

**MIDDLEFIELD BOARD OF FINANCE**  
**405 Main Street**  
**Middlefield, Connecticut 06455**

Minutes of the March 30, 2021 Budget Workshop Video Conference

Jim Irish started the meeting at ~7:05 pm.

Attendance:

Members

Others

X	Irish, Jim	X	Rusilowicz, Al
A	Kowal, Melissa	A	Bailey, Ed
X	Lowry, David	X	Jan Wojas
A	Nick, Joel	X	Robin Newton
X	Skelps, Michael	X	Rick Santos
X	Wolak, Mary	X	Donna Golub

A=Absent

X=Present

**Discussion with Jan Wojas and Robin Newton regarding Planning and Zoning 2020 activities and proposed FY22 budget**

- Robin reviewed the budget proposal, highlighting ongoing enforcement activities and review engineering of applications.
- Over the past year, P&Z has undertaken a major updating of Zoning regulations and implemented an online permitting system - as Jan stated - “upgrading the activities into the current century”.
- A new capital item, “Design Review Guidelines” for \$12K, will develop a new document useful to developers to gain an understanding of what Middlefield would be looking for in new construction.
- The FY22 budget as presented included \$16,200 is expense and the \$12K for the design review guidelines

**Discussion with Rick Santos regarding Lake Beseck Environmental Committee 2020 activities and proposed FY22 budget**

- Rick described activities planned for FY22 in terms of continuation of water quality monitoring by WCSU and AER to provide information on lake quality attributes.
- Education activities, including the annual plant sale supporting the Lake SMART program and application for a DEEP grant to fund boat ramp staffing for invasive weed awareness will be prominent this spring and summer.
- It was suggested that Al consider movement of the AER 6 month testing expenses to a new operating expense line item, to offer appropriate accounting for these yearly expenses; maintaining the balance in the capital account for future weed mitigation or water quality enhancement.

- The FY22 budget request as presented includes \$9,900 for operating expenses and \$11,640 for capital/non-recurring. However, part of the capital may be recategorized into the operating expense items

### **Discussion with Donna Golub regarding Town Clerk 2020 activities and proposed FY22 budget**

- Donna presented her budget totaling \$111,929.
- A new line item , special projects was added to help pay for additional help required beyond any grant funding for ongoing and future special projects undertaken. Examples of recent projects included reorganizing and placing our town maps in protective mylar pockets, microfilming or town documents including organization minutes, maps and land records and enabling their availability through the town website.
- Many of the town clerk's projects have been paid for by successful awarding of "Historical Preservation Grants" - totaling in excess of \$100K to support the preservation work

**Robin and Jan, Rick and Donna** were thanked for leadership in their organizations, productivity in their teams achievements, and presentation of a clear and informative review of activities and budget proposals.

### **Discussion of other miscellaneous budget topics**

- The Fire Chief had notified Jim that multiple truck maintenance items were currently in process. Specifically, Engine 3 needed reverse gear maintenance, the Rescue truck brake parts and tilt cylinder required repair, and the Brush truck grease seals needed attention. The total plus ongoing needs in FY21 will likely eclipse the truck operations account and capital emergency repairs balance.

### **Next Workshop April 1 - Senior Center/Social Services**

The meeting was adjourned at ~8:47 pm.

Respectfully submitted,

Jim Irish