

**BOARD OF FINANCE  
BUDGET DELIBERATIONS - PROPOSED BUDGET 2010-2011  
FEBRUARY 17, 2010**

The Milford Board of Finance held a budget deliberations session on Wednesday, February 17 2010 in Conference Room B of the Parsons Complex. Vice Chairman P. Beckwith reconvened the budget deliberations session at 6:34 p.m.

Board Members Present

Paul Beckwith, Vice Chairman  
Joseph M. Agro, Jr.  
Joseph J. Fitzpatrick, Jr.  
Scott Marlow

Also Present

Mayor James L. Richetelli, Jr.  
Judy Doneiko, Finance Director

Excused

Brian Lema, Chairman

**(4215) Management Information Systems (MIS)** – Jean Lasczak, MIS Coordinator was present. She stated she would be happy to answer any questions the Board may have as to what the department does and the budget.

Mr. Marlow asked about line item 4775 0000 Office Equipment Upkeep and why that line item was so high.

Ms. Lasczak explained that account is used for the computer system, printers, technology, etc. She also explained the contents of the computer room and how that run is run and the contractual obligations. She stated basically this line item is the nature of what they do in the department.

Mr. Fitzpatrick asked about line item 4789 0000 Supply Exchange.

Ms. Lasczak explained although they are trying to go paperless they still have paper, i.e. tax and assessor forms, notices, high consumables, cartridges, etc. She also explained “green bar”. She mentioned other items such as back-up tapes, etc.

Mr. Fitzpatrick asked about line item 4977 0193 Server, computer.

Ms. Lasczak explained they have three servers listed. She stated the replacement for the city clerk’s office is for the indexing system and explained it is their deed and indexing system. She stated the server was upgraded 6 or 7 years ago, but the vendor says they will no longer support the system. She stated a second server is to replace server 5, which is a sequel server. She stated the third server is a lower end server in the library which needs to be replaced. She explained they are on a separate network so they need separate servers.

Mr. Fitzpatrick asked how old the library server is.

Ms. Lasczak replied it is an old gateway PC.

Mr. Marlow asked about line item 4977 0123 Computer hardware and if the new servers were dependent on that server.

Ms. Lasczak responded no, explaining there is a web filter to filter web traffic.

Mr. Fitzpatrick asked if they were replacing servers on an average of 6-7 years.

Ms. Lasczak stated they squeeze as much life out of them as they can. She explained they do not get rid of them, they downgrade them to less specialized services.

Mr. Fitzpatrick asked if they depreciate them.

Ms. Doneiko responded only those over \$5,000 get depreciated. She also stated they are only for financial statement purposes.

**(4121) Mayor's Office** – Mayor Richetelli stated the budget is the same for the most part, and that in fact it has gone down with the exception of salaries for three positions in his office. He explained those positions will receive the same 2% as the rest of the city employees.

Mr. Fitzpatrick asked about line item 4977 0190 Computer.

Mayor Richetelli stated the five computers in his office come out of this account. He explained four of the computers are in his office and one is for the city's grant writer position. He stated they plan on buying two from this account.

**(4122) General Expenses** – Mayor Richetelli explained this account is for those items that don't fit into a specific category or department. He stated he wished to point out line item 4875 0000 Regional Planning Agency Dues, which he stated is a decrease from last year. He explained South Central Regional Council of Governments is their regional planning agency and where they are able to obtain information for grants. He explained however, they have dwindled in membership and effectiveness and that several towns have dropped out. He stated the city has withheld its dues as a wait and see. He went on to explained the Regional Council of Tourism and Development, which comes out of this account. He explained the increase in line item 4773 0003 Burnt Plains Open space.

Mr. Fitzpatrick asked about and the increase in line item 4998 0001.

Mayor Richetelli explained Hazardous Waste Central which is located at the Long Wharf in New Haven where any Milford resident can go to drop items. He stated they are open May through October. He explained the fee is based on the number of residents that use the location as well as the town's population and further explained there is a formula in place that dictates the dollar amount.

Mr. Fitzpatrick commented the figure seemed like a large jump.

Mayor Richetelli responded it is based on population and use.

Mr. Kolwicz, Public Works Director was present. He stated Milford is one of the founding cities as well as a top user of the facility. He stated at a recent collection day in Milford over 400 people participated just between the hours of 9 a.m. – 12:00 p.m.

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

Mayor Richetelli explained that line item is for the grant coordinator position in the city. He explained the full time grant the city had received, which he stated is now a part time grant. He stated there are many grants the City applies for each year, which are handled in-house through the grant coordinator. He stated the grant allows for three days a week for three hours.

Mr. Agro asked about line item 4998 0013 Open Space.

Mayor Richetelli responded that account has not been funded for three years. He stated at one time it was at \$120,000, but it was the decision of the Board of Aldermen three years ago to remove it. He also explained the monies that are owed to this account from the purchase of the downs House.

Mr. Beckwith asked about line item 4998 0015 Milford Prevention Council.

Mayor Richetelli explained this group was formed 18 months ago. He explained the wide collaboration from the community that work on this Council. He recalled for years there was Drug Free Milford and that this group essentially took over. He stated there was recently a bench-mark questionnaire answered by 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> graders. He stated this group is off and running and working very hard.

Mr. Fitzpatrick asked if the monies are run through the Mayor's Office.

Mayor Richetelli stated the fiduciary is Bridges and they use office space through the United Way with support through the City.

**(4121) Golf Commission** – Mr. Beckwith stated he received a note from Chairman Austin that he and Vice Chairman Worroll were unable to attend and asked they be rescheduled for next week.

Mr. William Healey interjected and stated he is a Commissioner on the Golf Commission and would be happy to answer any questions the Board may have regarding the Golf Commission's budget.

Mayor Richetelli stated this is an enterprise fund that pays for itself. He stated the fees charged go to the upgrades at the course and for general maintenance. He also pointed out the revenue generated goes to the Open Space account.

Mr. Agro asked about the purchase of the cart.

Mr. Healey stated the Commission purchased a cart new and that it was used this past season 32 times. He stated the cost for rental is \$14, adding this too is self-sustaining.

**(4811) Borough of Woodmont** – Mr. Bonessi, Borough Warden and Christopher Schmeisser, Chairman of the Borough of Woodmont were present. Mr. Schmeisser stated they would be happy to answer any questions the Board had. Mr. Bonessi distributed to the members a handout detailing the Borough's 2010-2011 grant request. Mr. Schmeisser went on to explain the handout, which included anticipated work.

Mr. Agro asked for clarification if it is the overall projection that the Borough would be approaching \$0, which would mean many of the projects will have been completed.

Mr. Schmeisser responded yes. He stated the typical milling work would have to be a pay as you go.

Mr. Bonessi spoke regarding the GIS report. He stated Woodmont is 10% of the City's population and that Woodmont is compromised of 40% of the seawalls in Milford, which he added are attractive to walk, but can also be a nuisance. He stated there were many years they did not do the seawalls and groins.

Mr. Fitzpatrick asked about taxes collected.

Mr. Bonessi stated they collect around \$83,000.

Mr. Schmeisser also spoke regarding the beach stabilization.

Mayor Richetelli added they have contacted DEP. He stated they advised him there just is no monies for beach replenishment.

Mr. Marlow thanked Mr. Bonessi and Mr. Schmeisser for the information. He asked if in the future they could receive the information in advance of the meeting so the Board would have the opportunity to digest the materials.

Mr. Bechwith asked about contracted services.

Mr. Kolwicz stated Public Works does the sanitation and sweeping. He stated they would with Mr. Mallico because that is who the Borough has used for many years.

**(4320) Fire Department** – Chief LaVecchia, Battalion Chief A. Zingaro and Battalion Chief W. Healey were present.

Chief LaVecchia pointed out \$300,000 had already been cut from the budget by the Mayor and at that time they felt comfortable, but on January 10, 2010 he stated the Mayor stated additional cuts would need to be made. Chief LaVecchia stated they cut another \$47,000. He stated the budget presented is minus the contracted increases that will be coming, therefore making the budget very tight.

Mr. Fitzpatrick asked about line item 4722 0002 and asked if that was a new account.

Chief LaVecchia explained there is a new standard for the cleaning and maintenance of turnout gear. He stated the amount represents far less than they will actually need.

Battalion Chief Healey added they meet with a contractor from Wallingford and he is charging \$50 per set of gear. He noted there are over 100 men on the department.

Mr. Fitzpatrick asked about line item 4749 0000.

Battalion Chief Healey explained account is for contractual items such as life packs, elevator, radio contracts, etc.

Mr. Marlow asked about capital outlay, specifically fire station improvements.

Chief LaVecchia explained these are large projects and went on to explain some of those items.

Mr. Marlow asked about some of the capital items planned.

Chief LaVecchia stated overhead doors, large plumbing jobs (i.e. a bathroom), electrical repairs, HVAC units, some of which he stated are over 15 years old. He also stated masonry jobs, large painting jobs would come out of this account. He stated the items he mentioned do not take into consideration items that could break.

Mr. Fitzpatrick asked the Chief when he anticipated work to begin on the new fire station.

Chief LaVecchia replied at least one year.

Ald. Beckwith asked about line item 4712 and if that is something that is ongoing.

Chief LaVecchia explained the two training accounts were divided into these two accounts, fire training and emergency medical training, which is EMT refresher, paramedic school, tuition or equipment to do things. He stated the majority of the account is used for tuition. He also noted paramedics pay a yearly fee.

Mr. Marlow asked about line item 4971 0000.

Chief LaVecchia explained this account is for miscellaneous equipment, i.e. trailers to store equipment, etc. Also, if a light bar on one of the vehicles were damaged the monies would come from this account.

**(4331) Civil Preparedness** – Chief LaVecchia was present. He went on to explain line item 4723 0000 Uniforms and Weather Gear. He explained he requested \$5,000 for ongoing maintenance. He also stated they would be trying to rotate the equipment as well; however, he would like to officially request those funds be restored to the original amount requested.

Mr. Marlow asked about line item 4944 0216 and asked if that was an increase or an upgrade.

Chief LaVecchia replied last year the Board of Aldermen cut it. He explained last year they received a one year grant, so they need to increase it.

Battalion Chief Healey added it is the Code Red System.

Mayor Richetelli added it is important to get information to the citizens in a timely way. He explained \$20,000 buys 80,000 minutes.

Battalion Chief Healey added for \$30,000 they would receive unlimited minutes. He also pointed out the system is used by the Health Department and the Police Department.

Mr. Beckwith asked if the police department had their own system.

Mayor Richetelli stated the police department has a much older system, which is obsolete. He stated the police use the fire department's Code Red System whenever possible, stating it is an excellent tool.

Battalion Chief also noted the Code Red System is web-based.

**(4805) C-Med** – Mayor Richetelli stated the number is generated through a formula which is based on population and the number of dispatched calls. He stated the figure shown is Milford's share. Mayor Richetelli stated he has asked the police and fire chiefs to look into this because of the considerable increase.

Chief LaVecchia explained the system covers notification to the doctors in the emergency room and the paramedic is able to speak with that particular hospital. He also stated it is required under State Health laws to have it in place. He also went on to explain the contract with AMR, which is also contractual in nature. Chief LaVecchia stated Assistant Chief D. Johnson sits on the Board as a proxy for the mayor. He noted that overwhelming the other towns have stated this figure is too high and that they are looking to trim it down.

Mr. Fitzpatrick asked if the city is charged for calls on the turnpike.

Chief LaVecchia responded the department responds to any medical emergencies in the City of Milford. He stated the department responds to over 4,300 calls per year with approximately 500 being on the highway.

**(4360) Lighting, Hydrants, Water** – Chief LaVecchia was present for questions/comments. He stated he met with the Mayor and condominium associations. He explained all private businesses pay for their own private hydrant service. Chief LaVecchia stated of the 1,500 fire hydrants, only 300 were not serviced.

Mr. Agro questioned why they were not serviced. He stated he understood it to be the Regional Water Company that services them.

Chief LaVecchia stated the Regional Water Authority has nothing to do with it. He stated they are completely independent and essentially their own. He went on to explain how they are tested. He also spoke at length regarding ISO.

Mr. Beckwith asked about the \$20.00 fee for inspections.

Chief LaVecchia replied it was \$20.00 per inspection. He stated the standards calls for two a year.

**(4420) Public Works Office** – Bruce Kolwicz, Public Works Director and Kelly Hammill, Public Works Administrator were present.

Mr. Kolwicz stated this budget was essentially the same as last year and that they have had a problem working within that budget. He stated they are out of money in many accounts since October 2009. He stated the department could not afford cuts in any of the accounts. Mr. Kolwicz also stated he could not afford cuts of personnel. He pointed out over the last 5 years the department has lost 5 positions. He reiterated they just could not lose any more people. He stated the budget is the same as last year and very tight. He stated they are out of asphalt and they are out of salt. He noted the Board of Aldermen cut both of those accounts last year. Mr. Kolwicz stated they have had to do a number of transfers. He also stated they have not received a payment from the State of Connecticut for paving and with the recent storm (yesterday) they have fallen greatly behind.

Ms. Hammill added they are about \$30,000-40,000 behind and essentially “robbing Peter to pay Paul” to pay the contractors to plow yesterday. She also stated they cannot afford to purchase equipment and have therefore fallen behind in equipment purchases.

Mr. Beckwith asked how much they were cut last year.

Mr. Kolwicz replied it totaled about \$180,000. He stated overall it is getting harder and harder to keep the level of services people want and expect. He stated he was just asking for a chance to stay where he was and not lose any more.

Mayor Richetelli noted the previous Board of Aldermen cut positions simply because they were vacant. He stated it was important to remember at any given time there can be a vacancy and that there is a process to fill a position.

Mr. Kolwicz also pointed out on top of the cuts there were 14 retirements in his department.

Mr. Agro stated it was a difficult session last year and that they worked with all the unions to get concessions. He stated it should be noted that we appreciate all they have done during these difficult times. He expressed his hope of returning to more flush times. He also stated although the cuts were difficult it save the city and that he just wanted to acknowledge the sacrifices of the city employees.

**(4421) Highway/Parks** – Bruce Kolwicz, Public Works Director and Kelly Hammill, Public Works Administrator were present.

No questions.

**(4423) Building Maintenance** – Bruce Kolwicz, Public Works Director and Kelly Hammill, Public Works Administrator were present.

No questions.

**(4424) Engineering** – Bruce Kolwicz, Public Works Director and Kelly Hammill, Public Works Administrator were present.

Mr. Agro asked about the city engineering position.

Mayor Richetelli stated the Public Works Director and he disagree concerning this issue. The Mayor explained his thoughts on having a city engineer.

Mr. Kolwicz stated they recently conducted a survey on having on-call engineers versus a city engineer. Mr. Kolwicz also stated there is very little survey work done in that department and when the department needs one they hire out. Mr. Kolwicz stated it has been proven to be very effective. He also pointed out even if the city did have a city engineer there still would be occasions when they would need to go out because of the various disciplines.

Mr. Marlow asked the upside of having a city engineer.

Mayor Richetelli responded it would be a person on staff all the time. He also stated that person could do certain special projects versus an on-call.

Mr. Beckwith asked if the city engineer's position could be part-time.

Mayor Richetelli explained the problems they had filling the position because of the pay being offered.

**(4426) Wastewater** – Bruce Kolwicz, Public Works Director and Jim Cooper, Acting Superintendent were present.

Mr. Marlow asked about line item 4515 road and drain maintenance.

Ms. Doneiko responded that is related to the Sewer Fund which is totally separate.

Mr. Fitzpatrick asked about line item 4741 0000 Nitrogen Credits. He stated for the last few years we have been over so we had to buy credits. He asked if the city could not anticipate selling credits since the work at Beaverbrook and the Housatonic plants have been completed.

Mr. Cooper stated they are over at the Housatonic plant, but under at the Beaverbrook plant, but that he expected they still would be able to sell.

Ms. Doneiko interjected and reminded the Board it is in arrears.

Mr. Cooper stated he would confirm the numbers with DEP.

Mr. Agro commented they were headed in the right direction.

Mr. Fitzpatrick asked about line item 4998 0650.



Mr. Cooper responded that is the single pump and that it could be over \$35,000 if there is any unexpected problem.

Ms. Doneiko explained it can be carried over and used in any massive replacement fund. She also stated the Federal government requires municipalities to keep this account.

Mr. Fitzpatrick asked where in the budget it is found.

Ms. Doneiko responded in the sewer fund.

Mr. Fitzpatrick asked about line item 4981 0602 and asked if that is for sewer lines.

Mr. Cooper responded yes.

Mr. Agro asked about line item 4741 0000 Chemicals and noted the large decrease.

Mr. Cooper explained the changes in the odor control systems which have show somewhat of a decrease. He stated they really are not sure how it will balance out.

Mr. Agro asked about line item 4795 0000 Waste Removal and noted it is down \$100,000.

Mr. Cooper stated this too is a transition thing. He explained the new process and the hope there would be less sludge, hardening, etc.

**(4429) General Garage** – Bruce Kolwicz, Public Works Director and Kelly Hammill, Public Works Administrator were present.

**(4431) Solid Waste Operations** – Bruce Kolwicz, Public Works Director and Kelly Hammill, Public Works Administrator were present.

Mr. Fitzpatrick asked about line item 4790 9947. He stated last year was cut to \$2,100,000, which fell short. He asked if it still could be short.

Mr. Kolwicz stated they are on the verge of single stream recycling and explained the process. He stated they still will get credit for tonnage, which should keep credits up.

**(4154) Sewer Commission (Fund 12)**

Mr. Agro asked how this was working out with regard to personnel.

Mayor Richetelli responded it is working fine. He explained they have been reduced to one clerk.

Mr. Agro asked if that was part of the realignment.

Mayor Richetelli stated he would look into the Clerk A position.

Ms. Doneiko added the performing the work is doing it on an overtime basis.

Mr. Fitzpatrick asked about line item 4621 0000 Clean Water Fund.

Ms. Doneiko explained the \$43,000,000 Clean Water Fund and how they have started to pay that back. He also explained how it relates to the debt service.

**(4502) Equipment Reserve Allocation** – no questions.

Mayor Richetelli explained the history of when the rolling stock program was included in the budget. He stated currently the city has the Vehicle Acquisition Program.

**(4210) Finance Department** – Judy Doneiko, Finance Director was present. She introduced Dan Thomas the City Assessor.

Ms. Doneiko made a statement regarding the Finance Department and the departments that fall within. She explained the history of the department as well as the number of the personnel in each department currently, which she stated has been reduced over the years. She explained the reval program, which she explained is done in-house and has saved the taxpayers thousands of dollars. She stated they were in the process of hiring a second accountant when the hiring freeze was imposed. She continued with an explanation of the workings of each of the departments that is accountable to the Finance Department. She stated the department for the most part has remained flat. Ms. Doneiko stated the city's tax collector is asking for a software system because their current system is no longer supported.

Mr. Agro asked how often reval is done.

Mr. Thomas responded every five years with the next one due in 2011.

Ms. Doneiko with the reval, inspections would have to be done of the properties in the city.

Mr. Thomas explained that process which is a data mailer.

**(4503) Public Debit Service**

Ms. Doneiko stated line item 4611 9909 Bond Principal, General should now read \$2,264,272; line item 4611 9937 Bond Principal, Sewer should now read \$2,073,553; line item 4612 9909 Bond Interest, General should read \$1,146,803; and line item 4612 9937 Bond Interest, Sewer should now read \$941,195.

Ms. Doneiko stated they completed the advanced refunding and that all of these numbers had been reduced. She also pointed out the principal is large, but the interest dropped.

**(4994) School Debt Service**

Ms. Doneiko reported the numbers had changed. Line item 4611 9928 Bond Principal: Schools should read \$2,787,175 and line item 4612 9928 Bond Interest: Schools should read \$1,289,351 for a new sub-total of \$4,076,526.

#### **(4995) Employee benefits, Non-teaching**

Ms. Doneiko explained the FICA is for non-certified personnel, school nurses and hygienists. She stated she receives the figures from the Board of Education.

Mr. Fitzpatrick asked who does the City's payroll.

Ms. Doneiko stated it is done in-house.

#### **(4710) Employee Benefits, General**

Mr. Agro asked about line item 4211 9909 Post Employment Benefits.

Ms. Doneiko provided an overview of post employment benefits. She also explained the "pay as you go" concept. She stated the city's total debt in bonds is around \$66,000,000. She stated the city attorney is looking at setting up a trust fund for OPEB.

Mayor Richetelli spoke regarding gasby 43 & 45 which he stated is required. He stated all governments in cities and towns are dealing with this. He stated the plan is to bump up the number little by little each year. Mayor Richetelli also stated he has had discussions with the Finance Director with ways to fund this.

Ms. Doneiko stated she was part of the committee that drafted the Ordinance and that Milford has mirrored what is in place for pensions, however the legislature cut it.

#### **(4720) Claims & Refunds**

Ms. Doneiko explained this is a calculation that is adjusted if necessary. She state a large part of this is heart and hypertension and that the figure reflects the number of cases and what the city would be responsible for.

#### **(4790) Benefit & Salary Reserve**

No questions.

#### **(4799) Unallocated Contingency**

Mayor Richetelli explained for many years this account was \$100,000, but recently the Board of Aldermen reduced it to \$25,000. He explained this account is used essentially for budget transfers.

Ms. Doneiko noted they may be running short in a number of advertising accounts, but it was too early to tell if the department would have any surplus with the reductions they have received the last two years.

#### **(4993) Education Audit**

Mr. Fitzpatrick asked who puts this contract out.

Ms. Doneiko explained it is part of an RFP.

**(4997) Education Health Insurance Contribution**

Ms. Doneiko explained the city gets the numbers from Anthem and then it is divided up.

Mr. Fitzpatrick asked if this is just health insurance.

Ms. Doneiko responded yes.

Mr. Beckwith asked if the number could change.

Ms. Doneiko responded yes. She stated the Board of Education has a tendency to change the number by adding new employees which at times can be as many as 20-30 additional people.

Vice Chairman Beckwith announced the Board would stand in recess until February 22, 2010. The Board recessed at 9:50 p.m.

Respectfully submitted,

Kathleen K. Huber  
Recording Secretary