

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

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Wednesday, March 6, 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, Leonard Norton and Sharon Tripp (arrived 5:55 p.m.)
Press: None

I. Call to Order

First Selectwoman, Denise Menard called the Special-Budget Workshop Meeting to Order at 5:37 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

• **Public Works (3180)**

Ms. Leonard Norton, Director of Public Works/Town Engineer, addressed the Board. He indicated the increase in the salary and uniform cleaning are due to contractual obligation. He also mentioned an increase in the tree maintenance line He indicated an increase in the vehicle maintenance lines which include park and recreation grounds equipment and for the fleet of vehicles due to the age of the vehicles many repairs are needed. Conference and training lines have been increased due to the OSHA 10 and Flagger Training required along with training for his staff in CPR. Electricity, gas and oil, and gas and oil for parks and recreation has also been increased based upon currant usage.

A discussion was held about the cost of gasoline and heating oil and negotiating a better price and the Town's responsibility for tree maintenance. It was questioned why such a big increase in vehicle maintenance. Mr. Norton responded that his fleet of vehicles is in need of many repairs. He has requested reimbursement from FEMA for the repairs which are due to the recent blizzard. He expects to be reimbursed approximately 75% of the costs incurred. He remarked that 90% of all repairs done to the trucks are done in-house by his mechanic and the majority of the costs are in parts alone. He mentioned that repairs which are done by other mechanics cost approximately \$50 to \$80 per hour. It was asked if the vehicles were maintained on a regular basis. Mr. Norton responded that they are and his department will be keeping track of all maintenance done on his trucks through a computer program versus paper in the near future. He indicated that the day before an impending storm, all trucks are checked to make sure they are in good shape before storm.

A brief discussion was held regarding the Park and Recreation Part-Time Salary Line and Shared Services.

- **Road Improvements (3183)**

Mr. Norton began discussing the budget for Road Improvements. He indicated Salt and Sand has increased due to current usage. He indicated that it was recommended to budget this line at \$60,000 and it was not enough. He explained how he researches the price every year to make sure that the Town is getting a good price and his shed is filled at the end of the season. Mr. Norton commented the increase to the road improvement line is based upon the Pavement Management Study. He was asked if he was granted even more money in the Road Improvement Line, what would be his priorities. He responded South Water Street and storm drains. He also mentioned Wapping Road and Rockville Road which needs much attention and drainage as well. Ms. Menard indicated the Town will be looking into bonding road improvement projects at a later date. Mr. Norton indicated he would like to get these projects "shovel ready".

A brief discussion was held.

- **Street Lighting (3185)**

Mr. Norton commented that the line for street lighting has stayed the same, no increase.

- **Collection and Disposal (4205)**

Mr. Norton indicated that there is no change in the budget for Collection and Disposal. He did mention that he has allocated \$15,000 in Household Hazardous Waste Removal. He has confirmed this figure with Mr. George Roberts at USA Hauling.

A brief discussion was held.

A conversation among Board Members was held regarding the past budget workshop and the Cemetery Association and the requirement of an audit. Mr. Baker commented that the review which was given is not an audit. He mentioned that it was discussed at the February 26, 2013 Meeting that the Board of Selectmen can revisit the issue. He believes the review is a quality document.

A lengthy discussion was held regarding audit requirements for all agencies, including Fire Departments, Library Association and Cemetery Association.

VIII. Adjournment

The meeting was adjourned at 6:44 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary