

2018 FEB -7 AM 9:11

Patrick B. O'Sullivan
TOWN CLERK



Board of Finance 2018-2019 Budget Workshop

Town Hall Meeting Room

Friday, February 2, 2018 8:00 a.m.

(Unapproved)

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

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

1. Call to Order

- Chairman Houlihan called the meeting to order at 8:00 a.m. and opened the discussion.

Orange Police Department – Chief Robert Gagne

- Chief Gagne distributed a list of 2017 criminal offenses within the Town of Orange that involved the Orange Police Department. In justifying his request for an additional police officer, he noted that while crime is down from last year, there is considerably more “behind the scene” investigations and paperwork. He cited two instances within the past week that took officers off the street to investigate the incidents.
- Chief Gagne also pointed out that the medical emergencies will continue to increase due to the aging population in the town, and the police are the first responders. With the development of the south end of the town and with Urban Air, an indoor trampoline amusement center, more medical callouts can be expected. In addition, the Veterans Administration Center, with a drug and substance abuse center, is coming to the town. More police patrol will be needed. He noted that the members of the police force are currently attending a five-day training seminar in dealing with mental health crises.
- Chief Gagne distributed the Monthly Mileage Report on the department’s vehicles, and based on the statistics from the report, he requested one marked and two unmarked vehicles to be added to the fleet.

- Chief Gagne answered all questions from the Board of Finance. With forty-six officers on staff, only forty-three officers are on actual patrol, with typically four police cars on the road per day. The Chief concluded by noting that while his proposed budget reflects a 4.54% increase, the bulk of this increase is contractual items. His actual requests come to .073%, which is less than last year.

Town Clerk – Patrick O’Sullivan

- Mr. O’Sullivan indicated that tax collection is good. He reported that he made a \$5k salary transfer to Temp-Salary: Clerk to cover the work on the new Town website. Codification services might have a surplus as this money was intended for the Charter revisions. A consultant was hired via the Historic Preservation Grant, and 390 boxes of antiquated materials were removed from the attic.

Fire Marshall – Tim Smith

- Mr. Smith indicated that there is no change in staffing but he is requesting an additional vehicle for himself at \$45k. A discarded vehicle has residual value as it is auctioned at the end of its use within the department.
- Mr. Smith reported that there has been a decrease in the number of false alarms. Mr. Cifarelli commended Mr. Smith for his work with drones, citing that Mr. Smith ran classes for the use of drones.

Public Works – Robert Hiza

- Mr. Hiza introduced Don Foyer, John Stewart, and Syliva Napoli, the Office Manager for Public Works. He spoke briefly about his own retirement.
- The Board of Finance members reviewed the department’s budget by individual line item. It was noted that there would be a substantial savings, perhaps \$30k, with the new LED street lights. An additional \$20k is being requested for Emergency Tree Removal and an additional \$50k for chip sealing under Streets and Bridges. Mr. Cifarelli noted that the gas, diesel and heating oil line items would be removed from the individual departments and combined under single line items under the Town of Orange.
- As the reconstruction of the Derby-Milford Bridge is on hold due to State funding, the question arose if bond money can be reallocated. Mr. Shanley inquired if there are town restrictions as to where trees can be planted. Mr. Foyer felt that there should be guidelines, but there are none in place at this time. Mr. Shanley noted that some trees are blocking clear vision of the road. Mr. Foyer advised that a letter is sent to the resident, and if there is no response, the matter is then brought before the Safety Commission.
- Mr. Stewart discussed the needed renovations for the south wing at the High Plains Community Center. He noted that the bathroom needs upgraded plumbing, new windows

need to be installed, drop ceilings need to be replaced, and the pool has scheduled renovations. These renovations could take up to six months to complete, and the Town is securing a reciprocal arrangement with the YMCA and the Jewish Community Center during this shutdown.

Tax Collector – Sandra Pierson

- Ms. Pierson reported that residents are using credit cards to pay for their taxes. She expressed her own discomfort in the amount of cash being held and strongly advocated for a new configuration of her office to allow the public to remain outside prior to the paying of their tax bills.
- Ms. Pierson discussed the upgrades to the Data Processing Services and the accompanying budget increase. There was also a request for a slight increase in the budget to cover envelopes for billing.

Case Memorial Library – Kathy Giotsas

- Ms. Giotsas distributed a handout outlining the functions and benefits of the library. She indicated that if the proposed budget is approved, she hopes to increase the library's evening hours before May of 2018. She is researching grants to pay for additional programs at the library.
- Ms. Giotsas indicated that she is looking into ways to generate some revenue for the town. Mr. Shanley felt that there should be a charge for Morning Star, but Ms. Giotsas explained that there is no way for the library to bill individual users as the library pays one price for all residents with a library card. Ms. Giotsas is considering a charge for faxing and scanning, and an increase in the current printing costs. She also discussed a \$150-\$300 rental charge for the Meeting Room to nonprofit organizations. She added that she will have to investigate the tax on incoming library revenue and noted that there is no custodian for their building.
- Ms. Giotsas indicated that she intends to go before the Personnel Committee regarding the short staffing in the library. She has noted that she has made a reorganization of the staffing to utilize maximum efficiency and is soon to fill the vacancy of Children's Service Assistant. Ms. Giotsas requested an increase in library automation, computer maintenance, and the book budget.

Parks and Recreation – Dan Lynch

- Ms. Lynch discussed the pool shutdown after summer camp in order to begin the scheduled renovations. Mr. Cifarelli inquired if the water would be drained for the six-month shutdown, as this would result in a decrease in the cost of pool chemicals. Mr. Moffett thought that it was a State law requiring the town to leave the water in the pool, in which case the line item for pool chemicals would remain unchanged. However, there would be an expected decrease in pool staffing during this period. Mr. Lynch strongly recommended that all ongoing

meetings regarding the pool renovations include Ms. VonRabenstein, Director of Pool Aquatics. Ms. Cretella indicated that she would also like to be invited to these meetings.

- Mr. Cifarelli advised that they are looking into software to allow patrons to register for programs online. This would reduce some of the workload of the Parks and Recreation Department and be a benefit to patrons. Mr. Lynch thanked Mr. Zeoli and Mr. Cifarelli for the help with the field renovations at Fred Wolfe Park. Mr. Cifarelli expressed his appreciation to Rick Capecelatro for his help with the fields and for fixing the back lot of Mary L. Tracy after the elections.

Community Services – Joan Cretella

- Ms. Cretella presented a decrease in her budget from last year, and Mr. Leahy commended her for budgeting wisely. She indicated that she applied for a DOT grant but did not receive it. While she needs a new van, she is postponing this request until next year's budget.

Capital Projects Committee – Ralph Okenquist

- Mr. Leahy presented an overhead projection listing the prioritized Capital Project requests as follows:
 1. \$325K Paid by Town Fund Balance to Upgrade Municipal Phone System to Integrate with OBOE Phone System
 2. \$23K IP Site Connect for four Schools/BOE/Police (Is this included in the municipal upgrade?)
 3. \$37K Transfer Station D.E.E.P. Requirements- storm water drainage, scrap metal concrete pad, truck scales, and septic containment
 4. \$150k for Public Works to replace 2001 John Deere Tractor
 5. \$11k Replace Fire Alarm System at Police Station
 6. \$35k Replace 2004 Pic up truck for OBOE
 7. \$48k Procure Camera for School Buses - (2 cameras per bus)
 8. \$60k Additional Wiring for Ethernet ports for OBOE
 9. \$77k Replace Tennis Courts at High Plains Community Center
 10. \$49k Install Gas Water Heaters at Peck Place School
 11. \$71k Replace HVAC Controls at MLT/OBE Office
 12. \$25k Equipment Building at Transfer Station
 13. \$51K Replace Driveway/Office at Transfer Station
- Lastly, Chief Gagne presented a request of \$175k to upgrade the holding cells in order to protect officers and prevent suicide attempts by detainees. A detailed report, including pictures, was presented with this request. Chief Gagne believes that state legislature will require this upgrade in the future.

Amity-Discuss Budget Options and Possible Vote on Recommendation Budget Discussion

Mr. Leahy made a motion that the Orange Board of Finance will support an overall 2018-2019 Amity budget not to exceed a 0.1% increase. Ms. Romano seconded the motion and all were in favor. The motion PASSED unanimously.

Budget Discussion

- Mr. Branchesi will have the Grand List by the end of January. He believes that the growth is very little. Last year, there was a 1.34% increase in the Grand List.
- To date, the Board of Finance has not received an itemized expenditure breakdown of the work done at Peck Place School.
- Mr. Cifarelli indicated that the upgrade to the Town phone system must be completed prior to the upgrade for the computers. He noted that he would meet with the Personnel Committee to consider hiring an IT specialist. He also suggested moving Capital and Debt Service into its own separate budget category. Mr. Cifarelli reported that there is a consideration of putting some Fund Balance monies, perhaps one million dollars, into both Pension Plans.
- The Board members inquired if Mr. Zeoli could appoint two alternate Board of Finance members. Mr. Shanley inquired if one alternate member should be Democrat and the other Republican.
- After a brief discussion, it was agreed to hold the Public Hearing on April twenty-sixth, at 7:00 p.m., at the High Plains cafeteria.

8. Adjournment

Mr. Nuzzo made a motion to adjourn the meeting at 4:30 p.m., seconded by Mr. Moffett. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick
Recording Secretary