

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT**

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Monday, February 25, 2013 at 5:30 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Catherine Cabral, Chief Edward DeMarco, Deputy Chief Roger Hart, Joseph Pellegrini, Jerily Corso, Jason Bowsza, Danelle Godeck, Gilbert Hayes, D. James Barton, Jim Barton, Victor DeCapua, Mike Balf, Tony D., Thomas Arcari, Gerald Bancroft, Thomas Clynch, and others.
Press: None

I. Call to Order

First Selectwoman, Denise Menard called the Special-Budget Workshop Meeting to Order at 5:32 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Budget Presentations

Ms. Menard commented to those who were new this year to the budget process, this year she is suggesting that the complex budgets come to present their proposed budget for Fiscal Year 2013-2014. She has asked those departments to keep their presentations brief, approximately 20 minutes in length.

- **Police Department (2145)**

Chief Edward DeMarco and Deputy Chief Roger Hart of the East Windsor Police Department addressed the Board. The Chief indicated the budget he is presenting

does not have a service increase nor does it have a personnel increase. The budget does have an increase due to the contractual obligations. It has taken a long time to negotiate the contract which is reaching conclusion. The Chief explained that on the operational side of the proposed budget which shows an increase, in particular, Conferences and Training, shows an increase which also presents a contractual obligation in lieu of educational payments. The contract calls for an increase from \$10,000 to \$12,000 and the remaining increase is a State of Connecticut mandate to pay for police officers attending the academy at \$1,500 per person. He also mentioned increases in Uniforms and Gas and Oil. Deputy Chief Hart explained the salary line percentage is higher than usual due to the contract obligation and retroactive wages.

A brief discussion was held regarding contract negotiations, term lengths of said contracts and requirements of the Charter.

Deputy Chief Hart addressed the increase in the Gas and Oil line. He is hoping to improve the cost of the gas and oil. In the past, the Town was paying storage fees for storing gas; now that gas has been used up. He indicated that he and the First Selectwoman are working on locking in a low fixed rate on gasoline, hopefully lower than \$3.55 per gallon. Surveys have been taken of surrounding towns, and some towns are paying considerably less than \$3.55 per gallon. He reminded everyone that this line is stable, when the price of gasoline rises, so does this line. Ms. Menard briefly commented that she has spoken with a company the Town has done business with in the past and the possibilities of entering into a short term contract and once Spring sets in, the price of gasoline should drop. Now is not the time to commit to a long term contract until the prices begin to fall.

A brief discussion was held regarding the cost of training new officers, lateral transfers and continuing education of the officers.

- **Emergency Management (2170)**

Chief DeMarco indicated the Emergency Management budget in the past was very small, and this is a unique budget in amounts are funded through grant reimbursement on a quarterly basis and there is a formula which is used to figure the amount reimbursed. The Chief, Deputy and the Treasurer's Office have figured the amount and it is anticipated that approximately 50% of the budget is reimbursed which goes back to the general fund. He indicated it has been a much greater responsibility than first anticipated when he took the position over which includes preparation, paperwork, follow-up paperwork when reporting damages and costs to FEMA, and managing personnel and equipment and fuel consumption; therefore, there is a request for an increase in the stipend. He commented of the request for an increase in the equipment line. Deputy Hart mentioned that just recently, it was requested that an additional \$725 be appropriated for the payment of the cost of the

emergency generator during a recent storm. Chief remarked that the Town presently does not have a shelter which can shower, feed and sleep people during an emergency.

- **Fire Departments (2150)**

Ms. Menard introduced members of Fire Departments, Warehouse Point and Broad Brook to the Board, Mr. Vic DeCapua, Mr. Mike Balf, Mr. Thomas Arcari, and Mr. Gerald Bancroft. She asked the gentlemen to keep their presentation to approximately 20 minutes. She indicated that both Fire Departments have requests for full time and part time paid fire fighters. Mr. Balf indicated that the Warehouse Point Fire Department's website has been redesigned by one of the members and anyone can go on that website and get real time information.

Mr. Balf began discussing his proposed budget for the Warehouse Point Fire District. The administrative section of the budget has no increase. The Facilities section of the budget has an increase which includes replacement of doors at Station II, removal of underground oil and fuel tanks, and repaving of parking lot at Station I. The Fire Equipment also has an increase listed in the breathing apparatus replacement due to the replacements bottles and gear sets needed for new members and replacement sets needed for outdated damaged sets. Fire Apparatus has an increase in vehicle fuel due to the rising cost of fuel prices. Inspection Services and Training of the budget had no increases listed. The discussion then began to revolve around recruitment of volunteers to participate in the fire district. It was explained that a recruitment drive was recently held and only three have made it through the entire process. It was mentioned that another recruitment drive will take place however, it is getting difficult to attract the younger generation. Mr. Balf indicated that a few years ago he had given the Board of Finance general information about hiring staff. Since that time, the members of the Board of Selectmen and Board of Finance have changed an updated cost sheet has been prepared to discuss staffing the day shift at the fire house. Ms. Menard commented that both Warehouse Point Fire District and Broad Brook Fire Department have submitted similar proposals in regards to hiring staff at the fire houses and invited all representatives from Warehouse Point Fire District and Broad Brook Fire Department to participate in the discussion. Mr. Balf continued indicating that due to the lack of manpower at the Stoughton Road Station, he is proposing two part-time people at \$18.00 per hour. The coverage at the station would be 6:00 a.m. to 6:00 p.m. The shifts would be 6:00 a.m. to 2:00 p.m. and 10:00 a.m. to 6:00 p.m. The reason to have coverage at the Stoughton Road Station is due to the coverage due to the businesses on Route 5. The discussion continued regarding rate of pay and benefits offered. Ms. Menard indicated that Board Brook also is looking for an increase in order to pay for personnel at the Broad Brook Fire Department. Mr. Bancroft indicated that his department would like two part-time persons to work at the fire house at approximately \$40,000 each, no benefits and the same hours that

Warehouse Point is requesting. He understands the fiscal restraints on the Town, but the positions are needed. The discussion continued as to which department would require the personnel and if it was possible that each department have one part-time personnel versus two each and what the repercussions were of same. It was indicated that one part-time personnel at each department would not be beneficial because two people are needed to take an engine. It was also indicated that there was enough work to do around the fire houses to keep part-time personnel busy during the daytime hours. A suggestion of having one fire department, East Windsor Fire Department versus Warehouse Point Fire District and Broad Brook Fire Department was briefly mentioned. It was also suggested having the budget proposed without part-time personnel and a separate line for East Windsor Fire Fighter Line for the payment of part-time personnel. Ms. Menard explained to the fire departments that they need to understand that this is a new Board of Selectmen and Board of Finance and the members of the Boards understand the seriousness of their request. She asked the fire departments to have a separate presentation with all the figures and facts to both Boards. She suggested they get their proposals to her office as soon as possible so this could be discussed again at another workshop meeting. It was agreed by both departments that they would get the information as soon as possible.

A brief discussion was held.

Ms. Menard announced the new Chief of Broad Brook Fire Department is Mr. Thomas Arcari and Assistant Chief Gerald Bancroft. Chief Arcari began discussing his proposed budget for Broad Brook Fire Department. He indicated an increase in the administrative section of the budget for Signal 12, due to the increase of standby calls. The Building Maintenance has increased in propane gas due to the increased use in stove from senior center and fire department, increase in electricity and heating oil. An increase for repairs is being requested due to the need for unisex shower and fire alarm installation and painting of the downstairs bay area. Communications also has an increase due to mobile and in house computers and software, pagers, batteries have increased by actual cost per year for two lines. He indicated the cost for cellular phones were decreased; however, the cost of internet, telephone and cable has risen. The Engineering section of the budget has risen due to the increasing cost of fuel and the cost of repairs for the truck has increased. Tires are not needed in the next fiscal year as they are being purchased within this budget. Firefighting Equipment is being increased for new members and replacing expired gear, replacement of expired O2 sensors, replacement of failed four inch supply lines, increased medical response supplies due to the increase of medical calls, and replacement of lost and damaged equipment.

Ms. Menard began discussing the Fire Department Annuities and Incentive Program. She indicated that it has been underfunded for a long time. It continues to pay only the budgeted amount rather the billed amount so the underfunding

continues. After significant research, the Volunteer Incentive Committee is advising a plan to remedy the underfunding. The incentive program budgeted fund have not been totally spent in this line so reduction of the incentive program and increase of the annuities budget will have little impact n the budget. Ms. Menard indicated to the Board that she would like Mr. Ron Masters to come to the Board and discuss his budget in more detail.

Board Recessed at 7:02 p.m.

Board Reconvened at 7:09 p.m.

- **East Windsor Ambulance Association (5240)**

Ms. Menard introduced Chief of the East Windsor Ambulance Association, Mr. Thomas Clynch to the Board. Mr. Clynch gave to all Board Members a packet of information which included his proposed budget. He indicated he has served the community since 1974 over 38 years as a junior fire fighter, fire chief and fire marshal. He has been Chief of the ambulance service since 1985, a paramedic since 1987. The East Windsor Ambulance Association is a 501c3 non-profit, non-stock corporation, a volunteer service from 1978 to 2000, and a paramedic service since 2002. He described in great detail the four basic ambulance service models which include non-profit, commercial service, municipal third service and municipal fire service. Mr. Clynch indicated that the target for expenditures for his budget request is replacing an engine in Ambulance 738, increase the pay rates for the hourly employees, increased staffing during various peak call periods, restoring funding for in-service training, and restore funding for capital expenditures. Mr. Lynch gave a breakdown of the current ambulance inventory including years and mileage of the vehicles. He indicated that the capital improvement equipment which is needed is a purchase of three heart monitors, purchase annual service agreement for monitors, and multi-year lease for a new ambulance. Also within the packet was a spreadsheet entitled "East Windsor Ambulance Budget Presentation dated February 25, 2013". The spreadsheet shows budgets from FY 2009-2010; FY 2011-2012; and FY 2012-2013.

A brief discussion was held.

It was asked if the East Windsor Ambulance wanted to enter into another contract with the Town of East Windsor. Mr. Clynch indicated that he is requesting a primary service area. Ms. Menard indicated she has copies of the previous contacts and other pertinent information regarding the East Windsor Ambulance Association.

VIII. Adjournment

The meeting was adjourned at 7:39 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary