

**COMBINED BOARD OF SELECTMAN AND BOARD OF FINANCE  
PUBLIC BUDGET HEARING  
MINUTES OF MEETING  
MARCH 13, 2013**

Pursuant to the call and written notice, the Public Budget Hearing of the Board of Selectmen and the Board of Finance was held on Wednesday, March 13, 2012 at 7:00 pm in the Board of Education Administrative Offices, Seminar Room 300, 501 Kings Highway East, Fairfield, CT.

**MEMBERS PRESENT**

Chairman Thomas Flynn, Cathy Albin, James Brown, Ken Brachfeld, Christopher DeWitt, Robert Stone, James Walsh

**MEMBERS ABSENT:**

Mary LeClerc, Robert Bellitto

**BOARD OF SELECTMAN**

Michael Tetreau, Cristin McCarthy-Vahey, Kevin Kiley, Robert Mayer-Chief of Staff/Acting Fiscal Officer

**ALSO PRESENT:**

Caitlin Bosse-Clerk of the Board of Finance; Twig Holland-Purchasing Director-TOF; Donald Ross-Tax Assessor-TOF; Cinda Buchter-Tax Collector-TOF; Donald Leslie-Director of IT-TOF

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Chairman Flynn.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

Chairman Flynn asked for a moment of silence for Dr. George Lacovara who passed away earlier today.

**3. BUDGET DISCUSSION**

**FINANCE**

Robert Mayer-Chief of Staff/Acting Chief Fiscal Officer gave an overall review of expenses and indicated to the Boards that in the next few weeks the Town will have a better estimate of the Surplus Account.

Kevin Kiley asked for the follow up to last week's request for backup on excessive current year to date overtime spending. B. Mayer explained that the high overtime figures are due to Hurricane Sandy- reimbursable thru FEMA; will have better more accurate overtime numbers next week.

Jim Walsh arrives at 7:16 pm

Discussion occurs on various line items within the finance department including slight 1.3% payroll increase; printing and continuing education. Electronic payments to vendors are being researched for possible savings in the department.

When asked by James Walsh if the Finance Department Budget was cut what line items would be cut? Mr. Mayer could not answer where cuts would be made.

Discussion ensued regarding payroll history for the CFO position over the years and the current salary, with suggestions some savings should be found when a new CFO begins with a possible lower salary.

Mr. Flynn suggested, and the entire Board was in favor of removing the Supplemental Account out of the Finance Department Budget and creating a separate distinct account for Supplemental.

No Public Comment.

#### **PURCHASING**

Director of Purchasing Twig Holland reviewed budget for the Purchasing Department. When asked by Jim Walsh if the cuts were made to the department's budget what line items would be cut, Ms. Holland stated she would look for savings in the postage and printing lines.

Board members questioned Work Attendance Bonus-and were informed that Department Heads are eligible for these bonuses. Chairman Flynn requested information on the past few years as to the Department Heads Work Attendance Bonuses.

Board Members discussed Department Head's longevity and salary increases, and were told that in the past Department Head salary increases have been at the discretion of the First Selectman, however, upon review of the Charter of the Town of Fairfield, it appears that the Board of Selectmen should vote on Department Head salary increases and thus, this will be the new procedure going forward. Chairman Flynn asked that a copy of the Department Head benefits outline be provided to the Board.

No Public Comment

### **ADMINISTRATIVE SERVICES**

Twig Holland noted that there is a slight increase due to cost of the private mailing service and leases for copiers/scanners.

Ms. Holland was asked for backup on how she calculates estimated fuel costs by Board Members.

No Public Comment

### **ASSESSOR**

Town Assessor gave an overall of his department's budget.

Discussion ensued in regards to costs of Fees and Professional Services line item. It was noted that the Town is still working on the last re-valuation, including litigation. Actual costs for the last re-valuation have yet to be finalized due to ongoing litigation and costs still being funded.

Board Members discussed what tax effects will fall on taxpayers whom have suffered damage and losses due to Hurricane Sandy.

No Public Comment

### **TAX COLLECTOR**

Cinda Buchter, Tax Collector for the Town of Fairfield indicated that the new on line tax payment system is working better and more people are beginning to use the system. Ms. Buchter also made a suggestion about looking into using a local bank to also collect Town tax payments, as some other localities have instituted this procedure. The Board was very supportive of looking into this new procedure.

Kevin Kiley asked for an update as to policy/procedures from the Town Auditor on how to monitor the Tax Collector's Office from fraud as such has been occurring in other localities.

No Public Comment

### **INFORMATION TECHNOLOGY**

Director of It for the Town, Donald Leslie appeared before the Boards.

Mr. Leslie informed the Boards of his desire to hire a new full time employee to implement the new phone system.

Discussion ensued about updating the Town's GIS (Geographic Information System); his increase in Fees & Professional Services line due so Town can go to "CLOUD" thus eliminating old servers used for backups.

Board Members questioned and discussion followed in regards to new servers via entirely going to "CLOUD"

Chairman Flynn once again reiterated his desire to see some kind of clear road path to where our Town IT Department is heading; where technology for the Town is going; priorities and costs and savings. It was suggested that the Town form an IT Steering Committee to assist in helping our IT Department map in this endeavor.

Discussion continued on individual line items, warranty costs, equipment desired and costs associated with new requested equipment, maintenance and repairs of equipment, communication networking , new software requests, servers, "C:LOUD" and disaster recovery.

Chairman Flynn and Board Members acknowledged frustration with Mr. Leslie's presentation and that this frustration was mostly due to lack of clear direction of where the Town IT infrastructure is going.

No Public Comment

#### **BOARD OF FINANCE**

There was a quick review of expenses

No Public Comment

#### **UNEMPLOYMENT COMPENSATION**

Bob Mayer stated that the Town is below costs on unemployment this year so far, however, if the Boards are looking into service and personnel cuts in the new budget, there would be severe impacts to this line item as a result of personnel cuts.

No Public Comment

#### **ADJOURN**

Being there no further items presented before the Board, Member Cathy Albin made a motion to adjourn the meeting AT 10:26 PM, seconded by James Walsh. *Motion passed unanimously.*

Respectfully submitted:

Christine S. Boccamazzo

