

**BOARD OF FINANCE  
TOWN OF EAST WINDSOR  
11 RYE STREET  
BROAD BROOK, CT 06016**

**MINUTES OF BUDGET WORKSHOP**

**Thursday, March 28, 2024**

**<https://zoom.us/j/7148971799>**

**Meeting ID: 714 897 1799**

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**\*\*\*These minutes are not official until approved at a subsequent meeting\*\*\***

**Board of Finance Members Present:** Bill Syme, Chairman, George Michna, Nichole DeSousa, Tom Lansner, Tom Talamini, Randi Reichle, Christina Cresenzi via Zoom.  
**Alternate Member Absent:** Karen Turley  
**Advisory:** Amy O'Toole, Finance Director/Treasurer, Jason Bowsza, First Selectman, Helen Totz, Assessor, Patricia Kratochvil, CCMC, Tax Collector, Amy Lam, Town Clerk, Matthew Carl, Chief of East Windsor Police Department, Benjamin Murphy, Deputy Chief of East Windsor Police Department, and Sabo Khalilova, Recording Secretary  
**Zoom Remote Guests:** Noreen Farmer, X, Jerilyn Corso.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Bill Syme called the Regular Meeting to Order at 7:02 p.m.

**2. TIME AND PLACE OF MEETING:**

Thursday, March 28, 2024, 7:00 p.m. Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT 06016

**3. ATTENDANCE/APPOINTMENT OF ALTERNATES:**

All Board Members were present at this meeting.

**4. BUDGET WORKSHOP:**

**A. ASSESSOR:**

Helen Totz, Assessor, presented the budget for the Town of East Windsor. She also presented the Board of Assessment Appeals (BAA) budget. It remains the same except for the fees for advertising. The rates have gone up. The fees for recording secretary have gone up due to reval.

**B. TAX COLLECTOR:**

Patricia Kratochvil, CCMC, Tax Collector, presented her budget that has increased due to getting a part-time employee as the OPM requires the certification for the Tax Collectors. Therefore, the Tax Collector's Office needs a person available while the staff are taking the required courses.

**C. TOWN CLERK:**

Amy Lam, Town Clerk, presented the budget for the Town Clerk's Office. The budget does not have a significant increase with the exception of professional services, digitizing the map, and the land record paper. Education and dues for the conference went up by \$70. Everything else stayed the same.

**D. PLANNING & LAND USE COMMISSIONS**

Amy O'Toole presented the budget for the Planning and Land Use Commission that went up by dues and fees increase.

**E. BUILDING DEPARTMENT**

**F. POLICE COMMISSION**

The budget remains at \$1,725.

**G. POLICE**

Chief Carl presented the budget for the East Windsor Police Department. Public safety plan. Community engagement is important, technology, equipment upgrades, and department restructuring. He discussed the goals and priorities, establishing Explorer program and continuing the department's security upgrades. In the process of Tier 3 State accreditation and moving forward with the Town's Radio project. The department began the feasibility study. He hopes to present 5-year strategic plan about accountability to the community within 6 months. He discussed power engage tool and introducing text message survey via police website. The feedback help to improve upon the services. It will be available on the police website soon. The staffing includes 27 full-time and 10 administrative full-time and 2 part-time positions. The salary line change is \$2,944 for clerical full-time that went up by 1.04 percent. Officer salary based on the qualifications and experiences. He explained the hiring process for the new hire is difficult and challenging. Two new hires are going to the Police Academy with \$70,000 offer. Five steps in the collective bargaining tier. Academy is expensive \$4,000 per new hire and \$7,000 in uniform. Dispatcher salary based on the steps only as they are out of contract. Officer and supervisors' union are also out of contract.

Training for active shooter 16 hours of overtime for each officer. For the Emergency Management, he wants to do a larger mock session that includes

stakeholders from Fire department and Ambulance. The cost of ammunition – \$2,000 with \$17, 993 or 0.45 percent increase

Nichole DeSousa: Is there any expected cost for the explorer program?

Chief Carl: It will depend on the funding source. There might grant opportunities and it would not increase the budget.

Tom Talamini: Would having a full staffing reduce the overtime costs?

Chief Carl: Yes. It would make a significant difference.

**H. EMERGENCY MANAGEMENT**

The budget include stipend. Deputy Chief met with a State representative to set up a CERT program and start the training. Expenses include phone, communication line, equipment maintenance that went up by \$4,000. The generators have to be tested under a load in order to ensure it will work when needed. Supplies is flat.

**I. COMMUNICATIONS**

Two lines items for radio system and Dispatch-Tolland county, totaling to \$57,027 with increase of 79.78 percent or \$30,382. Dispatching cost for the Ambulance. To dispatch the ambulance and EMD would cost \$26,602. Now, they are charging per call versus per capita. The agreements must be signed.

**J. BOARD OF FINANCE**

Amy O’Toole, Finance Director, presented the budget.

**K. TREASURER**

Amy O’Toole, Finance Director, presented the budget.

**L. CIP COMMITTEE**

The budget has \$875 for a recording secretary with 7 meetings per year.

**M. INSURANCE**

Amy O’Toole, Finance Director, presented the budget.

**N. EMPLOYER BENEFITS**

27<sup>th</sup> payroll decrease of \$205,000

FICA stayed the same, savings due to unfilled positions.

Unemployment compensation is \$15,000.

Worker’s compensation is \$120,000 Physicals include preemployment and does not include police officers.

**O. REVENUES**

\$1,200,000 in fund balance.

Nichole DeSousa: What would the impact be on the next year's budget on the fund balance?

Amy O'Toole: The Pequot money that was not budgeted will roll into the fund balance.

5. **BOARD MEMBER COMMENTS:**

None

6. **UPCOMING MEETING DATE:**

Tuesday, April 2, 2024 – 7pm BOF Budget Workshop

Monday, April 8, 2024 – 7pm BOF Budget Workshop

Monday, April 15, 2024 - 7pm BOF Budget Workshop if needed

Tuesday, April 16, 2024 – 7pm BOF Monthly BOF Meeting.

7. **ADJOURNMENT:**

**MOTION** was made by (Randi Reichle) and **SECONDED** by (Nichole DeSousa) to adjourn the meeting at 8:16 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

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Sabo Khalilova, Recording Secretary, Board of Finance