

**BOARD OF FINANCE
BUDGET DELIBERATIONS - PROPOSED BUDGET FY2018-2019
FEBRUARY 12, 2018**

The Milford Board of Finance held a budget deliberations session on Monday, February 12, 2018 in Conference Room B of the Parsons Complex. Chairman Lema reconvened the budget deliberations meeting in public session at 5:34 p.m.

Board Members Present

Brian Lema, Chairman
Joseph Fitzpatrick, Jr.
Lauren Secondi.
Joseph Castignoli
Scott Moulton

Also Present

Mayor Benjamin G. Blake
Peter Erodici, Finance Director

(4210) Finance Department – Peter Erodici, Finance Director, Michael Antonicelli, Treasurer, Ariane Swift, Accountant and Daniel Thomas, Assessor were present.

Mr. Erodici thanked the Board for their support and acknowledged the members of his staff that were present.

Mayor Blake commented this department has had a lot going on, with retirements and new Munis system which is in the process of being implemented.

(4143) Board of Assessment Appeals–Dan Thomas, Assessor was present for questions/comments.

Chairman Lema asked about the reval.

Mr. Thomas explained the process which is done every 5 years.

(4215) Management Information Systems (MIS) – Jean Lasczak, MIS Coordinator was present for questions/comments.

Ms. Lasczak stated the budget was essentially the same with the exception of line item 4796 0000 Software & Maintenance which increased due to contractual obligations. She also spoke about the Munis system which the city is in the process of being implemented and will absorb some of this budget. She went on to explain the details.

Mayor Blake added the city would be going to a cloud based web.

Mr. Erodici stated the new system would enhance internal controls. He continued with explanation of the benefits of the system throughout the system.

Mr. Moulton asked about maintenance contracts.

Ms. Lasczak explained it is a 7-year contract with annual billing.

Mr. Fitzpatrick asked if the Board of Education was a part of the Munis system.

Mr. Erodici stated they have a different software system.

Mayor Blake added the Board of Education's system is unique to schools.

(4121) Mayor's Office – Mayor Blake was present for questions/comments. He stated he would be happy to answer questions. He stated the budget is status quo and similar to other budgets in previous years, except for contractual increases.

(4122) General Expenses – Mayor Blake was present for questions/comments. He stated he and Mr. Erodici would be happy to answer any questions the Board may have.

Mr. Fitzpatrick asked about line item 4189 0000 Professional Fees.

Mayor Blake stated several years ago there was a temporary grant administrator. He explained the background of the grant administrator which was to secure grants.

Chairman Lema asked about line item 4773 0003 Burnt Plains Open Space and how many years were left.

Mayor Blake stated the first 5 years were interest free,

Mr. Erodici explained it is a 10 year agreement. He stated he believed there are two to three years left. He stated once it is completed it will be adjusted accordingly.

Mayor Blake added an agreement was worked with the soccer fields' rental which was adjusted to \$1.

Mr. Fitzpatrick asked about line item 4875 0000 Regional Planning Agency Dues.

Mayor Blake explained this is the SCROG Milford belongs to which is comprised of 17 towns. He stated transportation grants administer through there.

(4121) Golf Course (Fund 18) – Dan Worroll stated he was here tonight for Dick Austin, Chairman, who was unavailable. He thanked Mr. Erodici and the staff with their assistance with invoices, etc.

Mr. Fitzpatrick asked if the revenue had gone up.

Mr. Worroll explained how that number is arrived at. He also stated the golf course generates revenue from rounds, golf and pull cart rentals and new room which is available for rental. He stated they also handle staff and utilities.

Chairman Lema asked if the agreement was fair and economical.

Mr. Worroll replied yes, adding the contract had recently been renewed..

Mr. Fitzpatrick asked about maintenance repair.

Mr. Worroll stated there is approximately \$15,000 in that account, with anything leftover going to the Fund 18.

Mr. Fitzpatrick asked the balance in the Fund 18.

Mr. Erodici responded it is approximately \$90,000.

Mr. Fitzpatrick asked what that money is used

Mr. Worroll stated it is for major repairs to the course, i.e. tees, fairways, etc. He also stated they are in the process of installing a much needed HVAC system.

(4320) Fire Department – Chief Douglas Edo, Battalion Chief Dan Wassmer were present for questions/comments. Chief Edo pointed out they needed to add funding to the wage account which is reflected in this year's budget.

Mr. Castignoli asked about line item 4923 0350 Fire station improvements.

Chief Edo explained this line item is for items that break at each of the stations, i.e. roof top air conditioning, overhead doors, etc. He commented door springs are always an issue.

Chairman Lema asked about the integrated dispatcher system.

Chief Edo stated they are in need of additional dispatchers.

Mr. Fitzpatrick asked about line item 4112 9949 Oyster Festival and if this account was reimbursable.

Chief Edo replied yes.

Mr. Erodici explained the bulk of the monies go to general fund for reimbursement

Mr. Fitzpatrick asked about line item 4189 0000 Professional Fees & Svcs and questioned the increase.

Chief Edo explained this is part of the MIS department, which is subbed out to Business Network.

Mayor Blake added historically monies in this account were expended; therefore this increase puts the account more in line with what is spent.

Mr. Fitzpatrick asked about line item 4331 0000 Gas & other propellants asked about the significant increase.

Mr. Erodici explained the \$90,000 is a projection, which is somewhat accurate. Any surplus is transferred to the energy reserve account. He stated it will likely go well above the \$45,000 projected.

Chairman Lema asked about line item 4189 0000 Professional Fees & Svc.

Chief Edo stated it is for contracts etc.

Mr. Erodici stated it could be adjusted somewhat.

Mr. Fitzpatrick asked about line item 4333 0001 Marine Expenses questioning the \$5,500 increase.

Chief Edo stated they added an additional jet ski and the department are charged for the use at the dock.

Mr. Castignoli asked about line item 4203 9941 Educational Supplement.

Mayor Blake stated it is due to the contract where paramedics receive a stipend. He explained some of the monies would be coming from the revenue services for the emergency transport services.

Mr. Castignoli asked for any narrative where there are increases over the budget and projected, i.e. capital outlays, etc.

Chief Edo stated they are still catching up in many accounts. He stated all of the firehouses need asphalt. He stated the roofs on all the firehouses are flat and in need of repair, etc. Chief Edo stated they make every effort to hold the line, but the buildings are getting older and work needs to be done. He stated the Public Works Director and his department has been a great help, but they still need to pay for material.

Mayor Blake explained the reductions he requested last year of approximately 2% which was a temporary request, therefore some of the accounts needed to get bumped back up from last year.

Mr. Moulton asked about line item 4771 0000 Advertising.

Chief Edo explained they advertise when the department is running a test for firefighters. He stated the same account is also used when they go out to bid for projects.

Mr. Fitzpatrick asked about cell phones and if every department member has one.

Battalion Chief stated most of staff has a phone, and that each truck has a cell phone. He stated the account also pays for licensing, tablets, etc.

(4331) Emergency Management (formerly Civil Preparedness) – Chief Douglas Edo was present for questions/comments. Chief Edo explained is a flat charge with no change from last year.

(4805) CMED - Chief Douglas Edo was present for questions/comments. Chief Edo explained the formula for the calculations which is based on a per capita charge.

Mayor Blake added they are using C-med out of Bridgeport

Chief Edo stating by switching they were able to reduce costs substantially.

Battalion Chief Wassmer explained the system which is a regional medical communications hub directing ambulance traffic and transports to the hospitals.

(4360) Lighting, Hydrants, Water – Chief Douglas Edo was present for questions/comments. Chief Edo explained this account essentially pays the bills.

Mayor Blake stated there are approximately 1,400 hydrants in the city. He stated the Regional Water Authority uses a formula that is based on the number of hydrants to calculate the numbers. We pay a lot more than we receive in pilot money.

Mr. Fitzpatrick asked who is responsible for the operation of the hydrants.

Chief Edo stated the Regional Water Authority (“RWA”) is. He explained after use by the hydrant, the RWA is notified and they come out and drain the hydrant. He also explained if a hydrant is damaged by a motor vehicle, the RWA is notified and they come out to repair the hydrant.

Mr. Moulton asked about hydrant installation.

Mayor Blake stated the city budgets for one installation a year.

Chief Edo added typically the department identifies an area in town each year, where there are existing water mains.

(4503) Public Debit Service

Mr. Fitzpatrick asked there had been any reductions or refunding.

Mayor Blake stated the funding is spread out over a period of years.

Mr. Erodici explained the short term debit interest paid out of the Fund 40 where the capital projects reside.

(4994) School Debt Service – No questions.

(4995) Employee benefits, Non-teaching

Mr. Fitzpatrick asked how this figure is arrived at.

Mr. Erodici explained it is based on wages, which are contractual.

(4710) Employee Benefits, General

Mr. Fitzpatrick asked about line item 4211 9909 Post Employment Benefits and asked the balance in post employment benefits

Mayor Blake stated they continue building with approximately \$6,000,000 in the account.

Mr. Moulton asked about training.

Mr. Erodici explained it is contractual.

(4720) Insurance and Bonds –

Mr. Fitzpatrick asked about line item 4823 0000 General & Auto liability.

Mr. Erodici explained the surplus in property and casualty to offset the costs.

Mr. Castignoli asked if the premium went down.

Mr. Erodici replied no and explained how the premium is paid out of the Fund 17.

Mayor Blake explained the City self insures up to the first \$100,000. He stated the last several years costs have far exceeded.

(4740) Claims & Refunds – no questions.

(4790) Benefit & Salary Reserve

Mr. Castignol asked why the decrease.

Mr. Erodici explained many of the bargaining contracts have been resolved, but the remaining few would fall into this account.

(4799) Unallocated Contingency– no questions.

(4993) Education Audit – no questions.

(4997) Education Health Insurance Contribution—

Mr. Fitzpatrick asked how the amount is determined.

Mr. Erodici explained they receive information from the health consultants/actuaries based on past costs.

Being no further business to discuss tonight, Chairman Lema stated the Board would stand in recess until next Monday, February 21, 2018.

Mr. Fitzpatrick and Mr. Castignoli made and seconded a motion to adjourn. Motion carried unanimously.

The Board recessed at 6:49 p.m.

Respectfully submitted,

Kathleen A. Kennedy
Recording Secretary