Members Present: Michael Purcaro-Chairman, James Fay, Douglas Harding, David Olender, Barry Pinto

Members Absent: Joseph Wehr


*Via Zoom

Call to Order

Chairman Michael Purcaro called the meeting to order at 6:00 PM.

Pledge of Allegiance

Board of Selectmen/Boards and Commissions FY 2022-2023 [Slides Attached].

Finance Officer, Tiffany Pignataro presented this 2022-2023 budget. This budget represents a 2 mill increase, the Town would need $1,176,551 to balance this budget. She highlighted the following. The Board of Selectmen budget includes a full time administrator position from April 1, 2023-June 30, 2023. The Finance Officer Budget increase is due to a full time technology tech shared with the BOE with a start date of November 1, 2022. The Probate Court increase is a one-time increase for moving and furniture expenses. The Town of Vernon absorbed the costs of renovating the building they are moving to. The Registrar’s budget increase is due to the creation of a 3rd voting district. The Parks & Recreation increases have offsetting revenue items. The Permanent Building Committee increase is due to starting...
the Windermere project and hiring an architect. The fire departments’ increases are due to increased costs in services, uniforms and clothing. The Police budget includes extended night shifts and backup for trooper vacancies and vacations. Emergency Management’s increase is due to full time position from part time position and also an increased scope for the emergency notification system. There are savings in the Fire Marshal’s budget due to eliminating one part time inspector position. The Library increase is due to a 6.52% pay increase for non-administrative staff. The Hockanum Valley Community Council shows a decrease due to transportation being shifted in house, this results in an increase in the Senior Center budget for a new part time van driver. Human Services includes a part time shared employee becoming full time.

Town Properties show a decrease due to reclassification of IT costs to the Finance Department. Debt Service shows a decrease. Ms. Pignataro is recommending funding the Debt Stabilization Fund at $100,000 due to the two new projects recently approved. There are increases in Social Security for proposed new staffing, and insurance increases. Building Demolition decreased as there are no properties slated for demolition.

Timothy Webb, DPW Director presented his budget at a 6.52% increase; most of the increase is in municipal solid waste and recycling as well as payroll. The Recycling Monitor position is being budgeted at full time from the current part time status. The Towns of East Windsor and Somers have declined sharing this position at this time. There are two new summer help positions this year that were not in last year due to COVID. The New Equipment increase is to purchase new a ball field grooming machine. Vehicle Maintenance increased due to the funds to maintain Police vehicles being paid from the DPW budget. Mr. Webb told the Board that the gas and diesel pricing is $2.60 for Diesel which he will be locking in. The gas price is at $2.82/gallon and he feels he should wait to lock-in in case the price goes down. Since the signing out of MIRA has been approved by the Board of Selectmen, there should be a savings of approximately $3,000 per month for the transportation, All American Waste will be holding their collection pricing, and the price per ton will stay at $105 instead of increasing as it would have if the Town remained with M.RA. The Town Hall accounts include a console for the meeting room and a sound system for the annex and town hall. The WPCA is funded through user funds and is self-sufficient at this time. Engineering and street lighting accounts show no increase.

Mr. Purcaro thanked all department heads that were part of the process of putting these budgets together and thanked the Finance Officer and her team for bringing it all together. He stated that the Town is under a lot of external pressures, such as supply chain shortages, increases in minimum wage, increases in trash costs and tipping fees, more regulations from state and unfunded mandates, and possible new taxes in CT again. Shared Services and zero based budgeting are strategies to get through this year. He also stated that if Dept heads or residents have ideas or suggestions for the budget they should contact the First Selectmen’s office or speak to a board member. There are a lot of new programs and services in this budget but not a lot of money. The Board of Finance will work with Board of Education and Board of Selectmen to make this budget more affordable. They will be looking for economies of scale across departments. The Chairman reviewed the upcoming dates for the public hearing and deliberations.

Mr. Harding asked Ms. Pignataro why the figure for the Probate is different in the budget book and the slide. Ms. Pignataro stated that she will double check and fix the budget before deliberations. He asked if the new Town Administrator would need a vehicle. Lori Spielman stated that the person will have the First Selectman’s vehicle, the First Selectman will be a part time position and would put in for mileage. The amount of mileage reimbursement should not be too much as most things are remote. Mr. Harding asked about the new Police Agreement and if there were new provisions. Sgt. Santa stated that the new
contract expires soon and they are in negotiations. The only thing he has heard at this point is that the projected fringe rate went down. Mr. Harding asked about the increase in part time in the DPW budget if the recycling monitor was moved to full time. Mr. Webb stated that the part time is for two summer help and the brush dump attendant. The narrative in the part time may be incorrect. Ms. Pignataro confirmed that the Recycling Monitor is budgeted in the full time listing. He asked about the Emergency Management Everbridge upgrade, and Walter Lee stated that the new system has many more options. It can geo locate, can be used by other departments for notifications, comes with more hands on assistance on phones, and can integrate a distribution list from HR. He stated that there are a lot of things included, alerts go onto social media, and weather updates automatically. Some items he said could be taken out of his budget was the vehicle repairs for the old jeep, and new town base radio system which was purchased with this year’s funds. Mr. Olsender asked why the EVFD tool maintenance budget is higher than CFLD. Chief Rich stated that he has more tools and that he budgeted the quote from the vendor. Chief Seitz agreed that EVFD has more tools. Mr. Olsender asked about member physicals for EVFD at $500 for 12 members and CLFD at $150/member. Chief Rich stated that this is the quote received from vendor for interior firefighters. Chief Seitz stated that he budgeted this line item as an average.

Lori Spielman stated that the article in the JI tonight did not have the correct figures.

MOVED (HARDING) SECONDED (FAY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 7:06 PM.

Respectfully submitted:

[Signature]

Lori Smith, Recording Secretary
Budget Overview

- Continuation of funding for the essential local government services that our residents rely upon
- Proposed expansions of current services, as well as staffing changes that would continue to move the Town forward in terms of growth, development and overall sustainability of our community
- Difficult current economic conditions
  - Minimum wages increases
  - Inflated costs of goods and services, supply chain shortages
- Monitoring legislation that may have a potential impact on Ellington's budget
- Improved credit rating with S&P Global Ratings of "AA" with stable outlook
  - Budget puts an emphasis on continuing these forward strides, maintaining fiscal health, and building of operational reserves
  - Will save a significant amount of taxpayer dollars in the form of interest for upcoming bond projects
Zero-Based Budgeting

- Challenges department heads to build budgets from zero
- Drives cost-effectiveness, relevance and focuses on improved savings
- Centers around forward-thinking strategic goals and initiatives
- Results in financial transparency, identification of strategic priorities and creation of a platform for evaluation and optimization of Town resources

Total Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY22 Adj. Approp. Budget</th>
<th>FY22 Proposed Budget</th>
<th>$ Increase</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Gov't</td>
<td>$19,830,581</td>
<td>$21,039,420</td>
<td>$1,208,839</td>
<td>6.10%</td>
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FY22 v. Proposed FY23 Budget

- Decrease
- Increase
### Total Expenditures

- **General Government** - $277,768 or 15.76% net increase
- **Boards & Agencies** - $6,220 or 5.04% net increase
- **Public Safety** - $211,276 or 6.23% net increase
- **Public Works** - $316,878 or 6.52% net increase
- **Recreation** - $47,730 or 8.51% net increase
- **Library** - $23,654 or 3.23% net increase
- **Human Services** - $37,715 or 4.56% net increase
- **Town Properties** - $(105,499) or (11.93)% net decrease
- **Debt Services** - $(66,480) or (2.44)% net decrease
- **Fixed Charges** - $312,267 or 9.39% net increase
- **Miscellaneous** - $147,310 or 22.91% net increase

### General Government - $277,768 or 15.76% increase

- **Board of Selectmen** - $54,619 or 17.81% net increase
  - Includes full-time Town Administrator salary and office equipment – proposed start date April 1, 2023
- **Finance Officer** - $182,198 or 45.24% net increase
  - Reclassification of $160,062 of computer updates/repair budget transferred from 810 Town Hall
  - Includes full-time Information Technology Tech (shared services with BOE) – proposed start date November 1, 2022
- **Tax Assessor** - $15,186 or 6.92% net increase
  - Increased education and professional development to include continuing education opportunities for the Deputy Assessor and Assessor’s Aide
  - Slight increases in annual fees for software, maintenance and server hosting services
- **Probate Court** - $32,432 or 431.97% net increase
  - Increased is due to one-time moving and furniture expenses
  - Cost is fully absorbed by the Town of Ellington due to the Town of Vernon fully funding the building renovation project on behalf of the Probate Court
Boards & Agencies - $6,220 or 5.04% net increase

- Registrars & Electors - $3,626 or 4.85% net increase
  - Expansion of a third district to the Town, thus resulting in additional supplies and equipment needed for future elections
- Permanent Building Committee - $1,550 or 775.00% net increase
  - Increased advertising/printing for legal notices - RFP for architect with bonding projects coming up
- Inland Wetland Agency - $1,400 or 25.93% net increase
  - Increased advertising/printing for legal notices, along with other miscellaneous charges

Public Safety - $211,276 or 6.23% net increase

- Center Fire - $26,968 or 11.57% net increase
  - Increases in contracted services, uniforms and clothing and motor vehicle parts
- Crystal Lake Fire - $42,851 or 60.70% net increase
  - Increases in dues and subscriptions, contracted services, motor vehicle repairs, uniforms and clothing and technical equipment
- Police - $80,521 or 5.87% net increase
  - Proposal for extended patrol shifts - midnight 2/week, early morning 1/week - $22,763
  - Includes proposal for backfilling resident trooper vacancies for Trooper days off - $153,202
  - Offset by decrease in Resident State Trooper costs - $44,402
- Emergency Management - $51,319 or 88.57% net increase
  - First full year of full-time Emergency and Risk Management Director Position, as well as the increased scope of the emergency notification system (contracted services)
- EVAC - $29,211 or 8.39% net increase
  - Increases due to part-time labor, overtime, radio maintenance and repairs, and uniforms and clothing
- Fire Marshal - $26,019 or (12.77)% net decrease
  - Decrease is due to elimination of one part-time fire inspector position
Public Works - $316,878 or 6.52% net increase

* Will be covered in a separate presentation by the Director of Public Works

Recreation - $47,730 or 8.51% net increase

* Summer Playgrounds - $11,799 or 23.22% net increase
  * Minimum wage increases, plus estimated increased attendance; offset by program revenue increase
* Water Front - $14,493 or 28.79% net increase
  * Minimum wage increases, plus estimated increase in attendance; offset by program revenue increase
* Mini Programs - $20,325 or 50.81% net increase
  * Minimum wage increases, plus increased program offerings; offset by program revenue increase
Library - $23,654 or 3.23% net increase
  - Full-Time and Part-Time - $24,815 net increase
    - Includes 6.5% pay increase for non-administrative staff (excludes Director and Children's Librarian)
  - Remaining Budget Lines - $ (1,161) net decrease
    - Due to zero-based budgeting techniques used to determine budget based on need

Human Services - $37,715 or 4.56% net increase
  - Hockanum Valley Community Council - $ (20,000) or (53.33)% net decrease
    - Reduction in transportation services, proposing to be done in-house through Senior Center
  - Human Services - $ 26,047 or 12.51% net increase
    - Conversion of former part-time shared position to full-time Human Services Assistant
    - Increase in professional development costs, national conference, hotel and airfare
  - Senior Center - $ 24,880 or 9.26% net increase
    - Includes additional part-time position for Van Driver to increase transportation services offset by savings from HVCC budget reduction
    - Increased program offerings for Seniors – stability ball, line dancing and additional crafting courses
Town Properties - $(105,499) or (11.93)% net decrease

- Department 810 Town Hall Building had a significant decrease due to a reclassification of $160,062 in information technology costs to department 130 Finance Department
- Specifics on other Town Properties will be covered in a separate presentation by the Director of Public Works

Debt Service - $(66,480) or (2.44)% net decrease

- Reduction in Principal and Interest - $(66,480) or (2.44)% net decrease
  - Due to retirement of debt (principal and interest) and savings with 2021 bond refunding
  - Proposing to offset reduction in debt by funding into debt stabilization fund of $100,000
- Debt stabilization fund is a way to “save for future rising debt costs” that will result from Windermere School Project and the Comprehensive Lighting Project that both recently passed at referendum
Fixed Charges - $312,267 or 9.39% net increase

- Social Security - $39,182 or 7.63% net increase
  - Increase directly correlated to proposed staffing changes/pot increase
- Insurance - $280,563 or 10.38% net increase
  - Based on a mix of employee election changes, new proposed full-time positions, 10% projected increase in medical and dental premiums for January - June, 2023
  - WC and LAP - 0% plus exposure as verified by CIRMA
  - Deferred compensation increase due to MERF eligible employees retiring, offset by new employees being on deferred compensation plans
- Insurance Reimbursement & Claims - $ (16,225) or (76.44)% net decrease
  - Reviewed based on historical need and was able to reduce budget
- Service Insurance - $8,747 or 10.06% net increase
  - Budget adjusted based on actuarial report for Length of Service Award Program (LOSAP)

Miscellaneous - $147,310 or 22.91% net increase

- Charter Revision Committee - $ (4,099) or (99.98)% net decrease
  - Not anticipating the completion and printing of any Town Charter changes prior to June 30, 2023
- Debt Stabilization - $100,000 or 100.00% net increase
  - Proposed strategy for the Town to help put money aside to help offset costs of future increased debt levels
  - Would work the same as the Capital Reserve Fund and OPEB Reserve Fund
- Building Demolitions/Evictions - $ (20,000) or (66.67)% net decrease
  - Prior year budget included demolition on specific property, no such property this year
- Salary Adjustment - $9,690 net increase from prior year approved unadjusted budget
  - Budgeted raises proposed in accordance with the Town’s Personnel Rules for non-union Town staff
Questions?
Public Works

The Public Works Department consists of a staff of 24 employees, the oversight of the community's 110 miles of roadway, four public parks, 5 school athletic areas, which contain 17 baseball/softball fields and 14 multiuse fields along with 9 facilities are under the Public Works responsibility.

The Public Works Department is requesting a 6.52% increase or $316,878 to the Departments accounts.

The Household Solid Waste, (MSW), Recycling (SSR) along with the Household Hazardous waste account, account for $175,956 or 55.53% of the increase.

410 Account
General Town Roads

The Public Works 410 account funds the following: salaries, overtime, contractual benefits along with professional development, contracted services and contract work. The care for the Crystal Lake Cemetery, office supplies, construction material and technical supplies are also funded here. Funding to support the Town's Tree Warden is funded here. We are requesting to make the Part Time Recycling /Trash Monitor position a full time position.
Ellington Department of Public Works Staffing Flowchart

Director of Public Works
- Administrative Assistant
- Recycling/MOW Monitor

Foreman
- Lead Mechanic
- Grounds Crew Chief
- Assistant Foreman
- Lead Custodian
- WPCA Crew Chief

Mechanic 1

(10) Maintainer 1's
(2) Maintainer 2's
(3) Custodians
(1) WPCA Technician

During normal operations the 10 Maintainer 1's and the Maintainer 2's are utilized between the grounds and roads assignments. They, at times, assist with the Maintenance Garage, Facilities and WPCA as required by work load. During winter operations "All Hands On Deck", the frontline Maintainer 1's and 2's are called in at the onset of a winter weather event. All remaining staff are called on for clean up efforts at the conclusion of the event.
Training at UCONN T2 Center
Work Zone Safety
DPW In-house training sessions

415 Account New Equipment

This account funds new small power and hand tools:

- Chain Saws, weed whackers, plate compactors, leaf blowers along with shovels, rakes, ballfield rakes and other hand tools.

This account is increased by $22,500 to purchase a new ball field grooming machine.
Jumping Jack Compactor
Sign Post Driver

420 Account
Equipment Maintenance

Funding here supports the maintenance of all Town rolling and small equipment. Gasoline and Diesel fuel are also represented in this account as is the GPS service for the Town's rolling stock. We are presenting an increase of $8,590 which will incorporate the maintenance of the Police vehicles and boat.
425 Account
Town Garage Maintenance

Funding here supports the overall facility operation in telephone, electric, along with heat and water. The Department does operate three waste oil heaters and burn the oil generated from both within our operation and the recycling drop off shed.

SHOP STORAGE AREA RENO
430 Account
Street Signage

Funding here supports the Public Works in maintaining the MUTCD regulations that require new signage to meet reflectivity measures. Older signage is replaced and upgraded as needed along with new traffic control measures.

Town-wide signage can be found on the Town’s web site through Map-Geo within the Assessors Department. Location, date of installation and condition of the sign is noted. A decrease of $1,500 is made to this account.
Sign storage room
435 Account
Ground Maintenance
Board of Education and Town Park's

Funding here supports the overall care of the 17 baseball, softball fields and 14
multi-use fields along with the general repairs at Crystal Lake Beach and sprinkler
services. All turf treatments are funded here. Field paint, lime, turf-face and seed are
purchased from this account. An increase of $12,732 made to this account.
439 Account
Town-Aid - Winter

Mother Nature has the biggest impact to this account. Here we fund salt and sand for road and sidewalk treatments. Cold patch for emergency fills and the school snow removal contractor. An increase of $1,000 is made to address our outside contractor, school facilities clearing, increase per bld.
440 Account
Town Road Aid-Materials

Street striping, catch basin cleaning, asphalt for paving and shimming along with chip seal and crack sealing are funded within the 440 account. Drainage structures, pipe and road repair material are also purchased from this account.

SIDEWALK REPAIRS
450 Account
Sanitary Landfill

This account funds the cost to dispose of the annual 5,500 +/- tons of municipal solid waste, MSW that is generated within the community. The cost to dispose is $105 per ton, bulky oversized waste is also increasing and the disposal of Town Facilities and condominiums is generating an increase of $91,100.
451 ACCOUNT
Municipal solid/bulky waste curbside collection

Municipal Solid curbside collection is provided by All-American Waste. This is the fifth year of the 5 year contract and under the current contract there is a 2% increase to this account for $12,700.

Sea of Garbage Barrels
455 ACCOUNT
SANITARY RECYCLING

Curbside collection of recyclables is also provided by All-American Waste. This year is the fifth year of the 5 year extension. An increase of $69,656 is requested to dispose of our recyclables. Potential cost sharing of the resalable material may reduce this cost.

456 ACCOUNT
HOUSEHOLD HAZARDOUS WASTE

Ellington has been a member of the Mid-NEROC (Mid-Northeast Recycling Operating Committee) since 2013 after MDC dropped all non service communities. By joining this committee our residents now have once a month ability to dispose of their household hazardous waste from April to November.

An increase of $2,500 is requested to this account.
The MDC event was only once per year and had an average cost of $80,000.
460 & 461 ACCOUNTS
WPCA MAINTENANCE

Funding for this account is done through the user fees and the costs are
directly related to the overall maintenance of the Town's two sewer districts.
Currently we maintain 6 pump stations and several miles of gravity sewers
within the Vernon collection district and over 108 individual grinder pumps and
one pump station for the Stafford Springs collection system.

This fiscal year we continue to fund the WPCA only with user fees. The Ellington
Water Pollution Control Authority approved their budget at their January 19,
2022 monthly meeting with no increase to the user fees.
470 ACCOUNT
STREET LIGHTING

The 470 account funds the street lighting with our town. Our street lights have been changed over to LED's. This line item will be held this year.

480 ACCOUNT
ENGINEERING & INSPECTIONS

Funding in this account is for our consultant Engineer to plan, design and inspect various projects brought forth to Planning and Zoning and by Public Works. We are requesting to hold the line on this account.
810 ACCOUNTS
TOWN BUILDINGS

The Public Works Department oversees the general care, repairs and maintenance of the following facilities, Town Hall, Human Services/Rec, Police, Library, Senior Center, Pinney House and the Old Crystal Lake School House. Current contacts for HVAC and Cleaning are impacted by the new minimum wage requirement.

Increase within these accounts total $36,500 for a new console for the Annex meeting room similar to that of the Town Hall and a new sound system for the Town Hall NUD meeting room. This increase is offset by a decrease of $169,000 due to a transfer of information technology services from the 810 department to the Finance Office.

The Senior Center heating account is seeking a $2,000 increase, while the electric and facility repair accounts within the Library total a reduction of $15,000.

CLOSET CONSTRUCTED AT THE SENIOR CENTER
Account 321-20-60243 Water and Account 1060-20-60250 Building Demolition and Evictions

- These two accounts fall under the oversight of the Public Works Department.
- Increases to the Water account is directly related to the Connecticut Water Company's fees.
- The Building Demolition and Eviction account will be used meet our obligations for evictions.