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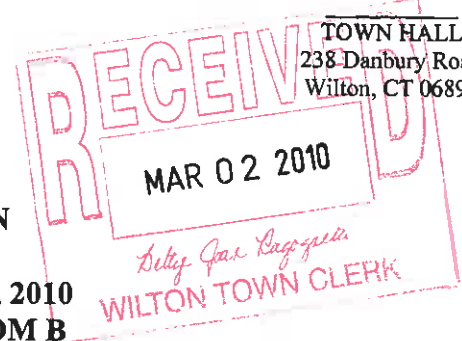
Richard F. Creeth

Harold E. Clark

Ted W. Hoffstatter

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN
BUDGET MEETING
WEDNESDAY, FEBRUARY 3, 2010
WILTON TOWN HALL, ROOM B**



PRESENT: First Selectman William Brennan, Second Selectman Susan Bruschi, Selectman Richard Creeth, Selectman Harold Clark, Selectman Ted Hoffstatter

GUESTS: CFO Sandy Dennies, BOF members Andy Pforzheimer, Gail Lavielle

OTHERS: Department Heads and employees noted below.

First Selectman Brennan called the meeting to order at 7:30 p.m.

Land Use Departments

Town Planner Bob Nerney was present along with Bob Root, Pat Sesto and Steve Schole. Mr. Nerney presented budgets for Planning & Zoning, Building Department, Environmental Affairs and the Health Department.

The Planning & Zoning Department budget request total is \$513,000 (discounting employee benefits) which is a slight decrease (\$1,131) from the current fiscal year budget. The costs for printing and binding have decreased since information such as zoning regs, POCD, etc. are available on the town website. Transcription costs are being reduced by audio recording meetings and transcribing in house. Funding is being requested for outside architectural and engineering services since activity seems to be picking up. There are not capital projects planning.

The Building Department is requesting \$333,000 (discounting employee benefits) which is essentially flat. Overtime has been reduced, cell phone service for two inspectors has been eliminated and conferences have been reduced, although there is some mandatory training. There are no capital projects planned and no state or federal funding is received. Anticipated revenue reflects the fact that fees are based on estimated value of a project and values are expected to be lower.

Environmental Affairs is requesting a budget of \$386,889 which is a \$22,000 reduction from the current fiscal year. Reductions are being made in office supplies, overtime, and educational assistance. In the current budget, one employee took advantage of the provision in the union contract to receive reimbursement for obtaining training for GIS certification. This has been a great value to the town. Reductions are also being made in legal notices, deferred ground maintenance, and hazardous waste removal. Electronics collection has been shifted to the DPW budget. No capital projects are planned and this department does not receive any state or federal funding.

The Health Department budget request is \$398,000, reflecting a \$23,782 decrease from the current fiscal budget. Part time assistance for inspections has been reduced. The anticipated cost for larvaecide is reduced due to a need for less during the current year, resulting in leftover quantities. The Medical Advisor will be needed to provide a role in emergency preparedness. There are no capital projects planned. In the past, we have received per capita state funding. It is being assumed that state funding will not be available in FY '11.

Despite the economic downturn, Mr. Nerney advised that these four departments are still very busy. During a two week period, it was determined that they handled over 3,600 "events", including telephone inquiries, e-mail, and site visits.

The department heads and employees of the land use offices were thanked for a well-prepared, informative budget presentation and for working to reduce costs wherever possible.

Finance

CFO Sandy Dennies was present along with Richard McArdle, David Lisowski, Phil D'Amato, John Savarese, other members of the Finance Department. ?

The Finance Department consists of 7 full-time and 1 part-time employees. With such a small staff, it is necessary to have cross-training so that responsibilities can be covered during an employee absence. The Finance Department also covers transactions for the Board of Education. In this budget, the HR Director has been removed and budgeted as a separate department, transferring \$139,479 of expense to a newly created account. Increases include the necessity to purchase check stock, anticipated cost increase for payroll processing and the CFO attendance at the GFOA Annual Meeting.


The Tax Assessor's Department includes the Assessor, Deputy Assessor and one additional staff member. The Grand List is up .7091% over the previous year. In addition to assessments, this department handles the Elderly & Disabled Tax Relief program, the state elderly tax credit program, the state renters program, the state program for the blind, the state social security disability program, the state regular veterans program and the state additional veterans program. All of these application driven programs have strict deadlines. This departmental budget request is essentially flat, with no capital program requests.

The Tax Collector's Department includes 3 full-time staff and one seasonal employee. In addition to tax collection, they are responsible for sewer assessments, sewer use charges, alarm registrations and false alarm billing. There are no increases in the requested budget.

The Information Technology Department consists of one full-time and one part-time employee with the use of hourly compensated consultants, including a videographer to broadcast all BOS and BOF meetings. The budget request includes a \$41,000 (7.9%) increase for staff and software maintenance. It is proposed to re-assign duties to limit the use of outside help at \$85 per hour and provide service in-house. The capital requests include on-going replacement of hardware, software upgrades, improvements to the GIS system and acquiring integrated technology for all departments. The integrated technology proposal is proposed to be spread over 4-5 years, with a cost of \$497,000 for phase 1 in FY '11. An integrated system would be invaluable to each and every department, including police, fire and ambulance, as well as making information readily available to residents.

Ms. Dennies was thanked for the excellent presentation and all employees present were thanked for attending.

Having no further business, the meeting was adjourned at 9:15 pm.



Jan Andras, Recording Secretary
(Minutes taken from video recording)