



Town Council Meeting Minutes

Monday, January 29, 2018, at 6:00 PM, in the Matthew Thornton Room

Chairman Harrington called the meeting of the Town Council to order at 6:00 p.m. Present at the meeting were Vice Chairman Rothhaus, Councilor Albert, Councilor Boyd, Councilor Flood, Councilor Koenig, Councilor Thornton, Town Manager Cabanel, and Assistant Town Manager/Finance Director Micali.

Pledge of Allegiance.

Announcements.

The last date to file petition bonds (meaning those over \$100,000) is Friday, February 9, 2018.

The last date to file petition warrant articles is Tuesday, February 13, 2018.

The Special Meeting will be held on Thursday, February 15, 2018, at 7:00 p.m.

The Deliberative Session will be held on March 14, 2018.

Final Consideration/Deliberation of proposed FY 2019 Budget.

The procedure for the final consideration and deliberation of the budget was explained, both for the benefit of the new Town Councilors, as well as those watching the meeting at home.

It was noted that all department heads were in attendance in the event a Councilor had any questions which needed to be answered.

Town Manager Cabanel Budgetary Considerations.

Town Manager Cabanel presented items for budget consideration and explained the procedure in the event any changes to the line items are required. No questions as to the procedure were noted.

A proposed increase to the budget in the sum of \$111,186 for a 3% non-union wage increase, which includes department heads, media staff, Town Manager staff, as well as the tax office, and covers approximately 70 people not covered by a union contract.

A decrease to the budget in the sum of \$41,148 which represents removing hours from the part-time line in fire which historically have been underspent.

An increase in the sum of \$85,398 for the Police Department in order to hire a new police officer for the Special Investigation Unit (SIU). As the Sergeant position cost had already been provided for in Town Manager Cabanel's proposed budget, the only addition is the cost is for the police officer.

An increase in overtime for the Police Department necessary to fill the new positions created by the SIU until the new officer positions are through their training and on the road.

1 A decrease in the Parks & Recreation's budget due to removing the dredging and docks from this
2 budget.
3
4 A decrease in the Town Clerk/ Tax Collectors' budget to reduce the number of voting booths from 200
5 to 70, saving \$34,710.
6
7 The above proposed changes provide for an overall increase to the Town Manager's budget in the sum
8 of \$114,677.
9
10 An increase to Interest income of \$225,000.
11
12 An increase of \$25,000 in revenue for ambulance billings.
13
14 Overall change to the earlier proposed budget set forth by Town Manager Cabanel is \$.04 decrease
15 from her budget. The estimated town tax rate is \$5.23; last year's town tax rate was \$4.90.
16
17 Also suggested was the removal of an additional \$50,000 from the existing \$673,000 media fund
18 balance to be used to offset General Fund in addition to the earlier suggested revenue to the general
19 fund of \$200,000; total Offset to general Fund is \$250,000.
20
21 Discussion amongst the board regarding the sum of \$450,000 last year's use of fund balance versus the
22 current budget (2018/19) amount of \$300,000 in order to reduce the tax rate.
23
24 A question was raised regarding the part-time call division of the fire department call division which
25 questions were answered by Town Manager Cabanel and Assistant Town Manager/Finance Director
26 Micali.
27
28 No other questions or discussion pertaining to Town Manager Cabanel's proposals.
29
30 **MOTION made by Vice Chairman Rothhaus and seconded by Councilor Boyd that the**
31 **budgetary suggestions made by Town Manager Cabanel be approved. The motion and second**
32 **were subsequently withdrawn by Vice Chairman Rothhaus and Councilor Boyd and resubmitted**
33 **as motion to approve page 1 of Town Manager Cabanel's budgetary presentation. Discussion**
34 **pertaining to various figures contained in the appropriation and increases in revenue as outlined**
35 **on page 1. Appropriations will be an increase of \$124,903 and revenues will increase by**
36 **\$260,226. MOTION CARRIED 7-0-0**
37
38 Discussion continued to page 3 of Town Manager Cabanel's proposed adjustment to the budget,
39 including an additional \$50,000 from the media fund and increasing the amount of fund balance to
40 offset taxes to the sum of \$450,000 (up from \$300,000).
41
42 **MOTION made by Councilor Koenig and seconded by Councilor Boyd to increase the transfer**
43 **of funds from media fund balance by \$50,000 so that the total transfer to the general fund is**
44 **\$250,000. MOTION CARRIED 7-0-0**
45
46 Vice Chairman Rothhaus inquired as to the unreserved fund balance which numbers are being
47 finalized, but estimated by Assistant Town Manager/Finance Director Micali to be approximately 8%.
48

1 **MOTION made by Vice Chairman Rothhaus and seconded by Councilor Boyd to add an**
2 **additional sum of \$150,000 from the unreserved fund balance in order to offset taxes for a total**
3 **of \$450,000. MOTION CARRIED 7-0-0**
4

5 Councilor Flood raised the issue of possibly bringing a fiber optic line to the new highway garage
6 which she proposed would be of significant benefit to the town infrastructure and could include
7 archiving the IT department's materials off site. As there was already a motion on the floor, it was
8 agreed to address the proposal later in the budget discussions.
9

10 Budgetary considerations set forth by Town Manager Cabanel concluded.
11

12 Councilor Boyd confirmed that, as the budget presently stood, the tax rate was \$5.19 per \$1,000, a \$.27
13 increase as pointed out by Chairman Harrington.
14

15 Chairman Harrington moved the Town Council's discussion to the next item.
16

17 General Government – 01 18

19 Chairman Harrington gave Councilor Flood the floor to further address her earlier proposal. Council
20 discussion ensued regarding the media fund versus general government fund and how a direct-link
21 fiber optic network (as town hall has with the police department, fire department and the waste water
22 department) estimated to cost \$100,000, would be funded and whether it would be appropriate to
23 upgrade the system contemporaneously with the building of the new town garage. The Town Council
24 discussed the benefits of having such a system installed, as well as certain reservations. Further, some
25 members of the Town Council indicated they were not previously made aware of the proposal.
26 Councilor Flood declined to make a motion on the issue.
27

28 No changes were made.
29

30 Assessing - Tab 02 31

32 No changes to the Town Manager's proposed budget.
33

34 Fire Department – Tab 03 35

36 Brief discussion amongst the Council. No changes were made.
37

38 Police Department – Tab 04 39

40 Discussion amongst the Council and proposal by Councilor Albert to remove the sum of \$25,000 from
41 the budget for the acquisition of a 2010 ambulance with approximately 126,000 miles (which had
42 previously been in service by the Fire Department). Fire Department Chief Currier and Police Chief
43 Roy spoke to the issue and the specifics pertaining to the vehicle, as well as its appropriateness for use
44 as proposed by the Chief Roy.
45

46 **MOTION made by Councilor Albert and seconded by Councilor Boyd, for the purpose of**
47 **discussion, to remove the sum of \$25,000 from the budget, specifically for the crime scene vehicle**
replacement.

1 The Council discussed the motion and the potential cost effectiveness of procuring a used vehicle for
2 the crime scene vehicle versus the costs of purchasing a new vehicle for that purpose. **MOTION**
3 **FAILED** 1-5-0 (*Supported by Councilor Albert; Opposed by Chairman Harrington, Vice Chair*
4 *Rothhaus, Councilor Boyd, Councilor Koenig, and Councilor Thornton; Councilor Flood was not in*
5 *attendance for the vote*).

6
7 Communications – Tab 05

8 No changes to the Town Manager’s proposed budget.

9
10 Code Enforcement – Tab 06

11 No changes to the Town Manager’s proposed budget

12
13 Administration – Tab 07

14 No changes to the Town Manager’s proposed budget

15
16 Highway Department – Tab 08

17 Councilor Albert raised concerns over the capital reserve fund purchase and the proposed expenditure
18 of \$100,000 for paving of gravel roads. He indicated he believes certain areas which are appurtenant
19 may be developed and road resurfacing could be done by the potential developers. Director of Public
20 Works Department Fox spoke to Council inquiries pertaining to the upgrading of the roads and gravel
21 travel ways and the unlikelihood of utilizing the paving company for gravel road maintenance due to
22 cost ineffectiveness and company unavailability. The possibility of renting a grader for a period of
23 time, as well as the possibility of leasing/purchasing of some of the heavy equipment was discussed.

24 **MOTION** made by Councilor Albert and seconded by Councilor Boyd to remove \$100,000 from
25 capital reserve fund purchases – paving of gravel roads.

26 Discussion ensued regarding use of grader on gravel roads versus costs associated with paved roads,
27 etc. Also addressed was Greens Pond Road and mention of engineering and planning which would be
28 involved in the upgrading of the road. **Assistant Town Manager/Finance Director Micali requested**
29 **a friendly amendment to the motion to include associated revenue which adjustment is a tax rate**
30 **neutral amendment.** The Council discussed putting some of the equipment and items of DPW under
31 highway equipment capital reserve so as to not affect the tax rate.

32 Director Fox spoke to Councilor Flood’s inquiry as to the specifics of plans for paving the gravel roads
33 and drainage improvement program. **MOTION CARRIED** 6-1-0. (*Opposed by Vice Chairman*
34 *Rothhaus*)

35
36 **MOTION** made by Councilor Thornton and seconded by Councilor Boyd, for the purposes of
37 **discussion, to reduce infrastructure capital road fund from \$550,000 to \$500,000.**

38
39 The road infrastructure capital reserve fund and federal/state bridge reimbursement program were
40 discussed.

41
42 **Councilor Thornton withdrew his original motion and made a MOTION, seconded by Councilor**
43 **Boyd, to reduce the road infrastructure capital reserve fund from \$550,000 to \$450,000.**

1 **MOTION CARRIED 6-1-0** (*Opposed by Vice Chairman Rothhaus*) It was noted that the changes thus
2 far put the new tax rate at \$5.14 (\$.24 increase)

3
4 Solid Waste – Tab 09

5 No changes to the Town Manager’s proposed budget

6
7 Parks and Recreation – Tab 13

8 No changes to the Town Manager’s proposed budget

9
10 **MOTION** made by Councilor Albert and seconded by Councilor Thornton regarding the
11 **removal of trees near the town dock and the addition of funds in the sum of \$4,200 to cover the**
12 **approximate cost of the tree removal to be added to maintenance/grounds.** The possible impact of
13 the tree removal on the shoreline, the additional, and possibly significant, costs as a result and state
14 restrictions pertaining to the removal of trees around the shore were addressed by Deputy Director of
15 Public Works Department/Town Engineer Dawn Tuomala. **The motion was withdrawn by Councilor**
16 **Albert and was agreed to by Councilor Thornton.**

17
18 Councilor Boyd addressed maintenance, building and grounds and the proposed amount of \$2,240
19 contained therein to repair the skate park ramps. Discussion among the Council as to the cost to repair
20 portions of the ramps when it is unknown if the park itself may be replaced, at which time the present
21 elements of the skate park would likely be destroyed. It was determined that there remains enough in
22 the present year’s budget to allocate for repairs to the park and that to rededicate the proposed funds in
23 the budget for the future siting of a skate park would be to establish a capital reserve fund which would
24 require a warrant article.

25
26 Library - Tab 15

27 Discussion among the Council as to the reasons for additional funds being allocated and added to the
28 capital reserve fund. It was specified that there are future library projects including, but not limited to,
29 elevator, roof repairs, sprinklers, and HVAC system. It was noted that those future library projects are
30 expected to begin in 2021/2022.

31
32 Equipment Maintenance Tab 16

33 No changes to the Town Manager’s proposed budget

34
35 Buildings and Grounds. Tab 17

36 Council discussed HVAC possible replacement, repairs and/or upgrades to the system in the first floor
37 of the town hall building, the non-working units of the existing system, and the estimated timeframes
38 for such projects.

39
40 **MOTION** made by Councilor Thornton and seconded by Councilor Boyd to remove \$150,000 for
41 **the HVAC upgrade and replace that figure with the sum of \$6,000 to replace the two non-**
42 **working units.**

43
44 The Council further discussed the faulty/non-working HVAC units and the hazards associated with
45 same. Fire Chief Currier spoke about specific incidents wherein two units failed, causing unit-
46 contained electrical fires. It was note that, in both instances, the fires were quickly contained.
47 Mention was made that there are no smoke detectors in the town hall complex which provide early
48 notification, but there exist sprinklers throughout which activate the fire alarms. It was agreed by the

1 Council to revisit the issue once the Council has been made a presentation on the issue at the next
2 Town Council meeting on February 8, 2018. **Councilor Thornton withdrew his motion which was**
3 **agreed to Councilor Boyd.**

4
5 **MOTION made by Councilor Koenig and seconded by Councilor Flood to add \$91,000 to the**
6 **budget increase to the sum of \$241,000 in the event the Council agrees with presentation and**
7 **decides to proceed with the installation and upgrade of the referred to HVAC system. MOTION**
8 **CARRIED 4-3-0. (Opposed were Councilor Albert, Councilor Boyd, and Councilor Thornton). It was**
9 **determined that the tax rate is \$5.17 (increase of \$.27).**

10
11 Community Development. Tab 21

12 No changes to the Town Manager's proposed budget

13
14 Tax Collector – Tab 24

15 The Council sought information from Town Clerk Diane Trippett regarding the voting booth
16 replacements and voting locations. **MOTION made by Councilor Thornton and seconded by**
17 **Councilor Boyd to reduce the number of replacement voting booths to be purchased from 70**
18 **booths to 52 booths (13 blocks of 4) which is a reduction of \$5,340.** Discussion amongst the
19 Council as to possibly reducing the number of voting booths to be purchased. **MOTION FAILS 1-6-0**
20 *(All opposed with the exception of Councilor Thornton)*

21
22 Welfare – Tab 25

23 No changes to the Town Manager's proposed budget

24
25 Debt Service.

26 Assistant Town Manager/Finance Director Micali noted that the sum of \$6,616 needed to be included
27 in the debt service for the cost of the highway garage bond for the first year due to interest.

28
29 **MOTION made by Councilor Boyd and seconded by Vice Chairman Rothhaus to include the**
30 **sum of \$6,616 in the debt service for the cost of the highway garage bond for the first year due to**
31 **interest. MOTION CARRIED 7-0-0.**

32
33 It was noted that the total debt service for the general fund thus far was now \$28,654,560.

34
35 Waste Water Tab 31

36 No changes to the Town Manager's proposed budget

37
38 Media – Tab 32

39 No changes to the Town Manager's proposed budget

40
41 Fire Protection – Tab 33

42 No changes to the Town Manager's proposed budget

43
44 Day Camp Revolving Fund

45 No changes to the Town Manager's proposed budget.

46
47 The Council briefly discussed police department outside details.

48

1 It was determined that, based upon the motions and changes made by the Council, the bottom line of
2 total appropriations was \$34,567,890 with an estimated tax rate of \$5.17 (an increase of \$.27).
3 Chairman Harrington requested a motion be made.

4

5 **MOTION made by Councilor Boyd and seconded by Councilor Albert to move the budget of**
6 **\$34,456,890 to the public hearing on Thursday, February 15, 2018.** Gratitude was expressed to
7 Town Manager Cabanel, Assistant Town Manager/Finance Director Micali, and the department heads
8 for their work in accomplishing the budget. **MOTION CARRIED** 7-0-0.

9

10 Adjourn

11

12 **MOTION made by Councilor Boyd and seconded by Councilor Thornton to adjourn the**
13 **meeting. MOTION CARRIED** 7-0-0.

14

15 *The January 29, 2018, meeting of the Town Council was adjourned at 8:40 p.m.*

16

17 Submitted by Kerry Tarleton.

DRAFT