

**MINUTES  
SPECIAL MEETING  
BOARD OF MAYOR AND BURGESSES  
JUNE 12, 2013**

1. Mayor Robert A. Mezzo called the special meeting to order at **6:35 p.m.** with the following in attendance:

**BURGESSES:**

T. K. Rossi	L. Jackson
M. Bronko	R. Neth, absent
R. Burns	R. San Angelo
M. Ciacciarella, absent	P. Scully, Sr.
C. Ernsky, absent	

**PRESS:**

A. Malik  
L. Marshall

**DEPARTMENT HEADS:**

W. McAllister, Controller  
J. Lawlor, Human Resources Director  
K. Hanks, Fire Chief  
T. Stieber, VNA Director

**OTHERS:**

D. Sheridan, Finance Board  
M. Katra, Finance Board  
D. Scinto, Finance Board  
A. Pistarelli, Finance Board  
S. Stirk, Finance Board

2. Mayor Mezzo led in the Pledge of Allegiance to the flag.
3. Motion by Burgess \_\_\_\_\_ to recess to Executive Session at \_\_\_\_\_ **p.m.** for discussion on the following: **Personnel** (Controller/School Business Manager) inviting in \_\_\_\_\_.

**The board did not recess to Executive Session.**

4. **VOTED:** Unanimously on a motion by Deputy Mayor Rossi and seconded by Burgess Jackson that the Board of Mayor and Burgesses appoint **Robert Butler** as the **Controller/School Business Manager** for a four year term beginning July 1, 2013 subject to approval by the Board of Education and negotiation of a mutually acceptable employment agreement to be approved by this board.
5. **VOTED:** Unanimously on a motion by Deputy Mayor Rossi and seconded by Burgess Scully that the Board of Mayor and Burgesses set **Tuesday, July 9, 2013** between the hours of **6:00 a.m. and 8:00 p.m.** as the date and time for the **2013/2014 Budget Referendum**, to be held at the **Naugatuck Historical Society/Railroad Station, 195 Water Street, Naugatuck, CT 06770.**
6. **VOTED:** Unanimously on a motion by Deputy Mayor Rossi and seconded by Burgess Scully that the Board of Mayor and Burgesses approve the following questions to appear on the **2013/2014 Budget Referendum Ballot:**

Minutes – Board of Mayor and Burgesses  
Special Meeting – June 12, 2013

“Shall the Town Operating Budget of **\$51,428,652** for the Borough of Naugatuck for the fiscal year **2013/2014** be adopted?

**Yes**

**No- Too High**

**No- Too Low**

“Shall the Board of Education Budget of **\$59,478,771** for the Borough of Naugatuck for the fiscal year **2013/2014** be adopted?

**Yes**

**No- Too High**

**No- Too Low**

7. **VOTED:** Unanimously on a motion by Deputy Mayor Rossi and seconded by Burgess Burns that the Board of Mayor and Burgesses adopt the following **Fund Balance Policy** as recommended by Controller Wayne McAllister; as if read:

The Borough of Naugatuck recognizes the importance of maintaining an appropriate level of Unassigned Fund Balance to provide the required resources to meet operating needs and to allow for unforeseen needs of an emergency nature. After evaluating the Borough’s operating characteristics, diversity of tax base, reliability on non-tax revenue sources, working capital needs, impact on bond rating, local and economic outlooks, emergency and disaster risk and other contingent issues the Borough of Naugatuck establishes the following goals regarding the Unassigned Fund Balance of the General Fund for the Borough of Naugatuck, CT.

The level of fund balance that the Borough strives to maintain as unassigned is an amount no less than 8.00% of the town’s general fund budget and no greater than 12.00%. It is the intent of the Borough of Naugatuck to aim for the greater level of 12.00%.

Once the borough achieves its goal of an appropriate level of Unassigned Fund Balance, any excess funds may be utilized for other municipal fiscal purposes, such as additional capital improvement needs, debt reduction and emergency situations. In this manner, the Borough of Naugatuck will reduce the need to incur long-term debt and will avoid creating an operating funding gap for subsequent fiscal years.

This policy has been adopted by the Borough of Naugatuck to recognize the financial importance of a stable and sufficient level of the Unassigned Fund Balance. However, the Borough of Naugatuck reserves the right to appropriate funds from the Unassigned Fund Balance for emergencies and other requirements the borough believes to be in the best interest of the borough.

Minutes – Board of Mayor and Burgesses  
Special Meeting – June 12, 2013

8. **VOTED:** Unanimously on a motion by Deputy Mayor Rossi and seconded by Burgess Scully to adjourn the meeting at **6:51 p.m.**

**A digital recording of this meeting is available in the office of the Borough Clerk for further review.**

**Attest:**

---

Nancy K. DiMeo  
Borough Clerk