

MIDDLEFIELD BOARD OF FINANCE
405 Main Street
Middlefield, Connecticut 06455

Minutes of the April 7, 2020 Budget Workshop Video Conference

Jim Irish started the meeting at ~7:04 pm.

Attendance:

Members

Others

X	Irish, Jim	X	Rusilowicz, Al
X	Kowal, Melissa	X	Bailey, Ed
X	Lowry, David		
X	Nick, Joel	X	Chief - Peter Tyc
X	Skelps, Michael	X	Deputy Chief - Bill Konefal
X	Wolak, Mary	X	Asst. Chief - Steven Tyc

A=Absent

X=Present

First Selectman - Budget Timing and Authority Resolution - Ed Bailey

- 1st Selectman Ed Bailey described a resolution passed at the April 6th Middlefield Selectmen's meeting regarding this year's town budget process, to be in compliance with recent executive orders from the Governor.
- The resolution grants authority to pass the budget to the Board of Finance (consistent with the town charter's definition of authority) and identified the timeline for their process to include:
 - 1) an electronic public hearing on or no later than May 21st,
 - 2) the filing of the proposed budget with the town clerk shortly thereafter, and
 - 3) an adoption meeting for the budget on or no later than June 8th.
 - 4) In no case shall the budget be finalized and adopted later than June 22nd.

Presentation by Fire Chief Peter Tyc: (Handouts attached)

- Chief Tyc reviewed the FY-21 budget proposal for Fire Department 1) expenses: (down ~\$6K year vs. FY-20) and for the 2) capital/non-recurring plan: (up ~\$50K because we received a major grant last year for breathing equipment that reduced last year's capital set-asides).
- Expenses: Chief Tyc described efforts to respond to calls during the present Covid-19 circumstances as more difficult because of increased need for using and post-call cleaning of PPE. He said the department is working hard to maintain the traditional level of response, despite the increased stress of our lives.
- Many of the "corona related" costs are being tracked carefully; there MAY be an opportunity for some level of reimbursement for the "hazard costs" through FEMA - remains unclear.
- Department fund raising efforts this year may be significantly reduced (Durham fair, Spring plant sale, Golf tournament). Chief Tyc was asked to let the BOF know what that level of funding uncertainty is (average of several of the last years).

- Chief also was asked to provide the BOF with a high level summary of yearly Department activity - specifically, # of members, # of calls hours on calls, hours of training, hours on administration (est. only available). etc.
- Capital: State EMS plan involves number of town entities, not just F.D. activity - should probably collectively get going on this during FY-21.
- Biggest priority is to move forward with Fire Department building commission and planning - new trucks are scheduled to be purchased in FY23 and FY24. Need plan to be able to define truck specifications. Also, current roof has leaks - plan necessary to define how to manage.
- Chief Tyc and his fellow officers (and implied - the entire volunteer department) were thanked for the outstanding job they offer and perform for our community.

Presentation by Fire Marshal Peter Tyc (handout attached)

- Fire Marshal expense budget proposal was presented with a ~\$300 increase FY21 over FY 20. Major element of this small increase was salary action and slight increase in sundry expenses
- The Fire Marshal identified over 1400 hours spent on his activities in 2019-20 - the vast majority of them being inspections of town facilities and structures for compliance, and investigating causes of fires.
- Mr. Tyc was thanked for the significant effort he offers to aid the safety of our town.

The meeting was adjourned at ~8:43 pm.

Respectfully submitted,
Jim Irish