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**Town of Seymour ~ Board of Finance
MINUTES
Budget Deliberations
Tuesday, February 3, 2020 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Bettyann Peck, Kwame Dunbar, Richard Demko, Bill Sawicki, Beverly Kennedy, Jim Cretella, John Stelma; Paul Wetowitz (alternate)

Members Absent: Grace Brangwynne, Gary Popielasz (alternates)

Others Present: Chief Paul Satkowski, Deputy Chief Roberto Rinaldi, Chairman BOPC Robert Koskelowski, Commissioner John Duke, Doug Thomas

Item #1 – Call Meeting to order

Chairman Bill Sawicki called the meeting to order at 7:09pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Public Comment

None

Item #4 – Deliberation and discussion of 2020/2021 Budget

Police Chief Paul Satkowski presented the budget for the Police Department:

- Started putting together this budget in October/November of last year. Budget has been reviewed many times by the Board of Police Commissioners and First Selectman's office.
- This budget encompasses 41 officers and 2 supernumeraries
- Most of the line items show no increase – we should be ok unless some unforeseen circumstances arise, or vendors have an increase
- The only line items showing an increase are the salary accounts (increased due to contractual obligations), and line 745 where we are asking for replacement of three cruisers
- All salary accounts – there are actually 261 working days, but at the summit we were asked to reduce that to 260 working days – the additional day to be paid elsewhere in the budget.
- **Line #101 – Chief's Salary** – contractual increase
- **Line #102 – Deputy Chief's Salary** – reflects two positions – contractual increase
- **Line #103 – Lieutenant's Salary** – position not filled at this time
- **Line #104 – School Resource Officers** – 2 officers – full-time police officers, one stationed at the Middle School & one at the High School. The Board of Education also hired two additional security officers for the elementary schools.
- **Line #105 – Administrative Assistant and Records Clerk** – 2 positions – contractual increase
- **Line #110 – Union Wages** - 36 employees included in this number – detail was included in backup. Bill Sawicki asked Chief Satkowski what the classification of "Higher Class" is on the breakdown. The Chief explained that when a supervisor is away and their position is temporarily filled by someone of lower rank, they must be paid same rate of pay as the supervisor. The \$7,500 will cover this expense. The "Shift Differential" – there is a \$0.50/hr increase for second shift and \$1.25/hr increase for third shift. The \$28,188 is to cover this cost.

- **Line #112 – Supernumeraries** – no increase – 2 officers – they are a valuable resource. When we are able to use them, we reduce the amount of overtime considerably.
- **Line #114 – Crossing Guards** – we have two crossing guards – one at Chatfield and one at Bungay School, and the parking attendant downtown (also can be used as floater for the crossing guards). Crossing Guards = 692 hours @ \$15.77 each person. Parking Attendant = 996 hours @ \$16.77. At the Summit we discussed the crossing guard at Chatfield School. Right now, there are only a few students that need to cross the street there. We are working with the Board of Education to see if the bus from Bunting Road can pick up these students thereby eliminating the need for the crossing guard (possible savings). Bill Sawicki asked Doug Thomas to check with Mike Wilson for a response.
- **Line #125 – Board of Police Commissioners** – no increase – all the things this Board needs to run their meetings, including secretary.
- **Line #130 – Overtime** – we were asked to keep this at \$150,000. It will be really tough this year. As salaries increase, we are not getting as many hours for that money. We have been very fortunate not to have had any big crimes, but something large would blow this number up very quickly.
- **Line #290 - Longevity Pay** – this number comes out of another line item from the Finance Office – slight decrease this year as people retire.
- **Line #295 – Survivor Benefits** – handled through the Finance Office – based on wages
- **Line #340 – Town Services/Medicals** – vendors & programs that we must pay for, some are contractual obligations, especially when we have new hires. We should be ok as long as these vendors do not increase their fees.
- **Line #350 – Training/Schooling/Seminars** – we were asked to keep this number the same as last year, even though I know the Academy went up on some costs. It will be tough, but we should be ok.
- **Line #430 – Repairs & Maintenance** – no increase – this is where we fix (maintain) our vehicles. Last year we were asked to move \$10,000 to the Town Operations for building maintenance. Newer vehicles and fleet in good shape means lower repair costs.
- **Line #500 – Other Purchased Services** – no increase for now. Some of the vendors may increase at a later date.
- **Line #520 – Insurance – Other** – No increase. Bill Sawicki asked what this insurance is for. Chief Satkowski and Doug did not know what this is for. Bob Koskelowski said that this is for some type of Liability Insurance that Doug can give more information. Doug will get more information on this for Monday.
- **Line #530 – Communications & Telephone** – no increase
- **Line #580 – Car Allowance** – no increase. This is for if an officer uses his personal vehicle to attend training; per contract, we need to pay him mileage. Usually we try to have them take a department car to avoid these charges. Bill Sawicki asked what the mileage rate is currently. Chief Satkowski said \$0.58/mi.
- **Line #610 – General Supplies** – these are the supplies that the department needs to perform their jobs. Please remember that the department is open 24/7, 365.
- **Line #612 – Canine Supplies** – no increase. We have two canines. This is to buy their food, dog bowls, leashes, etc. Fortunately, our veterinary costs are donated by Dr. Brocklehurst. We are very grateful for this. The costs for this line item would be much higher if he did not.
- **Item #615 – Clothing** – small decrease. Last year was a little more due to some new hires.
- **Item #622 – Electrical** – transferred to Town Budget
- **Item #624 – Heating Oil** – transferred to Town Budget
- **Item #626 – Gas & Oil** – no increase for now. The Town gets a great rate, but I'm not sure how long we can hold this number if gas prices start going up.
- **Item #740 – Machinery & Equipment** – equipment for the detective bureau, Narcan replacement, computers. Broken out in backup.

- **Line #745 – Machinery & Equipment – Vehicles** – We are asking for three new vehicles this year @ \$46,000 each. All other items are no increase. At the budget summit we talked about what we have done in the past, and any monies remaining at the end of the year can be put towards purchasing new vehicles. We put it in just to let you know that we are looking for three vehicles this year.
- **REVENUES** – currently our private duty (administrative fees) have dropped dramatically this year. We have kept the number the same, but we will struggle to keep this number. Pistol Permits have also decreased dramatically this year. Bill Sawicki asked if we should lower the Administrative Fees number. Chief Satkowski said that this is the first year in a while we are close. We expect some road work and tree work in late spring/early summer so we may be able to meet this number.
- There are around \$107,000 outstanding to be collected from the contractors that owe money to the Police Department. This is handled between the police department admin and Doug. Bill asked how long these amounts have been outstanding. Doug said at least 18 months. Bill asked if we have actively pursued payment from these people. Can we get Town Counsel involved? Doug said that we could do that. Bettyann Peck asked what the contracts say about payment terms. Bill said that we can, going forward, put a late fee in the contract. Doug said that the \$107,000 was as of June 30, 2019. For Monday, Doug will provide an aging report by vendor detailing ALL amounts due as of today.
- **CAPITAL BUDGET REQUESTS** – there are five items (projects) that NEED to be done.
 - **Create additional parking lot in front of the Police Department \$55,000** (estimate by Brian Nesteriak, Town Engineer)
 - **Install & replace fencing around Police Department facility \$15,000** – fencing in rear of Police Department building is dilapidated & needs serious repair/replacement. Also, fencing was never installed on South side of building, so we are looking to replace shrubbery with fencing.
 - **Replace worn carpet & repair damaged floor tiles in building \$15,000** – previous water leaks damaged the carpeting so now it is worn, discolored. Also, ceramic tiles in locker room areas, hallways & other parts. We did do a lot of work within the budget and with the help of the Town, but there is still work to be done.
 - **Legal Consultant – Policy/Procedure/State Accreditation \$40,000** – this consultant is a well known & established attorney who is recognized in the law enforcement field throughout the country. He would assist the BOPC & the Police Administration with all of our policies & procedures to ensure our standards are current, up-to-date, and in compliance with state statutes & state policy. Through this process the Seymour Police Department would receive State Accreditation which in turn would reduce liability to the Town & Department. The payment & process would occur over a two-year time frame.
 - **Replace bullet-proof vests for officers \$20,000** – vests need to be replaced every five years & this year nearly 20 vests need to be replaced. They cost between \$900 - \$1,000 each. We would apply for a federal grant of \$10,000 to offset this cost, but we need to purchase them with our money up front. As we hire people, they pay up front for the vests, then they submit a voucher to the Finance Office. Dee applies for this grant every year. Richard Demko asked why it was included in Capital. Chief Satkowski said that is where they were told to carry this cost.

QUESTIONS:

- John Stelma asked about the two resource officers that the BOE hired. They work (collaborate) with the officers under the PD, but report to the BOE. Chief Satkowski said that they are former (retired) police officers (they must be in order to carry a firearm as a security officer in a school).
- Bettyann Peck asked what the CAD equipment included in Line #530 is? It is for the main dispatch system.
- Chief Satkowski said that this is a “bare bones” budget. We will be very close with the numbers but feel we can make this budget work. This is probably the last year we can keep the numbers with no increase; we did not have an increase last year.

- Bill Sawicki said that the numbers on Line #110 will be higher in December. This budget is for all the people working all the days. The actual costs will be lower. Any money left over at the end of May, beginning of June we can put towards the cars. This way we can take out the cost in this budget. There is no reason to increase the mill rate for an expense that may not be needed. Depending on how much is unspent by the end of 2020, we can combine that with this year's money and put towards the cars. We do need to maintain the fleet so we will get cars. Just need to move the money around for the lowest impact to the mill rate.
- Jim Cretella asked if these Capital items should have been included in the amounts that went out to bond recently. Bill Sawicki said that there are many more Capital items to consider when going out to bond. When you add up the amounts needed for all departments for Capital items, it comes to quite a bit.
- Bill Sawicki asked Doug if we get down towards the end of the year, is there a way that we can squeeze the \$20,000 for the vests out of this year's budget? Doug will make a note to check and see if this is possible. Beverly said that maybe we could set aside \$5,000/year for this cost. We will get half of this back. Beverly asked what account this money would go back to? Doug said the Capital Projects Account.
- Kwame asked how much out of the \$107,000 from the contractors can we get back? Doug can check on this. Need to see if the contracts have provisions for late fees or attorney's fees. Doug will check on the totals and the contract wording.
- Bettyann asked what the procedure & contractual requirements to collect this money is. We need to follow up on collecting this money. Are these payments under contractual lawsuit or arbitration? What are these amounts and terms of contracts? Doug will send this information out.
- Bill Sawicki said, going forward, we need to follow up on a weekly basis to keep these accounts current.
- **Starting with our February meeting, Bill would like to have this information monthly.**
- Bettyann Peck asked what the procedure to hire the police department is (what is the contract that we use). Doug will get this information.

Item #5 – Adjournment

Meeting was adjourned at 8:20pm.

Submitted by:

Monica Dimon
Recording Secretary