

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

MINUTES OF SPECIAL MEETING – BUDGET WORKSHOP,

Saturday, February 18, 2012 at 9:00 a.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, Joseph Pellegrini, Dan Burnham, Craig Arnold, Paulette Broder, Ricahrd Sherman, Jason Bowsza, Jerilyn Corso, Vincent Bologna, Elyse Spielberg, Marie DeSousa (arrived at 9:14 a.m.), Barbara Smigiel, Linda Sinsigallo, Dan Nadeau, Bev Percoski, and many others
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Special Meeting – Budget Workshop to Order at 9:04 a.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

• **Warehouse Point Library (6305)**

Ms. Menard introduced to the Board, Mr. Vincent Bologna, Director of Warehouse Point Library, Ms. Elyse Spielberg, Chairwoman of the Library Association of Warehouse Point and Mr. Paul Seanel (sp), also of the Library Association of Warehouse Point. Mr. Bologna explained in his proposed budget, there is a 4% increase to salaries; due to library personnel have not received a pay increase in two years. The Youth Services Librarian position was eliminated back in April, 2010 to

cut costs along with a part-time summer position has been eliminated also to reduce overall library costs. Other expenses have increased approximately 5%, which includes maintenance. An increase to maintenance is being sought to being work on projects which are in need to be done. Those projects were listed in order of priority as follows:

- Overhang over the main entry is leaking and rotted
- Exterior lighting needs upgrading
- Exterior sections of the building to be painted
- Repaving parking lot
- Replacement of carpeting

The Collection Development budget request does not come close to addressing the major issue of outdated non-fiction collections for both adults and children. An inadequate number of books have been added to the collection each year for the reading public. Books must be purchased in various formats to meet the needs of the public: regular print, large print, books on CD, e-books, and downloadable audio-books. The Collection Development budget is almost solely dependent upon the generosity of the people who contribute to our annual fund drive. Due to the abovementioned issues, it is being requested that an increase of \$18,000 or a total budget of \$243,694.

An informational sheet was given to all Board Members of a comparison of surrounding libraries and their expenses and Warehouse Point Library, which showed that most libraries are funded at a significantly higher rate than Warehouse Point Library. A brief discussion was held. Ms. Menard indicated to all Board Members that a copy of the recent audit received by her office and copies are available for their review.

A question regarding medical insurance was entertained. Mr. Bologna indicated that the employees of the library are not considered town employees and benefits are not paid through the town, but through their association. Other questions regarding trash collection and the Library's endowment was discussed.

- **Cemeteries (8415)**

Ms. Menard introduced Mr. Daniel Burnham and Mr. Craig Arnold, both of the Cemetery Association. Mr. Arnold gave a brief description of the Cemetery Association. He indicated that the Town has requested an audit of their financial records. They have received an estimate from a CPA that it would cost approximately \$8,000 to \$10,000 for an audit; therefore, their current budget request is \$14,998 which is below the \$15,000 minimum budget required for an audit. The income of the Cemetery Association has decreased last year, due to fewer burials.

A lengthy discussion was held regarding the cost of an annual audit, the reduction of the budget request to avoid an audit, and the potential maintenance costs due to the erosion issue and who will be responsible for paying same.

- **American Heritage River Commission (8440)**

Mr. Richard Sherman, Chairman of the American Heritage River Commission, addressed the Board. The Commission currently has 11 active members and 4 alternates and a volunteer call list of over 60 town residents and some out of town people who can also help in the projects. The Commission provides free, outdoor recreation for residents to kayak or canoe on the river. In conjunction with Scantic River Watershed Association, the Commission has obtained Greenway status for the Town's entire portion of Scantic River. The Commission has worked on making a Greenway trail. He had an estimate of volunteer hours given to the American Heritage River Commission from July 1, 2010 through July 1, 2011, which was approximately 667.25 hours, which does not include hours Commission Members have done. Mr. Sherman indicated last year, the budget increase requested was for a recording secretary and the budget totaled \$1,200, along with costs associated same, from the original budget request of \$250.

A lengthy discussion was held regarding all the projects of the American Heritage River Commission and how those projects will benefit East Windsor in the future.

The Board Recessed at 10:02 a.m.

The Board Reconvened at 10:10 a.m.

- **East Windsor Historical Preservation Commission (8440)**

Ms. Barbara Smigiel, Chairwoman of the East Windsor Historical Preservation Commission addressed the Board. Ms. Smigiel gave a brief history of the East Windsor Historical Commission to the Board Members. Ms. Menard indicated the Commission is requesting an additional \$1,000 to its budget of \$500. Ms. Smigiel began explaining her budget. She indicated the Commission budget has been \$500.00 for many years. The \$500.00 has been for resources and supplies. Members in organizations to help the Commission with its work through consulting, workshops and materials, as well as sending notification of grant money available locally and nationally. Also included are postage for mailings and general supplies, such as, tapes, disks, cartridges for computer work and revamping stationary or producing brochures. The additional \$1,000 requested is for Commission projects. One project is District 12 Schoolhouse. This project request was not funded last year and the schoolhouse project has forfeited for almost 10 years and the building continues to deteriorate. A volunteer eagle scout is helping with furthering the project, but the

Commission does not have any money to work with and any sum offered by the municipality would be greatly appreciated.

A lengthy discussion was held regarding the schoolhouse project and the cost of same.

- **Registrars of Voters (1050)**

Ms. Linda Sinsigallo and Mr. Dan Nadeau, Registrars of Voters, addressed the Board. Ms. Sinsigallo explained that over the last four years, the Registrar of Voters has not had an increase; however, this year this budget has to be increased due to the district changes. Mr. Nadeau indicated the machine maintenance has to be increased approximately \$1,000 due to the State of Connecticut not paying for this cost for the next fiscal year. Salary, part-time will have to be increased. It was explained that due to the redistricting of Warehouse Point, approximately 800 will have to be relocated to the 59th District. Due to the redistricting, additional costs of hiring four more poll workers at the cost of \$600, because two lines will be needed to check off names for the two districts. Memory cards will be able to be coded with both candidates' names and will only use one ballot box, saving two additional workers and coding costs. Ms. Sinsigallo wanted to publicly thank the WPCA for all of their assistance in mapping out the new district. A brief discussion was held regarding the new district and preparing for same. Printing costs will increase as well due to the redistricting.

The discussion then began regarding budgeting for the general election, primaries and upcoming referendums and if enough money was being anticipated for such events. It was suggested the Registrars should revisit this line to make sure monies would be available to fund all upcoming referendums, primaries, and general election. It was questioned why there was a need for so many poll workers and why they could not multi-task. It was explained what each poll worker does during an election. A question of how notification will be made to those who will be located in a different district was answered that the Registrar's Office will be sending letters to all concerned in order to clarify the district where they vote.

- **Visiting Nurses Association (5225)**

Ms. Bev Percoski was there in place of Ms. Carol Sargent, President of the East Windsor Visiting Nurses Association, she was unable to attend. Ms. Menard asked Ms. Percoski to give the Board a brief history of the VNA. She indicated the Visiting Nurses Association has been serving East Windsor for approximately 90 years and has a relationship with Vernon Visiting Nurses Association. The VNA makes approximately 1,581 home visits last year, 441 hospice visits, and 612 wellness checks at the Senior Center and Park Hill, which include blood pressure screenings.

Approximately 1,458 Meals on Wheels have been delivered which were delivered through Manchester Memorial Hospital. It was questions about the Meals on Wheels which comes from CRT delivered through the Senior Center. Ms. Percoski explained the meals from Manchester Memorial are doctor ordered, and she was not sure of the exact difference. The budget she is presenting to the Board is approximately \$134.72 less than requested last year. The budget request is \$6,762.72.

- **Broad Brook Library (6305)**

Ms. Bev Percoski was also there representing the Broad Brook Library and indicated that there was no increase from last year's budget. The budget request is \$2,500. She indicated that the library is only open for two days Wednesdays 1:00 p.m. through 7:00 p.m. and Saturday 10:00 a.m. through 12:00 p.m. Most of the patrons are the community seniors. Ms. Menard indicated the library delivers books as well.

A brief discussion was held.

The Board Recessed at 11:45 p.m.

The Board Reconvened at 11:58 p.m.

Ms. Menard began explaining the benefit lines within the budgets. She indicated that after every department, there are lines which are benefit lines. For example, Line Nos. 1195, 2195, and 3195 are all benefit lines which include health insurance, workers' compensation, life insurance, and FICA. It was asked if any of these numbers could be reduced. Ms. Menard indicated that the health insurance costs are a negotiated contract with insurance carrier and advisor. Presently, it is being attempted to have every employee on the same health plan. Currently, there are six or seven different types of plans with different co-pays and prescription reimbursements. Ms. DeSousa inquired if the Town has looked into the State of Connecticut option. Ms. Menard indicated the State has a plan which is available to municipalities and other towns are using the benefits. It is her take that to wait on getting involved with this type of health plan and see how it works out for those other towns before getting involved.

A lengthy discussion was held regarding the state offered insurance plan, wellness plans, and health savings account plans.

Ms. Cabral indicated that the FICA and Medicare costs are based upon salaries, and workers' compensation is a percentage given by CIRMA. She indicated the Pension Plan line is decided by the actuaries each area of contribution along with retirement enhancement. OPEB of \$116,900 is also actuary recommended amount.

- **Insurance and Benefits (7345)**

Ms. Menard indicated that this line is high due to the heart and hypertension claims and the town's responsibility to pay same. There is a potential claim of \$181,000

based on claims and this amount has to be budgeted accordingly. Ms. Menard indicated there are a few former employees who fall under this category. She explained heart and hypertension claims, which are claims for public safety personnel. However, the laws have changed approximately six years which are no so encompassing and the burden of proof has changed.

Ms. Menard talked about tuition reimbursement and the cost of same. Liability, auto, and property is approximately \$209,000. Ms. Menard explained the increase was approximately three years ago. The estimates are based upon the current inventories of the vehicles, it is encouraged that employees attend seminars about safety for town automobiles which is recommended by CIRMA. There was a question about the fire trucks and if those trucks are insured through this policy. It was noted the Town owns the fire trucks and those trucks are insured through the Town policies.

A lengthy discussion was held.

- **Unemployment Compensation (7350)**

Ms. Cabral indicated that this line has increased, originally \$10,000 was budgeted; however, it has been increased to approximately \$27,000 due to the possible exposure. Ms. Menard gave some examples of the possible claims and due to the extensions the exposure to the Town.

- **Treasurer (1025)**

Ms. Cabral indicated her budget has increased slightly to \$190,548. Professional Services has an increase of \$1,000 for contractual purposes and office equipment has been reduced slightly. It was asked what professional services in her budget. She indicated it is the ADP payroll. The Town has been using ADP since 1999. She explained the contract is negotiated each year and ADP is responsible for all payroll services, including issuing 1099 and W2s. A discussion was held regarding the revenue accounts of the Treasurer's Office.

VIII. Adjournment

The meeting was adjourned at 1:05 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary