

**Minutes of the  
MEETING OF THE BOARD OF SELECTMEN  
Tuesday, February 6, 2018 @6:00 p.m.  
TOWN OFFICE BUILDING**

A meeting of the Board of Selectmen was called to order at 6:05 p.m. by First Selectwoman Catherine lino. In attendance were Selectman Lou Annino, Jr., Selectman Nancy Gorski and Finance Director Regina Regolo. Visitor Phil Stull as also in attendance.

Mr. Stull asked why the board did not consider developing a two-year budget rather than one given the amount of time required. The board explained that the charter sets forth the process and would need to be changed.

lino opened with some background:

- The Grand List is up 0.66 percent (still subject to actions by the Board of Assessment Appeals). At the current mill rate, this increase would yield an additional \$124 thousand.
- The Governor's proposed budget revisions for next year include an additional cut to Killingworth of \$287 thousand.
- The state is no longer reimbursing for the abatements for elderly and disabled homeowners (approximately \$37,000 in 2017).
- The Consumer Price Index for 2017 was up 2.1 percent.

lino explained that most regional organizations of which we are a part, such as RiverCOG and the Estuary Transit District, have suffered major cuts in state funding. As a result they have increased their requests for funding from the towns.

With regard to wages, lino outlined the following:

- The budget draft generally includes salaries with a 2 percent increase as a placeholder for nonunion salaries generally.
- No increase is shown for the two AFSCME employees or the Road Foreman, since we will be in negotiation with them shortly.
- She argued for a significant raise for Elizabeth in conjunction with a title change (see below), and remarked that the stipend for taking minutes at BOS meetings should be folded into the salary.

lino recommended changes in current staffing levels in the Land Use Office and Assessor's Office. At the moment, one full-time employee, Shauna Ham, splits her time between the two departments. This has proven to be inadequate to meet the town's needs. lino recommended that we add an additional full-time support person for building and move Ham full time to the

Assessor's Office. A portion of the additional expense would be offset by an anticipated reduction in hours of the part-time Assessor.

lino also recommend that we officially change the title of the Administrative Assistant to the selectmen, currently held by Elizabeth Disbrow, to Executive Assistant. lino argues that this title more accurately reflects the duties Disbrow performs. lino will provide additional information to the Compensation Committee on position in support of this change.

lino stated that the Road Foreman has requested two additional full-time positions in the Highway Department, which currently has a staff of three. He will be providing further documentation on how current staff is being deployed. The Road Foreman is investigating ways to get trash hauled from the Killingworth Transfer Station to MIRA in Essex, which currently consume one road crew member for two days each week.

Additional items to be considered for further funding include:

- *Charter revision due in 2019.* We need to budget for it starting in FY19. She recommended allocating \$5,000.
- *Roadside mowing.* Consider expanding the budget for roadside mowing to allow for more than one pass in the year.
- *Facilities management.* Reconsider allocating funds for town facilities management.
- *Temporary services.* There is a need from time to time for special projects or for assistance when permanent staff is away for extended periods of time. Because we have minimized staffing levels, we have less flexibility to meet these needs in-house.
- *Town Office Building phone system.* The Town Office Building phone system is on "borrowed time," according to our IT consultant. The system is obsolete and will not be able to be repaired when it fails. Two quotes will be shared with the board.
- *KVFC & KAA life insurance benefit.* Revisit the board's earlier decision to limit the amount of life insurance provided to qualified volunteer fire and ambulance personnel after age 70. Annino asked that Regolo send copies of the minutes that outlined the earlier BOS decision.

lino stated that there is a draft of the revised multiyear capital plan that the board will review in conjunction with the capital requests for FY19. The board will consider the amount of the annual transfer to capital reserves to help fund those requests.

Finally, lino urged the board to review the way the annual budget is presented for publication. Over time, it has become inconsistent in the level of detail presented in different categories.

The board agreed to determine which agencies would be invited to attend a future budget meeting at the next meeting, scheduled for Thursday, February 8, 2018.

lino moved that the board go into Executive Session to discuss an employee matter at 7:14 p.m. The motion was seconded by Annino and approved unanimously.

The board came out of executive session at 7:52 p.m. No action taken.

lino moved that the meeting be adjourned. The motion was seconded by Annino and approved unanimously. The meeting adjourned at 7:53 p.m.

Respectfully submitted,

Regina Regolo  
Acting Recording Secretary