

**MINUTES OF THE CHESHIRE TOWN COUNCL BUDGET COMMITTEE MEETING
HELD ON TUESDAY, AUGUST 9, 2016, AT 6:30 P.M. IN ROOM 207, TOWN HALL,
84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Timothy Slocum, Chairman and Sylvia Nichols. Absent: Michael Ecke
Town Council Vice Chairman Paul A. Bowman.

Staff: Michael A. Milone, Town Manager; Finance Director James Jaskot; Town Clerk
Laura Brennan.

1. ROLL CALL

The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. Acceptance and appropriation of a \$10 donation from Mary Salvatore to the
Police Department Gift Account for general purposes.

4. Acceptance and appropriation of a \$50 anonymous donation to the Human
Services Gift Account for general purposes.

5. Acceptance and appropriation of a \$150 donation from Micaela Hill to the
Library Gift Account for the purchase of Library materials, furniture and
Computers.

6. Acceptance and appropriation of a \$50 donation from the Cheshire Democratic
Town Committee in memory of Margaret Talbot to the Library Gift Account for
The purchase of Library materials, furniture and computers.

7. Acceptance and appropriation of a \$50 donation from the I Could Have Read All
Night Book Club to the Library Gift Account for the purchase of Library materials,
furniture and computers.

8. Acceptance and appropriation of a \$75 donation from Alisia Cedia in honor of
Gina Morrisroe, Colleen Perry and Kathy Lochowski to the Library Gift Account
For the purchase of Library materials, furniture and computers.

9. Acceptance and appropriation of a \$20 anonymous donation to the Library
Gift Account for the purchase of Library materials, furniture and computers.

10. Acceptance and appropriation of a \$50 donation from Cheshire Highland School
Staff in memory of Adoria Corcoran to the Library Gift Account for
The purchase of Library materials, furniture and computers.

11. Acceptance and appropriation of a \$50 donation from the lobby donation box to the Library Gift Account for the purchase of Library materials, furniture and computers.
12. Acceptance and appropriation of a \$100 donation from Kyum and Gail Pyun to the Library Gift Account for the purchase of Library materials, furniture and computers.

MOTION by Ms. Nichols; seconded by Mr. Slocum

MOVED to accept and approve agenda items #3 through #12 and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

13. Approval of indemnification clause in Memorandum of Understanding with The Connecticut Department of Emergency Services and Public Protection for use of mapping products.

MOTION by Ms. Nichols; seconded by Mr. Slocum

MOVED to accept and approve agenda item #13 and forward to the full Town Council for approval.

Discussion

Mr. Milone explained that the State requested an indemnification clause to be approved by Council. Under the program, Cheshire Fire and Police Departments can piggyback on the State GPS system which is more extensive than the local system. The clause is standard language, has been reviewed, and holds the State harmless.

VOTE The motion passed unanimously by those present.

14. Acceptance and appropriation of a \$20 donation from John and Joanne Casberg To the Human Services Gift Account towards purchase of a new television for the Senior Center.
15. Acceptance and appropriation of a \$20 donation from Dottie and Joe Metzler To the Human Services Gift Account towards purchase of a new television for the Senior Center.
16. Acceptance and appropriation of a \$20 donation from Raymond and Eleanor Verner to the Human Services Gift Account towards purchase of a new television for the Senior Center.

17. Acceptance and appropriation of \$105.55 from coffee proceeds at the Senior Center to the Human Services Account to be used by the Senior Center Membership Association for the purchase of coffee and supplies at the Senior Center.
18. Acceptance and appropriation of \$40 from Operation Fuel to the Cheshire Fuel Bank.

MOTION by Ms. Nichols; seconded by Mr. Slocum

MOVED to accept and approve agenda items #14 to #18 and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

19. Approval of FY 15-16 General Operating Budget Transfers.

MOTION by Ms. Nichols; seconded by Mr. Slocum

MOVED to accept and approve agenda item #19 and forward to the full Town Council for approval.

Discussion

The information on the transfers is self-explanatory, and Mr. Jaskot said it is a requirement of the Town Charter for transfers to be made to departments over budget. The total transfer amount is \$158,200, which is 1/2 of the usual amount. Out of a \$100 million budget the transfers are .15% of the total. There is a contingency account of \$125,000 for the transfers, and \$33,000 from the Town Attorney's budget will be used for the transfers.

Mr. Jaskot briefly reviewed some of the areas that are over budget. Elections Department, Employee Benefits, Pension Fund.

Employee Benefits - contract negotiations are going on now, and actuarial and medical consultant costs are over budget. There is a \$40,000 expenditure for 12 employees going from a PPO to HSA plans with lower employee contributions, and Town contributions to the HSA. Mr. Jaskot noted the HSA is a less expensive plan all around, and savings will be generated going forward.

Pension Plan - Over by \$66,000. There was a plan update this year with a significant amount of legal review (\$10,000), and settlement for an over payment to a pensioner with an additional plan contribution.

VOTE The motion passed unanimously by those present.

Chairman Slocum moved agenda item #22 to current status.

22. Appropriation of \$26,500 from the Historic District Document Fund and \$12,700 from the Town Clerk Fund for equipment, furniture, supplies, meetings, Training and contractual services for the Town Clerk's office.

Mr. Slocum asked if there were adjustments to the department budget request (desk or credenza) which was not approved by the Council.

In response, Ms. Brennan said there were no budget adjustments.

Mr. Jaskot reviewed the chart (9H) regarding the Town Clerk's summary of the fees collected by the department, and noted it is a cumulative amount.

Historic Document Fee - \$3.00 is collected; \$2.00 goes to the State; and \$1.00 goes to the Town Clerk Department. These funds are used strictly for historical preservation, and there is a special revenue fund set up with a total of \$63,000 since 2000. The \$2.00 to the State becomes grant money and is recycled back to towns and cities. This year Cheshire will receive \$5,000.

Community Investment Act - \$30.00 fee; \$26,00 goes to the State; \$4.00 to the Town C.N.R.; the money can be used for historical preservation; but can also be used for any C.N.R. purpose.

Mr. Milone commented on Ms. Brennan finding these resources without an understanding of how the funds could be used. Attorney Smith went back into State statutes and found out what the money can be used for.

It was noted by Mr. Jaskot that the money is deposited in a special revenue fund, C.N.R. but was never reported because it was earmarked for historical preservation.

MERS Fee - \$159 from recording fee; \$110 to the State; \$39 to the Town General Fund; and \$10 to the Town Clerk Fund. For certain types of documents the Town gets \$32.

Ms. Brennan requested the Council appropriate \$26,500 from the Historic Document Fund and \$12,700 from the Town Clerk Fund to supplement the department's budget for purchase of equipment. Furniture to be purchased includes chairs, cabinet, remote computer.

Budget Committee Chairman Slocum stated this matter will be tabled for the Town Council meeting. He said the Town Clerk is using a portion of the funding, leaving a good balance for unexpected issues such as disaster recovery.

20. Approval of bid waiver for small dump truck.

MOTION by Ms. Nichols; seconded by Mr. Slocum.

MOVED to accept and approve agenda item #20 and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

21. Appropriation of \$10,000 of Bright Idea Grant Funds for the purchase of LED light bulbs for distribution at the Fall Festival.

MOTION by Ms. Nichols; seconded by Mr. Slocum.

MOVED to accept and approve agenda item #21 and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

23. ADJOURNMENT

MOTION by Ms. Nichols; seconded by Mr. Slocum

MOVED to adjourn the meeting at 6:58 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk