

Board of Selectmen
Special Budget Meeting
January 30, 2014
Town Office Building Conference Room

Present: Melissa Schlag, Robert Duval, Sean Donlan and Georgia Emanuel.

First Selectman Schlag called the meeting to order at 2:27 P.M.

Ms. Liz Glidden was present to go over areas of her budgets the BOS had questions on. The line item the board had a question on was # 34-07003, Planning and Zoning; \$1,000 was requested for this line Ms. Glidden went on to explain the reason for this request is; if we have a commercial application and the P&Z wants a traffic study report the applicant supplies one from their licensed engineer. If P&Z has a controversial application, it may require P&Z to supply their own consultant to review something.

Land Use Office question to the Town Planner was the supplemental position. Ms. Glidden talked about this position by saying; the employee in this position works about 2 days a week she is cross trained and covers the Land Use Office and if she is needed she covers other offices (Building Department, the Assessor's Office and the Receptionist's Office). Other lines and capital projects were discussed with Ms. Glidden; the board thanked her for coming to the meeting to discuss her budgets and projects.

To have more control over the supplemental payroll for Town coverage the board decided to put some funding into the Selectman's budget, the supplemental payroll line name changed to TOB Coverage. The employee that is cross trained will be under the First Selectman's authority. One other line moved from Central Services to the Selectman's budget "Professional Development". These changes bring the total budget amount of 010, Selectmen to \$296,187.00.

Assessor, Ms. Baumann attended the BOS meeting to discuss and answer questions regarding her department's lines. She talked about the upcoming revaluation and the process of it. Her office will be doing more inspections; she is working on the Request for Proposal right now and wants to get that out by March. With any revaluation the sales are what drive the values for residential properties and they have to be qualified whether they are usable or none usable. They must send out questionnaires and when they are returned they are analyzed as to their validity, often calling the buyers or agents about the information provided in the questionnaire. With the upcoming revaluation the Assessor's office is asking for help in the office to take care of the counter, answer phones, take documentation and other clerical duties to free up the Assessor and Assistant Assessor to concentrate without interruption on their important tasks of valuation, sketching, running reports, analyzing various information pertinent to the revaluation along with their normal day-to-day duties.

The board thanked Ms. Baumann for attending the meeting to discuss her department's budget needs.

Mr. Robert Duval made the motion to approve the following budgets, discussion followed.

Motion approved unanimously.

015 Probate
070 Planning & Zoning
125 Land Use Office
010 Selectmen-Revised to include TOB Coverage it brings total to \$296,187.00
030 Assessor-tabled

Ms. Melissa Schlag moved to adjourn the meeting at 4:18 P.M. Approved unanimously.

Minutes taken by,

Georgia Emanuel