

**BOARD OF FINANCE
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT, 06016**

MINUTES OF BUDGET WORKSHOP

Tuesday, April 2, 2019

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

Regular Members Present: Jerilyn Corso (Chairman)(Late 7:30 p.m.), Kathy Pippin, Sarah Muska, Bill Syme, Karen Christensen, Barbara Petano

Regular Members Absent: None

Alternate Members Present: None

Alternate Members Absent: Danielle Godeck, Alan Baker

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Bill Syme called the Budget Workshop to Order at 7:00 p.m.

2. TIME AND PLACE OF MEETING:

Tuesday, April 2, 2019, 7:00 p.m. at the East Windsor Town Hall Meeting Room (11 Rye Street, Broad Brook, Connecticut, 06016)

3. ATTENDANCE/APPOINTMENT OF ALTERNATES:

No Alternates were present so no one could be appointed until Chairman Corso arrived. Bill Syme ran the meeting until she arrived

4. BUDGET WORKSHOP:

- A. 411300 – Building** – They wanted to go from a part-time clerical employee to a full-time clerical employee. This is an increase of \$33,800 to the full-time salary line. This also shows a decrease in part-time salary of \$16, 539. They changed nothing else in their budget so their total increase is \$17,261. He brought some handouts he felt supported his request. To see these hand-outs, they are hereto attached as Attachment A.

B. a. 510200 – Police – The Police asked for money for a lead dispatcher and for a new K-9 program. They have already purchased a new K-9 vehicle. The BOS made cuts to all of the lines that contained things for the new K-9 program and they also a cut to the Dispatcher Salary Full-Time Line not allowing for the lead dispatcher.

b. 510300 – Emergency Management – They only had a 1.87% or \$334 increase for the stipend and phone and equipment and maintenance. Their whole budget is \$18,206.

c. 510400 – Communications – They asked for \$26,698 and the BOS cut it down to \$21,500 for their Radio System Line. They answered all of the Board's questions.

d. 810700 – Police Commission – No change, staying at \$1,500.

C. 511000 Broad Brook Fire Department – They had a few increases, They asked for \$20,000 for 2 part-time firefighters for Friday and Saturday nights. They also had a \$10,000 increase in Volunteer Incentives

D. 511000 Warehouse Point Fire District – They came and again explained why they needed to be put back into the budget for \$464,000 or at least the amount that the BOS (\$232,000) approved. A lengthy discussion ensued.

MOTION made by (Muska) and **SECONDED** by (Pippin) to take a five minute recess at 8:07 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Mr. Syme called the meeting Back to Order at 8:12 p.m. and relinquished the Chair back to Chairman Corso.

MOTION made by (Syme) and **SECONDED** by (Muska) to not fund the part-time salary position and give the Planner's office \$13,315 to maintain the current staff under Salary Part-Time.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Muska) to accept the Planner's budget for \$243,032.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Petano) to put the Salary Full-Time Line in Building back to \$131,355.

In Favor: All Opposed: None Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Petano) to put the Salary Part-Time Line in Building to \$16,870.

In Favor: All Opposed: None Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Petano) to accept the Buildings' budget for \$173,970.

In Favor: All Opposed: None Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Muska) to put Supplies and Equipment to \$19,815 under Police.

In Favor: All Opposed: None Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Muska) to put the Professional Services to \$33,931 in Police.

In Favor: All Opposed: None Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Muska) to put Officer Salary Overtime to \$311,022 in Police.

In Favor: Christensen, Muska, Syme, Petano Opposed: Pippin Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Muska) to put Dispatcher Salary to \$379,999 in Police.

In Favor: Pippin, Syme, Muska, Petano Opposed: Christensen Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Christensen) to accept the Police's budget for \$3,421,370.

In Favor: Syme, Muska, Petano Opposed: Christensen, Pippin Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Syme) to accept the Emergency Management's budget for \$18,206.

In Favor: Christensen, Syme, Muska, Petano. Opposed: Pippin Motion: **PASSED**

Board of Finance
Budget Workshop
April 2, 2019

MOTION made by (Muska) and **SECONDED** by (Petano) to accept the Communication's budget for \$149,168.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Petano) to accept the Police Commission's budget for \$1,500.

In Favor: All

Opposed: None

Motion: **PASSED**

The Board discussed the BOE budget but nothing was decided.

They then had a lengthy discussion about Revenue and this is what they decided to do to bring the numbers down.

MOTION made by (Syme) and **SECONDED** by (Christensen) to transfer \$300,000 from Fund Balance into Revenue.

In Favor: Syme, Christensen, Petano

Opposed: Pippin, Muska

Motion: **PASSED**

5. UPCOMING MEETING DATES:

Thursday, April 4, 2019 – 7 p.m. BOF Budget Workshop
Monday, April 15, 2019 – 7 p.m. BOF Budget Workshop

6. ADJOURNMENT:

MOTION made by (Muska) and **SECONDED** by (Syme) to adjourn at 9:25 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Rebecca D'Amicol, Recording Secretary

Attachment A
page 1

BUILDING DEPARTMENT PERMIT/REVENUE/CONSTRUCTION VALUE ANNUAL AVERAGES

Fiscal Year	# of permits	Revenue	Construction Valuation	Revenue average per Permit	Construction valuation per Permit
2002/03*	851	\$181,006	\$22,274,655	\$212.69	\$26,174
2003/04*	1166	\$269,833	\$18,719,173	\$231.46	\$20,904
2004/05*	1409	\$365,809	\$24,373,843	\$259.62	\$17,299
2005/06*	1171	\$318,850	\$28,910,376	\$272.28	\$24,689
2006/07*	1092	\$222,796	\$17,274,136	\$204.03	\$15,819
2007/08*	1150	\$344,604	\$24,176,340	\$299.65	\$21,023
2008/09	957	\$199,886	\$12,632,423	\$208.86	\$13,200
2009/10	826	\$208,714	\$15,318,480	\$252.68	\$18,545
2010/11	899	\$241,261	\$16,650,809	\$268.37	\$18,521
2011/12	985	\$417,864	\$28,401,270	\$424.23	\$28,834
2012/13	854	\$140,368	\$23,806,702	\$164.36	\$28,877
2013/14	947	\$219,875	\$19,826,692	\$232.18	\$20,936
2014/15	910	\$144,611	\$8,880,743	\$158.91	\$9,759
2015/16	998	\$228,723	\$16,148,402	\$299.18	\$16,180
2016/17	935	\$184,778	\$13,842,415	\$197.62	\$14,409
2017/18*	956	\$413,291	\$28,914,655	\$413.29	\$30,245
TOTALS	16106	\$4,102,269	\$320,151,114	\$254.70	\$19,878

* Denotes part-time inspection professional services availability and budget(s)

Attachment A Page 2

East Windsor Building Department 2018			
Permit Type	Plan	Typical Amount of	Permits
	Review	Inspections Required	Jan. 2018
	Required	to Close Out Permit	Dec. 2018
Additions - residential	yes	12	5
Additions - commercial	yes	13	0
Antennas/Cell Tower Modification	yes	1	5
Basement Renovation	yes	6	10
Chimney/Repairs/Liner	no	1	6
Deck/Ramp/Landing/Stairs	yes	3	27
Demolition	no	2	9
Dormer	yes	4	0
Establish Use/Change of Occupancy	yes	1-3	17
Fence - Permit required over 7 feet	yes	2	0
Garage	yes	6	11
Ground Mount Solar	yes	3	0
Heating Stove	yes	2	17
Miscellaneous	varies	1 - 4	17
Mobile Homes	no	3 - 5	6
New Construction - mixed use	yes	7	0
New Construction - non residential	yes	7	1
New Construction - residential	yes	14	29
Porch/Sunroom	yes	3 - 6	6
Rehab - mixed use	yes	7	0
Rehab - non residential	yes	7	12
Rehab - residential	yes	6	3
Renovation	varies	3 - 6	29
Roof Mount Solar	yes	2	31
Roofing	no	1	55
Shed/Barn	varies	1 - 4	14
Sign/Billboard	yes	1 - 2	8
Spa/Hot Tub	varies	1 - 3	0
In-ground Pool	yes	3	3
Above ground pool	yes	2	8
Temporary tents	yes	1	1
Windows/Siding/Doors	no	1 - 2	48
		Total Building Permits	378
Electric Permits	varies		275
Heating/Cooling Permits	varies		207
Plumbing Permits	varies		146
		Total of all Permits	1006
January 2018 - December 2018			
Inspections performed by the Building Official			1534
State Reports	16	Incoming Phone Calls	2619
Federal Government Reports	12	Outgoing Phone Calls	973
Weekly Cash/Permit Reports	52	Voice Mail Messages	691
Monthly Cash/Permit Reports	12	Persons in Office	2274

Attachment A
page 3

BUILDING DEPARTMENT FY 18/19 CURRENT STATUS

2018/19 FY	total permits to date	726
2018/19 FY	total net revenue	\$158,302.51
	Projected permits	910
	Projected revenue	\$200,000 +/-

Projects currently under construction

Newberry Village	12 SFR residential to completion
Acorn Drive	4 SFR residential to completion
Hamlet Homes	12 SFR residential to completion
Church 53 PHR	31,700 s.f. complete interior demo & buildout
Calamar	121 unit apartment complex (approx.. 50% of foundation)
USA Hauling	2000 s.f. complete interior demo & rebuild 2 story
Solar Canopy	Parking Solar Canopy w/1500 panels

This list is only intended to highlight a few of the ongoing projects and reflects less than 10% of our permits to date.

Attachment A
page 4

BUILDING DEPARTMENT FY 19/20 ANTICIPATED PROJECTS

105 Prospect Hill Road		200,000 sf with 5 story parking structure
20-22 Craftsman Road	(1)	10,000 sf office/education structure
	(1)	18,000 sf training/classroom structure
4 Wells Road		10,080 sf warehouse/retail
12 S. Main	(1)	202,400 sf warehouse/manufacturing
	(1)	7500 sf vehicle maintenance
	(1)	Fueling Depot
151 Prospect Hill Road		5 Story Hotel (60/65 rooms)

Anticipated Construction Value \$245,000,000.

Anticipated Permit Revenue \$ 3,797,500.

(For listed projects only)

Attachment A page 5

