

MINUTES
BOARD OF FINANCE
SPECIAL MEETING
MARCH 12, 2014 – 6:00 P.M.

The meeting was called to order by Chairman Jack Kiley at 6:00 p.m. and the Pledge of Allegiance was recited.

The following members were present: Chairman Jack Kiley, Tom Kelly, Lila Ferrillo, Robert DeBisschop, and Richard Burke. Absent: Nancy Schmitt. Also present: James Hliva, Finance Director.

The purpose of the meeting is to review the FY 2014-2015 budget requests.

Planning & Zoning

Tanya Carver attended the meeting. Wages for enforcement officer was discussed. Tanya noted she put in an increase but was informed that increases are controlled by the union contract. Contacted services for Town Planner was discussed. Jack asked for information as to when the Town Planner is needed at meetings and Tanya noted that he is at regular meetings and all Public Hearings. She explained that she relies on him for regular meetings (which cannot be charged to an application) and Public Hearings and that he is considered staff. She was reminded that she is expected to provide a quarterly report to the Board showing what is billed by Town Planner. Report is to show what is designated to application and what is considered an operational cost for the department. This is also to be done for engineer fees also.

Bob DeBisschop asked for confirmation that revenue from this department has been budgeted. Jim Hliva reviewed his documents and confirmed that this is true.

Tom Kelly arrived at 6:15 p.m.

Plan of Conservation and Development was last done in 2007 and it is required to be updated every ten years. Tanya noted that it went out to bid and has not come back yet.

Updates of zoning maps was discussed. Jim noted that it is managed by the assessor.

Conservation Commission

Michael Herd, Andy Ferrillo and Tom Adamski attended the meeting. Wage increase for enforcement officer was put in the budget. Trail maintenance was discussed. Jack asked for information about detention basins. Michael noted that they are working on compiling a complete list (they are not shown on maps) and that they can get three maintained per year. Dick commented on the budget for mapping and asked for information as to what work is done. Tom Adamski noted that this is for mapping of open space. Mike Horbal is used for this.

Town Clerk

Margaret West attended the meeting. She noted that nothing has increased in the budget except for wages. She talked about the new system for land record expenses that was recently implemented which makes the department more efficient. Review of procedure for distribution

of revenue was done. Review of how funds are handled and how they are reported to Finance department was done.

Library

Dawn Higginson attended the meeting. Wage increase for all part-time staff was requested. Dawn noted that all part-time staff has been making minimum wage to date and that their rate of pay should be higher. Budget for the clerk who does the minutes of the meetings is higher due to longer meetings. Increase in budget was requested for books, civic activities, computer hardware, computer software (for public). She commented that the library cannot afford a cut in the computer-library catalogue budget. Discussion ensued about purchase of books. Equipment lease was discussed. She noted that she met with Jim and reviewed the idea to purchase a color copier/fax machine for public use. A quote was received from Xerox and the request was put in the budget. Dawn noted that an average of \$800 to \$1000 from copies is collected and given to the Town annually. Equipment expensed was reviewed. Dawn noted that the department needs a new digital camera and a black/white printer for staff. Facility maintenance (cleaning of facility) was discussed. Magazines and newspapers and the continued need for the same were discussed. Budget increase for office supplies was put in.

Registrar

Joanne Jelenik attended the meeting. She spoke about same day and online voter registration. Assistant registrar's budget was cut by Selectmen and she noted that funds were insufficient last year and needs to be increased. Three referendums were budgeted and Selectman cut it to two. The budget for conferences and meetings was short last year. Budget requested is higher and necessary for the next year. Budget requested for contracted services is higher. Joanne reviewed the need for tabulator maintenance and replacement of memory cards, programming and cost of moderator training. Joanne noted that mileage and office supplies line items have been used and do not show on the report. Jim will look into this.

Adjournment

Motion to adjourn made by Tom Kelly at 7:40 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss

Marni Soss, Clerk

14 MAR 20 PM 3:31
TOWN OF LEE, ORG. CT
Gregory A. West
TOWN CLERK