

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

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Tuesday, February 21, 2012 at 5:00 p.m.

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

Members Present: Denise Menard (arrived at 5:10 p.m.), 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, Melissa Maltese, Sharon Ramsey, and Joseph Pellegrini, Jerily Corso (arrived at 5:04 p.m.), Jason Bowsza (arrived at 5:07 p.m.) and Marie DeSousa (arrived at 5:10 p.m.)

Press: None

I. Call to Order

Deputy First Selectman, Alan Baker called the Special-Budget Workshop Meeting to Order at 5:00 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

- **Police Department (2145)**

Chief Edward DeMarco and Deputy Chief Roger Hart of the East Windsor Police Department addressed the Board. The Chief indicated he is representing his budget with a .37% increase over last year's budget. He indicated this figure shows an increase in the salary lines, but there are no new positions or programs in this budget. He indicated the increase is mostly contractual obligations which included step increases. He commented on Lines 100-125, which are the salary lines, which have increased 0.43%, he indicated in the part-time line 101, a 2% increase was being requested for the part-time administrative assistant, which is approximately

\$254.00. This position has not received an increase in a few years. The Chief explained the slight increases and decreases in the salary lines.

Ms. Jerilyn Corso entered the meeting at 5:04 p.m.

The Chief began describing his proposed operational budget. He indicated the budget being presented is approximately 0.38% decrease over last year's operational budget. Therefore, the total proposed budget being requested is 0.37% increase over last year's budget.

Mr. Richards felt that since there were new members on the Board of Selectmen and Board of Finance, whom were at this meeting, he suggested everyone introducing themselves and indicating the Boards in which they were members. A question was asked by Ms. Pippin, Board of Finance Member, if all of the salary increases were contractual. Chief DeMarco indicated some of the increases were; however, the increase in the part-time administrative assistant and additional hours for the part-time animal control officer were not.

Mr. Jason Bowsza entered the meeting at 5:07 p.m.

Deputy Hart indicated the step increases were contractual and he gave a definition and examples of such step increases. He indicated most of the positions reach a maximum level. For instance, a sergeant has three steps, a lieutenant has two steps and a corporal has three steps.

Ms. Marie DeSousa entered the meeting at 5:10 p.m.

First Selectwoman Denise Menard entered the meeting at 5:10 p.m.

Mr. Richards inquired about the increase in revenue. Chief DeMarco commented that the increase could be for pistol permits, record report fees, and fingerprint fees. Mr. Bowsza, Chairman of the Board of Finance inquired about the current contract negotiations and if they were complete. Chief DeMarco indicated those negotiations are still ongoing.

Mr. Bowsza inquired about the renovation of the locker rooms. Chief DeMarco commented that the locker rooms renovation request was submitted to the Capital Improvements Advisory Committee for their review. Some of the Board Members have come to the station and seen the current condition of the locker rooms. Ms. Menard reminded everyone that is a Capital Improvements request.

Ms. DeSousa, Board of Finance Member, inquired about training and according to a recent newspaper article, the State is not paying for training any longer and if that would affect this proposed budget. Chief DeMarco commented that his department

will do the best they can with the funds that they have to work with. A one day training course could cost approximately \$50.00 each, and a five day training course could be slightly more. However, the training for the academy is costly, and is approximately \$1,500.

A brief discussion was held regarding the possibility of training new members and the cost of same and the cost of prisoner's meals.

- **Emergency Management (2170)**

Chief DeMarc indicated the proposed budget for the Emergency Management is a zero increase from last year's budget. Monies have been reallocated to the stipend line which would be split between the Director and Assistant Director. Deputy Chief Hart indicated that they were not given a lot of time to put together a budget for this department. A question regarding the decrease in the vehicle maintenance and gas and oil lines was asked. It was indicated that the vehicle is not used on a daily basis and it was felt after doing a little research those lines could be decreased. The monies which were expended recently was due to the October snow storm and those monies are eligible to be reimbursed by FEMA.

Chief DeMarco indicated a meeting is scheduled for Emergency Management tomorrow evening to discuss the specific persons who will be responsible for certain tasks during an emergency. Ms. Menard indicated the Town may be eligible for reimbursement for training for emergency management personnel through grants. It was asked if the department was purchasing generators. The answer given was that generators have been requested through Capital Improvements.

A brief discussion was held.

- **Police Commission (2144)**

Chief DeMarco indicated that the Police Commission is proposing a zero percent increase.

- **Tax Collector (1040)**

Ms. Sharon Ramsey, Interim Tax Collector, addressed the Board. She introduced the new Tax Collector, Kimberly Lord to the Board. She indicated there is an increase in the line of Motor Vehicle Delinquents from \$2,042 to \$2,951. A question regarding writing off delinquent taxes and if that write off was extremely high. Ms. Ramsey indicated writing off real estate taxes should not be done. She indicated after taxes and interest has been accruing for 15 years, those taxes and interest are being written off and it is an extremely large amount of money being lost by the Town. She was asked how those monies could be recovered. Ms. Ramsey and Ms. Lord indicated that there are many procedures which can be done

to recover those monies, including hiring an attorney to pursue those delinquent taxes and interest fees. Mr. Baker inquired if that was done, that would increase the legal fees. It was explained when an attorney is pursuing those delinquent taxes, the attorneys fees are wrapped up the total amount owed. She explained briefly how the attorneys go about obtaining a judgment.

A brief discussion was held.

- **Parks and Recreation (6315)**

Ms. Melissa Maltese, Director of Parks and Recreation, addressed the Board. She indicated that she is asking for a zero percent increase over last year's budget. She gave a hand out to all of the Board Members which described the budget history over the last eight years. Ms. DeSousa inquired about the salary lines in relation to the maintenance of the grounds. Ms. Maltese indicated she has part-time seasonal workers who perform maintenance including water maintenance, weed-whacking, and mowing. Ms. DeSousa inquired about the employee who was moved from public works to help with the grounds maintenance. Ms. Menard explained other summer duties are required within the Parks and Recreation Department.

A brief discussion was held regarding the part-time salary line and the over-time salary line.

The discussion continued regarding the Parks and Recreation Budgets of the past and present and how the budget has been cut every year. Ms. Maltese indicated that fees for programs have not increased. Ms. Maltese did mention that revenue has increased due to the rental of the park facilities. A discussion was held regarding the rental of the park facilities, including the costs and hours of operation.

Ms. Maltese indicated she utilizes high school students who are in need of community service to help with projects within the Parks and Recreation Department. She also assists Senior Services in certain programs, for instance, she will be starting a Wii Fitness Class in March. She also mentioned the Panther Plunge.

VIII. Adjournment

The meeting was adjourned at 6:05 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary