

**BOARD OF FINANCE
BUDGET DELIBERATIONS - PROPOSED BUDGET 2018-2019
FEBRUARY 26, 2018**

The Milford Board of Finance held a budget deliberations session on Monday, February 26, 2018 in Conference Room B of the Parsons Complex. Chairman Lema reconvened the budget session at 5:34 p.m.

Board Members Present

Brian A Lema, Chairman
Joseph Castignoli
Lauren Secondi
Scott Moulton

Also Present

Peter Erodici, Finance Director

(4916) Milford Flotilla 73 – Mr. B. Gesullo was present for questions/comments. Mr. Gesullo provided the Board with a handout/booklet showing the work of Flotilla 73. He stated they are the corporate arm of work done here in Milford. All funds raised are transferred for their needs. He stated the Flotilla has been a part of Milford for 60-65 years. He went on to provide a history of what they do and their mission. Funding for the Coast Guard was at one time modest, however times have changed and they now turn to Milford Flotilla 73 for assistance. He also spoke of the work they do with the maritime and the boating education classes they offer. Mr. Gesullo spoke of programs they developed working with the school district.

Mr. Fitzpatrick asked about search and rescue efforts.

Mr. Gesullo stated they work with the local municipality and others. He stated the boat goes out under upon the request of coast guard.

Mr. Moulton asked how much the \$9,000 contributes to the budget.

Mr. Gesullo replied 19%.

Mr. Fitzpatrick asked if Bridgeport contributes.

Mr. Gesullo replied no.

(4193) Public Library - Christine Angeli, Library Director was present for questions/comments. She stated they continue to keep costs low by reevaluating themselves on a regular basis. Ms. Angeli stated the one increase is in their seasonal/temporary account. She explained staffing is crucial due to the size and layout of the library, as well as safety. Ms. Angeli reported over 230,000 items were circulated; they provided 707 programs for adults, children and teens, as well as outreach to the schools.

Mr. Fitzpatrick asked if all positions were filled at this time.

Ms. Angeli replied yes. She stated they have 14 employees, as well as some part time staff, who primarily work as substitutes 3-4 hours a week.

Mr. Castignoli asked about volunteers.

Ms. Angeli stated they have a number of volunteers, including Friends of Library and students.

Ms. Secondi asked about the teen center.

Ms. Angeli stated they are happy with their expansion of the teen center which has been successful. She pointed out with the expansion there would be no added staffing.

(4133) Probate Court – Judge Beverly Streit Kefalas was present for questions/comments. Judge Streit Kefalas pointed to one increase in their budget, line item 4782 0000 Digital Photographs. She explained by State statute they are required to contribute for some of these items, but the statute prorates their share. She stated they now scan all documents and the data base recording requires a backup.

Mr. Fitzpatrick asked what the State contributes.

Judge Streit Kefalas replied their computers and printers.

(4142) Department of Permitting & Land Use – Joe Griffith, Director was present for questions/comments. He stated DPLU oversees 4 departments and distributed a handout which he reviewed with the Board. Mr. Griffith explained the increase in the budget is attributable to contractual salaries. He stated with the exception of gas, postage and advertising, costs remain down. He spoke of the enactment of a recent Ordinance regarding permitting fees and stated those increases would help to offset advertising costs. He pointed out 95% of the budget is staffing. Mr. Griffith stated the department a key retirements and that position has not been filled to date. He also stated a building inspector passed away suddenly, which was a tragic loss. He stated they are also anticipating another retirement this year. Mr. Griffith stated they are looking to adjust their CRS score and that maintaining staff is key.

Mr. Fitzpatrick asked how the CRS score is determined.

Mr. Griffith explained it is based on the number of permits, issued, plans reviewed, etc.

Mr. Fitzpatrick asked about the one vacancy. He asked what rate of pay/level that person would come in.

Mr. Griffith stated the hope is to hire the most qualified person.

Mr. Fitzpatrick stated he would like to see a true figure in the budget, not just in this department, but all departments.

Mr. Fitzpatrick asked about the increase in line item 4977 0190 Computer

Mr. Griffith explained they inventor each of the departments annually to see where the oldest computer is and needs to be replaced. He stated they also are looking to purchase dual monitors to bring electronic monitors.

Mr. Fitzpatrick asked if the inspectors use tablets.

Mr. Griffith stated all inspectors have an iPad and that essentially they are trying to go paperless.

(4144) Zoning Board of Appeals – Mr. Griffith was present for questions/comments. He stated this account is primarily for advertising costs and secretarial fees. He reiterated with the increase in fees, the cost of advertising would be offset.

(4123) Community Development- Julie Nash, Director was present for questions/comments. Ms. Nash reported the economy in Milford is doing well, is growing and continues to grow. She spoke of the many resources they have within the departments in this room. Ms. Nash also stated the capitalize more on tourism in Milford. She stated her budget is the same for the most part, with a \$100 decrease overall. She reiterated, Milford is doing quite well and out pacing other local municipalities.

(4155) Economic Development – Julie Nash, Director was present for questions/comments. She stated the account is \$1, which she explained is a placeholder to keep the account open.

(4219) Human Resources - Tania Barnes, Human Resources Director was present for questions/comments. She stated they are a small department, with 3 total employees, including her. She explained the benefit generalist position which was revamped last year. She reported last year, although there was a hiring freeze, there were 13 promotions within the City. She stated they also reviewed over 360 applications and 1,000 resumes in Deep.com. Ms. Barnes stated her department works closely with the city attorney's office with the various collective bargaining negotiations. She reported the Wellness Works program is doing quite well and that they recently partnered with the Red Cross. She stated they have held many lunch and learn programs, were the recipient of a wellness award two years in a row. Ms. Barnes also reported she is a part of the Munis implement team.

(4145) Pension Board—Tanya Barnes, Human Resources Director was present for questions/comments. No questions.

(4151) Civil Service Commission—Tanya Barnes, Human Resources Director was present for questions/comments. No questions.

(4801) Council on Aging – Janice Jackson, Director and Phylliss Leggett (bookkeeper) were present for questions/comments. She provided the Board with a handout providing various statistics of their services to date.

Mr. Fitzpatrick asked about membership enrollment.

Ms. Jackson stated they have approximately 3,000 members.

Mr. Castignoli asked the cost of membership.

Ms. Jackson stated membership is \$15.00 per year.

Mr. Fitzpatrick asked about other grants they receive.

Ms. Jackson stated they receive a \$25,000 from United Way and a Community Development Block grant in the amount of \$2,721.

Mr. Fitzpatrick asked about the transportation grant from the State.

Ms. Jackson explained if they are approved they pay 80% of the total cost of their vehicles.

(4803) Milford Arts Council - Paige Miglio, Executive Director was present for questions/comments. Ms. Miglio distributed the Milford Arts Council brochure, calendar of events and a metric of an explanation of what they offer. She stated they try to keep pricing and events varied and reasonable for attendees. Ms. Miglio spoke of the CDBG grant they received to repaint and reface the fire house gallery, along with the roof. She stated they recently appointed a steering committee to discuss the usage of the firehouse building to make it more impactful to the Walnut beach area. She stated their budget was reduced \$500 last year, which made for a difficult year. She stated their request this year reflects that \$500 reduction.

Mr. Moulton asked if the increase was for an additional person or to bump up the current part time person.

Ms. Miglio stated it would be for the person currently on staff. She explained she is not a city employee, but essentially acts as a city employee, working numerous hours.

(4807) Regional Mental Health - Mayor Blake reported the amount is based on a percentage per capital amount.

(4812) Transit District – Henry Jadach, Executive Director was present for questions/comments. He explained the various routes, which are similar to last year. He stated 14-16% of their operating budget comes from the monies they receive from the City of Milford. Mr. Jadach stated the funding they receive is crucial to their budget. He also spoke of some recently completed projects, lockers at the train station, etc. He stated he did ask for a small increase (1 ½ %) due to increasing medical insurance costs.

Mr. Castignoli asked for further explanation regarding the requested increase.

Mr. Jadach stated the requested increase would help with paying the contractual increases for their drivers and for the increased medical costs. He stated fares would likely increase as well. He stated without the additional money they would have to look at reducing services.

Mr. Fitzpatrick asked about buses run by the senior center and whether it is based on numbers.

Mr. Jadach explained those services are centered around the senior center specifically, adding generally they are able to complement each other very well with regard to services.

(4827) Literacy Volunteers - Tami Jackson, Executive Director was present for questions/comments. Ms. Jackson stated essentially they provide English tutoring to the adults in the community. She stated her staff is all volunteer and that they tutor over 100 individuals who provide English tutoring for non-English speaking adults. Ms. Jackson stated they support all the demographics that come into Milford and therefore are able to help them integrate them into the community, schools, etc.

Mr. Fitzpatrick asked if they service Milford primarily.

Ms. Jackson stated they service 75% from Milford and 25% from Stratford, where they go to the Stratford library two mornings a week.

Mr. Castignoli asked about funding for books, etc.

Ms. Jackson stated with the extra funding they received last year they were able to purchase those books.

(4828) Milford Historic Preservation Commission— no questions.

(4131 Law Department—Jonathan Berchem, City Attorney was present for questions/comments. He stated his budget is identical to the last several years, other than contractual wage increases. Attorney Berchem stated each year he requests monies for line item 4990 0501 Furniture, Fixtures & Equipment, which is reduced to \$1. He stated that request is to purchase a desk for the office of the city's trial counsel, who sits at a desk with no drawers because they have all broken over the years.

Mr. Fitzpatrick questioned the pay differential between the city attorney and assistant city attorney positions.

Attorney Berchem explained the city attorney position is a part time position, 24 hours and that the assistant city attorney position is full time.

Mr. Fitzpatrick asked about the risk manager position and what that job description entails.

Attorney Berchem stated the risk manager coordinates all insurance policies, oversees all workers compensation matters, and chairs the safety committee. He added the position essentially is a concierge for any workers compensation injuries which are administered by PMA. Attorney Berchem stated the risk manager also assists and works with the finance director regarding various policies. He explained the background of the position that was originally in the finance department's budget. Attorney Berchem stated the risk manager position is currently vacate due to the death of Kim Kell last year. He stated the city had a hiring freeze, so the position is currently vacant.

Mr. Fitzpatrick asked about line item 4122 0000 Other Legal Fees.

Attorney Berchem explained it is for various special matters, i.e. micro grid, etc.

(4132) Ethics Commission – Jonathan Berchem, City Attorney was present for questions/comments. Attorney Berchem stated this account has remained the same for the last 6 years and meet on an as needed basis. He stated they will be meeting for the first time next month and will discuss training.

(4819) Milford Progress – Attorney J. Knuff was present for questions/comments.

Chairman Lema and Mr. Moulton stated they would both recuse themselves from discussions and voting on this budget since they are both members of the Milford Progress Board. Chairman Lema turned the meeting over to Vice Chairman Fitzpatrick.

Attorney Knuff stated Milford Progress is completely volunteer, with no overhead - no employees. He stated everything they receive from the city they give back to the city. Attorney Knuff stated he also serves as the Vice Chairman of the Downtown Redevelopment. He went on to explained some of their work, ie beautification projects, signage, etc.

Mr. Fitzpatrick asked if they receive any other funding.

Attorney Knuff stated the only income they receive is from the city. He spoke of the Adopt a Spot program which once it is up and running would generate a small amount of income.

Vice Chairman Fitzpatrick turned the meeting back over to Chairman Lema.

(4310) Police Department – Chief K. Mello and Deputy Chief K. Rahn were present for questions/comments. Chief Mello stated his budget is very similar to last year. He directed the Board's attention to the wage accounts and explained the history and shortage over the years in these accounts. Chief Mello stated there are no new programs in the budget, although he stated he did request three (3) new dispatchers. He explained the history of the merger of the police and fire dispatchers.

Mr. Fitzpatrick asked the number of dispatchers.

Chief Mello stated since the merger they have 12.

Ms. Secondi asked if it is overtime when a police dispatcher is not available.

Chief Mello stated no, they take an officer off the road.

Mr. Moulton asked about the storage for the body camera.

Chief Mello explained the grant they received and the requirements and terms of the grant.

Mr. Castignoli asked the number of vacancies in the department.

Chief Mello replied 1.

(4340) Animal Control – Scott Ellingson, Head Animal Control Officer was present for questions/comments. Mr. Ellingson stated the budget is flat, not asking for anything new.

Mr. Fitzpatrick asked if all positions are filled.

Mr. Ellingson replied yes.

Mr. Fitzpatrick asked how much Milford receives from Orange

Mr. Ellingson stated it is a contractual amount of \$75.000.

Chairman Lema stated the Board would stand in recess until Thursday, March 1, 2018. The Board recessed at 7:30 p.m.

Respectfully submitted,

Kathleen A. Kennedy
Recording Secretary