

**SPECIAL MEETING MINUTES  
TOLLAND TOWN COUNCIL  
HICKS MEMORIAL MUNICIPAL CENTER  
6<sup>th</sup> FLOOR COUNCIL ROOM  
MARCH 12, 20120**

**Present:** Tammy Nuccio, Steven Jones, Brenda Falusi, Lou Luba, Kurt Schenher

**Absent:** John Reagan, Robert Abbate, Jr.

**Also Present:** Michael Rosen, Town Manager  
Michael Wilkinson, Director of Administrative Services  
Lisa Hancock, Director of Finance and Records  
John Littell, Public Safety Director  
Barbara Pettijohn, Library Director  
Bruce Watt, Recreation Director  
Kevin Eklund, Administrative State Trooper  
Lori Sherwood, Administrative Secretary  
Tina Binheimer, Animal Control Officer  
Rob DaBica, Fire Marshal  
Nancy Dunn, Assistant Human Services Director  
Betsy Tanner, Executive Secretary  
Kelly Euliano, Administrative Secretary

Meeting called to order at 7:02 pm.

The Town Manager went through the department budgets including Fire Department; Human Services; Law Enforcement; Recreation; Library

Throughout the presentation there were questions from Town Council members on the following topics: Why Hydrants are in Public Safety budget?; asking about adding Firefighter at ½ year; high cost of ACO budget; recreation revenue budget; salamander ID system costs;

Below are additional questions that were submitted prior to the meeting and answered and discussed/ explained at the meeting with Town Council members.

**Public Safety- Water Supply:**

*Please provide more info on this. What are the increases for?*

To cover a projected increase due to a general rate increase request that CT Water submitted to PURA.

*We have no control over the charges, correct?*

Correct, we have no control. Estimated increases of a 10% (\$5,020) 15% (\$7,531) or 20% (\$10,040) were received. We used the 20% rate for budgeting purposes.

*First bullet mentions removing this from public safety but even though it's a "utility" it does seem like it's a public safety related utility...*

Fire hydrants are part of the infrastructure of a Town and should be classified as such. Including this program to operations conducted by the Department artificially inflates the Department's overall budget.

This fee is for paying for the fire hydrants that we are responsible for. We do not have any control over the cost for these items. We put in the best estimate we could with the information that they provided us regarding substantial increases to the cost.

Steve always felt very strongly that this should stay under Public Safety as it's for fire hydrant protection and not a normal utility to run buildings etc.

I know John would prefer not to have to have it in his budget because he has no control over the costs and feels that he gets punished if the Costco up and he has to find it somewhere else

**Ambulance Service:**

*If we're able to reduce some of the expenses I've identified perhaps we can bring on the new career on earlier?*

An additional staff member would be appreciated.

*What, if anything, can we expect to receive from the state in terms of the PTSD services they've been touting?*

Town's will not receive anything, but will have to provide services for affected personnel.

*Professional services: what is driving the increase of \$51k to \$53k from actuals in 18/19?*

Planning for the potential of additional members earning reimbursement and becoming eligible for the annual \$500 retirement incentive deposit.

*Service contracts, \$0 in 18/19, where are we in actuals so far this year and what is behind the flat \$2,600 from this year to next? What are we servicing?*

Service contracts include annual maintenance on the commercial washer/dryer that were donated, annual service and repairs to stretcher etc.

*Due and membership? - seems high, also program materials*

**Animal Control:**

*Communications - what is Animal control dispatching services for \$9,950??*

Dispatching services will provide security, safety and accountability for our Animal Control Officers. Currently Officers respond to calls without anyone knowing their whereabouts. Situations can instantly turn dangerous and having communication with a dispatcher could make the difference in such a situation.

*Is this something that is only used for Tolland or for Willington also?*

Other communities are looking towards this service.

*Other Services and fees - \$3,440 for multi agency radios? Don't we only have two ACO's?*

Yes, we have two ACOs.

*The fire departments communication radios were \$7,250 for a lot more people.*

Different model of radios designed to communicate with multiple AC agencies state-wide. These were the least expensive model that would suit our needs.

*Same question regarding a "Mobile radio", what exactly is this and are these going to be yearly fees and what are we getting for this spend?*

A mobile radio is one that is installed in a vehicle. There are no yearly fees.

*Machinery and Equipment - max of 700 in three years, now \$1000?*

*Repairs - \$1,800 max in three years, now \$3k?*

Increased due to using Fire/Ambulance money to cover expenses. Previously no line items for this purpose existed.

*Other equipment - one year only expense - micro chip scanner .*

Yes, occasionally as technology advances our equipment can become inoperable and in need of replacement.

*There is a 26% increase in this cost center year over year... that's a little hard to swallow...*

yes

**Fire prevention:**

*Other Services and fees - \$1,000 for aging vehicle repairs? Parts or labor?*

Both.

*Do our mechanics work on all town vehicles including this one?*

No.

*Overtime - \$5k in OT for assistance with the fire marshal, this has nothing to do with the cross town program does it? to accommodate working residents schedules? Eh.... Not a fan.*

Correct, this does not have anything to do with the Mutual Aid Fire Marshal Services agreement that is in place.

*Printing - seems like it can be reduced*

Also includes color inks when printing photos in-house.

*Dues and memberships - historical high is \$300, now \$750 what has caused it to more than double?*

Public Safety Officers have been cross-trained and certified as Fire Inspectors.

*Training and development - last couple years max \$500, what is causing the \$1000 and where are we in actuals this year?*

Public Safety Officers have been cross-trained and certified as Fire Inspectors.

*Other Equipment - no real trend, where are we this year and what are you expecting to spend the \$2k on?*

This category includes all gear, equipment, clothing and uniforms needed in the performance of the Fire Marshal duties.

To shed some light on the Cross Town Marshal Agreement is only for emergencies or in the event additional help is needed or I am not available. Inspections are not part of this agreement. The 5000.00 request is payment for the paid staff that can work added hours to better accommodate multi-family homes. The law states every unit based on its construction type are required to be inspected by a certified inspector annually.

**Fire suppression:**

*What is driving the increase of OT of \$8,600 and temporary help of \$4,500? Please explain.*

This category has never been adequately adjusted to cover all of the time off the Career staff is eligible for and does not include any time to cover injury leave.

*Communications - \$8,250 for portable radios? Were they all replaced? This seems to be an increase in all of the public safety areas, can you give some color?*

Volunteer staffs are using radios that are approximately 15 years old. Technology changes (analog to digital) also have an impact.

*Printing and Equipment rental seem high, equipment has zero actuals for the last three years*

Also includes color inks when printing in-house.

*What's driving the dues and membership increase?*

Fire Inspectors.

*Training and development - where are we for actuals and what specifically is driving the increase of \$800?*

This account has had previous cuts – funds are needed to allow for training to be in compliance with certifications.

*Computer software - where are we for actuals and what was the driving increase for this year to \$4,700 from \$2,400?*

Salamander ID system.

*Books and subscriptions - seems a little high*

*Explorer post - is it still active? 18/19 there were zero expenses, now back to \$1,400*

Program was previously cut during the budget process but has since been reinstated.

**Law enforcement:**

*Communications - what is driving the increase of \$1,400*

Communications: this is related to 911 at TN. This is a budget item which falls under the Fire Department. Not sure why the Resident Troopers Office absorbs any cost from this area. Question would have to be answered by Fire.

*What is under service contracts for \$4,200 prior three years had no real expense there. What are we using this for this year?*

The service contract for \$4,200 per year is for the software related to our 2 speed signs. This software allows us to collect data necessary for speed enforcement in the town.

*Repairs seems like it can come out*

Repairs is for maintaining our radar and laser devices. They have to be calibrated yearly and repaired if need be.

The DUI grant is for enforcing drunk driving in the town. It is a grant fully reimbursed by the state. Tolland pays nothing. We were declined the grant for 2020. We will be reapplying later this year for 2021.

**Community Services - Senior Center:**

*Agricultural and custodial? - \$200 - move it to programs*

Yes, the Agriculture account reflects the budget for dishwasher detergent; without that expense, the senior lunch program could not take place.

**Human Services:**

*Performance measures: are these estimates? Some numbers are the same all the time.*

*Visiting nurses - \$0 actual two years in a row, where are we currently for 19/20 and thinking behind 20/21?*

Performance measures: There are 4 broad categories where measuring individual participants would be difficult, and estimates are used (Counseling & Case Management; Crisis Intervention; Outreach, Information & Referrals; Community Events). The remaining Actuals are actual numbers drawn from our records of services provided. If we determine that any of the 4 estimated categories will increase/decrease, we will adjust those Performance Measures to reflect a change.

Visiting nurse was one of those open po fundings. Agricultural is for dishwasher detergent I think. Should not be programs. Visiting Nurses: Lisa is correct- A PO for \$7,000 was issued on 2/23/17 (\$2,000 to cover the remainder of FY17-18; \$5,000 to cover FY18-19) That PO was exhausted in July 2019. Our FY19-20 budget is \$3,500, and the proposed FY20-21 budget is \$3,500. Expenditures thru Jan '20 are \$1536 (note that Jan-Jun expenses are typically higher than July-Dec expenses due to less services being provided in the summer months).

**Library:**

*Do we not have any computer replacements in this budget? Where would they be? I'm thinking in line with the info we got from the Library foundation and they're replacing of some of the computers. I notice there are quite a few down. Have we looked at what it would take to repair them? Maybe a local computer person could look at them?*

We have replacements for Library staff on order (China and the virus have delayed orders).

As far as the 12 'public' computers which in the past have been donated, we are also replacing them.

In our rotation plans, we will replace employees' older models with the new ones on order, and set up some the older ones (but newer than the public ones now) for public as well as some new models.

The newer ones are "mini" so we will have to order brackets to secure them and also to prevent them from disappearing. As soon as the new order comes in, the replacement plan will be evaluated and set in place.

*What are professional services for?*

Professional services is for the inter/intra library loan program

**Recreation:**

1. *Interested in the programs you're proposing aimed at obesity, can you give some examples? Same with working with local groups for more joint special events and fundraising ideas?*

- a. Most of our programs are aimed at combatting obesity. The majority of our programs involve some kind of physical activity to promote exercise and health. Some examples of our

programming in regards to combatting obesity are: Yoga (16 and older), Zumba (18 and older), Jukido (all ages), Soccer Shots (ages 2 through 4), Recreational basketball leagues (ages 5-18), Summer Camp (Kindergarten-8<sup>th</sup> grade), and pickleball.

- b. We are always looking to bring in new programs. We currently are adding a theatre program for youth and teens. These are pilot programs and may extend to adults as well.
  - c. Our department works with outside groups for special events. Groups such as the PCC and boys scouts have been involved with some events (such as Celebrate Tolland). This year we have added two special events; an outdoor movie night and the Kindness Counts Program.
  - d. We run one fundraising event (the Eagle Freeze) and look for sponsorships for other events to help offset the cost of programs.
2. *How are we finding community involvement with Crandall's in the summer when camp is on? Are people coming to swim?*
- a. We do not see a lot of community involvement at Crandall's Park when camp is in session. The general public are at the site using the trails, tennis court, and playscape. We do not get many swimmers.
3. *In terms of the recreation fund, I'm concerned because it looks like in most years our expenses are higher than our revenue which is putting pressure on the fund. Are we reviewing to understand why the expenses are higher? Are we adjusting rates?*
- a. Over past five years that I have been involved with the Town of Tolland, our department has always finished in the black. The recreation fund is doing well. Below are the past five years' worth of revenue and expenditures:

Fiscal Year	Revenue	Expenditures	Net
2014/2015	\$329,372	\$299,538	\$20,834
2015/2016	\$360,200	\$291,883	\$59,317
2016/2017	\$338,843	\$303,012	\$32,181
2017/2018	\$313,535	\$305,788	\$7,747
2018/2019	\$305,510	\$288,040	\$20,470

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
3 Year Phase, General Fund for Rec. Utilities					
Watershed Grant Expense					
Watershed Grant Revenue	6,100				
Parker Bldg Move & Utilities					
3030 admin cost In		6,000	6,000	6,000	6,000
Capital Projects out	(15,000)	(15,000)	(9,650)		
Revenue	329,372	360,200	338,843	307,535	302,510
Expenditures	(299,538)	(291,883)	(303,012)	(305,788)	(288,040)
<b>Total Net Revenue</b>	<b>20,934</b>	<b>59,317</b>	<b>32,181</b>	<b>7,747</b>	<b>20,470</b>

Our department is always looking at our programming and their financial status. We do need to raise rates at times to offset increases to our operations (ex. The rise in minimum wages). There are other times where our department looks for creative ways to save money without it be detrimental to our programs.

4. *What locations are covered with the utilities cost? Just the rec building or others also? Lights at Crandall's and the lodge etc?*
- a. The monies that are put into the general fund strictly help offset the cost of the Recreation Building. The Recreation Fund pays for the utilities at Crandall Park, Lions Field and any

additional cost at the recreation building that exceeds the amount in the general fund. The Lodge utilities is paid out of the Lodge Fund.

5. *What is covered with professional services specifically - this can probably be reduced but I'd like to be sure we're at least recovering our expenses in rates before removing this.*
  - a. This provides some of the monies for Celebrate Tolland. All \$3,000 with in the professional services goes towards Celebrate Tolland, the remaining cost of the event is covered through sponsorships.
6. *Have you considered adding any programming for the seniors at Parker Place? Or partnered with the senior center to have some elderly offerings?*
  - a. Senior Programming at the Recreation Building has been talked about, especially with senior housing opening. We do offer Chair Yoga, Yoga, and knitting currently.

Meeting adjourned at 9:07 pm.

Respectfully submitted,

Michael Wilkinson  
Director of Administrative Services