



ORANGE, CONN  
TOWN CLERK'S OFFICE  
RECORDING DEPARTMENT  
2022 FEB 17 AM 8:51

**Board of Finance Budget Workshop**

Friday, February 4, 2022

Meeting Room -Town Hall 8:00 a.m.

**Approved**

**Attendance**

**Board of Finance Members Present:** Chairman Kevin Houlihan, Vice Chairman James Leahy, Kevin Moffett, Joseph Nuzzo, Kevin McNabola, and Ajeet Jain

**Board of Finance Members Absent:** Alternate P. J. Shanley

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

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

- Chief Gagne presented his 2022-2023 budget to the Board of Finance. The budget has a 2.61% increase over last year's budget, but Chief Gagne noted that \$108k of this budget is for two requested patrol cars. The old vehicles will be either sold at auction or transferred to another department. Some of the increases to next year's budget include the following:

Contractual obligations, \$25k increase in the overtime account for the Bicentennial, \$12,200 for the cleaning of the range (this is a potential health issue), and \$5k for a new server under Computer Maintenance.

- Chief Gagne has not requested additional officers in the proposed budget. He discussed crime statistics within the Town of Orange as well as presented the Vehicle Mileage Report. He noted that the department currently lost their two dogs to retirement but the department will be getting a new dog in the near future. When needed, the department borrows a dog from a different town.

**2. Town Clerk – Mary Shaw**

- Mr. Cifarelli advised that the 2022-2023 budget was prepared by Pat O'Sullivan and he was unable to attend the meeting. Ms. Shaw spoke briefly on the budget, noting that some of the increases are related to the upcoming election with more expected absentee ballots.

### **3. Conservation Commission – Sharon Ewen**

- Ms. Ewen requested a \$1,800 increase in the line item Repair and Maintenance in the 2022-2023 budget to cover the rising cost for fencing. She also discussed a \$12k Capital Expenditure to address the erosion issue at Racebrook Tract and the installation of steps at this same location. She noted that she works with the Highway Department whenever possible to reduce cost expenditures. Lastly, Ms. Ewen discussed some of her ideas about programs to get residents aware of the Open Spaces within the town. She mentioned a “fairy garden” book read and orchestral music in the woods. She hopes to sponsor more outdoor programs in the future.

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

- Mr. Brinton explained that \$65k is the salary for a new HVAC Maintenance Technician that is being requested in the 2022-2023 budget. This person would have proper licensing for hands-on maintenance of the Town buildings. He indicated that this would ultimately save money by eliminating the need to hire outside contractors.
- There was an increase in Overtime by \$2k and Emergency Tree Removal by \$5k. Mr. Cifarelli advised that there may be some reimbursement from FEMA due to a hurricane. Mr. Cifarelli also noted that salaries will change due to the negotiation of the union contract on July 1<sup>st</sup>. Lastly, Mr. Cifarelli mentioned that the paving for the roads may have to be taken from Capital Expenditures.
- There was a brief discussion on the positive recycling trend as well as the staff and salaries of the people working at the Transfer Station. Mr. Cifarelli advised that he will provide additional information to the Board members on the staffing/salary requirements at the Transfer Station.

### **5. Tax Collector – Tom Hurley**

- Mr. Hurley requested that the Board of Finance Workshop go into Executive Session on behalf of a security issue.

*Mr. Leahy made a motion at 10:15 to go into Executive Session, seconded by Mr. Moffett. All were in favor. Mr. Cifarelli, Ms. Geer, and Ms. Satonick exited the meeting.*

*Mr. Leahy made a motion at 10:20 to come out of Executive Session, seconded by Mr. McNabola. All were in favor and Mr. Cifarelli, Ms. Geer, and Ms. Satonick rejoined the meeting.*

### **6. Community Services – Dennis Marsh**

- Mr. Marsh presented a flat 2022-2023 budget. Mr. Leahy inquired as to the services this department provides to the community. Mr. Marsh advised that they service the youth, the seniors, people with disabilities, provide transportation service, provide counseling for mental health issues, as well as offer trips and other fun events to residents. He added that due to the isolation period caused by COVID, they were able to provide a safe environment for people to gather, while, at the same time, fully complying with all of the CDC guidelines.

## **7. Park and Recreation – Dan Lynch**

- Mr. Lynch presented a relatively flat 2022-2023 budget with the exception of certain line items related to the pool. The line item Salary: Pool Staff increased by \$8k and Salary Pool Overtime increased by \$2k. The increase in the minimum wage has also been a factor with the budget increases. Mr. Lynch explained that they are short staffed at the pool and Ms. VonRabenstein spends extra overtime hours with Ski Bums and other office help. The pool is well used by four outside teams and the fitness room is also well used. Residents are very appreciative that programs are being offered in spite of the COVID restrictions.

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

- Ms. Giotsas distributed a packet to every Board member containing the many services and programs being offered at the library. She also presented a brief slide show to add to her presentation. Ms. Giotsas requested increases in the following line items: Programs, Books and Periodicals, Office Supplies, and Botanical Supplies. Due to COVID, line items for training and travel reimbursement have been decreased. The overall 2022-2023 budget has a 1.53% increase from last year.
- Ms. Giotsas continues to look for grants to supplement the library budget. The library staff has also begun to charge a \$25 fee for proctoring exams. The “Take and Make” programs have been extremely successful and the trend is to add more downloadable materials for patrons.

## **9. Information Services – Paul Mongillo**

- Mr. Mongillo reported that there has been a 30% increase in overall computer costs. In addition, there is new cyber insurance renewal requirements. Obsolete hardware and equipment will need to be replaced as software is moving to Windows 11. Three servers are falling out of the warranty period and the licensing requirements have increased. Over, the 2022-2023 Technology budget has a 21.89% increase from last year.

## **10 Capital Projects Committee – Ralph Okenquist**

- Mr. Okenquist presented the list of twenty-six Capital Improvements in priority order. The Board reviewed each of these requests, noting that funds might be obtained from a bond, the American Recovery Plan Act, or Capital funds, depending on the nature of the request. Mr. Cifarelli indicated that the Town is not planning on taking out a bond for another two years. Two additional items were added to the list of Capital Improvements: Road Paving and Management Storm Water Damage.

## **11. Budget Discussion and Review of a Previous Motion on the Amity 2022-2023 Budget**

- Mr. Leahy requested that a motion be made to rescind the motion made at the January 24th Board of Finance meeting to approve a 0.41% increase for the Amity 2022-2023 budget.

*Mr. Leahy made a motion to rescind the approval of a 0.41% increase, or \$211,963, for the Amity*

*2022-2023 fiscal year budget, totally \$51,901,170. Mr. Jain seconded the motion and all were in favor. The motion PASSED.*

*Mr. Leahy made a new motion for the Orange Board of Finance to support up to a 0.41% increase, or \$211,963, for the Amity 2022-2023 fiscal year budget, totally \$51,901,170, and that Amity will return all end of fiscal year 2020-2021 surplus money back to the appropriate towns. Mr. McNabola seconded the motion and all were in favor. The motion PASSED.*

*Mr. McNabola approved the January 24, 2022 Board of Finance revised minutes, seconded by Mr. Moffett. All were in favor and the motion PASSED.*

- Chairman Houlihan agreed to write a letter to Dr. Byars informing them that the Orange Board of Finance will support a maximum of a 0.41% increase to the 2022-2023 Amity budget. It was noted that the 1% transfer into the Capital Fund is not included in their proposed budget. There was a brief discussion regarding the sustained surpluses Amity has incurred historically for a number of years.
- Mr. Cifarelli advised that the Grand List gain has yet to be determined by Mr. Branchesi. The next Board of Finance meeting will be held on Wednesday, February 16<sup>th</sup>, at 5:30 p.m.

## **12. Adjournment**

*Mr. McNabola made a motion to adjourn the meeting at 3:07 p.m., seconded by Mr. Moffett. All were in favor and the motion PASSED.*

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Respectfully Submitted,  
Deborah Satonick  
Recording Secretary