

MEETING DATE:
MEETING PLACE:

Thursday, February 9, 2012
Room A – Town Campus

Board of Selectmen / Budget Workshop

Meeting Minutes

First Selectman Fillmore McPherson called the Budget Workshop of the Board of Selectmen to order at 7:40 a.m. Present were:

Board of Selectmen: Fillmore McPherson, Al Goldberg, Joe MacDougald, Diane Stadterman and Joan Walker.

Finance Director, Dotty Bavin and Director of Town Services, Alma Carroll

Chairman of the Board of Finance Jennifer Tung and Mary Anne Sullivan for the Source

The workshop continued with the review of the 2012-2013 requested budgets and additional budget requests not included in the budget document.

Motion by Fillmore McPherson, seconded by Diane Stadterman to approved the Board of Selectmen recommended budget changes as outline on the attached document.

The motion was unanimously approved.

Motion by Joe MacDougald, seconded by Joan Walker to approved the Long Term Maintenance Projects (LOCAP) as recommended by the Joint Facilities Review Committee as stated in the attached document.

The motion was unanimously approved.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Dotty Bavin

Long Term Capital Maintenance Projects Fund / LOCAP 2012-2013

Approved by Joint Facilities Project Review Committee: December 22, 2011
Approved by Board of Selectmen: Approved by Board of Selectmen 2/7/2012
Approved by Board of Finance
Approved by Referendum

<i>Installation of synthetic field / Strong Field</i>	\$	800,000
<i>Relocation of bleachers / Strong Field</i>	\$	100,000
<i>Arts Barn roof / Town Campus</i>	\$	85,000
<i>Polson boilers</i>	\$	280,000

Total	\$	1,265,000
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2012-2013 Budget Requests

2012-2013 Additional Budget Requests / Decision Package			BOS Approved	BOS Approved	BOF	BOF
Department	Amount	Rationale	Feb. 9, 2012	Feb. 9, 2012		
			Operational	Capital	Operational	Capital
Senior Services						
1-100-6170-0000-5301-700-73	\$ (350)	Senior Supervisor phone changed to regular cell phone per Director	\$ (350)			
Public Works						
1-100-2100-0000-4900-624-00	\$ 10,000	Increase funding level for Tree Services from \$20,000 to \$30,000 based on recommendation of the First Selectman. Proactive, based on storm damage during the hurricane.				
Planned / Cycled Maint						
Town of Madison						
1-100-2100-9997-4308-601-00						
General Government						
1-100-8150-0000-1330-830-00		Reduction of funding for salary upgrades / Recommendation of 1st Selectmen	\$ (10,000)			
Debt Service / Principal						
1-100-8210-0000-9201-853-00		Recommendation to fund Debt Service from Land Acquisition Reserve		\$ (50,000)		
Public Works						
1-100-2101-9998-7103-005-00	\$ 12,500	Capital Project / Vehicles & Equipment Reserve - Maintain 2010-2011 level of funding which was reduced for 2011-2012		\$ 5,000		
Highway						
1-100-2101-9998-7105-006-00		1st. Selectman recommendation: Major Roads - Capital Project		\$ 20,000		
Police						
1-100-3100-0000-1040-635-00	\$ (4,218)	Correction / budget entry for Blackwell	\$ (4,218)			
	\$ (4,218)	Correction / budget Entry for Pugliese	\$ (4,218)			
	\$ (2,413)	Correction / budget Entry for Race	\$ (2,413)			
	\$ (2,413)	Correction / budget Entry for Yorke	\$ (2,413)			
	\$ (10,030)	Correction / budget Entry for Buchetto	\$ (10,030)			
	\$ 315	Correction / budget Entry for Lauria / longevity	\$ 315			
Police 1-100-3100-0000-						
1-100-2104-0000-5301-830-60		Telecommunications / addition of wi fi (\$4,000 from Existing Reserve) \$4,000 from Reserve Fund	\$ 1,500			
Police Vehicles						
1-100-3100-9998-7310-027-00	\$ 46,785	CAPITAL REQUEST Annual estimated lease payment to replace patrol fleet 7 (seven) marked police vehicles		\$ 12,285.00		
Staff Devel.	3224-652-00	\$ 3,000	\$ 3,000			
		Costs associated with increasing the level of departmental training including but not limited to instructional costs, fees etc.				
Prof/Tech	3300-635-00	\$ 500	\$ 500			
		Increase due to cost increases in testing fees				

2012-2013 Budget Requests

Department		Amount	Rationale	BOS Approved Feb. 9, 2012	BOS Approved Feb. 9, 2012	BOF	BOF
Veh. Mtn.	6260-635-00	\$ 2,718	Increased costs of maintenance to fleet (patrol and admin) age	\$ 2,718			
Comp Mtn.	6300-635-00	\$ 738	Increase in annual service/maintenance contract (RMS/CAD vendor)	\$ 738			
Armory	6910-635-00	\$ 2,000	Additional costs relating to ammunition & equipment to maintain firearms proficiency in accordance with State & Federal mandates	\$ 2,000			
Due/Fees	8100-635-00	\$ 200	Increase in membership fees and related expenses.	\$ 200			
Following Reductions were provided by Police Department at the Budget Presentation to the Combined Boards of 1/21/2012							
	1-100-3100-0000-1041-635-00		Wages / Comp Buy out	\$ (3,000)			
	1-100-3100-0000-1042-635-00		Wages / Vacation	\$ (3,000)			
	1-100-3100-0000-3307-635-00		Part Time Officers	\$ (1,000)			
Town Clerk	\$2,400.00		Temporary Part-Time clerk for assistance in Town Clerk's Office with additional duties associated with the Presidential Election - estimate 20 hours/ week for 8 weeks @ \$15.00 /hr	\$ 2,400			
	1-100-1115-0000-1120-790-00						
Town Clerk	\$1,500.00		Additional hours for current staff for additional duties associated with the Presidential Election (November 2012) - estimate 40 hours @ \$17.85/hr & 40 hours @ \$19.64/hr	\$ 1,500			
	1-100-1115-0000-1120-790-00						
Maintenance	\$ 11,138			\$ 11,138			
	1-100-2102-00001040-552-00		Additional staff. Need a maintainer for the new park (Griswold) Full-time (2088 hrs/year) at \$15.47/hour per current union contract which expired on 7/1/2009. Will be starting March 1, 2013. The new park will come on line effective spring of 2013. We will need to maintain the park grounds, 3 recreation fields will need grass cutting, line painting, turf management (over-seeding, fertilizer, aeration, top dressing, pest and weed control, irrigation maintenance, litter control and general policing of the grounds.				
Public Works & Engineering	\$50,000		Request to fill planned vacancy in Engineering Assistant position. For the current fiscal year, 75% of the hours for the staff person in this position were allocated to the Facilities Department to provide project management assistance. For FY 12-13, it is anticipated that all hours for this staff person will be allocated to the Facilities Department and the staff person will fill a full time project management role in that department.	\$ 50,000			
	1-100-2100-0000-1020-600-00						
			The Engineering Assistant position has been a part of the Public Works & Engineering Department structure for decades and is critical to the productive use of time of the two Professional Engineers in the Department.				
			The hiring of an additional staff person to fill this position will increase the level of service provided to the general public with regard to response to citizen questions and				

2012-2013 Budget Requests

Department	Amount	Rationale	BOS Approved Feb. 9, 2012	BOS Approved Feb. 9, 2012	BOF	BOF
		concerns, increase the Departments productivity in providing engineering services for the Town and Madison Public Schools and engineering assistance to Town Boards and Commissions, and allow the Department to maintain schedules for planned projects and to respond to emergency and un-planned projects e.g. Bradley Corners Road Bridge failure and Tropical Storm Irene recovery.				
Youth and Family Services 1-100-6120-0000-8400-770-00	\$10,000	State and Federal cuts to fuel assistance resulted in an \$80,000 cut for people in Madison. One third of whom are seniors. This problem is added to by the exhaustion of Madison's reserve account. We are requesting \$10,000 be added to the Local Emergency Relief Fund to help us keep low income residents safe through the winter.	\$ 10,000			
Beach & Recreation (Surf Club Building)	\$ 4,800.00	Lifeguard Rescue Boards for Town beaches Recommendation / fund equipment account to provide consistent funding for B & R 1-100-5100-9500-7301-950-79 (Equipment / Surf Club)	\$ 7,500			
Beach & Recreation (Surf Club Building)	\$ 4,500.00	2 park benches and 2 tables for Surf Club deck				
Beach & Recreation (Surf Club Building)	\$ 5,000.00	125 stacking chairs for Surf Club Main Building to replace existing chairs - used for activities, meetings and social events held in the building.				
Beach & Recreation (Rockland Preserve)	\$ 21,500.00	North End Gate Relocation and Parking area construction - \$6,800 Accessible Trail erosion control measures and handicapped parking area refinement, interior road maintenance/grading - \$8,500 Rockland Junction - project to mediate drainage issues on trail/road area. Area often is impassable by service/fire apparatus and difficult to hike through.\$6,200	Spec. Approp			
Beach & Recreation (Bauer Park)	\$ 6,800.00	Additional split rail fencing to encompass all of the community garden area.	Spec. Approp			
Senior Services 1-100-6170-0000-1040-700-73	\$ 24,000	Current budget provides \$4,000 for part-time supervision for evenings and week-ends at new Senior Center. Request provides part-time (weekdays 5-10 p.m. and weekends 9am - 5pm)when required due to facility requests for meetings social engagements (which are fee based uses). Staff would be brought in only if the building was used. \$9.50 per hour	\$ 10,000			
Senior Services	\$ 30,782	Head Cook (28 hrs per week) and Assistant (15hrs per week) to provide lunch service at Senior Center - total required \$42,282 acquired by combining with Nutrition Program line (1-100-6170-0000-8300-700-73)				
Senior Services	\$ 32,500	Food supplies for serving daily meals to those coming to the Senior Center	\$ 500			

2012-2013 Budget Requests

Department	Amount	Rationale	BOS Approved Feb. 9, 2012	BOS Approved Feb. 9, 2012	BOF	BOF
1-100-6170-0000-6900-700-73		Fee charged for meals to help off-set supply and labor expenses.				
Communications	\$ 18,000	Maintenance contracts for new radio equipment, as part of the multi-year	\$ 18,000			
1-100-3120-0000-3300-658-00		Fire Dept. UHF radio system build-out; money will cover routine maintenance and emergency repairs on 14 radio receivers, 3 transmitters and related equipment. Initial purchase price of this equipment was over \$190,000. These maintenance contracts cover critical communications equipment for the Fire Departments and some of the equipment covered is shared with the Police Department and Ambulance.				
Communications	\$12,000	Purchase of 15 UHF portable radios for Madison Hose Co. # 1 to more effectively utilize new UHF radio system built over the last several years. North Madison Fire Dept. has migrated to UHF and has an adequate number of portables.	Spec Approp			
Emergency Management	\$3,000	Purchase of freeze-dried food for emergency shelter; estimated 20-30 year shelf life. This would serve as a true emergency backup supply for about 200 people, if emergency shelters were filled and food could not be procured from other sources.	Spec Approp			
Emergency Management	\$3,000	Purchase of various supplies for emergency shelter to allow residents with functional and access needs to stay in shelter rather than be diverted to hospitals.	Spec Approp			
Community Support	\$ 2,000	Contribution to Community Health Center, Inc. on behalf of 239 Madison residents that received primary medical, dental or mental health services during 1,324 visits throughout the past year. CHC is the only medical option for many residents that are un- or under-insured, other than visiting the hospital emergency room.				
1-100-6140-0000-9500-856-00		RECOMMENDATION FROM BOARD OF SELECTMEN TO REDUCE FUNDING FOR COMMUNITY SUPPORT / SEE BUDGET DETAIL	\$ (3,429)			
		Maintain 929.00 for Community Mental Health / \$1,071 to be allocated at Selectmen discretion				
VNA		RECOMMENDATION BOARD OF SELECTMEN TO REDUCE VNA BUDGET REQUEST	\$ (5,000)			
1-100-6110-0000-9500-845-00						
VNA Community Healthcare-Improve Services	\$2,400.00	Transitional Care- targets those people who are not eligible for home care coverage through their insurance because they do not meet the "homebound" requirements. The program is designed to help ease a patient's transition from a hospital setting to a home setting. This program includes a nursing visit to the hospital prior to discharge, a home visit, and follow up phone call. The transitional care nurse assists the patient with medical records, making follow up appointments with the doctor within 7 days of discharge, and helping the patient manage medications; all factors that help prevent a return to the hospital.				

2012-2013 Budget Requests

Department	Amount	Rationale	BOS Approved	BOS Approved	BOF	BOF
			Feb. 9, 2012	Feb. 9, 2012		
VNA Community Healthcare-Improve Services	\$9,360.00	The Well Right Now Program- is designed to help people with multiple chronic illnesses maintain their treatment plan. The program consists of scheduled visits to a nurse coach at a town "nurse clinic" where the nurse will check a patient's vital signs and weight, and also provide patient teaching. Through diet, exercise, community resources and medical self care skills the nurse will help the patient stay consistent with their treatment plan, in turn enabling the patient to remain independent at home longer.				
VNA Community Healthcare Current Services	\$2,850.00	Multi Session Program- VNA will continue to provide Multi Session Programs. These are ongoing programs designed to exercise and motivate the body and mind. Examples of such programs are tai chi, and Brain.e.ology.				
VNA Community Healthcare- Current Services	\$6,000.00	Transportation Subsidiary- In an effort to accommodate the growing number of clients attending the Adult Day Center who require transportation, VNA finds it necessary to invest in an additional vehicle. In doing so, VNA will be able to transport clients more effectively and in a more timely manner. An additional vehicle will also allow for continued transportation for our clients should the other vehicle be in need of repairs/maintenance.				
VNA Community Healthcare Current Services	\$3,950.00	Administration Fee- We respectfully request an increase in our administrative fees to be 10% of the amount awarded. Previously we requested an administration fee to be 5% of the amount awarded.				
VNA Community Healthcare Current Services	\$1,434.00	Program Clinic Teaching-VNA is requesting an increase of \$1,434.00 under this category. The breakdown is as follows \$36.00 for flu shots, \$757.00 for flu clinics, \$379.00 for Blood Pressure Clinics, \$168.00 for Program Teaching, and \$94.00 for PPD shots.				
VNA Community Healthcare Current Services	\$322.00	Clinical Patient Services-VNA is requesting an increase of \$322.00 under this category. The breakdown is as follows: \$35.00 Skilled Nursing Visits, \$118.00 for Home Health Aide Visits, and \$169.00 for Homemaker/Companion Visits.				
VNA Community Healthcare Current Services	\$823.00	Adult Day Center-VNA is requesting an additional \$823.00 for Adult Day Center Services.				
COMMUNITY SUPPORT		MOVE FUNDING FOR VNA FROM DEDICATED ACCOUNT				
AMBULANCE 100-3130-0000-9500-865-72 Operating Funds		Increase the total operating budget to \$515,000. The increase includes costs to provide 2 paramedics 24 hours a day, 7 days a week, 365 days per year. Call volume has increased by 11%. Additional staffing during the day shift has allowed us to minimize requests for mutual aid and provide better service to the Madison Community. It should also be noted that Madison Ambulance had to adjust \$400,000 for FY 2010-2011, this number includes patient bad debt as well as reductions in Medicare and Medicaid. This is lost revenue that can never be recovered and must be absorbed by Madison Ambulance.				
AMBULANCE	\$ 10,000	Madison Ambulance feels that the new station is a Town Asset and should be maintained by the Town of Madison. Funding is requested to cover the maintenance costs of the new ambulance facility.	\$ 10,000			
1-100-2102-0000-4300-552-72		FUNDING TO BE IN MAINTENANCE BUDGET FOR AMBULANCE				
AMBULANCE	\$ 125,000	This line item represents the cost to add one additional paramedic on the overnight shift. This would increase service to the town to provide 2 paramedics 24/7, 365.	\$ 35,000			
1-100-3130-0000-9500-865-72						

2012-2013 Budget Requests

Department	Amount	Rationale	BOS Approved	BOS Approved	BOF	BOF
			Feb. 9, 2012	Feb. 9, 2012		
1-100-3130-0000-3224-865-72 Staff development	\$ 1,500	Increase the staff development line item from \$1,500 to \$3,000. Madison Ambulance utilizes an online training program to maintain continuing education requirements for Emergency Medical Technicians and Paramedics. This program is also used to maintain compliance with OSHA requirements such as blood borne pathogens training.				
1-100-3130-9998-7309-865-72 Ambulance Replacement	\$ 139,500	Madison Ambulance is currently bidding on a new ambulance and the projected costs are \$185,000. During the 2011-2012 fiscal year we submitted a competitive bid. However, the bids did not come back competitive in nature. The span was \$148k-\$218K. We need to replace a 1998 Ambulance and 1996 supervisors vehicle both of which have been delayed for 2 years. Madison Ambulance also needs to rebuild the account for future purchases. A vehicle replacement schedule is attached.		\$ 24,500		
North Madison Volunteer Fire Company	\$ 11,660	- Total Amount Approved for 2011-2012 Budget: \$108,340 - Total Amount Requested for this line for 2012-2013 Budget: \$120,000 - \$120,000 – \$108,340 = \$11,660 Apparatus Replacement		\$ 11,660		
North Madison Volunteer Fire Company		This account is used to replace aging fire apparatus which has reached the end of its service life. The NMVFC currently uses 20 years for planning purposes to replace apparatus. The NMVFC presents a replacement schedule annually at each budget workshop. The current schedule can be found in our budget proposal.				
1-100-31360-9998-7309-636-83		1st Selectmen Recommendation / Truck Replacement / Capital Project				
North Madison Volunteer Fire Company	\$ 6,000	Equipment Reserve / Replacement of eight tires and regular maintenance. 1-100-3130-9998-7350-636-83		\$ 6,000		
1-100-3130-9998-7350-636-83						
Madison Hose	\$ 2,000	Increase on Truck Maintenance / 1-100-3130-0000-9500-636-82	\$ 2,000			
	\$ 4,000	Increase for Gear Replacement / 1-100-3130-9500-7360-950-82	\$ 4,000			
1-100-3130-9998-7309-636-82	\$ 62,000	Increase for Truck Replacement / 1-100-3130-9998-7309-6369-82		\$ 62,000		
	\$ 4,000	Increase for Hose & Equipment				
Scranton Library	\$ 30,893	Operational Budget request was 5.5% and was reduced to 3% to meet budget guidelines				
Sub Total	\$ 746,726		\$ 123,938	\$ 91,445	\$ -	\$ -
		Capital Projects				
		Planned and Cycled Maintenance				

2012-2013 Budget Requests

Department	Amount	Rationale	BOS Approved Feb. 9, 2012	BOS Approved Feb. 9, 2012	BOF	BOF
E. C. Scranton Memorial Library -		Major capital expenditures for Library building repairs, furniture and equipment replacement have been postponed in recent years in anticipation of a complete expansion and renovation project, including demolition of part of the existing Library building. The timing of the expansion project is now indefinite.				
		Refurbishment of Current Library Building -				
	\$ TBD	The Library is in the process of concluding a new 5-year Strategic Plan. As part of the Plan research, we conducted numerous focus groups and individual interviews. One comment that appeared repeatedly was the poor physical condition of the Library interior. "Shabby" was a word that appeared more than once. Now that we are faced with an indefinite time frame measured in years for consummating a major renovation, we believe we need to move forward with a long overdue refurbishment and facelift. Our intention would be to engage a professional consultant to assist in developing a refurbishment plan, and begin to implement such a plan in FY 2012-13. We would seek the Town's assistance in covering the costs involved, perhaps in the form of a special appropriation. We would welcome the chance to meet and discuss this at your convenience.				
		The Library's normal annual Operating Budget for repairs is not sufficient to include major items should they arise in addition to the usual annual maintenance and repair costs.				
		Funds Needed When / If Equipment Failure Occurs:				
	\$5,400	Replace the return air fan speed drive for the variable air volume HVAC system, installed 1989. Normal life expectancy 8-12 years. Equipment can no longer be repaired. "Twin" supply air failed and was replaced in 2005. Equipment would only be replaced in event of failure; funds will not be used as long as equipment continues to function, but funds must be available for immediate equipment replacement if /when it fails. (Cost estimate January 2009)				
	\$7,000	Estimated total cost of possible repairs for existing rooftop air conditioning 50 ton Carrier condenser unit installed in 1989, as alternative to replacement of unit at estimated cost of \$40,000.				
	\$12,400	Subtotal Funds Needed for Library Building Equipment Failure				
E. C. Scranton Memorial Library - Page 2		Note: Town of Madison Capital Maintenance Fund Project List / Town - School Projects / LOCAP/ Dec 14, 2009 lists Library Roof at estimated cost \$150,000 for Year End 2013-14. Some minor roof repairs were made in the Summer of 2009. Therefore no additional funds are requested for Library roof repairs at this time.				

2012-2013 Budget Requests

Department	Amount	Rationale	BOS Approved Feb. 9, 2012	BOS Approved Feb. 9, 2012	BOF	BOF
		Rental Properties: Funds Needed When / If Equipment Failure Occurs				
		Library owns and rents out 3 commercial & 1 residential buildings on property				
		acquired for the expansion. Net rental income is needed to apply to the Library's				
		annual Operating Budget. The following repairs would only be made under				
		failure, emergency conditions, in order to be able to retain tenants and				
		use the buildings for rental income, until the Library expansion project occurs.				
	\$6,550	14-18 Wall Street Brick Building "Roof totally falling apart, replace ASAP with				
		modified bitumen roof, cheapest possible, should last 5-7 years," per				
		Quality Roofing Dec 2008				
	\$9,000	24-26 Wall St White House (1 commercial tenant ground floor, 2 apts 2nd floor,				
		15 rooms total) Replace asbestos-wrapped oil furnace with electric heat,				
		including upgrade to electric service needed.				
	\$5,000	20 Wall St. White Building Rear - Replace compact oil boiler.				
	\$20,550	Subtotal Funds Needed for Rental Properties Equipment Failure				
	\$32,950	Total Funds Needed for Equipment Failure				
Total with Library	\$779,676					

Town of Madison / Requested Budget 2012-2013

BOS Approved 2.9.2012

	<i>Approved Budget 2011-2012</i>	<i>Adjusted Budget 2011-2012</i>	<i>Requested 2012-2013</i>	<i>Change</i>	<i>% Change</i>
Town Of Madison / Operational Budget	\$ 15,141,428	\$ 15,560,203	\$ 15,472,876	\$ 331,448	2.19%
BUDGET ADJUSTMENTS OPERATIONAL			\$ 123,938		
Adjusted Operational			\$ 15,596,814	\$ 455,386	3.01%
Private School Transportation / Health Services	294,802	294,802	300,699	\$ 5,897	2.00%
Sub Total / Operational and Private Schools	15,436,230	15,855,005	15,897,513	\$ 461,283	2.99%
Health Insurance / Self Funding	1,354,351	1,354,351	1,511,330	\$ 156,979	11.59%
GASB 45 / Post Employee Benefits			\$ -	-	
Capital Projects	851,555	851,555	858,794	\$ 7,239	0.85%
Adjusted Capital Projects			91,445	\$ 91,445	10.74%
Capital Maintenance Fund / LOCAP	1,074,864	1,074,864	1,107,110	\$ 32,246	3.00%
Planned and Cycled Maintenance	100,000	100,000	100,000	\$ -	0.00%
Adjusted Planned and Cycled			0	\$ -	
Sub Total / Reserve Funds	3,380,770	3,380,770	3,668,679	\$ 287,909	8.52%
Debt Service / Interest	452,981	452,981	596,625	\$ 143,644	31.71%
Debt Service / Principal	1,172,000	1,172,000	1,152,000	\$ (20,000)	-1.71%
<i>(assumes no funding for Griswold property)</i>					
Sub Total / Debt Service	1,624,981	1,624,981	1,748,625	\$ 123,644	7.61%
Total Town of Madison Requested Budget	\$20,441,981	\$20,860,756	\$21,314,817	\$ 872,836	4.27%
Board of Education Requested Budget	\$ 50,279,057	\$ 50,279,058	\$ 50,938,826	\$ 659,769	1.31%
Total Town and Board of Education Budget	\$ 70,721,038	\$ 71,139,814	\$ 72,253,643	\$ 1,532,605	2.17%