

**Town of Essex  
29 West Avenue  
Board of Selectmen  
Special Meeting – Meeting Room A  
March 27, 2014**

**MINUTES**

Present: First Selectman Norman Needleman  
Selectman Bruce Glowac, Selectman Stacia Libby

Norman Needleman called the meeting to order at 7:10 p.m.

Held jointly with the Board of Finance regarding 2014-2015 Budget

Others present (BOF Members): Keith Crehan, Chairman  
Campbell Hudson  
Fred Vollono  
Mary-Louise Polo  
James Francis, Treasurer  
Kelly Sterner, Finance Director  
Yvonne Roziak, Recording Secretary

**Board of Selectmen's FY 2014-2015 Proposed Budget:**

Norman Needleman, First Selectman, reported that the Board of Selectmen have made the final changes to its 2014-2015 budget proposal and is presenting it to the Board of Finance tonight for review. The selectmen's proposal represents an increase of 3.18% when compared to the present budget.

Kelly Sterner, Finance Director, reviewed with the BOF the Tracking Budget Changes as well as an overall Expenditure Summary by Budget handout and discussed the total increase of \$221,601.00 or 3.18% as stated above. Within the total increase of \$221,601.00, the largest component was changes in payroll which includes salary increases for cost of living, STEP increases, a small increase in hours and the recategorizing of costs in technology from a consulting line to the payroll line as the services are performed in-house. The increase also reflects insurance increases, consulting fees, community payments and allocations which are up \$27,000.00. There were also increases for the Libraries and several Sinking Funds.

Since the BOS meeting approval of the Budget request at their meeting on March 5<sup>th</sup>, several adjustments were recommended. The net effect was a total BOS Budget of \$7,187,161 for a total increase of \$219,703.00 or a total 3.15% increase over the prior year.

Ms. Sterner also noted that on March 17, 2014 the Sanitary Waste Commission voted unanimously to dissolve the commission. Attorney Royston is re-writing the ordinance to

formally authorize this dissolution. There is currently \$800.00 included in the SWC budget and \$4,000.00 in the Legal Budget related to SWC. Bruce Glowac, Selectman, recommended that since we don't know the exact timetable for dissolving the commission, it would be too early to remove the Sanitary Waste Commission (various) budget line item at this point.

First Selectman, Norman Needleman and the Board of Selectmen further recommended increase in the Land Trust (Open Space) line item of \$15,000.00 to the sinking fund request of \$5,000.00.

If approved by the Board of Finance, this would increase the Board of Selectmen's Budget to \$7,202,161 or 3.37%.

Other notable increases to the budget are:

Our insurance carrier, CIRMA issued increased rates and significant increases in the deductible from \$1,000 to \$5,000.

With regards to Legal Fees, Campbell Hudson inquired as to whether or not we are budgeting enough for the recent revaluation appeals. Norman Needleman indicated that there is sufficient money in the revaluation sinking fund right now to cover the cost of the next revaluation and cover anticipated legal costs related to the revaluation. The actual number of revaluations that were appealed is still being reviewed. Campbell Hudson suggested we look into that and ask the Assessor for the exact number.

Noted.....the last revaluation legal fees cost the Town approximately \$28,655.00 in 2008.

Campbell Hudson inquired as to the Economic Develop Commission Budget asking if the costs associated with the EDC consultant will be reconsidered on an annual basis as it represents a substantial increase for 2014-2015 fiscal year. Kelly Sterner responded that it is. Stacia Libby, Selectman, discussed a recent EDC meeting that she attended and complimented Susan Malan indicating she is serving as a valuable resource for businesses considering moving to Essex.

***Norman Needleman made a motion to increase the Open Space Sinking Fund amount from \$5,000.00 to \$20,000.00. Seconded by Bruce Glowac. Passed Unanimously. Motion carried.***

***Bruce Glowac made a motion to change the total Town Budget to \$7,202,161 for approval by the BOF, seconded by Norman Needleman. Passed unanimously. Motion carried.***

***Motion by Norman Needleman to adjourn the Board of Selectmen Special Meeting at 8:15 p.m., seconded by Stacia Libby. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne Roziak  
Recording Secretary