

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET WORKSHOP

Thursday, February 18, 2016

6:00 p.m.

Town Hall Meeting Room
11 Rye Street, Broad Brook, CT. 06016

Workshop Minutes

***** *Draft Document subject to Board Review/Approval* *****

Board of Selectmen:

Robert Maynard, First Selectman
Richard P. Pippin, II, Deputy First Selectman
Jason Bowsza, Selectman
Dale Nelson, Selectman
Steve Dearborn, Selectman

ATTENDANCE: Board of Selectmen: Robert Maynard, First Selectman; Richard P. Pippin, II, Deputy First Selectman; Jason Bowsza; Dale Nelson; Steve Dearborn.

GUESTS: Board of Finance Members: Jerilyn Corso, Chairman; Paulette Broder; Cindy Herms; Kathy Pippin; Treasurer: Kim Lord; Tax Collector: Patti Kratochvil; Treasurer: Kim Lord; Public Works Department: Len Norton, Director of Public Works/ Town Engineer/Tree Warden; Joe Sauerhofer, Maintainer of Facilities and Inspector; Broad Brook Volunteer Fire Department: Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; East Windsor Police Department: Edward DeMarco, Chief; Roger Hart, Deputy Chief of Police; Emergency Management: Edward DeMarco, Director; Roger Hart, Deputy Director; Police Commission: Tom Stremper, Chairman; Robert Leach, Secretary; and Richard Pippin, III, member; East Windsor Cemetery Association: Daniel Burnham, Chairman, Susan Ellsworth, Assistant Treasurer, and Robert Rybick, Treasurer.

Call to Order:

First Seletman Maynard called the Meeting to Order at 6:03 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**Board of Selectmen
Budget Workshop – February 16, 2016
Minutes - Draft**

Budget Presentations:

Tax Collector - - 410900:

Tax Collector Kratochvil joined the Board. The budget request for the Tax Collector for Fiscal Year 2017 is \$120,056, which is an increase of 14.53%. Tax Collector Kratochvil reported she plans to turn over another set of real estate properties to the attorney for a tax sale in March. She noted she uses the GIS system to generate maps for the attorney for the properties subject to the tax sales. Tax Collector Kratochvil reported she is also preparing a list of town-owned properties, many of which were acquired as the result of the Planning and Zoning Commission requirement for Open Space contributions. Tax Collector Kratochvil reported she is presently fighting the Governor's proposal for registration of motor vehicles at sources other than the DMV.

Treasurer Lord noted that one employee now really works for the Treasurer's Office so her salary is reflected under the budget request for the Treasurer's Department. The full time salary line shows an increase of 2.5% due to contract obligations; the supervisors received their increase in the past. Education and Dues, at \$1300.00, has increased due to the cost of certification for employees.

Selectman Bowsza questioned what Tax Collector Kratochvil needed for her office to realize additional efficiencies? Tax Collector Kratochvil reported she received office upgrades last year, which have improved the tax process for tax payers but she suggested additional money for education would be appreciated.

Treasurer –410500

The budget request for Fiscal Year for the Treasurer for 2017 is \$510,531, which is an increase of .078%. Treasurer Lord reported costs for the department have gone down this year due to the reassignment of the full time employee salary. Several physical changes have been made to the office to increase security. The department has purchased a check scanner which enables quicker deposit of funds and eliminates the need to make deposit runs to the bank. Anticipated expenses are the purchase of two printers (one for the Tax Department and one for the Treasurer's Office) as the RICOH is the main printer for the Selectman's Office and the Planning Department.

Board of Finance – 810100:

Treasurer Lord reported the budget for the Board of Finance has increased by \$500.00, which is an increase in the cost of auditing services.

Insurance and Pension – 910300:

Treasurer Lord reported a savings in insurance cost due to the initiation of a higher deductible for employee healthcare. They have also recently settled a heart and hypertension case.

**Board of Selectmen
Budget Workshop – February 16, 2016
Minutes - Draft**

/Debt Service/ / Revenues – 410500:

Treasurer Lord noted the Board of Selectmen recently approved a Property Tax Relief Program which enables specified residents to apply for tax relief. The ordinance was approved by the BOS in December, 2015; residents have until May 15th to apply.

Department of Public Works – 610100:

Department of Public Director/Supervisor Len Norton and Joe Sauerhofer, Maintainer of Facilities and Inspector, joined the Board. The Budget Request for the Department of Public Works for Fiscal Year 2017 is \$781,506.00, which represents an increase of 4.14%. Director Norton noted the department is busy throughout the year; he referenced the accomplishments reflected in his budget request summary. The department provides maintenance and improvements of Town roads and drainage, and provides assistance with maintenance and renovations of Town buildings. Anticipated expenses for FY 2017 include the cost of cleaning employee's uniforms, a monetary allowance for employee shoes, conferences and workshops includes the cost of certification for Director Norton, and Dues and Subscriptions is the cost of association dues for Director Norton. Director Norton noted the cost of small equipment for the Park and Recreation Department is included in the DPW budget.

Town Property – 610200:

The budget request for Fiscal Year for the Town Property for 2017 is \$995,000, which is a decrease of .3.17%. Treasurer Lord noted the cost of maintaining the Broad Brook Fire Department building and the cost of propane associated with the BBFD has been removed from the DPW budget this year (see BBFD separate budget request). The cost of maintaining the Senior Center – including the cost of propane to cook – remain under the Town Properties budget. It was noted the cost of heating oil has been reduced by 25%; Mr. Sauerhofer noted only two Town properties still use heating oil. It was noted the cost of water for fire hydrants has increased; Director Norton reported he anticipates a 2% increase in the cost of services from the Connecticut Water Company. Vehicle maintenance includes the cost of DPW vehicles and maintenance of the fleet of Senior Center buses. Janitorial services is an expense for Town buildings.

Road Improvements – 610300:

The budget request for Fiscal Year for the Road Improvements for 2017 is \$500,000, which is an increase of 75.07%. Director Norton noted the cost of salt has increased from \$53.31/ton last year to \$78.63/ton this year. Discussion followed regarding sources for funding road repairs and improvements.

Sanitation - 910500:

**Board of Selectmen
Budget Workshop – February 16, 2016
Minutes - Draft**

DPW Director Norton reported the Town has an existing contract with USA Hauling for the cost of trash collection.

Selectman Bowsza questioned what the DPW needs to produce efficiency which isn't reflected in these budgets? DPW Director Norton suggested increasing the part-time administrative assistant to full-time

Broad Brook Fire Department - 511000:

Tom Arcari, Chief, and Gerald Bancroft, Assistant Chief, joined the Board.

The Budget Request for Fiscal Year 2017 for the Broad Brook Fire Department is \$253,954, which represents an increase of 1.41%. Chief Arcari noted the reflection in the budget request for the salary for a recording secretary is actually an administrative secretary. Treasurer Lord noted the representation of this department cost is part of the Warehouse Point Fire District now taxing the residents within the district for fire services. During the previous budget season the WHPFD was allocated a \$335,000 lump sum under the Town budget; that cost is now being removed from the Town budget. The cost of fire services for the Broad Brook Fire Department is now being treated as any other department within the Town. Discussion followed regarding to whom the Town Fire Marshal will report to.

Broad Brook Fire (Department) Volunteers – 511200:

The Budget Request for Fiscal Year 2017 for the Broad Brook Fire Department Volunteer Incentive Program is \$135,000, which represents a decrease of 40%. Chief Arcari reported this budget has been reduced due to the removal of the Warehouse Point Fire District members.

Selectman Bowsza questioned what the BBFD needs which isn't reflected in this budget proposal? Chief Arcari noted they have 35 air packs which are due for replacement; the cost of those units is approximately \$1000 each. They have asked for replacement of a 25 year boat under the Capital Improvement Plan.

Police Department - 510200:

Edward DeMarco, Chief, and Roger Hart, Deputy Chief of the East Windsor Police Department joined the Board. Also accompanying them were Police Commission members: Tom Stremper, Chairman, Robert Leach, Secretary, and Richard Pippin, III, member

The Budget Request for the East Windsor Police Department for Fiscal Year 2017 is \$3,208,968, which is an 8.35% increase. It was noted the full-time salary increase of \$175,048 is due to two years of contractual obligations for officers on a contract which was recently settled, and hiring an additional officer to replace an existing officer assigned to the regional narcotics task force discussed the previous evening at the Board of Finance Meeting. The increase of \$6,407 in clerical salaries is also due to two years of contractual obligations on a recently settled contract; the \$8,346 increase in the dispatcher's salaries is a staff increase as the dispatcher's contractor is not yet ratified. Officer overtime salary of \$17,516 includes officers covering for coworkers on

**Board of Selectmen
Budget Workshop – February 16, 2016
Minutes - Draft**

vacation, etc.; the \$1,200 increase in longevity is a contractual obligation. Travel expenses is due to contractual obligations for mileage reimbursement for officers and dispatchers. Education and dues includes the cost of sending officers to training which is mandated; the cost of sending officers to the police academy – which used to be free - is now included in this line item. Vehicle maintenance includes the cost of tires, etc. while replacement of vehicles is handled under the Capital Improvement Plan. Selectman Nelson questioned if department vehicles are repaired through staff at the Department of Public Works? Deputy Chief Hart replied negatively, noting service through DPW would require expansion of the Town Garage and the purchase of equipment specific to repair of police vehicles.

Deputy Chief Hart indicated Capital Purchases would enable the department to purchase additional cameras for four more police vehicles.

Selectman Bowsza questioned what the Police Department needed to increase core services that hasn't been included in the Budget Request? Chief DeMarco suggested replacement of windows in the section of the Annex housing the Police Department, and the purchase of additional cameras for installation at local businesses and at road intersections. Discussion followed regarding the specifics, including cost, of the cameras and sources of funding these purchases. Discussion also included the purchase/use of body cameras.

Emergency Management -510300:

The Budget Request for Emergency Management for Fiscal Year 2017 is \$24,052, which is a 57.98% increase. Deputy Chief Hart reported that a portion of the funding for this service comes from the State but reimbursement is approximately two years behind expenditures. The stipend is for three employees associated with this service.

East Windsor Cemetery Association – (Activities, Agency Fees and Associations – 910900):

Daniel Burnham, Chairman, Susan Ellsworth, Assistant Treasurer, and Robert Rybick, Treasurer of the East Windsor Cemetery Association joined the Board. The Budget request for FY 2017 for the Cemetery Association is \$40,000. Mr. Rybick noted the Cemetery Association acquires most of its income from the cost of burial services provided within six Town cemeteries. A recent review of the service costs has found some services to be under charged, causing the Cemetery Association to increase the cost of services to the public. Other income is acquired from investment interest, which has decreased in recent years. Discussion followed regarding the parameters of the endowment account.

Mr. Rybick noted the Cemetery Association has engaged an accountant to prepare an audit for the Board's review. Discussion followed.

The Board ADJOURNED this Workshop at 8:50 p.m.

Peg Hoffman, Recording Secretary for East Windsor Board of Selectmen Budget Workshop dated February 18, 2016.