

**MINUTES  
EIGHTH UTILITIES DISTRICT  
BUDGET WORKSHOP  
WEDNESDAY, MARCH 29, 2017 – 6:30 P.M.  
DON WILLIS HALL  
18 MAIN STREET  
MANCHESTER, CT 06042**

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The Board of Directors of the Eighth Utilities District of Manchester, Connecticut held a budget workshop on Wednesday, March 29, 2017 at 6:30 p.m. at Don Willis Hall, 18 Main Street, Manchester, Connecticut.

Mrs. O'Marra called the meeting to order at 6:36 p.m.

**Fire Department**

Chief Moore stated that the only changes to his budget since the first review were his increase in salary and the associated costs for the pension and social security contributions. He added that the largest portion of the increase in his budget is the new Firefighter/EMT that was hired.

Mrs. O'Marra added that we are currently in negotiations with the Firefighter/EMT and Dispatch unions. Therefore, their salary increases are unknown at this time.

Chief Moore stated that because of the rising cost for utilities he had spoken with a representative about installing solar panels at 138 Main Street. Mrs. O'Marra said that because the incentive that is offered when installing solar panels is a tax break and we do not pay taxes there is no savings for us. She asked Chief Moore if replacing the heating unit in the bay had cut down on the heating costs. Chief Moore stated that it had. He also reported that the water heater at 138 Main Street needs to be replaced. It is located above the Dispatch area and does not have a drip pan underneath it. If it were to leak, it could destroy the equipment in Dispatch. The cost to replace it is between \$11,000 and \$12,000.

Mr. Tyler asked about the \$1.00 under the Stipend for Fire Chief. Chief Moore replied that when he was hired as Acting Chief the stipend for Fire Chief was transferred to other accounts. \$1.00 was left in the line to keep it open in the event that it was necessary to fund the stipend again.

Mrs. Bowen said that Station 4 needs to be repointed soon. She stated that if we plan to keep the building, we will have to begin repairs as it is deteriorating. Mr. Luzusky agreed with Mrs. Bowen. He said that the building is in very poor condition. Rain had been leaking in prior to the roof being repaired. The windows also need to be replaced as they are very drafty.

Mrs. Gionet asked what the building was being used for now. Mrs. Bowen said that the gym has been located on the second floor. The Fire Marshal and Social Committee use the first floor for storage. Mrs. O'Marra added that there had been discussion about selling the building years ago, but that the consensus of the residents of the District was to keep the building as it represents the face and history of the District. She agreed that if we are going to keep it, we have to preserve it.

Chief Moore stated that major work has been done at 138 Main Street. The roof was replaced and interior work done after the ice jams two years ago. Two of the HVAC units have been replaced. The plan is to replace one a year. Station 3 needs the roof over the bays replaced. The area over the remainder of the building was replaced three years ago. The roof on Station 2 will need to be replaced soon as well. Mrs. O'Marra said that is a problematic roof. Chief Moore noted that all of the buildings have maintenance agreements on the HVAC systems. Mrs. Bowen asked if the budget for Points was being increased as it had been the same for several years. Chief Moore stated that it was not.

Mrs. O'Marra updated Director Topping on the Fire Department budget. She added that FF/EMT and Dispatch salaries have not yet been determined, and that Mr. Norris will review the figures to ensure that the amount budgeted for taxes and pension is correct.

### **Fire Marshal**

Marshal Roback noted that Mr. Norris had calculated the amount for Social Security based upon the proposed salary increase. He continued that Social Security may increase by \$70. Mrs. O'Marra stated that the proposed salary increase District-wide is 2%. Marshal Roback stated that he was not aware of that fact. He asked if Fire Prevention was remaining in the Fire Marshal's budget. Chief Moore said that he thinks that it should remain in the Fire Marshal's budget at this time.

There was a lengthy discussion on Fire Prevention. Mrs. Bowen said that the complaint that she hears most often is that no one from the Fire Marshal's office is at any of the events. She noted the Fire Prevention table at Peach Festival as an example. Mr. Tyler stated that there were two people at the table that night. Mrs. Bowen noted that the people working the table that night were fire department volunteers. The Fire Department liaison to the Fire Marshal's office was the only representative of the Fire Marshal's office that night. Marshal Roback stated that if functions take place on days that his inspectors are working at their other jobs; they are unable to attend our functions.

Marshal Roback stated that they are trying to develop other Fire Prevention projects. Mr. Napoli asked what type of projects. Marshal Roback said that they are trying to develop a "press release program" so that they can regularly promote fire safety. He continued that he would like to develop a program to inform residents about cooking safety with demonstrations on how to put out cooking fires. Mr. Napoli stated that ideas like that should be brought to Board meetings to keep the members informed about what is going on. Mr. Tyler said that he thinks more emphasis on fire prevention is needed. Mrs. O'Marra added that there is a need for better communication from the Fire Marshal's office.

Mr. Topping asked Marshal Roback how many hours per month he estimated were needed for him to get the work done. He said that he would like to eliminate the need for Extra Duty pay by increasing the Fire Marshal's hours and the stipend. Mr. Topping asked if \$7,000 would be an adequate increase. He asked Marshal Roback to supply the Board with the hours that he currently works per month so that they can make an informed decision.

Mrs. Bowen asked how many hours per week Marshal Roback works. He answered 25 hours per week. Mrs. Bowen said that she had figured his hourly rate based on his yearly stipend and working 25 hours per week to be \$40.95. She said that the hourly rate noted on the sheet he handed out was \$44.37 this year. She continued that \$40.95 was the hourly rate that he received in FY 13-14. Marshal Roback said that the hourly figures were always provided to him. Mrs. O'Marra asked if anyone else in the office received Extra Duty pay. Marshal Roback said that no one else got Extra Duty pay this year.

Mr. Topping asked how many hours other members of the staff worked per week. Marshal Roback answered that the Deputy Fire Marshal worked 20 hours per week, the inspector who received a stipend worked 10 hours per week, and the hourly inspectors worked an average of 12 to 15 hours per week. Mr. Topping stated again that he would like to revisit this issue again next Wednesday.

Mr. Luzusky thanked Chief Moore and Marshal Roback for putting together such responsible budgets.

Voted: Mr. Tyler made a motion to adjourn.  
Seconded by Mr. Napoli.

There being no other business to come before the Board, the workshop adjourned at 8:00 p.m.

DIRECTORS PRESENT:

Mary O'Marra, President  
Deberah Bowen  
Karen Gionet  
Leonard Luzusky  
Gerard Napoli  
John Topping (7:10 p.m.)  
Joseph Tyler

FRANCES McCARTER  
CLERK  
EIGHTH UTILITIES DISTRICT