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*Patricia S. O'Reilly*  
TOWN CLERK



**Board of Finance**  
**2019-2020 Budget Workshop**

Town Hall Meeting Room  
Friday, February 1, 2019  
8:00 a.m. – 3:00 p.m.

*(Unapproved)*

**Attendance**

**Board Members Present:** Chairman Kevin Houlihan, Vice Chairman James Leahy, Kevin Moffett, Pat Romano, Joseph Nuzzo and P. J. Shanley

**Staff:** John Cifarelli, Finance Director; Audrey Geer, Assistant Finance Director; Deborah Satonick, Recording Secretary

Chairman Houlihan called the meeting to order at 8:00 a.m. Mr. Leahy showed a graph illustrating the impact of compound annual budget increases over the next ten years.

**1. Orange Police Services – Chief Robert Gagne**

Chief Gagne presented his proposed 2019-2020-department budget to the Board of Finance members. He distributed two handouts outlining the monthly mileage of the police vehicles along with the crime statistics within the Town of Orange. He discussed the needs of the department, noting that four unions - Police, Dispatchers, Supervisors and Clerical - will be expiring on June thirtieth of this year.

Chief Gagne requested an increase in the number of officers due to medical emergencies, security issues at the schools, along with traffic issues. On average, there are 4.66 medical emergencies everyday. He added that should marijuana become legalized in the State, there could be an increase in the number of traffic issues and crime within the town. A potential recession could also foster more crime in town. Mr. Shanley commended the Police Department for their hard work, along with Mr. Leahy. Chief Gagne highlighted the difference between the Orange Police Union and the Orange Police Department and appreciated Mr. Leahy's endorsement for donations.

Chief Gagne requested \$85k for two new marked patrol cars and \$4900 for a new computer server.

He reported that there are currently 46 officers on staff, but the department is down six officers due to injury, modified duty status, and three currently in the Police Academy. There is one unfilled opening that he would like to fill as soon as possible.

Lastly, Chief Gagne mentioned the jail cellblock project. He reported that there were two bidders and the bids came in quite high. This project will be presented as a Capital expenditure for next year.

## **2. Fire Marshall – Tim Smith**

Mr. Smith was unable to attend the meeting, so Mr. Cifarelli and Mr. Mongillo highlighted the department's proposed budget. Mr. Mongillo explained that Mr. Smith's computer had a failure in graphics. He recommended repurposing his computer and buying a new computer that is CAD ready. This would allow Mr. Smith the ability to edit online aerials and blueprints. \$5k was allocated in the budget for this new computer.

## **3. Director of Technology – Paul Mongillo**

Mr. Mongillo was introduced to the Board of Finance as the new Director of Technology. He explained that new computers come with a three-year warranty. The life expectancy of computers is about five to six years. He proposed a fixed reoccurring amount in the budget to allow him to replace seventeen computers per year, as needed. There are currently 140 computers being used, and about 70% are over 60 months old. Mr. Leahy inquired if 140 computers are actually needed by Town employees, and Mr. Mongillo indicated that they are all in use.

Mr. Mongillo noted that the town is not compliant with the current software licensing requirements. He explained some of the new program applications needed by the Town of Orange, noting that the current Fire Wall protection is not working properly. One new software program will allow residents to sign up for Parks and Recreation programs online. He presented a forecast of the future technology for the Town of Orange, noting that he has a file for all Town computers by user and serial number, directly connected to the vendor.

## **4. Public Works – Robert Brinton**

Mr. Robert Brinton was introduced as the new Public Works Director who replaced Mr. Bob Hiza. He discussed the proposed budget increases for his department with the Board of Finance members. He noted that there are 320 consulting services and he requested an increase in this line item of \$7k. Mr. Brinton also mentioned that sampling of outfalls and storm sewer system mapping needs to be done. The mapping was last done in 2002.

Mr. Brinton noted that the storm water permit for the Transfer Station is not in compliance with regulations and this needs to be addressed. He added that the department has been proactive with emergency tree removal and would like additional funding to continue this approach. The Board of Finance members also requested that the window in the IT room be replaced with a bar window for added security and the lighting of the flag at High Plains Community Center be adjusted properly.

Lastly, Mr. Brinton expressed concern in regard to the future funding for road paving without a foreseeable bond in sight. The department currently does hot/cold patch on roads and is responsible for catch basins and sewer covers. Mr. Brinton asked the Board of Finance to explore avenues for additional funding for the road paving.

#### **5. Town Clerk – Patrick O’Sullivan**

Mr. O’Sullivan mentioned that there is a part-time clerk position that is currently unfilled. He noted that he has not taken any vacation time, but should he use some of his time, this part-time position would be very helpful. He also noted that the current Land Records Service is not user-friendly for real estate agents and attorneys attempting to get title searches. It should be replaced with a more user-friendly system.

Mr. O’Sullivan reported that over 73,000 people visited the Town website last year. The website is user-friendly and can be read in a variety of different languages.

Lastly, Mr. O’Sullivan asked if individuals who continue to work beyond the age of seventy continue to get contributions to the 457B Plan. The Board members and Finance Director were unable to answer the question at this time.

#### **6. Parks & Recreation – Dan Lynch**

Mr. Lynch is anticipating the new software program that will allow patrons to sign up for programs online. This will reduce office traffic and be more convenient for patrons. However, not all programs will be available on line, as this would be at the discretion of the Director.

Mr. Lynch spoke on the locker room renovations, noting that the pool will be closed at the beginning of March. Even with a decrease in pool chemicals, the pool shut down will inevitably result in a decrease in revenue, as the renovations will take from four to six months to complete. Mr. Shanley suggested more unisex-changing tables be added to the original plans, as only one changing table was included. He requested that this be discussed with the Renovation Committee.

Lastly, Mr. Lynch noted that the gym equipment is dated and new equipment will be requested in the future.

#### **7. Case Memorial Library – Kathy Giotsas**

Ms. Giotsas introduced Elizabeth Meyer, a Library Commission member. Ms. Giotsas proceeded to review the proposed 2019-2020 Library Budget by line item, explaining the need for requested increases to the budget. The primary increases were in Programs, Printing and Binding, Travel and Training, audio/video, and books and periodicals. She stressed the importance of purchasing big print books for the Town’s senior population.

Ms. Giotsas would like to get a Print Management System with color printing. At fifty cents per page, Ms. Giotsas stated that this service would produce revenue for the Town. The Library currently charges two cents per page for black and white printing. The cost of the Print Management

System is \$2973.00 per month, with a one-time fee of \$3178.00.

Mr. Leahy suggested charging for some of the Library programs. Both Ms. Giotsas and Ms. Meyer felt that this would have a negative impact on attendance, as these programs have always been offered for free. In addition, other area libraries do not charge for their programs. Ms. Giotsas would prefer to do fundraisers or book sales for revenue rather than begin charging for programs.

Lastly, Ms. Giotsas discussed the 7% increased cost of purchasing books and reiterated the need for larger print books based on the senior demographics in Orange. She also discussed the fee for overdue books and DVD's, which is returned to the Town.

## **8. Community Services – Joan Cretella**

Ms. Cretella spoke on the Department's proposed 2019-2020 budget and gave a justification for the line item increases. She requested \$14k for a Community Service van and an increase in funds for the salary for van drivers. There was also an increase in the salary line item for Tracy Bunch. There was a brief discussion on Family Counseling Services. Ms. Cretella reported that there were two new hires of Teen Program Leader and Teen Program Aide.

## **9. Capital projects Committee – Ralph Okenquist**

Mr. Okenquist introduced the members of the Ad Hoc Capital Planning Committee and proceeded to prioritize the 2020 short-term Capital projects as follows:

- |  |        |                                     |
|--|--------|-------------------------------------|
| 1. Replace 1980 Mack Dump Truck        | \$210k |                                     |
| 2. Upgrade Fire Software & Systems     | \$11k  |                                     |
| 3. Rebuild Tennis Courts at HPCC       | \$155k | (Comes with a 25 year warranty)     |
| 4. Install New Freezer Box at PPS      | \$50k  |                                     |
| 5. New Police Security Access Control  | \$15k  |                                     |
| 6. New Sandpro for Parks & Recreation  | \$19k  | (Current equipment is 20 years old) |
| 7. Computer/Printing Equipment for IT  | \$24k  |                                     |
| 8. Speaker system for School Lockdowns | \$35k  |                                     |
| 9. Ceiling replacements at THS and BOE | \$33k  |                                     |
| 10. Fire Alarm System at Police Dept.  | \$11k  |                                     |
| 11. Security Cameras for Town Bldg.    | \$25k  |                                     |
| 12. Stormwater Sampling/Testing        | \$55k  |                                     |

The listed Capital projects total \$565k. Other proposed projects include paving at MLT, removal of the underground oil tanks at Town Hall and HPCC, repair tennis courts at PPS, and more.

## **10. Budget Discussion and Adjournment**

There was a lengthy discussion on the reoccurring surplus each year in the Amity budget. After careful consideration, the Board of Finance made a motion of recommendation.

*Mr. Leahy made a motion, seconded by Ms. Romano, to strongly recommend a 0% budget increase for the 2019-2020 Amity budget, but will accept up to a ½% increase, if so presented by Amity.*

Mr. Cifarelli noted that a letter would be sent with this recommendation, noting that this recommendation came in light of their continued yearly surpluses.

## **11. Adjournment**

*Mr. Shanley made a motion to adjourn the meeting at 3:00 p.m., seconded by Mr. Nuzzo. All were in favor and the motion PASSED.*

Respectfully Submitted,

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Deborah Satonick  
Recording Secretary