



# Board of Finance

P.O. Box 369

Town of Woodbury - Woodbury, Connecticut 06798-0369

First land deed from the Indians

April 12<sup>th</sup> 1659

**MINUTES  
BOARD OF FINANCE  
SPECIAL JOINT MEETING  
WITH BOARD OF SELECTMEN  
SATURDAY, FEBRUARY 14, 2015 - 9:00 AM  
WOODBURY PUBLIC LIBRARY GALLERY**

**Present:**

**Board of Finance:** Alex DeSorbo, Chairman  
Bill Monti  
Mike Cunningham  
**Board of Selectmen:** William J. Butterly, First Selectman

F. Stan Love, Vice Chairman  
Steve Tranguch  
Nancy Grasing  
Barbara Perkinson, Selectman

**Absent:** Martin Overton, Selectman

**Also Present:** Muffy Gomes, Fiscal Officer; Linda Lewis, Tax Collector;  
Tammie Fiske, Assessor; Sgt. Joe Roden, Resident Trooper;  
Janet Morgan, Fire Department Chief and Fire Marshal;  
Ed Caisse, Board of Fire Commissioners Chairman;  
Pat Lunn, Library Director; Anne Schwaikert and Judy Henderson, Registrars

**1. Call to Order**

First Selectman William Butterly called the special meeting to order at 9:00 AM in the Gallery of the Woodbury Public Library, made a brief statement and turned meeting chair over to Alex DeSorbo.

**2. Public Comment**

There was none.

**3. Presentations**

• **Fiscal Office Review and Introduction**

M. Gomes noted the draft department budget at this time is 4.45% higher or \$432,000 more than last year, this includes capital requests. This increase is one of the lowest initial requests in some time. Of the \$432,000 increase sand and salt projections represent \$100,000 and cost estimates to dredge Hollow pond is \$150,000. The budget process is ahead of schedule.

B. Monti wanted to be certain the Registrars were meeting State standards and questioned \$42,000 in computer replacement listed under capitals. S. Tranguch requested information on conversion savings

from oil to gas and savings related to gasoline and diesel fuel prices. Where are the number of Town employees and their costs reflected? He was told employee information was in the pay plan.

M. Gomes also noted there is a new billing system for cell phones and the VoIP. He recommended to represent the telephone costs differently in the budget going forward as the costs are structured and can be tracked differently in the new system.

**Tax Collector, Linda Lewis**

Overall this budget is reduced, but with a \$3,700 cost for software support previously in the Fiscal Office's budget, the department shows an increase. The Training budget was not used totally because the classes filled up very quickly.

The Tax Collector noted a need for an increase in the IT person's hours. A discussion of Region 14's offer last year to cooperate with IT services and management. M. Gomes noted the Town's IT person has had to focus his limited time with the new phone system, servers and connectivity to the State systems. B Butterly agreed to revisit the potential of the Region as an IT resource.

**Assessor, Tammie Fiske**

It is hoped overtime will not be necessary this year as the reval work is largely complete. The Building Official, Fire Marshal, Land Use and Assessor have been working together in the permit process. Legal notices will now only be published in *VOICES* where possible as they are cheaper. The fees to modify the GIS maps are difficult to predict as they reflect the number of changes made, i.e. maps filed so property transfers and changes drive these costs.

**Fire Department, Chief Janet Morgan and Ed Caisse, Board of Fire Commissioners Chairman**

Budget reflected drops in telephone costs, fax and alarm, and fuel costs due to cuts in Consortium prices. Hydro testing of SCBAs increased but will decrease next year. Because the provider of physicals changed that cost dropped too. Another area of proposed increase was in Operations and the department's admirable rate of volunteer response to calls. The Chief is requesting an increase here to \$44,160 as the Department currently has 48 active members required to answer 32 calls each per year. On average approximately 18 firefighters respond to each call and the Town averages 350 calls per year. The responders receive \$10 per call.

Another area discussed at this time were the tablets for licensing and permits. The tablets were purchased but the software which would enable new property permits to be tracked is not. The Board questioned the feasibility of this new application process relative to training costs, inputting of historical information and the number of new permits. Ms. Morgan noted that currently there is no inter departmental process. A. DeSorbo agreed that the idea was good, but we still need a bottom line cost and a clearer understanding of the cost benefits going forward. There is no plan for this project currently.

B. Monti asked about Hotchkissville station paving of the parking lot and windows.

**Fire Marshal, Janet Morgan and Ed Caisse, Board of Fire Commissioners Chairman**

Fire Marshal Morgan said there were no changes to this budget except a reduction in the data processing line as the cost is being shared with Roxbury where she is also a fire marshal.

**Police, Sgt. Joe Roden**

The biggest change to the Police budget is the retirement of Officer Romano which resulted in a reduction costs previously reviewed with the Boards. Next year will reflect a full year of the change from a hired officer to an additional trooper. The Department is requesting replacement of its ten year old copier, some desks and replacement of carpeting, which has not been replaced since 1984, for the office.

The Department has received about \$20,000 in grants this year. The cost of bullet proof vests were reimbursed, these were values of service that the Town did not pay for. In-car cameras and wearable cameras are being looked into. Currently officers have nine wearable cameras in use on a trial basis. The Department is waiting for a State Police policy on how the wearable cameras are used. Currently the officer manually turns them on, at his discretion and they can be located on a collar or shoulder. Recording time is about 8 hours. These work well for DUI's and evidence for crimes. Car cameras are helpful but use is limited and Sgt. Roden is recommending the permanent use of body cameras.

B. Monti asked if the furniture purchase could come out of the private duty fund especially as vehicle purchase is less likely at this time. B. Butterly stated there may be dedicated funds issues with that idea. A. DeSorbo asked Sgt. Roden if he had any further needs to which Sgt. replied that the department is well able to do its job.

A. DeSorbo recommended that the accomplishments – such as the additional equipment being acquired without effect on property taxes - should be documented for the police and all departments for the presentation of the budget.

The meeting recessed for five minutes.

**Library, Pat Lunn**

The Library has been able to make changes resulting in some savings. The configuration of the computers will change allowing the “ganging” of printers saving cartridge and ink costs. Printing documents is charged per page by the Library to users. The computer area will then be able to be more of a computer lab which will make computer classes possible. When the current copier is replaced at some point that may then become a printer/copier. The new tech librarian is a wonderful asset and has a curriculum for the computer lab all ready. The library functions are changing. The costs of e-books has increased. Some books have been moved to the Senior/Community Center creating some room. A survey of library patrons was done and wonderfully the wishes of the patrons was the same as that of library staff! The Library Board has created a subcommittee on projects. Everyone is coming together.

Ms. Lunn was asked how many books of a popular author are purchased. She stated one book, an e-book, a large print book and an audio book. Sometimes the Library will get a free book if they purchase “x” number.

**Registrars, Anne Schwaikert and Judy Henderson**

Many changes are occurring in this department caused mainly by the Election Day requirements. These changes add hours and costs to staffing both in Woodbury and at the State level. Especially for State elections in November staff needs to be certain a voter has not voted elsewhere. Training costs have increased for the Registrars and campaign workers. One computer is now needed at the polling site for validation and calculation. The State wants additional computers in use for the next presidential election.

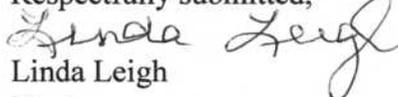
B. Perkinson asked how many Election Day registrations occurred this year. She was told 30.

In closing A. DeSorbo noted that the Board of Finance will hold a special meeting this Wednesday, February 18<sup>th</sup> at 6:00 PM and will discuss Capital Projects only.

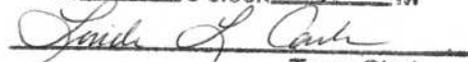
A. DeSorbo adjourned the meeting at 12:15 PM.

FILED SUBJECT TO BOARD APPROVAL

Respectfully submitted,

  
Linda Leigh  
Clerk

RECEIVED & FILED  
IN WOODBURY, CT

This 23<sup>rd</sup> day of Feb 2015  
at 7:43 o'clock A M  
  
Town Clerk