

***Board of Selectmen Special Meeting***  
***Merrill Seney Community Room, Town Hall***  
***Meeting Minutes***  
***February 24, 2015 at 1:30 P.M.***

**I. Call to order**

called to order the Board of Selectmen Special Meeting for Budget reviews at on at the Merrill Seney Community Room in the town hall.

Present: Paul Lenky, First Selectman, Kerstin Forrester, Selectman and Shaina Smith, Selectman.

**I. NECASA**

**I. Northeast District Department of Health**

II. Susan Starkey of the NDDH brought a handout for the Board of Selectman detailing finance graphics for fiscal year 2014. The public health activities list from July 1 2013 through June 30<sup>th</sup> 2014. This list will not be used in the future as the state is looking to the national model. Ms. Starkey noted that the ten essential services will include research and other items. Mrs. Forrester asked if there will be continuity in the history and similar to which Ms. Starkey noted it will include how the NDDH is taking care for the community. According to the funding sources finance graphics, Grants make up 31.6% of the budget. If there aren't grant funds, Ms. Starkey said the NDDH still has to provide the same services. The bottom of the handout showed the CT per capita rates for health districts for fiscal year 2015. The NDDH town per capita contribution to the district is \$4.08. The NDDH has been trimming costs in the area of mailing out permits and other resources by obtaining email addresses. Total operating budget is \$700,772 for fiscal year 2014. For fiscal year 2016, increase per capita slightly and the budget will be projected at \$906,000 according to Ms. Starkey. The cost to the town is a 3% increase. Mrs. Forrester asked what NDDH uses as its per capita. Ms. Starkey says State Dept. of Public Health is what NDDH uses. Ms. Starkey said the \$4.08 will probably go up to \$4.20. Ms. Starkey noted that the union negotiations will be up next year. Under the Other sub-category has FOI which noted there were 73 FOI requests from the town

of Thompson which Ms. Starkey said may mean an increase of dollars for the individuals responsible for looking up the requested information. One plan is to see what forms residents are looking for and perhaps the redesign of the NDDH website will include those forms and information to save money and time.

### III.

#### **I. Northeastern Connecticut Council of Governments**

II. John Filchak presented the budget and request from NECCOG. The summary of request sheet was given to the Board of Selectmen as well as an overview of what NECCOG has been doing as a council. There is no change in the request of \$0.95 per capita which totals \$8,886 and the number may be slightly different due to population changes. The same is true for transit. NECTD Services is \$1.65 per capita which includes regular service, elderly and disabled service for a total of \$7,717. The paramedic program will have to increase at about 3% as a conservative estimate based on average transports which would equate to a request of \$18,440 or \$92.20 per transport. NECCOG has grown as well so going to go out to bid as 18 towns, bid 42 parcels in the original revaluation contract. Mrs. Forrester asked the cost to support that program. Mr. Filchak said we'll have to wait until the bids come back. NECCOG is looking at land use inspections and building official as a multi-town or regional program. There are 6 towns interested so we're running numbers and we'll have a meeting with interested towns to see who may want to join in on that. I also have a few towns looking at sharing a planner, fold them into NECCOG as an employee and have that person serve 3 to 4 towns. Mrs. Forrester said she had concerns as the town shared its building official in Putnam and there was concern that no one watched over him. Mr. Filchak noted he had heard concerns and did explain the land use inspectors and building official positions and how to process paperwork. Mr. Filchak said NECCOG's transit service did over 50,000 rides last year (17% increase); we've instituted a Sunday service which is catching on well. New buses are looking at being purchase with one bus being a 30 person vehicle, according to Mr. Filchak. There are currently 10 buses for transit services with NECCOG's total budget at about \$1.7 million.

#### **III. Thames Valley Council for Community Action (TVCCA)**

IV. Tim Grills presented the budget presentation on behalf of TVCCA. Annual Benefit for Meals on Wheels will be held on April 11<sup>th</sup> at Port 'N Starboard (Ocean Beach Park, New London). We're very active at the state level; two funding sources which is title III

and the CT Homecare Program (waiver program through Medicaid). Currently for Thompson, 50 clients for this year. Actively there are 21 according to Mr. Grills. Last year TVCCA served 8,644 meals so basically about the same. The organization is trying to get additional funding for meals. The title III program, according to Mr. Grills, is a federal, state and client funded program. We ask for a donation from each client in the amount of \$3 so they don't have to pay it, the client will still get the meal. Mrs. Forrester asked how many clients paid and Mr. Grills said they are averaging \$0.73 per client as the actual client isn't tracked but the dollars are. "That's why we look at the towns to help out when they can," Grills noted. The meals on wheels is separate from the congregate program. Mr. Grills explained that the congregate program is the federal and state dollars which contribute to that program so it funds itself. TVCCA is looking for the home delivered meals. A new vehicle was purchased through a grant and that allowed the organization to provide the meals on wheels service. Mrs. Forrester asked how scattered the population is of the total number of clients in Thompson. Mr. Grills referred to a client-based map found within a presentation packet which he provided to the Board of Selectmen. \$7,855 is the funding request from TVCCA for this budget cycle.

#### **V. SACCEC**

VI. Georgette Katin was scheduled to present however did not attend the meeting. A motion was made by Shaina Smith to take a recess at 4:08, seconded by Kerstin Forrester.

Lenky-Yes

Forrester-Yes

Smith-Yes

Motion carried.

\*A motion was made to come out of recess at 4:32PM by Shaina Smith, seconded by Kerstin Forrester.

Lenky-Yes

Forrester-Yes

Smith-Yes

Finance Director Orla McKiernan-Raftery joined the Board of Selectmen.

#### **VII. Library Administration, Library/Community Center Building**

VIII. Library Director Alison Boutaugh presented the budget on behalf of the Library Administration, Library and Community Center Building. Ms. Boutaugh provided the mission of the library: to provide the best possible informational, educational, cultural and recreational services in a warm and inviting environment. The FY 15/16 Budget

presentation handout was provided to the entire Board. New at the library was the rearranging of the children's picture books, the self-check-out for print materials. Beyond books there is art at the library, book discussions, children's programs, community rooms, homebound deliver, movies on the BIG screen, test proctoring, Wii for Seniors and Vision machines. Under technology Ms. Boutaugh mentioned digital magazines (50 in total) which can be accessed under the library's website using a library card. The visit and lending slide from July-December saw 25,298 library visitors, 4,216 average month. There are 717 meetings in the community center area which averages about 120 per month. Under Children's Services from July-December 1,999 children and their families attended toddler time, preschool story hour, after school program, daycare and school visits and special family events. More than 80 children are participating in the 1,000 books before Kindergarten. Computer use from July-December of 2014 included 10 stations, 3,048 sessions (increase of 387) which equates to 2,642 hours. Requests for the future: 1. 3D printing technology to further the library's mission, encourage youth and technology and continue supporting lifelong learning. 2. Adding a part-time employee which would allow for more service hours available to the public. The library Board wishes to expand Saturday hours and add Sunday Hours.

IX. Wage proposal approved by the board is a \$0.60 increase. A part time person has been requested for 19 hours. Library clerks includes 3 + 1 new hire. Library assistants includes 3; 1 retire, 1 rehire. There is also a Children's librarian, Circulation/computer supervisor and recording clerk, as well as Library Director. The total request for 2015 is \$270,441 in wages, 2016 is \$282,524; a 4.47% increase. Requesting 5% increase in books line item and 10% increase in the audio visual material. Total budget increase of \$15,672, which is a 4.3% increase.

X. A Building Manager Proposal was discussed and brought forth by Ms. Boutaugh. This would be a 25 hour position with day hours of an hourly rate of \$17.00. The projected pay would be \$22,185.

XI. The Capital Funds memo was read by Ms. Boutaugh. The request is for \$50,000 to be added to the capital transfer building account. The funds will need to be available to upgrade or replace priority systems. Projects that still need to be addressed include the sidewalk curbing at the entrance, replace pipes in the sprinkler system due to leaks and begin to replace air exchange units. Other projects that will need to be undertaken in the near future include replacing the roof and carpeting. Current balance for library repairs is \$131,775.52.

XII. \$67,000 to replace the cooling tower, \$4,000 to replace three 3M desensitizers

necessary for library material security and \$3,200 for 3D printer and computer.

XIII. Motion to go into recess until 6 PM made by Kerstin Forrester, Seconded by Shaina Smith.

Lenky-Yes

Forrester-Yes

Smith-Yes

Motion carried at 5:10PM

XIV. \$67,000 to replace the cooling tower, \$4,000 to replace three 3M desensitizers necessary for library material security and \$3,200 for 3D printer and computer.

- a. \*A motion was made to come out of recess at 6:15 by Kerstin Forrester, seconded by Shaina Smith.

Lenky-Yes

Forrester-Yes

Smith-Yes

- b.

## **I. Fire Departments**

II. Thompson Hill Fire Department's Chief Hogan Krohn, East Thompson Fire Department's Chief Jeff Sheldon, West Thompson Fire Department's Chief Mike Rivers, Quinebaug Fire Company's Chief Steve Bodreau and Community Fire Department's Chief John Sharpe were invited to participate in this portion of the meeting. Chiefs Rivers, Sheldon and Sharpe were present to request funds for the 2015/16 FY budget. The Fire Departments budget proposal was given by Kerstin Forrester. The budget totals \$476,920, a decrease of \$60. The town's five departments requested \$43,500 for 2015 and \$43,500 for 2016 which equates to \$217,500 for each year. Chief Sharpe stated most of his department's members are currently not compliant under the immunizations and physicals line item (522505). The estimated amount for volunteer fire insurance is at \$76,545 with more information to come in next month, according to Finance Director, Orla McKiernan-Raftery. Firehouse software is an annual fee of \$1,395 with an increase this year to total \$1,515, according to Chief Sharpe. The hydrant line item was discussed between Chief Sharpe and the board as the town is paying a high amount and not able to use the hydrants when necessary as the departments have to call the water company each time one is needed to access water for fire emergencies. Mrs. Forrester addressed a question at Ken Beausoleil (Quinebaug Fire Company Lieutenant) who was present in the audience concerning the water flow.

Mr. Beausoleil said the water company is continuing to make upgrades to increase the water pressure with the installation of a new tower to alleviate the pressure problem.

III. East Thompson: The projected budget includes the track with final numbers not available yet.

(Chief Hogan joined the meeting at 6:56 P.M.)

Community: Total expenses on fire side, not including ambulance \$88,167, out of that depreciation \$38,301. About a 2 percent increase according to Chief Sharpe.

Thompson Hill: Chief Hogan stated uncategorized line item was in the budget and that's been corrected and all the items are now in the right categories. Budget for 2015/16 under gear shows \$13,000. That includes repairs of the gears. Total expenses came down from \$53,731.64 to \$47,000.

Sally White was given permission from Kerstin Forrester to speak during this presentation within the Thompson Hill's portion of the meeting. Ms. White questioned the protocol for worker's compensation. Chief Sharpe noted there is a packet which must be filed once an injury or incident is reported. That then goes to the town hall level. Ms. White explained that the town or chiefs are not known if the issue was resolved and the status of the paperwork/claim. Chief Rivers stated when he filled out paperwork with the Personnel Director it was very easy. The first report of injury is kept in a file and most injuries do not require an attorney. Chief Sharpe stated that the bills would be taken to Tonya's office, they would sign off and be paid but there were many that were way overdue which did not get paid. Supposedly everything is now up-to-date for our Shipment bills.

#### **IV. Adjournment**

A motion was made to adjourn by Shaina Smith, seconded by Kerstin Forrester.

Lenky-Yes

Forrester-Yes

Smith-Yes

**Motion carried.**

adjourned the meeting at 7:31 P.M.

Minutes submitted by: Shaina Smith

Minutes approved by: