

CITY OF NORWICH

**Special
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
September 22, 2020**

Present:

Mayor Shawn Sastri
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. Nancy Allaire
Ald. Linda Kays-Biviano
Ald. David Zieno
Ald. Robert D. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Robert Mason
Fire Chief Jan Papelino
Police Chief Rodney Marsh
Deputy City Clerk Agnes Eaton

Media Representative: none

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil

Ald. Jeffrey called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:30 p.m. at the Council Chambers.

Extending Appointment of Provisional Firefighter – L. Murray recommended that Terry Kuhn’s temporary appointment be changed to a provisional appointment at the same rate of \$24.8128 per hour effective September 23, 2020 as there is still a staffing need in the Fire Department. She stated that per Civil Service rules a provisional appointment may be made for up to 1 year from the original date of appointment which was April 1, 2020. Ald. Caldwell moved to approve the provisional appointment. Seconded by Ald. Kays-Biviano, approved ayes all.

2021 Budget Presentations

Finance – D. DuFour presented the Finance budget to the Committee saying that there were not many changes other than Personal Services of a 2.5% increase per the contract and 2% for non-unit employees and a decrease in the Telephone line due to the new system being implemented. The Actuary Study amount of \$7,000 was carried over from the previous years as the study has not been done yet. The Clerk’s budget is the same except for the 2% increase in Personal Services. The Assessment budget included an increase in Personal Services and decreases in Office Expense and Telephone lines. Ald. Caldwell questioned the \$500 included in the Personal Services and DuFour explained it would be used for any extra time the Assessor may work over the scheduled time, for example if she needed to come to a Council meeting. The Common Council, Mayoral and Records Management budgets reflect no changes. The City Attorney’s contract expires at the end of the year and must be renewed. The Planning budget reflects a 2.5% contract increase in Personal Services and a reduction in Books, Dues, and Subscriptions. Miscellaneous Other Budgets: departments included increases in Refunds & Taxes-City Property, and Insurances.

DPW – E. Pepe presented the DPW budget to the Committee. Increases included Personal Services and E Pepe explained he has changed some lines where time will be charged to better reflect the actual time being spent in certain areas. Increases included Total Municipal Buildings, Total Parks, and Capital Reserves and decreases in Total Transportation and Total Water Operations. Increases to various departments were to things such as maintenance at City Court, resurfacing the skate park, needed equipment and vehicle replacements and the purchase of new water meters throughout the City.

Code Enforcement – J. Papelino presented the Code Enforcement budget to the Committee. The majority of the \$2,986 increase was in Personal Services. J. Papelino would like to change a part-time position to a full time position.

Ald. Caldwell asked if the bill for the demolition was sent to NYSEG as had been discussed, however the status of that was unknown and Papelino will look into it.

Youth Bureau – R. Mason presented the Playgrounds & Recreation budget which reflects the typical staffing and programs. The increase of \$326 was due to the raise in minimum wage. The Youth Bureau budget reflects no increase. He is estimating funds received from The Office of Children and Family Services and the Town contracts will be close to the same for 2021. He is expecting to bring the 2021 agreements with the Towns to the October meeting. He also said that since programs were discontinued this year due to COVID, he planned on billing the Townships based on participation versus the contracted amount. He stated that no contact sports are allowed until at least January 1, 2021. They are currently reevaluating what can be done and the changes necessary such as at the skating rink.

Executive Session

Ald. Caldwell **moved** to enter executive session at 7:53 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Zieno, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:58 p.m. Seconded by Ald. Doliver, approved ayes all.

Adjournment

Ald. Caldwell **moved** to adjourn the Joint Committee Meeting at 7:59 p.m. Seconded by Ald. Doliver, approved ayes all.