

**Board of Selectmen  
Special Meeting  
Tuesday, February 3, 2015**

**Present:** First Selectman Dan Jerram, Selectman Alesia Kennerson, Selectman Jack Casey, Administrative Assistant Christine Hayward.

First Selectman Dan Jerram called the meeting to order at 5:10 PM.

**Budget Workshop – Capital Expenditures:**

First Selectman Jerram reviewed the existing approved Capital Project list for 2014 – 2015. He noted that the following projects have already been completed or are in process. A new Ford Taurus Interceptor was purchased during the summer and is in use. The Antolini Sand/Salt shed has been constructed and is in use. Maple Hollow Bridge rehab/repair has been completed.

The Plan of Conservation and Development is currently being revised. Input has been sought and received from various Boards and Commissions. Land Use Administrator Steven Sadlowski is taking the lead on this project, working with the Planning and Zoning Commission as well as with a contracted provider – Planimetrics.

First Selectman Jerram noted that the Highway Department chose to have 2 of the large trucks (the 2001 and the 2002; number 4 and number 9 ) refurbished with the thought that this will preserve them and increase their “life span.” They were sand blasted, had body repair work performed and the hydraulics replaced. Jerram noted that the trucks have low mileage due to the fact that they are most heavily used during the winter months with only a few of them used during the warmer weather.

The Selectmen reviewed the existing 5 year plan and made some adjustments. With respect to the 2015-2016 fiscal year, the following changes were made:

The Selectmen agreed that there seemed to be more of a need to replace one of the Ford F-550's within the next year and that the purchase of an additional large plow truck to replace the 1997 (oldest in the fleet) could be held off a year. Additionally, funds will be included to continue preserving existing trucks. The town's contracted HVAC provider has indicated that there should be some planning with respect to replacing heat pumps as he is seeing some wear and tear begin to cause some performance issues. To that end, the Selectmen decided to forgo thoughts of planning to set aside funds for a redundant boiler system and instead focus on the replacement of individual heat pump units. Economic Development has been a concern of many residents and businesses and the Selectmen were in agreement that including funding for a pavilion to be constructed near the Riverfront on town owned property should be a priority of the capital planning for 2015-2016. This pavilion would be a place for people to gather to enjoy the town's greatest asset – the Farmington River. The town has hired an additional police officer and an additional reliable police vehicle is needed. The Selectmen agreed to increase the police fleet by including funding for an additional Taurus Interceptor. General Park improvements, municipal improvements (such as parking or trail upgrades) and the continuation of funding for sidewalks and lighting upgrades complete the proposed capital plan for the 2015-2016 fiscal year.

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The Selectmen reviewed the next 4 fiscal years as well, making adjustments to the overall plan. Highlights include: funding for improvements to the boat mooring area at Brodie Park. It was noted that 2016-2017 is the optimal year to perform this kind of maintenance due to the fact that the association performs a drawdown lowering the level substantially every 3 years to allow for homeowners to make repairs to docks and that drawdown occurs during the summer of 2016. Funds set aside to acquire land and construct a new town garage occurs in the planning for 2016-2017, 2017-2018 and 2018-2019.

**MOTION:** by Casey, second Kennerson to accept the 5 year Capital Project list as discussed and present to the Capital Expenditures Committee on Thursday.

*Unanimous.*

First Selectman Jerram commented that he believes that the Ordinance that is in existence for the Capital Expenditures Committee should be revised. He stated that he and fellow Selectman Kennerson had recently attended a seminar sponsored by the Connecticut Conference of Municipalities regarding municipal finances. At that class, it was recommended that the minimum threshold of expenditures for capital expenditures be raised from \$5,000 to \$10,000. It was consensus that projects costing less than \$10,000 should be placed in the operating budget.

Another suggestion made at the class was that towns establish “sinking funds” to fund large scale expenditures with funds being set aside over multiple years to reduce tax liability in a single budget year. Jerram noted that an example of an unbudgeted expense that can negatively impact a budget is the pay out of ‘accrued or earned time’ when an employee in good standing severs employment with the town. Union contracts allow for the lump sum pay out of portions of unused sick time and some unused vacation time to these individuals.

**MOTION:** by Kennerson, second Casey to recommend updating the Capital Expenditures Subcommittee Ordinance; at minimum by increasing the minimum threshold of expenditures from \$5,000 - \$10,000.

*Unanimous.*

**MOTION:** by Kennerson, second Casey to recommend the establishment of a sinking fund to fund large scale expenditures funded over multiple years to reduce tax liability in a single budget year that may occur mid-year with no notice such as OPEB (other post-employment benefits).

The Selectmen briefly discussed what revenue streams should be considered to be used for such a sinking fund and it was decided that this issue should be discussed with the town attorney.

*Unanimous.*

**MOTION:** by Kennerson, second Casey to adjourn at 7:35 PM.

*Unanimous.*

*Respectfully Submitted by Christine Hayward, Administrative Assistant*