

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

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Monday, March 5, 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 and Catherine Cabral
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Special-Budget Workshop Meeting to Order at 5:07 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 Discussions

Ms. Menard indicated that she has received the audit from the Board Brook Fire Department. She gave copies of same to all Board Members. She also mentioned that at the last meeting, it was asked about the fees for the Assessment Board of Appeals and Ms. Carol Madore, Assessor, has responded to Board Member's questions in an email form, and she gave to each Board Member a copy of said email.

▪ **Elderly Commission (1129)**

Ms. Menard asked if any changes were suggested. Ms. Nelson indicated the increase postage is for sending reminder postcards of the meetings. It was agreed no changes to the Elderly Commission (1129) and the proposed budget \$650.

- **Senior Center (1130)**

Ms. Menard indicated the budget that was proposed shows an increase in part-time hours, presently there is not a director's position; therefore, the monies from that full time position has been redistributed throughout the operating budget. The vehicle maintenance line has been increased. It is currently being debated about having a higher end vehicle to be used for medical appointments for those appointments which are for only one or two people. Presently, the town car is being used. However, ADA compliant vans are still needed to serve those who are disabled. An explanation of the salary lines were given to the Board Members. The question regarding over-time line and how one department could fund an over-time line when another has been cut. Ms. Menard explained the line is used when drivers, by no fault of their own, run over there day and are eligible for over-time. It was suggested cutting the over-time line by \$500.

A brief discussion was held regarding the driver positions and the purchase services line. It was agreed to cut the proposed budget by \$500 for the Senior Center (1130) to \$232,998.

- **Board of Finance (1135)**

The budget request for the Board of Finance was decreased by \$1,800 due to the decrease in postage and the decrease in the printing of the annual report. The Board is requesting \$4,500. It was agreed no change to the Board of Finance (1135) request.

- **Ethics Commission (1144)**

The lines are being held open at \$10.00 each for a recording secretary and the Charter Revision Commission.

- **Miscellaneous Town Government (1145)**

Ms. Menard indicated that category includes, Greater Hartford Transit, C.R.A., Housing Education Resource Center, Four-Town Fair, Capital Regional Growth, CROG, CCM, and Network against Domestic Violence. Ms. Menard explained the expenses from each of the categories. It was noted that the Network against Domestic Violence has asked for \$4,000 this year, a \$500 increase. A discussion was held and it was agreed that \$500 would be cut from the increase requested from the Network against Domestic Violence, indicating tough economic times and the cause is supported.

It was agreed that the Miscellaneous Town Government (1145) budget would be \$24,699.

- **Inland/Wetland Commission (1150)**

The Commission is not requesting an increase. It was asked if money was being budgeted for training and it was confirmed. The Commission's budget is flat and no changes were made.

- **27th Payroll**

Ms. Cabral explained the 27th Payroll and indicated that it is less than it was last year due to the way the calendar falls at the end of the fiscal year. The funding basically is there to cover the police department at \$13,800. Last year it was budgeted at \$97,000.

- **Town Government/Employee Benefits**

Ms. Cabral remarked that this category was explained at the presentation and workers' compensation has increased and since speaking with Colleen the overall number is 4%. is based upon the actuary along with the OPEB benefits.

- **Public Safety (2100)**

It was indicated the lines in this category only have \$10.00 in each line, totaling \$300 just to keep the lines open.

- **Police Commission (2144)**

There is an increase due to office supplies. Mr. Baker inquired if there were new members on this Commission and if new name tags had to be purchased. Ms. Cabral agreed. The Board discussed the recording secretary fees and postage. It was suggested to reduce the supplies line by \$100, and it was the general consensus. The total request for the Police Commission (2144) is \$1,610.

- **Police Department (2145)**

Ms. Cabral indicated she has spoken with Officer Smith of the Police Department and he answered the question the Board had with the IT line within their budget. She indicated the payment is for a collect account called INC with collect, it has been a line in their budget, but it will be listed in the IT budget. Ms. Menard inquired if that would be a new line within the IT budget. Ms. Cabral indicated it could be listed under radio communications or it could be software. She will have to ask. Ms. Menard indicated that further clarification will be needed. Ms. Nelson indicated that is the Connecticut Online Communications to process driver's licenses, motor vehicles, and wanted persons from different agencies. It is increased \$15,000. This would have to be addressed with Ken Smith for clarification of where this expense should be listed either

IT or the Police Department budget. Ms. Cabral suggested it to be listed in the IT budget and not the Police Department.

A brief discussion was held. It was decided the increase was mostly contractual and nothing would be changed.

▪ **Communication System Maintenance (2147)**

Ms. Cabral indicated this line is for the radios. There was a mention of an increase of \$5,500 to this line. Ms. Menard indicated the contract for the ambulance calls for zero dollars; however, the additional cost of \$5,500 is for the Tolland County Dispatch. There is an agreement that the Town would cover the cost of this service. This is a surcharge for use of the service when paramedics are dispatched to towns, for example, Granby and Suffield. The service is required to stay in communications until the paramedics arrive at the scene. A brief discussion was held.

Mr. Richards indicated that there is a letter from Deputy Chief Roger Hart explaining the costs. Ms. Menard commented that Deputy Chief Roger Hart keeps a tight reign on the costs of the communications of the police department, fire departments, and ambulances.

A brief discussion was held regarding the increase requested. It was the general consensus that \$10,000 should be cut from this line.

▪ **Fire Departments (2150)**

The first line discussed was the FD Annuities. Ms. Menard indicated this line has been changed and have funded an additional amount because the Volunteer Incentive Program has recognized that the benefits have increased because they have been underfunding the line for the past two years. Mr. Pippin indicated that they are splitting the incentive between the Broad Brook Fire Department and Warehouse Point Fire Department; however, the Broad Brook Fire Department has more members. Ms. Cabral indicated the incentive is based upon how many calls attended and years of service. The FD incentive program was then discussed and how much each officer receives for their incentives.

A brief discussion was held and it was agreed no changes could be made.

Physicals and Immunizations were discussed briefly. It was indicated that the physicals and immunizations is determined by age of the fire fighter.

Broad Brook Fire Department has submitted a new budget request, and that request has been given to all Board Members. It was questioned about the 30% increase for energy costs. It was indicated that the energy costs were underfunded in years past and the Town has supplied the building with gallons of fuel.

A brief discussion was held and the concern of the energy costs increased by 30%. Ms. Cabral reminded everyone that the Broad Brook Fire Department's building is also the Senior Center.

The other concern of the budget was the cellular phone charges. It is budgeted for \$4,000. It was asked how many phones that includes, who has those phones and what kind of plan was in place. Miscellaneous equipment has also increased to \$4,000.

A lengthy discussion was held regarding the amount of an increase the Broad Brook Fire Department was requesting. It was indicated the revised request was in the amount of \$219,000 which is a 19% increase over last year's budget. The information which the Board requested would be obtained by Ms. Menard. It was also mentioned that the columns of their accounting did not add correctly.

The Warehouse Point Fire District budget request was then discussed. Ms. Menard indicated the audit has been received. The cost and repairs of the driveway, Chief's raise, and cell phone costs were discussed. It was noted that the Warehouse Point Fire District owns their fire station and the monies spent to maintain the station cannot be determined by the Town; however, the Broad Brook Fire Station is owned by the Town.

A lengthy discussion was held regarding the Fire District being able to charge a tax and the utility costs. It was ultimately determined that the Fire Departments, Broad Brook and Warehouse Point would be given a 2% increase. That would breakdown as \$194,835.00 for Broad Brook and \$235,808.00 for Warehouse Point.

Ms. Menard indicated that at their next meeting, which is a Regular Meeting, they will be able to review more budgets, and schedule another meeting for Wednesday, March 7, 2012 and Saturday, March 10, 2012 because the presentation to the Board of Finance will be Wednesday, March 14, 2012.

IV. Adjournment

The meeting was adjourned at 6:49 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary