

# TOWN OF WILTON

## BUDGET COMMITTEE

Location: Wilton Town Hall: Selectmen Office  
7:00 P.M.

### DRAFT MEETING MINUTES September 25, 2014

*Members Present: Betsy Castro, Harry Dailey, Joyce Fisk, Donna Pucciarello, Joe Torre, Bill Condra,  
(7:30) Selectmen Rep., and Dawn Tuomala, Secretary*

*Audience: Chief Gary Zirpolo, Ambulance*

- 1. Acting Chair Mr. Dailey called the meeting to order at 7:00 PM.**
- 2. Review and Approval of August 7, 2014 Minutes**

**Motion was made by Mr. Torre to accept the minutes of August 7, 2014 as written; seconded by Ms. Pucciarello. Motion was called: 4 in favor; 2 Abstentions (Ms. Castro and Ms Maki); motion passes unanimously.**

- 3. Review Budget to date (Jan to August)**

The Fire Department electricity is high and concerning even though they have increased their building size. The electric invoices should be checked to see if they include any costs due to the construction. This amount should have been transferred to the project and not coming out of the regular budget.

The Fire Department has each vehicle identified in an individual line item so they can track the historical maintenance on each vehicle. Engine 1 was at a stop sign and was hit by another vehicle. There was a \$1,000 deductible that comes out of this line. There was a question if all of the expenses for the repair was put on this line and if so was the insurance money debited since they don't have any income. This must be offset to show where the expense was paid from. This is a accounting format that should be reviewed.

The Police Department heating fuel is at 83% of the budget. The tank was probably topped off for the summer when prices were cheaper so going into the season they have a full tank and won't need much until the end of the year.

Chief Zirpolo stated that the accident with the ambulance had a \$3,500 repair and that only \$1,000 was taken from the line and then the \$2,500 check got credited to the auto repair line offsetting the \$2,500 expense. The only expenses on that line should be the deductible paid and not the whole amount. Again this should be checked with the accountant.

The Recycling Center was over on the contract line due to the failure of the septic system.

The Elections (small budgets page) was only listed until April so we'll need an updated sheet. The Cemeteries gas line was over by \$100 but the bottom line is fine.

Under Parks and Recreation the irrigation line hasn't been touched, so has this not been done and will it be done this year?

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1  
2 The Conservation Commission is now paying for a secretary, where is this being taken out of?  
3 Is it under the "other" line that has \$2,000 budgeted and only \$1,000 has been spent. This line  
4 item for voted on Town Meeting floor to be able to take down a tree that is off Maple Street and  
5 on Conservation Land. Has the tree been taken down or has the secretary been paid from this  
6 line? There should be a labor line if she is an employee of the Town.  
7

8 There were no expense reports given for the Ambulance, Sewer Department or Water  
9 Department Budgets.

10  
11 The questions asked in the August Meeting have not been answered and this should be done  
12 for the next meeting.  
13

14 Mr. Dailey stated that the State has made a determination on the FRES letter sent to them last  
15 month and they decided to go with the way that the School Board wanted it and the way it was  
16 intended by the District vote.  
17

18 **4. CIP Review**

19 The date information at the top of the page needs to be adjusted to read 2014 to 2109.  
20 Questions were raised about the Fire Department vehicles; according to the current schedule  
21 over a million dollars needs to be raised in the next year. This schedule needs to be updated  
22 with more accurate realistic dates. There was discussion about purchasing used verses buying  
23 new. There is a place in Alabama that sells used equipment for reasonable prices but you can't  
24 always get what you're counting on. There was also discussion about the jobs each vehicle  
25 does and presently 2 of them are equipped as rescue trucks. Once we purchase the new  
26 rescue truck than that will become the only rescue vehicle we will need and we don't need to  
27 have duplicate equipment on another vehicle. There was discussion about making the warrant  
28 articles broader in their language so that we can also purchase a used vehicle. Right now we  
29 stated a new rescue truck so that's what must be purchased and we can't look for a good used  
30 one.  
31

32 Chief Zirpolo stated that the Ambulance will need new cardiac units (AKA Life Packs) in the year  
33 2022. They will need \$80,000 for 2 of them. They won't be supported after 2016 and it will be  
34 more difficult to get parts etc. but he feels we can make it to 2022. This has already been put  
35 on the CIP plan and will be reviewed to make sure that the expense is appropriately split  
36 between the participating Towns.  
37

38 **5. Review of trends for Past 5 years – Ms. Pucciarello**

39 Ms. Pucciarello stated that she needed a 2013 Town report so that the information can be  
40 updated to the current year. She has prepared the trends for each department since 2009.  
41

42 **6. Bottom Line Budget goal and Employee Raises**

43 The concept of zero based budgeting will be enforced this year with each department head. If  
44 you look at one year to the next they are exactly the same budget but some of the items are  
45 never expended.  
46

47 There was discussion on the amount of pay raises this year. Mr. Torre stated that he wouldn't  
48 like to see the increase be more than the federal cost of living. This should be reviewed in the  
49 future. Mr. Dailey explained that there are more and more costs being pushed down to the  
50 Towns from the State level.  
51

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1 Mr. Condra stated that there will be a class on zero based budgeting for the Department Heads.  
2 They will also be taking a look at the 5 year trends.

3  
4 The bottom line budget should be emphasized as having a zero percent for the bottom line or  
5 flat budget. The budget member consensus on the raises was a 1% increase at this point. This  
6 will be revisited during the January meetings after the entire budget has been put together.  
7 Depending upon what the bottom line will determine is any additional increase can be given.  
8

9 Chief Zirpolo questioned the emphasis on zero based stating that he will be required to improve  
10 his computers to become HIPPA compliant. It was explained that if there is a viable reason for  
11 going over that will be reviewed and taken into consideration. This case would be a need  
12 verses a want.  
13

14 There was discussion about separating out the buildings for each department or put them all  
15 under the particular department's budget. The Town Hall and the Police Buildings are  
16 separated out and this helps to give a better and easier view of what is happening with a  
17 building and what it might need in the future. This might also help to detect if there is an issue  
18 coming up with a particular facility. Even though the buildings are separated from the Police  
19 Budget they are totaled with the department expenses at the bottom line. This will also help an  
20 audit company to do an energy audit which they will be starting on the Town Hall. Maybe a little  
21 extra insulation will help with the reduction of heating oil costs. There are companies will do  
22 these types of audits for free.  
23

24 **Motion was made by Mr. Torre to separate out just the building information from each**  
25 **department and then to have a total in the bottom line; seconded by Ms. Pucciarello; All**  
26 **in favor; motion passes unanimously.**  
27

28 **7. Department Assignments**

29 *See Attached list.*  
30

31 **8. Future Meeting Dates**

32 The next meeting will be on November 20, 2014. Selectman Condra stated that he has a  
33 scheduling issue with being a Water Commissioner as they meet on every 4<sup>th</sup> Thursday so on  
34 those nights he will arrive at 7:30 instead of 7:00 PM.  
35

36 **9. Other Business**

37 None at this time.  
38

39 **10. Adjournment**

40 The next meeting will be on November 20, 2014 at 7:00 at the Wilton Town Hall.  
41

42 ***A motion was made to adjourn the meeting by Ms. Fisk and seconded by Ms.***  
43 ***Maki; all in favor. The Budget Committee was adjourned at 8:25 PM.***  
44

45 Respectfully Submitted,  
46

47  
48 Dawn Tuomala, Secretary