



TOWN OF FAIRFIELD
611 OLD POST ROAD
FAIRFIELD, CONNECTICUT 06824-6690
(203) 256-3090

OFFICE OF THE TOWN CLERK

ELIZABETH P. BROWNE
TOWN CLERK

**WARNING TO THE MEMBERS OF THE REPRESENTATIVE TOWN MEETING
AND RESIDENTS OF THE TOWN OF FAIRFIELD**

Notice is hereby given that the Budget Hearings of the Town of Fairfield will be held on Monday, April 6, 2015, Tuesday, April 7, 2015, and Wednesday, April 8, 2015, at 7:00 P.M. at McKinley Elementary School, 4 Thompson Street, Fairfield CT, for the following purposes:

1. Roll Call - Pledge of Allegiance - Moment of Silence
2. To consider proposed appropriations for the Fiscal Year of July 1, 2015 through June 30, 2016 as recommended by the Board of Finance, for any lawful purpose in the amount to be determined by the Board of Finance.
3. To consider the self-supporting funds in an amount to be determined by the Board of Finance for the Water Pollution Control Authority for the Fiscal Year of July 1, 2015 through June 30, 2016.

March 30, 2015

Elizabeth P. Browne
Town Clerk

FAIRFIELD REPRESENTATIVE TOWN MEETING MEMORANDUM

TO: RTM MEMBERS
FROM: PAMELA IACONO, MODERATOR
SUBJECT: RTM PACKETS
DATE: MARCH 12, 2015
CC: BETSY BROWNE, CLERK, JENNIFER CARPENTER, BOF ASST CLERK, BOB MAYER, BOF CLERK, MEG BROWN, RECORDING SECY BOE, KATHLEEN GRIFFIN, FIRST SELECTMAN'S OFFICE

Attached please find the RTM Budget Meeting Schedule for our meetings on April 6, 7, 8. We will meet as a Body beginning at 7pm in the McKinley School gymnasium. The format will be slightly different than a regular meeting in that we will be seated by committee in a horseshoe, with the Moderator, Deputy Moderator, and Clerk at the center of the table in order to facilitate the meeting.

Each committee member will have a name card at their place at the table. When you arrive please find your name and take your seat with your committee. At the conclusion of each meeting (goal end time is 9:30) committees will break out to discuss their respective areas of the budget per the RTM Rules to Regulate (see additional enclosure). While every committee is welcome to discuss and debate all sections of the budget, please focus your main attention on the budget detail for your respective committee. Committee break-out room locations are listed on the Budget Schedule.

During committee meetings, *secretaries should remember to record requests for follow up in the minutes*. As Moderator, I will do my best to coordinate with department heads to get your questions answered in a timely fashion.

April 30 at 7pm there will be a Special Meeting for Committees who require follow up with a department. To the best of your ability follow up should be limited to the budget areas your respective committee oversees. While this is not a requirement, it is strongly recommended in order to streamline the budget discussion process and allow for a more in-depth discussion by the committee on their specific areas of the budget. Committee meetings scheduled for April 30 may be cancelled by a Chairman if said committee does not require any follow up from a department. ***NO LATER THAN Thursday, April 23 at 12 noon***, Committee Chairmen must notify the Moderator and the Clerk if they wish to have any department heads appear before them at the April 30 meeting for follow up discussion. This will allow time to for scheduling.

Public comment at committee meetings is, as always, at the discretion of the Committee Chair. There is no public comment for the full Body on April 6, 7, or 8.

May 4 is the RTM budget meeting and vote. Public comment will be heard on this night. Please save May 5 as well since this is our holdover date if we do not conclude our business on May 4.

Please note: April 20 and April 22 are REGULAR Committee meetings. Monday, April 27 is a REGULAR RTM meeting. April 6, 7, 8, 30 and May 4/5 are BUDGET meetings.

Budget meetings for April are at McKinley School. Regular meetings for April are in the BOE Conference Room.

If you have any questions or concerns, please feel free to contact me directly.

Pam

RTM Committee Responsibilities

Education & Recreation:

Elementary, secondary, and adult-education items, libraries, and recreation

Finance:

All matters relating to finance and issuance of notes and bonds

Public Health and Safety:

Public health, social services, police and fire safety

Legislation and Administration:

All matters relating to labor settlements, property, conveyances, leases, legal matters, ordinances, contractual items and board, commission, and committee appointments

Public Works and Planning:

Public works, parks, marinas, utilities and town planning, including those in which the town is regionally involved

RTM BUDGET MEETINGS 2015
7 PM @ MCKINLEY SCHOOL GYMNASIUM

*RTM Committee Meetings⁺ will begin at the adjournment of each nightly budget meeting (approximately 9:30pm)**
e-mail us: RTM@fairfieldct.org

MONDAY, APRIL 6, 2015

Summary Budget Presentation by First Selectman

Revenue
Fund Balance
10030 Debt Service
2010 Contingency
Administrative & General
1010 First Selectman's Office
1050 Administrative Services
1330 Human Resources
1330 Risk Management/Internal Service Fund/Active Medical
1270 Legal Services
1290 Miscellaneous Contingencies
1030 Town Clerk
1040 FairTV
1070 Registrar of Voters
1090 Zoning Board of Appeals
1110 Town Planning and Zoning
1130 Probate Court
1210 Historic District Commission
1230 Conservation
1250 Shellfish Commission
1350 Community & Economic Development
1370 Harbor Management Commission

Finance

3010 Finance
3030 Purchasing
3050 Assessor
3090 Tax Collector
3110 Information Technology
3130 Board of Finance
3150 Unemployment Compensation

Public Works

5011 Public Works Administration
5030 Public Works Operations
4070 Street Lights
5050 Building
5070 Engineering
6070 Solid Waste & Recycling
13013010 WPCA

TUESDAY, APRIL 7

Miscellaneous

Not For Profit Organizations

Public Safety

4010 Fire
4090 Hydrant & Water
4110 Emergency Management
4150 Emergency Communications
4030 Police
4050 Animal Control

Health and Welfare

6010 Health
6050 Health & Human Services

Culture and Recreation

7010 Library

+Committee McKinley Room Locations: L&A & Finance in the Gym; Public Works & Planning and Public, Health & Safety in the Cafeteria;
Education & Recreation in the Library Media Center.

*Committee start time is approximate and may begin earlier if the RTM Meeting adjourns before 9:30pm.

Public Comment on budget items discussed at Committee will be at the discretion of the Committee Chairman.

Public Comment on motions pertaining to the budget will be heard by the full Body on May 4th/5th.

WEDNESDAY – APRIL 8

Culture and Recreation

- 7050 Parks and Recreation
- 7030 Penfield Pavilion Complex
- 7050 Waterfront & Marina
- 7011 Carl J. Dickman Golf Course
- 7113 H. Smith Richardson Golf Course

Board of Education

- 11030 Health & Welfare Services
- 2531 Private School Bus Transportation

Summary Budget Presentation by the BOE Chairman and the Superintendent of Schools

- 8010 Board of Education

THURSDAY – APRIL 30

Special Meeting of the RTM Committees

- ***Follow up only*** for any outstanding budget questions.
- Individual Committee meetings may be cancelled at the discretion of a Committee Chairman depending on Committee needs.

MONDAY – MAY 4 @ 8PM

RTM Budget Meeting

- Public comment will be taken at this meeting

TUESDAY – MAY 5 @ 8PM

RTM Budget Meeting

- To be held only if the business from Monday evening has not concluded.
- Public comment will be taken if this meeting is held.

+Committee McKinley Room Locations: L&A & Finance in the Gym; Public Works & Planning and Public, Health & Safety in the Cafeteria; Education & Recreation in the Library Media Center.

*Committee start time is approximate and may begin earlier if the RTM Meeting adjourns before 9:30pm.

Public Comment on budget items discussed at Committee will be at the discretion of the Committee Chairman.

Public Comment on motions pertaining to the budget will be heard by the full Body on May 4th/5th.

FY16											
				3-YR PRIOR	FY15	SOURCE	3-YR	DEPT		FY16/FY15	
				<u>AVERAGE</u>	<u>BUDGET</u>	<u>DOC</u>	<u>AVG</u>	<u>EST</u>	<u>TOTAL</u>	<u>% CHG</u>	
LIBRARY											
St Grants	01007	41134	LIBRARY - CONNECTICARD	31,794	29,007		31,794		31,794	9.61%	
St Grants	01007	41141	PUBLIC LIBRARY GRANT	1,293	1,265		1,293		1,293	2.21%	
Sv Chrgs	01007	42349	LIBRARY - BOOK RENTAL FEES	722	500			-	-	-100.00%	
Sv Chrgs	01007	42350	LIBRARY - PHOTO COPY MACHINES	5,231	4,000			4,748	4,748	18.70%	
Misc.	01007	42378	MISC. - LIBRARY	10,903	10,585			10,400	10,400	-1.75%	
Fines	01007	42205	LIBRARY - FINES	82,219	92,508			102,200	102,200	10.48%	
Contrib.	01084	44008	LIBRARY - INVESTED FUNDS	138,946	145,171	136,102			136,102	-6.25%	
Rents	01007	42511	LIBRARY - ROOM RENTAL FEES	10,379	10,548			12,000	12,000	13.77%	
			TOTAL LIBRARY	281,487	293,584	136,102	33,087	129,348	298,537	1.69%	
			DEPT AS % OF TOTAL	0.1%	0.1%				0.1%		
			Connecticard - state wide cooperative program where any resident can borrow material from another participating library.								
			If library is a net lender like Fairfield than they receive additional funds.								
			Connecticard grant payments are to be spent by the library and may not revert to the general fund of the municipality.								
			Public library grant is base grant provided to each public library.								
			Misc. - Library - printing revenue from public printers.								