

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

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Wednesday, February 22, 2012 at 5:00 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, Catherine Cabral, Laurie Whitten, Rand Stanley, Chief Jim Barton, Blaine Simpkins, Joseph Pellegrini, Marie DeSousa (arrived at 5:07 p.m.), Danelle Godeck, Sharon Tripp (arrived at 5:14 p.m.) Victor DeCapula, Mike Balf, James Barton, Sr., and Tony D. , and others
Press: None

I. Call to Order

First Selectwoman Denise Menard 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

• **Building Department (1125)**

Mr. Rand Stanley, Building Inspector, addressed the Board. He indicated the budget his department is presenting is \$137,153.50. The specific increases were discussed. Those increases included increasing the part-time hours from 15 hours a week to 19 hours per week. The part-time hours were reduced to 15 hours per week and it has created a hardship for both the Building Department and the applicants that need to conduct business in the office. The Building Department works in a fast paced environment, heavy foot traffic and a tremendous amount of phone calls. The

Department operates with only one person in the office, on average, 24 hours a week. This does not serve the Town of East Windsor effectively.

The other increases are in vehicle maintenance of \$700 to \$1,200; and office equipment increased by \$1,200 for new code books. The increase is approximately \$700 to \$1,200. A discussion was held regarding the revenues and the anticipation of increased revenue due to increasingly number of permits being issued.

Ms. Marie DeSousa entered the meeting at 5:07 p.m.

A discussion was held regarding vehicle maintenance and the cost of tires and the necessity of increasing part-time hours.

Ms. Sharon Tripp entered the meeting at 5:14 p.m.

- **Broad Brook Fire Department (2150)**

Mr. Thomas Arcari, Assistant Chief and Mr. Gerald Bancroft, Deputy Chief addressed the Board. They indicated the Broad Brook Fire Department is asking for a slight increase of approximately 4.29%. They gave an explanation of the increases. The first increased discussed was building maintenance. It is expected to increase approximately 5.5% due to repairs which need to be done to the shower in the firehouse. In the engineering line, the increase is approximately 7.2%, the fuel costs have increased. It is anticipated that this line should be increased from \$6,886.94 to \$10,000. Ms. Menard inquired about the fuel which is given to the Senior Center. It was discussed that in an average year, the building burns between 5000 to 6000 gallons. Last year around April 1, the building ran out of fuel. This year, there is approximately 1,500 gallons left. It was also reminded that the generator runs off this fuel and due to the storm almost 500 gallons were used. Ms. Menard inquired about the shower and the repairs needed for same. She was told that the shower has to be replaced. Ms. Menard inquired about the use of town gasoline. She was told the Broad Brook Fire Department does not use the town fuel, due to the problems with diesel and gasoline, the department has elected to use Taylor Energy. The last increase requested is in the miscellaneous equipment line. The increase requested is approximately 7.9% at \$15,478.32 from \$12,478.32 or approximately \$3,000. This line is used to replace nozzles, pipes and ladders for the trucks, the purchase of a portable monitor and replace valves on the fire trucks. A discussion was held regarding the portable monitor, the uses for same along with sharing such a monitor with Warehouse Point Fire District.

It was asked by Ms. DeSousa what repairs to the fire truck were anticipated. She was told that the pump truck will be in need of new breaks at a cost of approximately \$5,000 and the valves would also have to be replaced. A discussion began regarding the 2010-2011 Broad Brook Fire Department Budget was \$191,014

and presently they are requesting \$206,103. It was mentioned that the Broad Brook Fire Department has recently submitted their annual audit, which a copy is available to everyone. A brief discussion was held regarding the figures uses and Ms. Cabral indicated the some figures were improperly entered and she would have the revised copies at the next meeting for everyone. Mr. Pippin inquired how many firemen the fire department has on active duty. It is approximately 45. Ms. Menard inquired as to how the boiler has been running since the repair and she was told the boiler is running great!

- **Volunteer Incentive**

Mr. Ron Masters and Chief Jim Barton addressed the Board regarding their proposed budgets. The budget being proposed is \$180,000. They reported that expended to date is over \$90,000 for the fire departments. It is hoped that FEMA will reimburse the overage expenditures for both departments from the storms. It is hoped approximately \$11,000 will be reimbursed. Ms. Nelson inquired about the increase in the annuity of \$10,000 since that line has been flat, to her recollection for about 15 years. Ms. DeSousa indicated that at the last meeting, it was decided to look at the exact amount appropriate for both departments, and it was decided \$20,000 each department would be sufficient.

A brief discussion was held.

- **Economic Development Commission (1115)**

Ms. Laurie Whitten, Town Planner, addressed the Board regarding the Economic Development Commission's proposed budget. She indicated there were no changes in the line items. The EDC is not sure if it will be in need of further monies, currently they will be working on the North Road Sewer Project Phase III, creating flyers, scheduling public workshops, and promoting. Ms. Menard commented on the activities the EDC has done for promoting the Town and the businesses within the Town.

It was asked why the printout which is generated from the Treasurer's office does not give more current expenditure figures than November. Ms. Cabral indicated the financial software her office works with, it is not that simple to give such current information. There are limitations within the software. She does give Board Members copies of budget by departments every month for their review so those figures would appear on that latest report.

- **Zoning Board of Appeals (1120)**

Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated that there is no change to the Zoning Board of Appeals budget. However, there are five new

members to the Board and training may be required. She also indicated the recording secretary in the past has only been budgeted for seven meetings; this was decreased a few years ago in an attempt to save money. The Board would like to have a meeting once a month. Ms. Menard indicated that Ms. Whitten has taken a survey from town around the state regarding the costs of a recording secretary. She indicated some recording secretaries are only paid \$75.00 per meeting while others are paid \$125. She wanted to know why the differences in the pay scale. It was briefly discussed about why some secretaries are paid more than others, mentioning the length of meetings and the details the minutes require.

The revenue portion of the Zoning Board of Appeals was briefly discussed. The revenue is down due to the poor economy.

- **Planning and Zoning (1123)**

Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated that there is no change to this proposed budget as well. Mr. Baker inquired about the two newest members to the Board. She indicated the new members may be required to take a workshop, and the workshops cost approximately \$40.00 each. The revenue was also discussed and it is approximately \$14,000 in revenue received, which is double from the year before. Ms. Whitten indicated the signs from the economy getting better are being shown by revenue received.

A discussion was held regarding conferences and training of members of the Boards and the importance of same.

- **Planning Department (1124)**

Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated the Planning Department's proposed budget is a zero percent increase. Ms. Menard reminded everyone that the clerical and supervisor's contract is currently under negotiations and there is a potential of an increase to those salary lines. There was a question regarding the professional services line and how those funds are used. Ms. Whitten commented that the \$9,000 that is in that line was taken from part-time salary line to fund a consultant during the Route 140 workshop.

- **Inland Wetlands (1150)**

Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated again, this department has a zero percent increase. She reiterated again, this Board also has new members and training is imperative for the new members. She commented on the revenue is the same, and it was a lot larger last year due to the fact of the big box retail store.

- **Warehouse Point Fire District**

Chief Jim Barton, Mr. Victor DeCapula, Mr. Mike Balf, Mr. James Barton, Sr., and Tony D. , were invited to discuss this budget request with the Board. Ms. Menard inquired with the gentlemen if they had a copy of the audit which has been requested by the Board of Selectmen and Board of Finance. Ms. Balf indicated the audit was just received and the Boards should have it shortly. Ms. Menard indicated if the audit is received by her office, it will be scanned and sent to all members of the Board of Selectmen and Finance. Chief Barton indicated that the proposed budget which is being requested is the same as last year. There was a discrepancy of the bottom line requested; it looks as though it is either \$3,000 or \$5,000 difference. The Chief indicated the bottom should be the same as budgeted last year. Mr. DeCapula indicated that here is an increase due to the increasing number of calls taken by the Warehouse Point Fire District. Last year, the total calls were 435, this year it is approximately 490 and it is anticipated that the calls will be over 500 by fiscal year end.

On Page 2 of their budget requests, it shows an increase in the facility/building maintenance in the amount of \$30,000. It was stated the building was built in 1963 and is starting to show signs of its age. The furnace is aging and with the help of Mr. Baker and his energy initiative, it may be beneficial to change the furnace which burns oil to natural gas. Mr. DeCapula also mentioned that the request for the driveway replacement to the Capital Improvement Advisory Committee has been rejected for many years and last winter the driveway was damaged where the ladder truck is usually is driven. It was decided to have that portion of the driveway repaired. A question was raised of the ownership of the building and it was answered that a legal opinion was requested and it was ascertained that the building is not owned by the Town. Ms. Menard indicated a copy of that legal opinion was given to everyone for their review and if they did not receive a copy, she would have her office forward onto them. She reiterated that according to the legal opinion, the Fire District owns the property. The Capital Improvement Advisory Committee had requested this opinion in order to answer the questions of who was responsible for the capital improvements to the building.

Mr. DeCapula indicated the other requests are for equipment needs. The protective clothing has to be replaced of an increase of approximately \$11,000. The fire apparatus preventative maintenance is scheduled every year.

On the last page, every line has a zero increase but the part-time salary line for the Fire Chief. It was decided to pay the Chief for his time in the amount of \$12,000. The Chief attends all meetings and all most every call. He spends a lot of his time within the Fire District. Mr. Pippin inquired if the Chief gets compensated from the Volunteer Incentive as the Chief. It was confirmed the Chief receives \$1,500 from

the Volunteer Incentive. Mr. Pippin also inquired how many active members are in the Fire District. He was told approximately 30.

A discussion was held regarding the Fire Marshall duties at the Warehouse Point Fire District, what types of reports are given, and the number of Fire Marshall's the Town currently employees.

The discussion continued regarding the printing costs of the Fire District and the possibility of cutting costs by printing the newsletter in the *Reminder* and making the newsletter available on the website.

- **Fire Marshall (2165)**

Mr. Blaine Simpkins, Fire Marshall, addressed the Board. He indicated a slight increase in the conference line for professional development, purchased services for new code books, communications for radio replacement, travel expenses for traveling for training required by the State of Connecticut.

A brief discussion was held regarding the duties of the Fire Marshall.

- **Senior Center (1130)**

Ms. Menard indicated that a revised budget proposal has been received and she gave a copy to all the Board Members. She indicated that the Senior Center has new part-time staff and at this time the full time position which is vacant will not be funded. The proposal has been done, with Ms. Burns's approval to take out the Director salary of approximately \$52,000 and to reallocate some of the funds to give a honest and complete budget for the needs of the Senior Center. A lot of changes have been going on at the Center and the response has been very favorable. The part-time hours have been increased for the two part-time employees, the program coordinator and clerical position, not to exceed 1000 hours per year. Presently there is not increase for the full time salary, however, contract negotiations are pending. The lines which have increased are the conference and training, vehicle maintenance, and programs for seniors. In doing that, the department has decreased its budget approximately \$20,000. A question regarding purchasing vehicles, and it was answered by applying for grants.

VIII. Adjournment

The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary