

March 26, 2020

**APPROVED VIRTUAL SPECIAL BUDGET MEETING MINUTES**

RECEIVED  
TOWN CLERK

20 JUN -5 AM 11:38

**VERNON TOWN COUNCIL**  
**VIRTUAL SPECIAL BUDGET MEETING**  
**VERNON, CT**

CONFERENCE CALL: 1-929-205-6099  
MEETING ID: 490 474 111 PASSWORD: 0326

**THURSDAY, MARCH 26, 2020 7:00PM**

Mayor Daniel A. Champagne called the virtual meeting to order at 7:00PM.

**A.) PLEDGE OF ALLEGIANCE**

**B.) ROLL CALL**

**Present:** Council Members Pauline Schaefer, Thomas DiDio, Julie Clay, Michael Wendus, Steve Wakefield, Laura Bush, Bill Campbell, Jim Tedford, Linda Gessay, Maryann Levesque

**Absent:** Brian Motola, Ann Letendre

**Entered During Virtual Meeting:** Brian Motola, Ann Letendre

**Also Present:** Town Administrator Michael Purcaro, Finance Officer and Treasurer Jeffrey O'Neill, Recording Secretary Kathleen Minor

**C.) CITIZEN'S FORUM**

Maryann Levesque, 183 Bolton Road, requested that the Mayor and Town Council consider no new positions and a freeze on hiring at this critical time, as well as Directors check their budgets for anything that they can do without. Tax payers will be facing a difficult financial event, it will be a difficult tax collection year due to the hardship and stated she has confidence that the Mayor and Town Council will get this budget process done.

**D.) PRESENTATION**

Mayor Daniel A. Champagne and Jeffrey O'Neill, Finance Officer and Treasurer presented and discussed the 2020-2021 Budget Overview to the Town Council, and included revenue projections and any updates and changes to the budget documents. There is a zero percent increase and no increase to the MIL rate at this time. The departments were asked to provide a zero-based budget proposal. The budget as presented shows 1.47% increase with a request for \$94,790,723. Both Mayor Champagne and Jeffrey O'Neill thanked everyone involved in this process for their hard work.

**E.) TOWN COUNCIL TO ESTABLISH THE RULES AND PROCEDURES FOR BUDGET DELIBERATIONS**

**PROPOSED MOTION:**

The Town Council adopts the following list of Rules and Procedures for the 2020-2021 Budget deliberations:

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Waive all Robert's Rules of Procedure during budget deliberations;

Revenue will be discussed at the opening meeting and at the final budget meeting;

~~All budget accounts shall be opened and closed, with the Council making decisions on each individual budget during the allocated time frame;~~

To facilitate the change to virtual meeting format, ALL budgets will be opened at the first budget meeting, and will remain open until the final meeting. For clarity, the tab, page, and department will be read into the record and a discussion will take place.

Each meeting will be recessed to the next scheduled budget hearing and draft minutes will be prepared by the Clerk for each meeting to be used during final deliberations;

At the final budget hearing the Town Council may add or delete from any account previously discussed.

Council Member Wakefield, seconded by Council Member Bush made a motion to accept the list of Rules and Procedures for the 2020-2021 budget deliberations. Motion passed unanimously with roll call vote of present members.

**F.) ~~PUBLIC HEARING (7:05 PM)~~**

~~PUBLIC HEARING TO RECEIVE COMMENTS AND QUESTIONS RELATIVE TO THE 2020-2021 TOWN OF VERNON BUDGET:~~

- ~~• MAYOR DANIEL A. CHAMPAGNE CALLS THE PUBLIC HEARING TO ORDER TO RECEIVE COMMENTS AND QUESTIONS~~
- ~~• CLERK READS THE LEGAL NOTICE INTO THE RECORD~~
- ~~• MAYOR CHAMPAGNE AND TOWN COUNCIL RECEIVE COMMENTS~~
- ~~• ADJOURN THE PUBLIC HEARING~~
- ~~• RETURN TO THE SPECIAL TOWN COUNCIL MEETING AGENDA~~

Mayor Daniel A. Champagne stated that the Public Hearing was moved to Saturday, April 4, 2020 at 9:04AM.

**G.) BUDGET REVIEW**

Council Member Wakefield, seconded by Council Member Bush made a motion to open all sections of the entire 2020-2021 Budget. Mayor Champagne spoke. Motion passed unanimously with roll call vote of present members.

- 1. Water Pollution Control Authority – Tab 4, page 81, Code 10116157, \$8,851**  
Robert Grasis, Director of Water Pollution Control, presented budget summary and answered questions. Discussion ensued.
- 2. Waste Treatment Plant Operations – Tab 11, page 391, Code 41345700, \$5,925,726**

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Robert Grasis, Director of Water Pollution Control presented budget summary and answered questions. Discussion ensued.

3. **Housing Authority – Sewer Subsidy – Tab 9, page 335, Code 10673282, \$47,500**  
Robert Grasis, Director of Water Pollution Control presented budget summary. No discussion.
4. **Assessment – Tab 4, page 53, Code 10114144, \$303,107**  
David Wheeler, Assessor, presented budget summary and answered questions. Discussion ensued.
5. **Revaluation – Tab 4, page 67, Code 10114147, \$18,000**  
David Wheeler, Assessor presented budget summary, spoke and answered questions. Discussion ensued.
6. **Board of Assessment Appeals – Tab 4, page 77, Code 10116155, \$2,500**  
David Wheeler, Assessor, presented budget summary, spoke and answered questions. Discussion ensued.
7. **Collector of Revenue – Tab 4, page 61, Code 10114146, \$191,613**  
Terry Hjarne, presented budget summary and answered questions. Mayor Daniel Champagne answered questions. Discussion ensued.
8. **Refunds – Tax Adjustments – Tab 4, page 57, Code 10114145, \$21,000**  
Terry Hjarne, presented budget summary and answered questions. Mayor Daniel Champagne and Jeffrey O'Neill answered questions. Discussion ensued.
15. **Town Clerk – Tab 4, Page 71, Code 10115150, \$263,916**  
Karen Daigle, Town Clerk, presented budget summary and answered questions. Discussion ensued.
16. **Town Council – Page 4, Page 1, Code 10110110, \$10,755**  
Karen Daigle, Town Clerk, presented budget summary and answered questions. Discussion ensued.
17. **Registration – Tab 4, Page 21, Code 10113130, \$80,281**  
Christopher Prue, Registrar of Voters (D) and John Anderson, Registrar of Voters (R) presented budget summary. No discussion.
18. **Elections General – Tab 4, Page 25, Code 10113131, \$45,550**  
Christopher Prue, Registrar of Voters (D) and John Anderson, Registrar of Voters (R) presented budget summary. No discussion.
19. **Elections Primary – Tab 4, Page 29, Code 10113132, \$1.00**  
Christopher Prue, Registrar of Voters (D) and John Anderson, Registrar of Voters (R) presented budget summary. No discussion.
20. **Elections Referendum – Tab 4, Page 33, Code 10113133, \$1.00**  
Christopher Prue, Registrar of Voters (D) and John Anderson, Registrar of Voters (R) presented budget summary and answered questions. Discussion ensued.
21. **Community and Economic Development – Tab 4, Page 103, Code 10151171, \$112,435**  
Shaun Gately, Economic Development Coordinator, presented budget summary and answered questions. Discussion ensued.

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22. **Town Planner – Tab 4, Page 97, Code 10150170, \$199,123**  
George McGregor, Town Planner, presented budget summary and answered questions. Discussion ensued.
9. **Administration – Tab 4, Page 9, Code 10112120, \$867,650**  
Diane Wheelock, Executive Assistant, Cassandra Santoro, Administrative Assistant and Dawn Maselek, Assistant Town Administrator presented budget summary and answered questions. Discussion ensued.
10. **Law – Tab 4, Page 17, Code 10112121, \$162,000**  
Diane Wheelock, Executive Assistant presented budget summary and answered questions. Discussion ensued.
11. **Finance – Administration – Tab 4, Page 37, Code 10114140, \$545,415**  
Jeffrey O'Neill, Finance Officer and Treasurer, presented budget summary and answered questions. Discussion ensued.
12. **Finance – Independent Audit – Tab 4, Page 41, Code 10114141, \$80,643**  
Jeffrey O'Neill, Finance Officer and Treasurer, presented budget summary and answered questions. Discussion ensued.
13. **Finance – Treasury – Tab 4, Page 45, Code 10114142, \$7,240**  
Jeffrey O'Neill, Finance Officer and Treasurer, presented budget summary and answered questions. Discussion ensued.
14. **Finance – Purchasing – Tab 4, Page 49, Code 10114143, \$0**  
Jeffrey O'Neill, Finance Officer and Treasurer, presented budget summary and answered questions. Discussion ensued.

H.) **MISCELLANEOUS ACCOUNTS REQUIRING ACTION**

None

I.) **RECESS REMAINING ACCOUNTS TO MARCH 28, 2020**

9:18PM Council Member Wakefield, seconded by Council Member Bush made a motion to recess to the next scheduled meeting on March 28, 2020 at 9:00AM. Motion carried unanimously by voice vote.

Received: May 13, 2020

Approved: May 19, 2020

Respectfully Submitted.



Kathleen Minor  
Recording Secretary