carey responded they would have to come back to this Board for a transfer.

Ald. Staneski asked the original amount requested.

Mrs. Carey stated with the anticipated primaries they had originally requested \$19,000 in Seasonal/Temporary and \$5,500 in Overtime.

4116 Milford Gov't Access TV – Mike Manente, Chairman was present. He stated he understood every penny cut from this budget, but noted they actually asked for even more, but came to this final number after discussions and based on the recommendation of the Mayor.

Ald. Blake spoke regarding the cable subscriber fee and that it was his understanding they receive a grant in the amount of \$12,000. He asked if that amount is the same on the revenue side. He also asked if any inroads had been made with AT&T with regard to funding.

Mr. Manente explained the regulations set by the DPUC which rule out anyone becoming a cap.

Ald. Blake asked the amount of the grant.

Mr. Manente replied \$28,000 in total, which he stated was a little less than last year. He stated they will be installing a new server which will make them server based.

Ald. Blake asked if the grant could be used for operational expenses.

*Mr. Manente replied as long as they have matching funds they can use some for labor. He noted the number was knocked down to \$6,400.*

*Chairman G. Smith asked if there were any grants from AT&T.*

*Mr. Manente responded no, only from Cablevision. He went on to explain it is through subscriber.*

*Chairman G. Smith commented on AT&T and Uverse there is an amount included in the bill for Milford customers, but that the Milford customer doesn't get the dedicated programming although they are paying for it.*

Chairman Manente explained those monies go to a third party provider.

Mayor Richetelli interjected and stated this entire subject has a very long history. He went on to explain how the Milford delegates worked to get town specific coverage. He stated it appears only special legislature will get the money to Milford.

Ald. Vitali stated he has two questions, first how many tapings our done per year and second the cost of each presentation.

Mr. Manente replied costs have gone down from \$75.00 per meeting to \$50.00 per meeting.

Ald. Vitali asked how many tapings are done per year.

Mr. Manente stated they tape for the Board of Aldermen, Board of Education and Planning and Zoning, so basically however many meetings they have a year would be the number. He stated they have done some Park, Beach and Recreation meetings and also have done a Zoning Board of Appeals meeting.

Ald. Staneski asked if the grant received from Cablevision is in the amount of \$28,000.

Mr. Manente stated it is from the subscribers. He explained the quarterly payments they receive from the subscriber.

Ald. Staneski stated it was her understanding the \$6,400 was to offset labor, but that it was not for the costs of taping but to expand.

Mr. Manente stated they would like to cover more meetings and also provide informational services, i.e. from the health department, fire, police, etc. He stated the money they asked for labor they specifically asked for.

**4121 Mayor's Office** – Mayor Richetelli stated operational expenses went down this year. He stated the only increase in the budget is in wages, which he stated is the anticipated 2% increase, with the exception of the mayor's position.

**4122 General Expenses** – Mayor Richetelli stated he would be happy to answer any questions the Board had. He stated generally expenses went down. He stated he wished to point out to new line items. 4773 0003 Burnt Plains Open Space. He explained the Board purchased water company land and it is represented in this line item. He stated the rest of the items went down. He stated line item 4875 0000 Regional Planning Agency Dues went down substantially. He stated that is the account the SCRCOG comes from. He explained the make-up of the agency and that when many of the bigger businesses in the New Haven area pulled out the effectiveness decreased so it was his decision not to contract with RGP. He stated they have had a restructuring and this is hope of rejuvenating, but at this time he would recommend this amount.

Ald. Blake stated at the last Board of Aldermen meeting the MIS director testified with regard to telephone communications which would be reduced. He asked the Mayor if he had those figures.

Mayor Richetelli stated he was not sure when the fiber optics would be installed and until that was done he would not have those figures. He stated he believed the cost would be cut in half, but it is likely to be in next fiscal year.

Ald. Blake asked the Mayor if he would have those numbers by the time the Board votes on the budget next month.

Mayor Richetelli replied if AT&T does the work, which is anticipated to take as long as 6 months, he would provide those figures. He stated it appeared at this point line items 4189 0001 Government Cable Service, 4879 0000 Miscellaneous Expenses and 4998 0001 General Items would all increase. He explained line item 4998 0000 Hazardous Waste Collection is a per capital cost and allows the City to be a member. He stated he was pleased to report Milford has one of the highest rates of use, which would indicate Milford is environmental conscious. He stated the cost is based on population and the number of trips to the facility. He explained line item 4189 0000 Professional Fees & Svcs is the account the grant coordinator is paid from. He stated this was started four years ago. He explained originally they requested a full time grant coordinator, but were only able to get funding for part-time. He stated last year the Board of Aldermen reduced this line item to \$15,000. He stated the work the grant coordinator does is much needed. Mayor Richetelli stated the increase in this line items reflects the original amount it was funded for. Finally, he explained line item 4879 0000 Miscellaneous Expenses was at \$4,000 for many years. He stated out of this account come such items as memorials, plaques and ceremonies the city holds. He stated the city contributes towards the annual Children's Fishing Derby and does so by contributing to the stocking of the ponds. He stated all monies in the line item go back to the City.

Ald. Bevan asked about line item 4773 0002 Soccer Fields Rental

Mayor Richetelli explained they went into an agreement with the church to rent these fields. He stated with added sports programs such as lacrosse there has been and added request for these fields.

Ald. Bevan asked if any of the leagues give back to the City for using these fields.

Mayor Richetelli responded no. He explained they help take care of the fields. He pointed out some of these organizations would not exist if the City did not provide the fields.

Ald. Staneski asked about line item 4998 0001 Hazardous Waste Collection and inquired if you have to be a member.

Mayor Richetelli responded yes.

Ald. Staneski asked about the grant coordinator position and the number of grants that person has applied for and the number of departments that person has obtained grants.

Mayor Richetelli stated the grant coordinator gives him a semi-annual report.

Ald. Staneski asked about line item 4781 0000 Duplicating Costs noting a substantial increase.

Mayor Richetelli explained those costs are for all of the shared copy machines for the departments. He stated there is not an individual machine in every office and that these monies are for rental fees and upkeep.

Ald. Staneski noted in line item 4998 0001 Hazardous Waste Collection, \$39,000 was expended in 2008-2009.

Mayor Richetelli commented this account is not sufficiently funded.

Ald. German asked if there is a flat fee.

Mayor Richetelli explained it is based upon how many people used the facility the previous year. He stated the formula used is population and the number of people that use it.

**4123 Community Development** – Robert Gregory, Director was present.

Ald. P. Smith commented the budget was pretty straight forward. She asked Mr. Gregory if he could highlight what the department has worked on.

Mr. Gregory stated the department provides a wide range of services. He also stated he is the liaison to a number of committees in the city. He stated he is also responsible for the Economic Development Commission, Community Block Grant and the Energy Block Grant and also represents the City on many Boards as well. He stated he recently served as the Chairman Complete Counts for Census. Mr. Gregory stated he works with commercial brokers and other city department heads and works with others in the area. He stated he participates in site selection tours and that he would be attending another one in the fall. He stated basically, he tells the Milford story.

Chairman G. Smith stated he did not see any money budgeted for overtime. He noted he has seen people working well past 6:00 p.m. or 7:00 p.m. some evenings.

Mr. Gregory stated they are salaried employees. He stated there are many times he attends events because they are part of the community.

Ald. German asked the web site address.

Mr. Gregory replied [www.Milfordmeansbusiness.org](http://www.Milfordmeansbusiness.org).

Ald. Blake asked about the site on Cherry Street, the former movie theatre and asked if there is any development planned.

Mr. Gregory stated last year it was Summit, but that they did not follow through with their purchase. Mr. Gregory stated it is a very desirable site and that there has been a lot of activity the last three months.

**4155 Economic Development Commission** – Robert Gregory was present.

No questions/comments.

**4112 Elections** – Mrs. Linda Stock was present for questions/comments. She stated was wished to expand on the comments of the registrars. Mrs. Stock stated last year's election cost \$58,000. She stated if there are primaries she would expect that figure to double. Mrs. Stock stated she pointed this out to the Board of Finance and they made note of it. She also pointed out the State no longer funds the telephone lines, printing of the ballots, auditing and memory card program.

Ald. Staneski asked Mrs. Stock if she had a cost for those items.

Mrs. Stock responded yes. Telephone lines \$1,000, printing of ballots \$500, auditing (per polling place) \$1,720 and the memory card \$1,617.

**4129 City Clerk** – Mrs. Linda Stock was present for questions/comments. Mrs. Stock explained the handout she distributed which she stated included justifications for each line item. She stated things have gone up such as advertising. She stated to date they have spent \$14,000, which is for Ordinances that have to be posted in the newspaper, any changes to Ordinances, financial statements, etc. She also stated she requested in line item 4712 0000 Training Expenses \$200 and explained it takes 6 years for a city clerk to be certified. She also explained the memberships with the city clerk's organization and conferences they attend, which she stated are learning conferences.

Ald. Vitali stated in the General Expenses budget there is a line item for duplication in the amount of \$47,000 and then \$17,000 (line item 4781 0000 Duplicating Costs) in this budget. He asked the difference of these two duplicating accounts.

Mrs. Stock explained there are several systems in her office, i.e. indexing system, which she stated they maintain themselves.

Ald. Vitali asked if the department also uses the central machine.

Mrs. Stock responded yes. She went on to explain another copy machine in her office for public use, which they pay for.

Ald. Blake asked about costs associated with advertising. He noted there was a legal ad in the Milford Mirror recently. He asked if that newspaper is 1/3 the price of another paper, i.e. New Haven Register or the Connecticut Post, if they could let this Board know before the budget vote.

Mrs. Stock stated the issue is that they need the legal ads by a certain time and if they don't make a deadline they can't make use of that particular newspaper. She stated the Milford Mirror is only published once a week, whereas other papers publish daily. She stated statutorily they are required to meet certain deadlines.

Mayor Richetelli commented there is a bill pending at the legislature to allow municipalities to advertise on-line.

Mrs. Stock added the city clerk's association in the State is fighting for that bill as well.

**4131 Law Department** – Winthrop S. Smith, III, City Attorney was present for questions. Attorney Smith stated the budget is self-explanatory. He asked the Board to keep in mind last year the Law Department absorbed substantial reductions in a number of accounts that have carried over to this year. He also stated with regard to regular wages that although the City Attorney's position is part-time, the differential was to offset costs for outside counsel. He also pointed out next year will be a year of labor negotiations.

Ald. Vitali asked Attorney Smith what dollars constitute line item 4189 0000 Misc. Professional Fees & Svcs.

Attorney Smith explained line item 4122 0000 Other Legal Fees is for outside legal matters and line item 4189 0000 Misc. Professional Fees & Svcs. is used for miscellaneous professional fees such as expert testimony, appraisals, environmental, marshal services, etc. He stated basically they are support costs.

Chairman G. Smith asked about line item 4117 0000 Seasonal/Temporary.

Attorney Smith stated this line item has not had a lot of use. He explained the storage for the City Attorney's Office is in the basement of this building and catalogued as such. He stated they hire people on a temporary basis when necessary.

Ald. Vetro asked about line item 4990 0501 Furniture, Fixtures & Equipment and what that line item entails.

Attorney Smith stated that line item was decreased to \$1,000. He stated it would be to replace the chairs in the conference room.

Ald. Vetro commented he wanted to make sure it was not for the purchase of just two chairs.

Attorney Smith remarked no monies have been spent from that account.

Ald. P. Smith asked about line item 4977 0115 Law Books and asked if that is for subscriptions or physical books.

Attorney Smith responded it is for both. He also pointed out this is a very important account for their office. He stated the State law library has been closed and it is not available to their office. He also stated they are trying to keep only the subscriptions they need and that the bulk of the account is for on-line access.

Ald. Blake recalled last year the City Attorney had stated he was going to look into how many services they use. He asked Attorney Smith if he has determined if they use a free service or the costly services.

Attorney Smith stated he would try to get that information.

Ald. Blake asked the cost for outside legal counsel spent over the last year and any costs associated with the city's insurance and also cases the department has spend in line item 4189 0000.

Attorney Smith replied he would look into that but that he did not believe he had a break down for costs associated with outside counsel for insurance matters.

**4132 Ethics Commission** – Winthrop S. Smith, III was present. Attorney Smith stated there has not been a lot of activity and noted the numbers have been derived historically.

Mayor Richetelli added if there is a case and the Ethics Commission finds probably cost then the Plaintiff is entitled to certain costs. He stated it has only happened one time and the costs were considerably higher than what is show in this budget. He stated in the past three years there have not been any cases. He also pointed out the Board of Finance reduced line item 4189 0000 Misc. Professional Fees & Svc. by \$2,000.

#### **4740 Claims and Refunds**

Ald. Blake asked about line item 4840 0000 Heart & Hypertension Claims and asked if this is the amount established by the actuarial or some other consultant.

Ms. Doneiko responded they are actual claims that have been settled and claims that will be settled. She stated it is an actual number.

**4133 Probate Court** – Judge Beverly Streit-Kefalas was present. She stated it is a small budget with a 0% increase from last year. She explained in years past her budget declines and in fact she has been significantly under budget. Judge Streit-Kefalas went on to explain a district change for next fiscal year, a change she stated would take place in the Probate Court January 5, 2011. She stated the Orange Probate Court would close and merge with the Milford facility. She explained the details of the merger, which she stated would not impact the taxpayers of Milford, but by statute, would require a contribution from the Town of Orange. She stated the number is still to be determined.

**4141 Board of Finance** – no questions/comments.

Ald. P. Smith requested a 5-minute recess. The Board recessed at 8:29 p.m.

Chairman G. Smith reconvened the Board in public session at 8:39 p.m.

**4142 Department of Permitting and Land Use** – Doug Novack, David Sulkis, City Planner, Tom Raucci, Chief Building Inspector, Mary Rose Palumbo, Inland Wetlands Officer and Phil Fulco, Chairman of the Inland Wetlands Agency were present for questions.



Interim Director D. Novack introduced the individuals present.

Ald. Blake stated the City Clerk testified earlier that her office is investigation ways to decrease their advertising budget. He asked if this department had done the same. In re-phrasing his question, Ald. Blake asked if is determined a newspaper charges less, would then department also be able to use that newspaper as well.

Mr. Sulkis responded it would depend if the newspaper is a daily or weekly newspaper. He stated he felt a weekly newspaper would be a problem and explained they have mandates to advertise the results of a hearing before a permit can be issued. He stated having to wait for a weekly newspaper to post an ad could result in delaying someone from obtaining their permit.

Mr. Novack added it would be hard to go down that road at this time because their needs are different.

Mrs. Palumbo added the Inland Wetlands Office operates under the same statutes as the Planning and Zoning Department. She stated her office would investigate to see if some things, such as regulations could go into a local newspaper.

Ald. P. Smith asked about line item 4476 0000 Dangerous Building Costs.

Mr. Raucci responded anything hazardous such fire damage and a building need to be demolished, etc.

Ald. German asked about line item 4112 0000 Overtime and line item 4117 0000 Seasonal Temporary.

Mr. Novack explained the overtime account covers all three divisions for outside meetings, i.e. Planning and Zoning, Zoning Enforcement, etc. He stated it can also be used for the building inspection staff that run into issues in the field and may need the overtime.

Ald. German asked about the Seasonal Temporary account.

Mr. Novack explained the inspection staff of the building department has been reduced 20% and that the department needs the ability to hire temporary staff when necessary.

Ald. German asked if responsibilities could change.

Mr. Novack stated they bring in retired inspectors to fill those needs. He also pointed out recently they were down one inspector. He stated it can be due to illness, injury or vacation.

Mr. Raucci added that person would also have to be licensed with the State of Connecticut.

Ald. Staneski commented regarding the overtime account. She requested overtime information over the past two years for the departments.

Mayor Richetelli reminded the Board this is the first year for the new department. He stated the historical data is only for Planning and Zoning so it would be difficult in this first year to make comparisons.

Ald. Patterson commented regarding line item 4476 0000 Dangerous Building Costs stating if there was damage the city would go after the owner for costs from a fire.

Mr. Raucci explained if an owner is not available or not willing to cooperate, they would go ahead and have a lien placed on the property.

Ald. Vitali commented on the myriad of professionals and their knowledge. He asked about line item 4180 0000 Other Professional Services and asked what that line item is used for.

Mr. Novack explained it is for outside consultants who may assist with plan interpretation, designs, etc.

Chairman G. Smith commented about advertising in light of the pending bill in the legislature and suggested this department look into doing their advertising on-line.

Ald. Blake asked if copier rentals could be consolidated, especially with the consolidation of these departments. He asked if they could now use one copier.

Mr. Novack replied the departments are not physically in one room. He explained customer service would be in one area, but Planning & Zoning, Building and Inland Wetlands are all in separate offices.

Chairman G. Smith asked how overtime and comp time is determined.

Mr. Sulkis explained it is based on the number of meetings per year and how many staff members would need to go. He stated of course that number could change if there are extra meetings. Mr. Sulkis stated they tend to look historically at the trends over time.

Ald. German asked with the merger of the department if they will see a significant efficient that will save money over the years.

Mr. Novack responded yes and that they have already seen in and will continue to see it.

4144 Zoning Board of Appeals – David Sulkis, City Planner was present.

Chairman G. Smith noted the \$12,500 in line item 4771 0000 Advertising and noted it really adds up.

Ald. Staneski also commented regarding advertising costs stating the number was very large especially with these time of technology.

Chairman G. Smith asked if they would be able to reduce that if the legislature makes the proposed changes.

Mr. Sulkis stated they would do whatever the law tells them to do.

4145 Flood and Erosion Board – Mayor Richetelli stated this Board rarely meets however there are statutory requirements if certain work is done in the city. He stated they basically meet on an as needed basis.

4146 Tree Commission – Bryan Mancini, Chairman was present.

Ald. Blake spoke regarding the recent storm that knocked down a lot of trees. He requested if trees are added that additional trees be planted to the west of the green. He spoke of the holiday trees downtown that sparkle so brightly, but end before you get to the end of the green.

Mr. Mancini stated there is an arboretum plan. He stated they do a lot of memorial plantings and that the majority of the trees planted are done by volunteers.

Ald. P. Smith asked about the status of the tree plantings as part of the Boston Post Road project.

Mr. Mancini asked if she was referring to Phase I or Phase III. He went on to explain each of the phases. He stated they have just finished planting 12 trees this past weekend in the Phase III sector of the Boston Post Road.

Ald. German asked if they are responsible for policing people from cutting down old trees.

Mr. Mancini stated there is a City Ordinance in place regarding the removal of trees on City property. He stated he was not sure how the Ordinance is enforced.

Chairman G. Smith thanked Mr. Mancini and the Commission for all of their hard work on a very limited budget.

4153 Park, Beach and Recreation Commission – Daniel Worroll, Jr. Chairman and Bill McCarthy, Recreation Director were present for questions/comments.

Ald. Vetro stated he lives in the Fourth District and that he has received complaints regarding Brewster Field. He asked Mr. Worroll if he could share anything regarding lighting at Brewster Field.

Mr. Worroll replied the Commission's meeting last month was moved to a larger venue in anticipation of a large turnout, but no one showed up. He stated it is on the agenda again next month.

Ald. Vetro asked if Mr. Worroll could provide any information regarding the lights.

Mr. Worroll stated no plan has been presented to the Commission as yet.

Ald. Blake asked when the Bocci courts would be installed.

Mr. Worroll replied to his knowledge construction had not started.

4620 Recreation Department – Bill McCarthy, Director was present. He stated his budget provides for short, intermediate and long-term goals for the city. He further stated it would enable the Recreation Department to continue to provide their taxpayers endless benefits of recreation.

Ald. P. Smith asked about line item 4708 9669 Stipends to Leagues & Clubs and asked how much was left in that account.

Mr. McCarthy explained there is one year left on the phase-out of the 5 year plan.

Ald. Vitali asked about line item 4798 0000 Other Supplies & Charges and asked what the entails.

Mr. McCarthy stated over the years they have made several purchases, such as an ice skating rink, cargo container at West Shore, light bulbs, items for the waterfront, such as shirts for the lifeguards, repairing of a step at the McCann auditorium, misc. supplies for equipment, banners at the gymnasium at Parsons, art supplies for summer camp, picnic table, etc.

Ald. Vitali asked about building maintenance and why there is not a building maintenance line item or if public works was responsible for the work.

Mr. McCarthy explained the Recreation Department has a variety of miscellaneous items each year, but that these items can vary each year.

Ald. Bevan asked about line item 4117 0000 Seasonal/Temporary.

Mr. McCarthy explained this line item is essentially the payroll account for all of their summer help, i.e. lifeguards, counselor for the summer playground program and Camp Happiness, etc. He stated this year there was a State mandated minimum wage increase and that they would be struggling to meet their responsibilities with the amount of monies in this account. He stated he also recently found out they have occurred a cost from the Board of Health in the amount of \$18,500 that he just became aware of.

Ald. Staneski asked how they would meet their needs if they fall short in this account.

Mr. McCarthy replied the minimum wage increase was 3.7%. He stated they would freeze a cost of living increase, which he explained is something they did last year. He stated they would also modify the number of counselors they hire this year.

Ald. Veccharelli thanked Mr. McCarthy for coming in with a responsible budget year after year and for doing the job he does each year.

Chairman G. Smith asked about line item 4975 0451 Recreation equipment and asked what that entails.

Mr. McCarthy explained the line item is dedicated for the purchase of new playground equipment. He stated they like to have that amount in order to replace or repair equipment to the playgrounds in town.

Chairman G. Smith asked about line item 4977 0190 Computer.

Mr. McCarthy stated it is amount they need for a computer in their office which is through a state contractual amount.

4156 Conservation Commission – No questions.

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

4219 Personnel Department – John O’Connell, Personnel Director was present.

Ald. Blake stated at the beginning of the meeting he mentioned trying to scale back each of the departments that had an increase from the previous year’s budget and that he had asked each department to see if they could investigate over the next month and before this Board begins final deliberations, ways to reduce further.

Ald. Vitali asked about line item 4781 0000 Duplicating Costs. He asked if the department is part of the line item for duplicating costs in General Expenses.

Mr. O’Connell replied the Medicare Part D forms are a big part of this cost.

Chairman G. Smith asked it is also used for advertising.

Mr. O’Connell responded yes, for some of it.

Ald. Staneski asked about line item 4151 0000 Pro/Spec Svcs and asked if that is for the amount they pay to the Lexington Group, which is the employee’s assistance group.

Mr. O’Connell responded yes.

Chairman G. Smith asked about line item 4131 0000 Medical & Dental.

Mr. O’Connell stated that line item pays for physicals for new employees. He stated it also pays for two independent medical exams when needed.

4151 Civil Service Commission – John O’Connell was present for questions/comments. He stated for this Commission he does the meeting minutes, however, they occasionally need a secretary, which is why they keep the \$50.00 on hand.

4159 Fowler Memorial Commission – no questions.

4193 Public Library – Jean Tsang and Linda Wanosky, Chairman of the Library Board were present. Mrs. Tsang stated she had mailed information regarding the library to each of the aldermen; however she wished to elaborate on two accounts. She explained line item 4117 0000 Seasonal/Temporary covers Saturday hours through the summer months. She stated she also wished to remind the Board they have only 16 people in their budget. Mrs. Tsang also stated their office supplies account is a broad/general account for things such as printer cartridges and other expenses for public computers.

Ald. German asked the number of visits to the library this year.

Mrs. Tsang replied that answer was included in the hand-out she sent to the Board, but that it was over \$22,000.

Ald. Blake stated he appreciated the explanation of the importance of the DVD line item, which was reduced last year from its original request. He asked if there were other line items she would like to request.

Mrs. Tsang stated they supplement DVDs with gift money. She noted line item 4796 0001 Magazine Index Database is an increase. She stated they have a large number of ancestry groups that use that. Mrs. Tsang stated they were also anticipating reductions from the State.

Ald. Blake asked if Wi-Fi is available at the library.

Mrs. Tsang responded they have had Wi-Fi for several years. She explained they received a grant from the State CEN. She stated it is completely separate from their budget and that they do not pay anything for it. She stated they see a diverse group of people who use the Wi-Fi.

Chairman G. Smith asked about line items 4773 0000 Office Equipment Rental and 4775 0000 Office Equipment Upkeep.

Mrs. Tsang explained line item 4773 0000 is for their laser printers. She stated they have one copy machine for staff which they own and three machines for public use, which she stated they rent and are coin operated. She stated they also have a postage meter which is a rental. She stated line item 4775 0000 is for their micro film.

4310 Police Department – Chief Keith Mello and Deputy Chief Stephen Fournier were present. Chief Mello stated he wished to point out new items in the budget. He pointed out line item 4419 0001 Firearms Range Cleaning. He stated they have to clean their range every 8-10 years. He explained they fire over 100,000 rounds and there is lead and lead dust which has to be cleaned, along with the vat itself. With regard to line item 4744 0000 Information Access System, he stated the \$6,500 is new costs to fund wireless laptops in their vehicles. He stated it reflects an increase by Verizon. Line item 4775 0000 Office Equipment Upkeep, he stated \$7,393 of those monies represent new costs. Line item 4796 0000 Software & Maintenance, Chief Mello stated a portion of these costs, \$8,000, will be fire department costs if they install the CAD system. He stated in there is a total increase in this line item of \$83,000. Line item 4140 0000 Professional Svcs/Audit Fees. Chief Mello explained this account is for outside contractors for their parking tickets. He explained the department will now have to send out the letter. He stated when he prepared this budget he compared it to similar size departments. Chief Mello stated he is very proud that they operate at considerably less than many departments the same size. He also stated he compared what was spent 10 years ago as compared to today to illustrate how they have been able to find creative innovative ways to generate costs. Chief Mello stated it was important he explain the hiring practice of the Department as to what they do and how they do it that is mandated by law.

Ald. German asked if the Chief could elaborate on the overtime accounts.

Chief Mello explained overtime is the amount of hours, which he stated generally reflect around 700-741 hours, which is equal to 7 hours per shift during a day. He stated each day there could be 8-10 openings. He stated Overtime, Regular is for unforeseen events, i.e. a missing child or adult, storms, special events, major crimes, etc.

Chairman G. Smith asked about line item 4117 0000 Seasonal/Temporary.

Chief Mello stated that account is used for the part time officers that work in the ID office. He stated it is also for temporary employees in their records division.

Chairman G. Smith asked about line item 4775 0000 Office Equipment Upkeep.

Chief Mello replied that line item is for the cost of maintaining inventory of record keeping equipment.

Ald. Bier asked about the software and maintenance and the new program the Chief spoke about in the amount of \$147,000. He asked if that would stay consistent or change.

Chief Mello replied it would probably go up. He stated he took a hard look at that account. He explained they decided to go to a per call support system.

Ald. Blake stated he wished to follow up on the comments of Ald. German and Bier regarding the overtime accounts. He asked if those amounts are for a typical year or last year alone. He stated the second part of his question would be how much was transferred from Regular Wages to overtime this year.

Chief Mello responding to the second question replied about \$100,000. He stated there are 5 vacancies and two other officers are in the academy, which means there are 7 positions that need to be covered. He stated they transferred \$100,000 to cover those costs and anticipate they will need to transfer another \$100,000.

Ald. Blake asked if there would be a surplus in the Regular Wages account at the end of the year.

Chief Mello replied yes and that he had spoken with the Finance Director.

Ald. Blake asked how much it was expected to be.

Chief Mello responded about \$200,000.

Ald. Blake asked if the increase in service maintenance was attributed to the new software which was just bonded.

Chief Mello explained that software system is different and explained they have 3 vendors.

Ald. Blake asked if the new system would be implemented by next year and if they would see an increase or decrease and what items would be affected.

Chief Mello explained there would be an increase in the communications/maintenance account because of the annual maintenance fees. He added they are waiting for the RFP.

Ald. Bevan asked about over time for the Oyster Festival event noting the festival committee will be giving back is less than the amount expended.

Chief Mello stated it is just police overtime for the two days of the event. He stated there are two shifts involved.

Ald. Bevan asked the number of officers on the force.

Chief Mello responded 47-48.

Chairman G. Smith thanked Chief Mello and Deputy Chief Fournier for taking time to answer questions and also for all they do each day.

Ald. Vetro and Ald. Patterson made and seconded a motion to recess at 10:06 p.m. Motion carried unanimously.

Respectfully submitted,

Kathleen K. Huber  
Recording Secretary