

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET PRESENTATIONS - WORKSHOP

Special Meeting
Wednesday, March 14, 2018
6:00 p.m.
Town Hall Meeting Room
11 Rye Street, Broad Brook, CT. 06016

Meeting Minutes

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

Board of Selectmen:

Robert Maynard, First Selectman
Steve Dearborn., Deputy First Selectman
Jason Bowsza, Selectman
Andy Hoffman, Selectman
Charles J. Szymanski, Selectman

ATTENDANCE: Board of Selectmen: Robert Maynard, First Selectman; Steve Dearborn, Deputy First Selectman; Selectmen: Andy Hoffman; Charles J. Szymanski.

ABSENT: All Selectmen were present this evening.

PRESENTERS: Town Staff

GUESTS: Town Staff: Treasurer. **Treasurer:** Gayle Carolus, Interim Treasurer; **Department of Public Works:** Len Norton, Director/Town Engineer; Joe Sauerhoefer, Operations Manager; **Recreation and Community Services:** Melissa Maltese, Director.

Members of Boards, Committees, Commissions, or Town Entities::

Board of Finance: Jerilyn Corso, Chairman, Kathy Pippin, Sarah Muska; **Police Commission:** Bob Leach, Chairman; Ed Filipone, Vice Chairman; Gil Hayes; **Capital Improvement Planning Committee:** Bob Leach.

Public: Bill Loos; Keith Yagaloff.

Press: No one from the Press was present.

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TIME AND PLACE OF BUDGET WORKSHOP/SPECIAL MEETING:

First Selectman Maynard called the Meeting to Order at 6:05 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ATTENDANCE: See Page 1.

Information Technology – 910400:

The budget funding request for FY 2018 – 2019 for the Information Technology Budget is \$201,598, which represents a 8.50% increase.

Len Norton, Director/Town Engineer, and Joe Sauerhoefer, Operations Manager, of the Department of Public Works joined the Board.

Mr. Sauerhoefer explained that Professional Services provides internet service for all Town buildings via Cox at a cost of \$12,000; an additional \$20,000 is budgeted for the consultant if a problem exceeds staff ability to resolve. Frontier provides service to the Police Department for their phone system. Purchased Services pays for the software licenses for accounting software for the Treasurer's Department, Office 365 for all Town departments, department specific software for the Town Clerk, the Tax Collector, and the Senior Center, anti-virus programs, the townwide GIS mapping system, and backup systems that save information to the cloud or other storage systems. Mr. Sauerhoefer reported the cost of licensing is approximately \$210/employee/year. Selectman Szymanski questioned if the consultant has discussed purchasing one license for the Town vs. individual licenses for each employee; he noted hospitals and other businesses have reduced their licensing fees.

Mr. Sauerhoefer reported they have budgeted \$10,000 for updating desktop equipment and monitors. Approximately 75 units are 5 to 8 years; another 35 units are over 10 years old. They made the same request last year but it was cut from the budget. Mr. Norton reported the department had to replace 7 hard drives in the last year alone. Refurbished units are estimated to cost \$300 to \$500 per unit; they would like to invest in 15 to 20 replacement units. There are other system needs, such as server switches, which would come from this line as well. This line also funds replacement of computer equipment for the Police Department. Mr. Sauerhoefer and Mr. Norton reported they are working on a replacement schedule which would provide a couple pieces of newer equipment for each department each year.

MOTION: To ACCEPT the Information Technology Budget as presented for a total budget of \$201,598.

Hoffman moved/Bowsza seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

Sanitation – 910500:

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The budget funding request for FY 2018 – 2019 for the Sanitation Budget is \$930,150, which represents a 2.72% increase.

Mr. Norton and Mr. Sauerhoefer presented this budget to the Board.

Discussion began with the history of USA Hauling providing services for the Town. Mr. Norton noted their quick responsiveness; he cited examples of drivers returning to neighborhoods after the regular pick up has been completed to pick up trash for someone who missed the regular run. Most of the Board members had witnessed similar experiences as well. Mr. Norton reported they operate here in East Windsor, and want to be a good neighbor. They've been very good during negotiations for new contracts. He cited that the Town used to receive more money for recycled materials but the cost has gone down to very little.

Selectman Szymanski noted he would like to see revenue shown in the support documentation for the presentations next year; Mr. Norton and Mr. Sauerhoefer agreed.

Mr. Norton reported he would like to hold a hazardous waste collection this year, as they haven't been able to do that in awhile.

MOTION: To APPROVE the Sanitation Budget as presented for a total department budget of \$930,150.

Bowsza moved/Hoffman seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

The Board thanked Mr. Norton and Mr. Sauerhoefer for their presentations.

Contingency – 910600:

The budget funding request for FY 2018 – 2019 for the Contingency Budget is \$250,000, which represents a 400% increase.

First Selectman Maynard noted the Town is presently negotiating 4 union contracts; this line would fund union wage increases. Selectman Hoffman questioned what the budget request is based on? Interim Treasurer Carolus referenced a sheet she provided for the Selectmen this evening regarding potential settlement costs of the negotiations. She also noted the Town has experienced high legal fees this year; this line may have to fund some of those costs.

MOTION: To ACCEPT the Contingency Budget of \$250,000 as submitted.

Hoffman moved/Szymanski seconded/

DISCUSSION: Selectman Bowsza questioned the wisdom of showing our cards to the four bargaining units; Selectman Bowsza felt approval of this budget shows them what the Town is willing to spend. First Selectman Maynard felt this budget is an honest presentation to the

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residents. Selectman Szymanski felt the Board should be looking at the budget line by line and considering what's right for the town; he felt the Contingency line could be for anything of an emergency nature or emergency expense unaccounted for as well. Selectman Bowsza cited that historically the Contingency had been budgeted at \$200,000 and had eroded over the years to \$50,000; at one time there was a separate Emergency Contingency Fund. He opposed this motion.

VOTE: **In Favor:** **Maynard/Dearborn/Hoffman/Szymanski**
 Opposed: **Bowsza**
 Abstained: **No one**

Capital Improvements – 910700:

The budget funding request for FY 2018 – 2019 for Capital Improvements is \$1,225,913 , which represents a 60.95% increase.

First Selectman Maynard reported the CIP line is historically 3% of the total annual Town budget.

MOTION: **To APPROVE the Capital Improvement Project Budget in the amount of \$1,225,913 as presented.**

BOWSZA moved/Szymanski seconded/

DISCUSSION: Selectman Szymanski questioned if this budget number represented 3%; Selectman Bowsza replied affirmatively., noting the BOS doesn't line item this budget request. Selectman Bowsza indicated the BOS approves a single amount and the CIP decides what to spend it on. Selectman Szymanski cited that much of this budget request is discretionary; he felt the BOS will need to reduce some of this budget request at the end of the day. Selectman Bowsza felt the BOS's role is to put a budget forward from a policy perspective and it's up to them to decide how to spend it. Selectman Szymanski suggested policy wasn't brought up for other budgets; he felt the decision is what the BOS feel is right to send to the BOF. Selectman Szymanski felt the BOS need to take the approach of what's best for the Town and what's fiscally correct. Deputy First Selectman Dearborn suggested the CIP projects are for the people, he cited parking lots needing repair; it's projects for the people.

VOTE: **In Favor:** **Bowsza/Dearborn**
 Opposed: **Hoffman/Szymanski/Maynard**
 Abstained: **No one**

The Board agreed to revisit this Budget at the end of discussions this evening.

Debt Service – 910800:

The budget funding request for FY 2018 – 2019 for Debt Service is \$1,020,028, which represents a 2% increase.

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MOTION: To APPROVE the Debt Service Budget as presented in the mount of \$1,020,028.

Bowsza moved/Szymanski/DISCUSSION: The Board discussed the projects covered under this line item and when debt would be retiring to reduce this figure.

VOTE: In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

Selectmen – 410100:

The budget funding request for FY 2018 – 2019 for the Selectmen is \$394,172, which represents a 42.77% increase.

First Selectman Maynard reported this budget request proposes salary for a full-time Economic Development profession.

Selectman Hoffman cited he's a big advocate for an Economic Development person. He reported that when he was a member of the Economic Development Commission he spoke to numerous businesses in East Windsor; he also spoke to professionals in South Windsor, Windsor, and Enfield, all of whom have Economic Development professionals. They all said East Windsor would never be a factor in regional development until we hire an Economic Development person. These professionals noted they attend 50 to 60 nights attending affairs associated with economic development; they also spent time at the legislature, and had access to the Governor's Office. Selectman Hoffman suggested if that's true East Windsor can't compete with other regional towns. Selectman Hoffman noted he's been gathering data from CCM and Assessors from surrounding towns to acquire information on the growth of their commercial and residential Grand Lists. He suggested an estimated annual salary would be \$80,000 to \$90,000; he doesn't see hiring a consultant being productive to bring in large projects. Selectman Hoffman cited land along Route 140 and Route 5 which could be developed without affecting the rural character of the rest of the town; he suggested we should also try to enhance the downtown Warehouse Point area.

Selectman Hoffman suggested we need, as a town, to get ahead of the curve. As soon as the casino starts building we'll see a step up in the types of businesses that want to relocate to East Windsor. When he spoke with local businesses as a member of the EDC 19 of the 20 businesses liked East Windsor, and thought the Town treated them fairly; they felt the area is a good location. Selectman Hoffman reported he has job descriptions from other towns which the EDC can use to develop a similar description for our Economic Development professional. The professional will give East Windsor an opportunity to position ourselves better.

First Selectman Maynard questioned if a part-time person would work initially? Selectman Hoffman cited the need to have a professional available consistently.

MOTION: To FUND the Economic Development professional full-time for an amount of \$80,000 to \$90,000.

Szymanski moved/Hoffman seconded/

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DISCUSSION: First Selectman Maynard suggested as an alternative a part-time person for 16 hours per week, which would save on benefits. Selectman Hoffman suggested if the Board hires a part-time employee we'll get someone retired who knows where to go and who knows who to talk to; the down side is that person probably won't be a candidate for the full-time position. He felt the sooner we get someone in the position full-time the better. Selectman Szymanski agreed for the need to have someone in that role or the Town will never get a larger Grand List and get good companies who will be willing to come here and spend some money to put up large buildings. Selectman Szymanski agreed; he felt putting someone in that position on a part-time basis was wasting money; in order to do this correctly it's full time plus; it's making the connections, it's meeting people, it's a whole host of things being associated with being a rain maker. He suggested if the Board budgeted for a half year at \$50,000 to take affect the second half of the year it would give the person time to get that figured it out and then we could let them loose. Then the next year the Board could consider funding the position for the full year. Selectman Szymanski felt the Town needs to reach out to national real estate development companies to seek their recommendations; they know the companies and what their plans are. If the Town would do that as a preliminary step it would give this Economic Development professional direction. Selectman Hoffman suggested this Economic Development professional is a unique position; every time they bring in a taxable asset it offsets their wages; if they bring in taxable assessments they are revenue neutral. If they can bring in commercial development it places less demands on the Town's resources. Selectman Hoffman indicated he wasn't saying he opposed residential development but every time the Town expends \$20,000 per student per year on a residential home including 2.5 students the home must be over \$1.5 million to break even. Selectman Szymanski suggested the Town should pay a bonus to the employee for bringing in a certain amount of business. Deputy First Selectman Dearborn felt the Town was always penny pinching and not getting anything for our money; he didn't feel the Board should hire a part-time person.

Discussion then turned to how to structure the job parameters. Selectman Bowsza questioned if the work plan would be relying on the POCD (Plan of Conservation and Development) to determine where they should incentivize commercial growth, or how Smart Growth should be implemented in Town? Selectman Hoffman suggested the focus should be on the ability to bring commercial development to Route 5 and Route 140 to capitalize on the proximity to I-91 while continuing the rural character where appropriate. Selectman Bowsza felt the town wasn't availing themselves of opportunities in organizations like Metro Hartford Alliance; Selectman Hoffman cited the difficulty for the Economic Development Commission or staff to network effectively on their limited time constraints. Selectman Hoffman suggested that the funding for this position may be associated with the development of the casino; it's a unique position in that the person can pay their wages by being good at what they do.

First Selectman Maynard suggested he liked Selectman Szymanski's suggestion; Selectman Hoffman agreed as it gives the Town time to prepare for the full-time position. Selectman Szymanski also noted East Windsor is fortunate to have an active rail line which comes up to

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Crop Production; he felt that business has value for the Town; he felt we're not capitalizing on that.

The Board discussed amending the motion; Selectman Szymanski agreed to an amendment, Selectman Hoffman agreed to an amendment as well.

VOTE TO AMEND THE MOTION:

In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

AMENDED MOTION: To AMEND the motion to reflect the amount for the Economic Development professional will be between \$45,000 and \$50,000 for a full-time person, the position takes affect the second half of the fiscal year.

Szymanski moved/Hoffman seconded/

DISCUSSION: Selectman Bowsza suggested that the casino coming in also brings in financial funding for this position. Selectman Hoffman suggested that once the casino begins development the funding for this position can be taken out of the normal budget as a line item and could be funded from the \$3 million impact money.

VOTE: In Favor: Maynard/Dearborn/Hoffman/Szymanski
Opposed: Bowsza
Abstained: No one

MOTION: To APPROVE the amended budget for the Selectmen for a total department budget in the amount of \$339,672.

Maynard moved/Szymanski seconded/

DISCUSSION: Selectman Bowsza questioned what else is included in the funding for the full-time salary line? Interim Treasurer Carolus indicated the 2% increase for 3 unaffiliated employees.

VOTE: In Favor: Maynard/Dearborn/Hoffman/Szymanski
Opposed: Bowsza
Abstained: No one

Treasurer – 410500:

The budget funding request for FY 2018 – 2019 for the Treasurer's Department is \$233,407, which represents a 8.70% increase.

First Selectman Maynard reported the salary for the Treasurer's position is now reflected in the full-time salary line. Selectman Bowsza questioned the amount of the salary, and questioned if the Board of Finance (BOF) had made a recommendation regarding that salary? First Selectman

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Maynard noted the BOF had assisted with the recommendation; Jerilyn Corso, Chairman of the BOF, noted from the audience that the discussion had occurred during an Executive Session.

MOTION: To APPROVE the proposed amended budget for the Treasurer's Department in the amount of \$233,407.

Maynard moved/Hoffman seconded/

DISCUSSION: Selectman Hoffman queried if the change in the full-time salary line was the only change in this budget? Selectman Bowsza felt the Board was over-paying for this position; had we wanted to pay this amount we wouldn't have lost the previous Treasurer. Selectman Bowsza felt the Town was not operating from a position of strength with this candidate. Selectman Szymanski cited the candidate is a current licensed CPA; she has great credentials and will be an asset to the Town. Selectman Hoffman felt the candidate planned to bring new proposals to the position. Selectman Bowsza reiterated his earlier comment. Deputy First Selectman Dearborn felt the Town needs to pay if we want to get decent people. He listened to her comments; she's smart and plans on staying.

VOTE: **In Favor: Maynard/Dearborn/Hoffman/Szymanski**
 Opposed: Bowsza
 Abstained: No one

Police - 510200:

The budget funding request for FY 2018 – 2019 for the Police Department is \$3,331,142, which represents a 0% increase.

First Selectman Maynard reported the only salary increases reflected in this budget are those for the Chief and the Deputy Chief, which are contractual. Negotiations for the other employees remain pending; those increases will occur in FY 2018 – 2019.

MOTION: MOVE to APPROVE the total budget for the Police Department at the current year's budget of \$3,331,142. This budget will include any salary changes that occur from any salary negotiation.

Szymanski moved/Hoffman seconded/

DISCUSSION: First Selectman Maynard cited the need to include the salary increases for the Chief and the Deputy Chief. Selectman Szymanski indicated they get their salary increases but the spend for the department is \$3,331,142, which is substantially more than surrounding towns. Selectman Szymanski felt they are doing the right thing and he appreciates what they're doing but the cost is way above that of surrounding towns. Selectman Bowsza suggested that as we go through pension negotiations, and if the previous pattern holds true, we will save more than the increase. Interim Treasurer Carolus felt the pension costs will go up. Selectman Hoffman questioned the amount of the reduction? Interim Treasurer Carolus suggested approximately

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\$30,000. Selectman Hoffman suggested the reduction is a small number from a very large budget; he felt the Chief and Deputy Chief are good managers; he felt they'll find a way to make the budget work.

VOTE: **In Favor:** **Maynard/Dearborn/Hoffman/Szymanski**
 Opposed: **Bowsza**
 Abstained: **No one**

Selectman Bowsza questioned which line the Board would take the reduction from? First Selectman Maynard suggested the overtime line. Discussion followed regarding contractual obligations, staffing ratios, and step and grade system which effects officer positions/salaries. Deputy First Selectman Dearborn indicated he understood that we have more officers per thousand people than the towns surrounding us. Bob Leach, chairman of the Police Commission, cited the socio-economic issue plays a role in East Windsor; Gil Hayes, member of the Police Commission, cited the geographics of East Windsor's location plays a part in the numbers of the officers as well.

MOTION: **MOVE to REDUCE the Officer Salary – Full time salary line by \$32,965.**

Maynard moved/Hoffman seconded/DISCUSSION: None/see above

VOTE: **In Favor:** **Maynard/Dearborn/Hoffman/Szymanski**
 Opposed: **Bowsza**
 Abstained: **No one**

Public Works – 610100:

The budget funding request for FY 2018 – 2019 for the Public Works Department is \$897,680, which represents a 4.07% increase.

MOTION: **MOVE to APPROVE the total budget for the Public Works Department as amended in the amount of \$897,680.**

Bowsza moved/Maynard seconded/DISCUSSION: Selectman Hoffman queried if the salary line includes the pay increases? Interim Treasurer Carolus there will be an additional cost for two unaffiliated employees.

VOTE: **In Favor:** **Maynard/Dearborn/Bowsza/Hoffman/Szymanski**

Capital Improvements – 910700:

The budget funding request for FY 2018 – 2019 for Capital Improvements is \$1,225,913 , which represents a 60.95% increase.

Selectman Szymanski cited that last year the budget allocation was \$761,000 while this year the request is \$1.2 million. Selectman Szymanski cited he understands everything is needed but he felt the Board should go with \$1 million, which would be a 6.82% increase.

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MOTION: MOVE to APPROVE the CIP Budget at \$1,000,000 for Fiscal Year 2018 – 2019.

Szymanski moved/Bowsza seconded/

DISCUSSION: Selectman Hoffman cited currently lacks the understanding to approve the budget as requested. He suggested if he attends the CIP Meetings he'll be disruptive as he'll ask questions there. Selectman Hoffman cited requests from the Public Works Department and the request to replace cars by the Police Department; he felt the people who manage the departments are good managers but he felt it's the job of the Selectmen to understand the requests. Selectman Hoffman reported the chairman of the CIP is willing to work with the Selectmen to better understand the process. First Selectman Maynard concurred; he suggested planning joint CIP/BOS Meetings prior to the budget process. Selectman Hoffman reported he isn't proud to be sending a 6.82% budget increase to the Board of Finance.

VOTE: In Favor: Maynard/Dearborn/Bowsza/Hoffman/Szymanski

PUBLIC PARTICIPATION:

Gil Hayes, 143 Rye Street: Regarding the Police Department, Mr. Hayes suggested there was pertinent information regarding their operations the BOS should have had; they don't carry that with them. There was information provided during the presentation; did you not take notes? And, to cut salaries rather than cut vehicles, Mr. Hayes felt the Board should have spent more time on that.

EXECUTIVE SESSION/Pursuant to C. G. S. Section 1-200 (6) (E) – Action Possible:

No Executive Session held this evening.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:10 p.m.

Szymanski moved/Bowsza seconded/In Favor: Unanimous

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen