



***Town of Stafford***  
***Connecticut***  
***Office of Selectmen***  
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***Anthony Frassinelli***  
***John Perrier***  
***John N. Locke Sr.***  
***Board of Selectmen***

September 6, 2017

**To all Elected Officials, Department Heads and Commission/Board Chairpersons:**

As you all should be aware, any anticipated state revenue to Stafford for fiscal year 17/18 is both unknown and currently on hold until a state budget can be passed. Even if the budget is approved in September or October, the negative financial impact to Stafford could be significant.

Effective immediately, I am initiating a Budget freeze. This action involves all non-essential spending and overtime. This means that there should be no purchases made unless you need it to carry out the day-to-day operations or it is a matter of public safety. Overtime will only be by approval through the First Selectman's office. Included as well are any projects that are not absolutely necessary and/or are deemed essential for safety reasons.

I have met with the Superintendent of Schools, the Board of Education and Board of Finance Chairpersons and our CFO to discuss any and all possible ideas for solutions to this budget crisis Stafford is facing. The school district published budget guidelines effective August 23, 2017, which include, but are not limited to a budget freeze on all non-essential purchases, field trips, which are subsidized with BOE funds, and prior authorization for extra help/overtime and the filling of vacancies necessary to maintain the daily operations of the schools.

We are of the same opinion that we need to look into every possible cost saving measure. I appreciate how well we've done over the last 2 budget cycles to work to provide Stafford the services needed, while keeping any increases to a minimum and we will continue, as always, to use that as our guideline for our everyday operation.

If you have any questions and/or need to discuss whether or not an expense is essential, please do not hesitate to contact my office. We will continue to monitor any State activity regarding potential budget impacts and the effect it may have on the town. We will continue to plan for any contingency that comes out of Hartford.

I appreciate your understanding and cooperation.

Sincerely,

Anthony "Tohy" Frassinelli  
First Selectman