

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET PRESENTATIONS - WORKSHOP

Special Meeting

Thursday, March 8, 2018

7:00 p.m.

Community Room

East Windsor Housing Authority

1A Park Hill Road, 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,; Selectmen: Jason Bowsza; Andy Hoffman; Charles J.Szymanski.

ABSENT: Deputy First Selectman Steve Dearborn

Town Staff: **Treasurer:** Gayle Carolus, Interim Treasurer;

GUESTS: Members of Boards, Committees, Commissions, or Town Entities::
Board of Finance: Jerilyn Corson, Chairman, Kathy Pippin, Police
Commission: Bob Leach, Chairman;

Press: No one from the Press was present.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

First Seletman Maynard called the Meeting to Order at 7:03 p.m.in the Community Room of the East Windsor Housing Authority, 1A Park Hill Drive, Broad Brook, CT.

ATTENDANCE: See above

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

PRESENTATIONS: None

NEW BUSINESS/Discussion of Budget Requests submitted:

First Selectman Maynard reviewed the overall status of budget requests. He noted health insurance has gone up approximately 15%; salary increases have not yet been added to the budget for union employees. He also noted several departments have requested additional staff, including an Economic Development Director, a Blight/Zoning Enforcement Officer, and additional staff/inspectors for the Building Department in anticipation of the work associated with construction of the casino.

Selectmen – 410100:

First Selectman Maynard noted the full time salary line includes a salary for an Economic Development Director. The Board made no change at present.

The Board discussed funding for Community Outreach; their intent would be to develop a mailer to be sent to taxpayers prior to the referendum votes to explain the budget being presented. First Selectman Maynard would also like to develop a mailing of Town events which would go out quarterly. Discussion followed regarding the bulk mailing process and cost vs. traditional mail options. The Board reduced the funding request for Community Outreach to \$6,000.

The Board reduced Marshal supplies to \$200.

No changes to the Selectmen's budget request at this time; the Board will revisit this budget at a future meeting.

Town Clerk – 410300

MOTION: MOVE TO APPROVE the Town Clerk's budget as presented for a total budget of \$135,366.

Bowsza moved/Szymanski seconded/DISCUSSION: None.

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

Treasurer – 410500

The full time salary line includes funding for the Treasurer's salary.

No changes to the Treasurer's budget request at this time; the Board will revisit this budget at a future meeting.

Assessor – 410700:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

The Board made the following minor changes in the Assessor's Budget. Professional Services was reduced by \$1,000; Longevity was increased by \$180, and Education and Dues was increased by \$150.

MOTION: MOVE TO APPROVE the Assessor's Budget as amended for a total budget of \$190,990.

Bowsza moved/Szymanski seconded/**DISCUSSION:** None.

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

Tax Collector – 410900:

Selectman Bowsza questioned the increase in the part-time salary line? Interim Treasurer Carolus noted the Tax Collector has increased the work schedule for the part-time employee to 19 hours.

MOTION: MOVE TO APPROVE the Tax Collector's Budget as presented for a total budget of \$127,221.

Bowsza moved/Hoffman seconded/**DISCUSSION:** None.

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

Town Planner – 411100:

The Board discussed the request for a full-time zoning enforcement/blight officer. The Board acknowledged the merit of the request but felt the Town lacked the ability to fund this position presently; the Board would also like more specific data regarding the enforcement workload. Selectman Bowsza noted the existing Blight Ordinance needs to be strengthened by the Board. The Board reduced the full-time salary line by the cost of the zoning enforcement/blight officer position.

The Board discussed the request for capital purchases to redesign/renovate the Planning Office. Selectman Szymanski questioned funding via the department budget. He would also like additional quotes from other vendors. Selectman Hoffman agreed to find an alternative funding source but noted the department functions as the economic development resource; people having an interest in relocating to East Windsor seek advice through the Planning Department initially. The Board agreed to remove funding for the office renovation from the department budget.

MOTION: MOVE TO APPROVE the Town Planner's Budget as amended for a total budget of \$237,391.

Bowsza moved/Szymanski seconded/

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

DISCUSSION: Selectman Szymanski questioned that the full time salary line for last year didn't include salary increases; Interim Treasurer Carolus suggested the increases would be paid from the Contingency Line. Selectman Szymanski felt the \$15,000 for capital purchases to redo the office could be removed; he questioned the need for the redesign, the submission of only one quote, and the concern that the firm providing the quote was also the vendor selling the used furniture being used in the redesign. Selectman Hoffman felt the redesign could be removed from the department budget but the department upgrade should be considered as this is the department where people interested in bringing their business to East Windsor come; the office isn't attractive in its current state. First Selectman Maynard felt the redesign could be removed from the department budget but could be funded through a supplemental appropriation

AMENDED MOTION: **MOVE TO APPROVE the Town Planner's Budget as amended for a total budget of \$221,891.**

Bowsza moved/Maynard seconded/DISCUSSION: Nothing further.

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

Building – 411300:

The Board reviewed the request for additional staff vs. previous discussion of the current workload and the additional workload associated with inspections during construction of the casino. The Board would also like more specific data regarding the existing workload. The Board reduced the funding request for part-time inspectors in the part-time salary line to one part-time position at 19 hours/week.

The Board reviewed the request for funding under the Capital Purchases line for office renovation. The request was removed from the department budget.

MOTION: **MOVE TO APPROVE the Building Department Budget as amended for a total budget of \$184,867**

Bowsza moved/Hoffman seconded/DISCUSSION: None.

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

Registrar – 411500:

MOTION: **MOVE TO APPROVE the Registrar Budget as presented for a total budget of \$63,925.**

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

Human Services – 411700:

MOTION: MOVE TO APPROVE the Human Services Budget as presented for a total budget of \$122,136.

Bowsza moved/Maynard seconded/

DISCUSSION: Selectman Szymanski questioned that the full time salary line was adjusted for the reduction of a supervisor while the increase will be reflected in the Parks & Recreation line; Interim Treasurer Carolus replied affirmatively. First Selectman Maynard and Interim Treasurer Carolus also noted the full time salary was increased by a small differential due to union negotiations as the remaining full time staff took on more responsibilities due to the lack of a constant on-site supervisor.

AMENDED MOTION: MOVE TO APPROVE the Human Services Budget as amended for a total department budget of \$123,956.

Bowsza moved/Maynard seconded/

DISCUSSION: Selectman Szymanski questioned the increase in longevity; Selectman Bowsza noted longevity is a contractual obligation; Interim Treasurer Carolus also noted the employees also received a step increase for longevity as well. Selectman Szymanski suggested reductions in Supplies and Equipment and Travel due to the reduction in staff.

Selectman Bowsza WITHDREW his motion; First Selectman Maynard WITHDREW his second. (See additional motion below)

The Board agreed to a \$300 reduction in Supplies and Equipment.

The Board questioned the request for funding for Travel as the Director position has been removed from this department via the reorganization. It was noted that staff also attends conferences to keep up to date with current changes. They often visit client's homes when working with evictions. It was noted that the travel line and the education line has been reduced from last year. The Board reduced Evictions/Ejections to \$1400. Travel was reduced to \$500, while education and Dues remained at \$1,000.

MOTION: MOVE TO APPROVE the Human Services Budget as amended for a total department budget of \$122,856.

Bowsza moved/Hoffman seconded/DISCUSSION: Nothing further.

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

Police Department – 510200:

No action taken this evening.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

Emergency Management: - 510300:

MOTION: MOVE TO APPROVE the Emergency Management Budget as presented for a total department budget of \$17,872,

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Communications – 510400:

MOTION: MOVE TO APPROVE the Communications Budget as presented for a total department budget of \$53,254.

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Broad Brook Fire Department – 511000:

The Board discussed the ability to fund the request for the third part-time employee. It was noted the goal was to have drivers available around the clock; presently two of the drivers are serving overseas. The Board reduced the part-time salary line by the cost of the third part-time employee.

The Board discussed the increase in the funding request for the Physical line. It was noted most of the cost is physicals for the volunteers. Review of the budget found the line nearly expended year to date. The Board made no change to the physical line.

MOTION: MOVE TO APPROVE the Broad Brook Fire Department Budget as amended for a total department budget of \$399,500.

Bowsza moved/Hoffman seconded/DISCUSSION: None.

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

Public Works – 610100:

No action taken this evening.

Town Property – 610200:

Budget revised because of increase in Connecticut Water charges, motion therefore reflects that revision.

The Board discussed the line item for gasoline, which represents usage by various Town departments – Police, Fire, Public Works, Town vehicles. Discussion continued regarding a

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

previous use of the gas system which required use via an identification card; it was noted the current system understates the cost of the specific departments. Interim Treasurer Carolus noted the switch was made to the present system to streamline the process; usage is tracked on a departmental basis and charged back where appropriate.

MOTION: MOVE TO APPROVE the Town Property Department Budget as presented for a total department budget of \$1,040,697.

Bowsza moved/Maynard seconded/

DISCUSSION: Selectman Hoffman cited substantial increases approved this evening; he questioned if any of these charges could be reduced? Selectman Bowsza suggested there has been past discussion of referring fire hydrant charges associated with the Warehouse Point Fire District back to the District as most of the fire hydrants are located within the Warehouse Point area. Selectman Szymanski felt that would send the charge back to the taxpayers.

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

Road Improvements – 610300:

MOTION: MOVE TO APPROVE the Road Improvements Budget as presented for a total budget of \$450,000.

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Senior Center – 710100:

Discussion of staffing levels after the reorganization.

It was noted that often programs offered at the Senior Center were minimally attended yet the funding request has increased. Discussion continued regarding past years offerings vs. attendance. The Board reduced the program funding request to \$4,000.

MOTION: MOVE TO AMEND the Program Line in the Senior Center Budget to \$4,000.

Maynard moved/Szymanski seconded/DISCUSSION: None.

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

MOTION: MOVE TO APPROVE the Senior Center Department Budget as amended for a total department budget of \$233,305.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

Maynard moved/Hoffman seconded/

DISCUSSION: Selectman Bowsza opposed the reduction as he didn't feel we should cut programs for the Seniors.

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

Parks and Recreation – 710200:

Discussion of the salary reallocation relative to the reassignment of staffing responsibilities associated with the reorganization of the various departments.

Discussion followed regarding Capital purchases, which includes the purchase of a storage container to free up space at Public Works garage. The Board felt the purchase could be delayed during this budget year.

MOTION: MOVE TO APPROVE an amendment to reduce the Capital Purchases line in the Park and Recreation Department Budget to zero.

Maynard moved/Hoffman seconded/DISCUSSION: None.

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

The Board considered the funding request for Supplies and Equipment. The Board recalled that Park and Recreation is purchasing a small amount of fertilizer from Agway while DPW purchases a larger amount for use on the park facilities and school ballfields; discussion followed regarding centralizing purchase of fertilizer in one line item, and investigating bulk purchasing fertilizer locally.

MOTION: MOVE TO APPROVE an amendment to reduce the Supplies and Equipment line in the Park and Recreation Department Budget to \$20,670.

Maynard moved/Szymanski seconded/DISCUSSION: None.

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

The Board reviewed the funding request for Site improvements. It was noted this line includes the purchase of new signage identifying Park locations by street numbers to assist emergency responders.

No further action taken this evening.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

Warehouse Point Library – 710300:

The Board felt the library could pursue grant opportunities as additional funding sources; the Board agreed to maintain the previous year's funding level.

MOTION: MOVE TO APPROVE the Warehouse Point Library Budget to the same amount as requested for the previous year for a total department budget of \$257,000

Szymanski moved/Hoffman seconded/DISCUSSION: None.

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

Board of Finance – 810100:

MOTION: MOVE TO APPROVE the Board of Finance Budget as presented for a total department budget of \$44,875.

Bowsza moved/Hoffman seconded/

DISCUSSION: Selectman Szymanski suggested he would like to see a different presentation for the annual report. Interim Treasurer Carolus suggested the new Treasurer may have a different template for the document.

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

PZC (Planning and Zoning Commission) – 810200:

MOTION: MOVE TO APPROVE the Planning and Zoning Commission Budget as presented for a total budget of \$3,250.

Bowsza moved/Maynard seconded/DISCUSSION: None

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

ZBA (Zoning Board of Appeals) – 810300:

MOTION: MOVE TO APPROVE the Zoning Board of Appeals Budget as presented for a total budget of \$1,400.

Bowsza moved/Szymanski seconded/DISCUSSION: None

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

BAA (Board of Assessment Appeals) – 810400:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

MOTION: MOVE TO APPROVE the Board of Assessment Appeals Budget as presented for a total budget of \$1,550.

Bowsza moved/Hoffman seconded/DISCUSSION: None

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

EDC (Economic Development Commission) – 810500:

MOTION: MOVE TO APPROVE the Economic Development Commission Budget as presented for a total budget of \$4,150.

Bowsza moved/Maynard seconded/DISCUSSION: None

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

IWWA (Inland Wetlands and Watercourse Agency) – 810600:

MOTION: MOVE TO APPROVE the Inland Wetland and Watercourse Commission Budget as presented for a total budget of \$1,800.

Bowsza moved/Hoffman seconded/DISCUSSION: None

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

Police Commission – 810700:

MOTION: MOVE TO APPROVE the Police Commission Budget as presented for a total budget of \$1,600.

Bowsza moved/Maynard seconded/

DISCUSSION: Selectman Szymanski questioned the increase of \$100 for supplies, as that line hadn't been in this budget before. Bob Leach, Chairman of the Police Commission, reported they had purchased name plates for new members last year.

Bowsza *RESCINDED* his motion, Maynard *RESCINDED* his second.

MOTION: MOVE TO APPROVE the Police Commission Budget as amended for a total budget of \$1,500.

Bowsza moved/Hoffman seconded/DISCUSSION: None.

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

(Permanent) Building Committee – 810800:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

MOTION: MOVE TO APPROVE the Permanent Building Committee Budget as presented for a total budget of \$1,200.

Bowsza moved/Hoffman seconded/DISCUSSION: None.

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

Elderly Commission – 810900:

MOTION: MOVE TO APPROVE the Elderly Commission Budget as presented for a total budget of \$500.

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Charter Revision Commission – 811100:

MOTION: MOVE TO APPROVE the Charter Revision Commission Budget as presented for a total budget of \$1,500.

Maynard moved/Szymanski seconded/DISCUSSION: None.

VOTE: In Favor: Maynard/Hoffman/Szymanski

Opposed: Bowsza

Abstained: No one

Ethics Commission – 811200:

MOTION: MOVE TO APPROVE the Ethics Commission Budget as presented for a total budget of \$500.

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Historical (Preservation) Commission – 811300:

MOTION: MOVE TO APPROVE the Historical Commission Budget as presented for a total budget of \$500.

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Capital Improvement Committee – 811500:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

MOTION: MOVE TO APPROVE the Capital Improvement Projects Committee Budget as presented for a total budget of \$1,000.

Bowsza moved/Hoffman seconded/DISCUSSION: None.

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

Veterans Commission – 811600:

MOTION: MOVE TO APPROVE the Veterans Commission Budget as presented for a total budget of \$1,200.

Bowsza moved/Maynard seconded/DISCUSSION: None.

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

Activities, Fees, and Associations – 910100:

The Board reviewed the numerous funding requests under this line item.

The Board felt the East Windsor Cemetery Association request should be funded at the previous year's limit.

The Board felt the Broad Brook Library funding request should be reduced to \$5,000; the library should investigate additional bids for repairs, and pursue grants as an additional funding option.

With regard to the funding request for the Warehouse Point Fire District, the Board acknowledged the larger problem of seeking a resolution to the consolidation of services while maintaining the separate department identities and history. Discussion continued briefly revisiting options to facilitate one town wide department. The Board agreed to remove the funding request for the Warehouse Point Fire District from the 2018 – 2019 Fiscal Year budget and resolved to work with both departments towards a reasonable resolution within this next budget year.

MOTION: MOVE TO APPROVE the Activities, Fees, and Associations Budget as amended for a total budget of \$146,556.

Bowsza moved/Hoffman seconded/

DISCUSSION: First Selectman Maynard reported if the Board doesn't resolve the Warehouse Point Fire District issue this year he'll vote to keep it in this budget next year.

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

Legal Expense – 910200:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop – Special Meeting – March 8, 2018
WORKSHOP MINUTES -**

MOTION: MOVE TO APPROVE the Legal Expense Budget as amended for a total budget of \$260,000.

Maynard moved/Hoffman seconded/DISCUSSION: None.

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

Insurance and Pension – 910300:

Interim Treasurer Carolus noted a reduction in the Health/Life Insurance line due to receipt of a lower quote from the carrier. She noted they go out to bid annually on health care costs; property/auto/liability coverage is provided by CIRMA.

MOTION: MOVE TO APPROVE the Insurance and Pension Budget as amended for a total budget of \$3,735,419.

Maynard moved/Hoffman seconded/DISCUSSION: None.

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

The Board agreed to schedule another workshop to review the remaining budget requests.

PUBLIC PARTICIPATION:

No one requested to speak.

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

The Board did not hold an Executive Session this evening.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 10:33 p.m.

Hoffman moved/Maynard seconded/DISCUSSION: None

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

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen