

Special Meeting
CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
October 24, 2017

Present:

Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. Walter Schermerhorn
Ald. David Zieno
Ald. Jennifer Morris

Also:

City Chamberlain/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
Youth Bureau Director Robert Mason
Police Chief Rodney Marsh
DPW Superintendent Carl Ivarson
Fire Chief Tracy Chawgo
EMO A Jones
Code Enforcement Officer/Fire Marshall Jason Lawrence

Media Representative: Grady Thompson

Absent

Ald. John Deierlein
Supervisor James McNeil
Supervisor Robert Jeffrey

Ald. Doliver called the special joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:00 p.m. at the Council Chambers.

2018 Budget Presentations and Discussion

DPW - C. Ivarson presented the DPW budget. Changes from last year include lower utility costs, no increase in the water rates, a 4% increase in the wastewater rates and discussion of the personal services line as there are pending issues that may decrease the amount by \$33,000. Lab expenses are up due to C. Ivarson's leaving therefore lab work can no longer be done in-house. Funds for the Superintendent's position have been included, however if the City job's-out the position, those costs are unknown. I&I engineering costs will come from sewer main reserves, however there is no contract at this time and total costs unknown. Discussion concerning if building in 2% for personal services was a good idea since union contracts will end in 2017.

Youth Bureau – R. Mason presented the Youth Bureau budget. Changes from last year include a higher personal services line due to the increase in minimum wage, added hours for the Recreation Coordinator, and a 2% in the contracts for the Towns.

EMO – A Jones presented the Emergency Management budget which would include the purchase of a radio for \$3,382 taken partially from the 2017 budget with the rest coming from the 2018 budget. The amount coming from each budget is unknown at this time. The County will be covering the cost of a new server. Discussion of the increase in personal services for non-unit employee is due to an extra day (or 8 hours) in the calendar year which will affect all budgets.

Code Enforcement – J. Lawrence presented the Code Enforcement budget. Changes from last year include increases in personal services, telephone, and dues & subscriptions. Discussion of over-estimating revenue and underestimating expenses took place.

Human Resources – D. DeForest presented the Human Resources budget. Changes from last year include lower costs in personal services due to eliminating summer help, an increase in equipment for an ID system a decrease in employee physicals and an increase in contracted services. Discussion ensued regarding eliminating the ID system or using the Code Enforcement machine.

Finance Department – D. DuFour presented the following budgets:

Finance - Changes from last year include an increase in personal services, contracted services, advertising, and a decrease in telephone. Discussion ensued regarding why longevity and insurance buybacks are included in the personal services line.

City Clerk – Changes from last year included increase in personal services, office expense, training, and telephone due to refilling the Deputy City Clerk position and a decrease in advertising.

Common Council – There were no changes from the 2017 budget except for the additional 8 hours for the calendar year.

Mayor - There were no changes from the 2017 budget except for the additional 8 hours for the calendar year.

Assessor – Changes from the previous year were to personal services which include a \$6,000 stipend for the previous Assessor to continue working on the revaluation.

City Attorney – There is and increase in personal services. Office expenses were discussed.

Planning – Changes include an increase in personal services, and decreases in equipment and books, dues and subscriptions. Discussion of having base salaries listed and longevity were again discussed.

Ald. Doliver announced that budgets for the Police and Fire Departments will be discussed at a special Joint Committee meeting on Wednesday, November 1st at 6:00.

Executive Session – Ald. Caldwell **moved** to enter executive session at 7:52 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. Caldwell **moved** to adjourn executive session at 8:14 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

Adjournment

Ald. Caldwell **moved** to adjourn the Joint Committee Meeting at 8:14 p.m. Seconded by Ald. Schermerhorn, approved ayes all