

**BOARD OF SELECTMEN**  
Town of East Windsor  
11 Rye Street  
East Windsor, Connecticut

**Budget Workshop Meeting**

Tuesday, March 18, 2014 at 5:45 p.m.

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

**Board of Selectmen**

Members Present: Denise Menard, Jason E. Bowsza, Steve Dearborn and James C. Richards  
Absent: Dale Nelson  
Others: Kimberly Lord, Dan Nadeau, Linda Sinsigallo, Rand Stanley and Sharon Tripp  
Press: None

**I. Call to Order**

First Selectman Denise Menard called the Budget Workshop Meeting to Order at 5:36 p.m. in the Town Hall Conference Room.

**II. Attendance**

Denise Menard, First Selectman  
Jason E. Bowsza, Deputy First Selectman  
Steve Dearborn, Selectman  
James C. Richards, Selectman

Motion was made (Richards) to take V. Public Participation out of order.

**V. Public Participation**

Kathy Pippin, 37 Woolam Rd, asked if the Board of Finance members were being encouraged to attend the budget workshops and if employees of the Town were being paid to attend? Ms. Menard stated the employees who come to present their budgets earn comp time. She stated that she tries to hold the budget workshops on Thursday nights when Town employees are already working until 7:00 p.m. Ms. Menard said the Board of Finance members can attend or read the minutes at their pleasure.

The Board of Selectmen took a 5 minute recess and came back to order at 5:45 p.m.

**III. Approval of Minutes**

It was MOVED (Bowsza) and SECONDED (Richards) to approve the Budget Workshop Meeting Minutes of March 12, 2014. Motion PASSED. In favor- J. Bowsza and J. Richards; Abstain - S. Dearborn; Opposed - None.

It was MOVED (Bowsza) and SECONDED (Richards) to approve the Budget Workshop Meeting Minutes of March 13, 2014. Motion PASSED. In favor - J. Bowsza and J. Richards; Abstain - S. Dearborn; Opposed - None.

#### **IV. Budget Workshops**

##### **Building Department (1125)**

Rand Stanley, Building Official, stated the salary line was increased because the Building Department is asking to take what is currently a part time position and make it a full time position and bring in a part time Building Inspector for approximately 175 hours on an annual basis. Mr. Stanley said he is seeing more and more issues with balancing a schedule with vacations or days off and lack of services to the community. He said if the Board determines a full time position will not work, he is asking for two part time employees to fill in the gap.

Mr. Stanley said the new permitting program will start shortly and hopes as it progresses with all the departments it provides ease of use and a customer service friendly approach for tax base customers and businesses in town. Applications go through the pipeline - Inland Wetlands, Fire Marshal, Health Dept and WPCA - and the applicants look to the Building Department to help and guide them. Mr. Bowsza asked if the permitting process software was designed to allow different building departments across the state to talk to each other? Mr. Stanley said it is not, it is proprietary for the Town of East Windsor departments.

Mr. Stanley discussed the numbers for the added part time and full time positions. He said the durational Building Inspector employee would have a flexible schedule to cover department needs. He said the position requires a state license. Ms. Menard asked if the \$42,000 full time salary includes contractual increases for clerical. Mr. Stanley said it does and it would be a level 3 position which is equal to a first level clerical position.

There was discussion of income projections. Mr. Stanley stated that with everything he is watching and hearing and with Walmart being in place there will be continued, steady, commercial growth along that corridor.

The Board of Selectmen discussed the revenue.

Motion was made to adjust the revenue estimates for the building department from FY 2014-2015 to \$180,000.00. It was MOVED (Bowsza) and SECONDED (Richards). Motion PASSED. In favor - J. Bowsza, S. Dearborn and J. Richards; Opposed - None.

Mr. Stanley said he is the best advocate for his department and asked the Board of Selectmen to remember the fact that the building department has tried to navigate everything they have done with a limited staff for a long time and East Windsor is the fastest growing community in the state. If the Board of Selectmen does not see fit to provide the full time position, Mr. Stanley is asking for direction in regards to

how he can continue to provide services for the applicants who walk through his department door.

Mr. Stanley thanked the Board of Selectmen.

**Registrars (1050)**

Linda Sinsigallo and Dan Nadeau, Registrars of Voters, presented their budget. Ms. Sinsigallo said this is the first time in six years they have had a budget increase. Mr. Richards asked if there was enough money in the requested budget to cover the cost of primaries and referendums? Ms. Sinsigallo said they are trying to keep the budget low. Election supplies are the cost of new memory cards to replace cards that are currently eight years old.

There were questions about line items. Ms. Lord said the lines should be accurate. Ms. Menard suggested Mr. Nadeau and Ms. Sinsigallo meet with Kim Lord to reflect more accurate lines in the budget. They will meet next week to make adjustments to line items.

**VI. Other Business**

None

**VII. Adjournment**

Motion was made to adjourn at 6:56 p.m. Moved (Bowsza) and Seconded ( Richards).

Respectfully Submitted,

Heidi Vane  
Recording Secretary