

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

SPECIAL MEETING Budget Presentations - Workshop

Tuesday, February 16, 2021

7:30 p.m.

East Windsor, Connecticut

Meeting held via ZOOM Teleconference

Meeting ID: 332 683 3563

Town Hall closed to the Public by

Executive Order of First Selectman Jason E. Bowsza

Due to Coronavirus pandemic

Meeting Minutes

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

Board of Selectmen:

Jason E. Bowsza, First Selectman

Marie DeSousa, Deputy First Selectman

Alan Baker, Selectman

Sarah Muska, Selectman

Charlie Nordell, Selectman

ATTENDANCE: Board of Selectmen: Jason E. Bowsza, First Selectman; Marie DeSousa, Deputy First Selectman; Alan Baker, Selectman; Sarah Muska, Selectman; Charlie Nordell, Selectman

ABSENT: All Selectmen were present this evening.

GUESTS/PRESENTERS signing in to teleconference: Broad Brook Fire Department Commissioners: John Madigan, Nick Macsata, Ron Masters, Andy Ouellette; Broad Brook Fire Department, Inc.: Tom Arcari, Chief; Gerald Bancroft, Assistant Chief; East Windsor Cemetery Association: Robert Rybick, Treasurer; Veterans Commission: D. James Barton, Bob Lyke; Registrars of Voters: Angelo Sevarino, Karen Gaudreau; Broad Brook Library: Paul Anderson, President; Warehouse Point Library: Library

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Director Lois Hiller, Librarian, **The Library Association of Warehouse Point:** Elyse Spielberg, Chairman; Cindy Miller, Treasurer; Dr. Richard Ross.

OTHER GUESTS/SPEAKERS: **Treasurer's Office:** Amy O'Toole, Town Treasurer; **Board of Finance:** Karen Christensen, Noreen Farmer, Tom Lansner;.

OTHER INTERESTED PARTIES: **Department of Public Works/Engineering:** Joseph Sauerhoefer, Operations Manager; Al Floyd.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the February 16, 2021 Special Meeting/Budget Presentations – Workshop of the East Windsor Board of Selectmen to order at 7:31. The Meeting is being held via teleconference due to closure of the Town Hall to the Public as the result of the coronavirus pandemic.

2. ATTENDANCE:

First Selectman Bowsza noted the Board has established a quorum with four members present via video conference; Selectman Baker is absent this evening.

3. PRESENTATIONS

BROAD BROOK FIRE DEPARTMENT:

Public Safety - Account #28200000:

Broad Brook Fire Department Commissioners John Madigan and Nick Macsata, and Broad Brook Fire Department, Inc. Chief Tom Arcari have joined the meeting virtually.

Commissioner Madigan reported the Broad Brook Fire Department Commissioners and Chiefs have spent many hours preparing a budget to meet the needs of the new situation. This year the Broad Brook Fire Department will be a new line item in the Selectman's Budget. This budget has been submitted to the Broad Brook Fire Department Commissioners; they have accepted the budget and are now presenting it to the Board of Selectmen.

Commissioner Madigan turned the presentation over to Chief Arcari.

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Chief Arcari presented the following **Fiscal Year 2021 – 2022 Budget for the Broad Brook Fire Department:**

Part-time salary is increasing by \$162,496 to \$292,496. He noted this line item is currently underfunded by \$16,000 due to the budget funding last year. The proposal is to go to staffing for 7 nights, 2 firefighters from 10:00 p.m. to 6:00 a.m. Then they would add one more firefighter during the day, to establish a 4 firefighter crew during the day at a 9 hour workday during the week. Also included is a \$1/hour raise to an hourly rate of \$19/hour. Chief Arcari suggested the reasoning for the additional staffing is to increase the availability of responders to calls, as most volunteers no longer work in town. That first engine out of the firehouse is important to response time; if it's a medical call 2 firefighters can respond to the medical call while the other 2 firefighters can stay in the station in case another call comes in.

Regarding the night staff, Chief Arcari indicated they want to go to 7 nights a week to increase response time. In the past many firefighters lived within a mile of the station; that's no longer the case.

27th Payroll, at \$11,096, is a new budget line due to the new funding situation.

First Selectman Bowsza clarified that the Town is still budgeting for the anticipated costs of the Broad Brook Fire Department as is, but that will be coming out of the budget before the Board of Selectmen pass a recommendation on to the Board of Finance. Chief Arcari and his team have been working with Treasurer O'Toole to identify what those expenses are, which are things like the 27th Payroll, the Fire Marshal's stipend, and other associated expenses. First Selectman Bowsza wanted to make it clear that the intent is to show the voters that the Town is working in tandem with the Broad Brook Fire Department so as to remove the funding from the General Fund.

Fire Marshal Stipend - \$25,000, is a new budget expense due to the new situation.

Fire incentives is increasing slightly; this line pays the volunteers \$12/hour to respond to a call. Chief Arcari noted several of the volunteers are also paid firefighters; when they respond to a call off hours they must be paid the same salary they receive as paid staff.

FICA – at \$32,405, is also a new expense related to the new budgeting process.

Fire Annuities went down slightly by \$10,000

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Workers Comp, at \$12,000, is a new Department expense related to the new funding situation.

Professional Services went down by \$6,200 because they've moved the phone service to a separate line item, see listing below at \$8,200. The \$2,000 increase in the **Phone** line is the cost of updating to higher internet speed.

Physicals has increased slightly by \$1,000

Fire Marshal's Phone - \$750. Chief Arcari indicated the Fire Marshal wants to have one phone vs. one for each Department. They plan to meet with the Warehouse Point Fire District to discuss sharing one cell phone.

Vehicle Maintenance – went down by \$7,000 from \$52,000 to \$45,000 because **Gas/Diesel** is now a separate line at \$6,000.

Tolland Dispatch, at \$23,000, is a new charge due to the change in the budgeting process.

LAP insurance is a reduction of \$3,000 due to shopping the coverage.

Travel, at \$650, is the cost of the Town paying mileage for the Fire Marshal.

Supplies – Chief Arcari reported the Fire Department asked for \$90,000 from CIP to replace bunker gear, which has a 10 year life cycle per NFPA standards. Chief Arcari noted the Department received CIP funding last year \$30,000 which left us \$60,000 short. The Department has decided to include a budget line to fund replacement of the bunker gear at \$25,000 annually.

Fire Marshal Supplies, at \$4,100 is a new cost due to change in the budgeting process.

Dues/Fees are nearly the same as last year.

CIP Allocation – Chief Arcari indicated the Fire Department would no longer be part of the CIP funding as the Department is now on its own. They have added \$200,000 in this year's budget to begin funding a cycle of vehicle replacement.

Chief Arcari summarized the total 2021 – 2022 Fiscal Year Budget for the Broad Brook Fire Department is \$957,327, which is an increase of \$490,327 over last year. BBFD Commissioner Macsata noted that 11 individual line items totaling \$323,201 that are new items assumed by the BBFD Budget due to the change in funding the Department.

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First Selectman Bowsza opened discussion to the Board of Selectmen, and the Board of Finance.

Chief Arcari noted the BBFD had 768 runs last year; Commissioner Macsata indicated that was 2.104 calls per day on average.

Selectman Nordell indicated he didn't see hose or ladder testing in the budget. Commissioner Macsata noted the hose testing is included under Supplies and Equipment; there is a specific line item for testing ladders, hose, and other items.

Deputy First Selectman DeSousa indicated she had a couple of issues. In looking at the budget proposed and looking at the next year historical comparison, if you go to the 27th payroll and FICA ER there's no way in looking at the budget on page 10 to tell what's been taken out that's being thrown into the Fire Department budget. When you look at the Fire Department under this report the total amount is \$467,000 but then there's all of this other stuff that they've alluded wasn't in their budget before; it's not apparent how much was taken out when you budgeted. Deputy First Selectman DeSousa indicated the reason she's asking is when we made the agreement that we would take all of the money associated with the Fire Department and we were going to do a budget and then allow them that. Now the difference is \$490,000. Deputy First Selectman DeSousa indicated she knows that \$200,000 is Capital Improvements, if that goes through, and the majority of the other is the additional staffing they want Deputy First Selectman DeSousa felt that's a lot to swallow when you're looking at just the numbers for the first year of making this transition. Deputy First Selectman Desousa questioned if it's necessary to put in that large a number for the CIP funding this year? Deputy First Selectman Desousa would like to get those numbers so it's palatable to the people.

First Selectman Bowsza requested Treasurer O'Toole to offer clarification.

Treasurer O'Toole suggested all of the sheets that you see in your budget book was what was submitted to her office prior to her composition of the budget. The book numbers are what the departments have requested. First Selectman Bowsza referenced a new Munis run, pointing the Board to the last three columns on the right-hand side. One is the current year's actual expenditures line by line, the current year revised budget is the revised budget which is our operating budget we're running the government on, and the projection level is the First Selectmen's budget. And the percentage change is the link between the current revised and the First Selectmen's projected.

Treasurer O'Toole suggested using the 27th payroll as an example, under the current year's revised budget – the one we're currently under – is a budget of \$156,000; next year in First Selectmen Bowsza's proposed budget it's \$150,528. Deputy First Selectman

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DeSousa indicated that wasn't the report she was working from; Selectmen Nordell and Selectman Muska and Mrs. Farmer of the Board of Finance indicated they didn't have that report either.

First Selectman Bowsza indicated the Selectmen and Mrs. Farmer were looking at a report run in the morning at 11:39; the correct report was run at 2:20 in the afternoon. Deputy First Selectman Desousa indicated that her report was run at 9:09; that's why she had so many questions. Deputy First Selectman Desousa cited she's trying to figure out how much of that 27th payroll, for example – they've allocated \$11,096, she's assuming that was taken out of that line. Treasurer O'Toole clarified that only \$5,472 was taken out of that line. They increased their numbers to match their new numbers that they're asking for. Treasurer O'Toole indicated for the Broad Brook Fire Section it's \$467,000; for the Fire Marshal it's \$20,280; communications is \$22,000; employee benefits for 27th payroll is \$5,472; FICA is \$20,349; and the workers comp is \$12,000; the total of that is \$547,101. Treasurer O'Toole indicated that's what's coming out of the Board of Selectmen budget. Treasurer O'Toole indicated they've adjusted their numbers, like FICA and their 27th payroll, based on their "ask" of the additional funds. Deputy First Selectman Desousa suggested she had the number she needed – the \$547,101 – that's coming out; she wanted to be able to explain it when asked.

Deputy First Selectman Desousa requested a hard copy of those figures; Treasurer O'Toole replied affirmatively. Deputy First Selectman Desousa asked if those numbers have been backed out of this document? Treasurer O'Toole indicated they are still there as of now. First Selectman Bowsza's 3.89% increase is with Fire "flat", Fire Marshal flat, Tolland Dispatch flat, so when we pull them out and go to no increase we haven't reabsorbed those numbers somewhere else. Deputy First Selectman Desousa questioned if the .57 is after that? First Selectman Bowsza and Treasurer O'Toole replied affirmatively. First Selectman Bowsza indicated it's 3.89 with funding for the Broad Brook Fire Department included, it's .57 without funding for the Fire Department included. First Selectman Bowsza suggested this is going to be a learning curve year.

Selectman Muska questioned if the Fire Department had any COVID related expenses in the proposed budget? Chairman Madigan and Vice Chairman Macsata replied negatively.

Selectman Muska questioned what comprised the line item for **Fire Marshal Supplies**? Chief Arcari indicated supplies specific to the Fire Marshal; it could be a camera, software, anything he needs to do his job as Fire Marshal. Selectman Muska questioned if any of the items the Fire Marshal would be using could be shared with the Warehouse Point Fire District? Chief Arcari indicated they plan to open discussion with the Warehouse Point Fire District regarding potential cost sharing.

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Board of Finance member Tom Lansner cited the \$162,000 **part-time salary** line increase; he requested clarification that the Department would be adding 1 additional firefighter on the day shift and 5 additional firefighters on the night shift, for a total number of 7 being added? Chief Arcari reiterated they currently have 2 firefighters on the night shift, which they want to increase to 7 nights. They are also proposing increasing the day shift by one firefighter. Chief Arcari clarified that right now we have 2 guys on Friday and Saturday nights, I want to increase to 7 nights a week 2 firemen for 8 hours; during the day we're going to increase it by 1 firefighter. Chief Arcari noted the original number of \$130,000 will be a \$16,000 shortfall this year because of the way they did the budget last year. When they did the budget for the paid staff they went off the year before and it wasn't a true number. We added the night staff the year before in September so there will be a \$16,000 shortfall. Board of Finance member Tom Lansner requested when the BBFD Budget is presented to the Board of Finance if you could add that extra detail to explain that; Chief Arcari agreed to add the additional information.

Board of Finance member Noreen Farmer questioned what the Commissioners want for Capital Improvements as their bottom line number? Chief Arcari noted he put in \$200,000 or \$250,000 for Capital Improvements for the past several years. The truck they intend to replace is 20 years old, if they budget for three years they'll be funding that replacement. Commissioner Macsata suggested the question was what is the bottom line budget number, which is \$957,027. Depending what the assessments come through as the average cost it would be less than \$5/week per person for fire protection services. Mrs. Farmer questioned that Chief Arcari was anticipating replacing that truck 3 years from now? Chief Arcari indicated it would be 7 to 8 months to investigate bids on the truck, and another 14 months to build the truck. Commissioner Macsata suggested that on an annual life cycle this gets us into a 5 year average replacement cycle on the engines which is appropriate based on how long they've been in service.

First Selectman Bowsza asked for additional comments or questions; no one requested to speak.

First Selectman Bowsza noted this is the first year of going through the ordinance process that was adopted in the Fall. He thanked the Commissioners and Fire Department for their help and support along the way. He indicated they plan to get the process right but there are some things that we'll learn along the way. He appreciated their collaboration and cooperation and everyone's patience as we get this figured out.

EAST WINDSOR CEMETERY ASSOCIATION:

Account #10054140 Activities, Fees, and Associations – (TAB 2)

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The total Budget request for the East Windsor Cemetery Association for FY 2020 – 2021 is \$25,000, which results in an increase of \$10,000 over last year.

Mr. Rybick, Treasurer for the East Windsor Cemetery Association, indicated the budget request for the Cemetery Association is \$25,000 this year, which is a \$10,000 increase over last year, but only a \$5,000 increase over the prior year when the budget request was cut substantially. This budget is stripped down to provide the basic needs for the Cemetery Association, which is lawn care, snow plowing the cemetery roads, basic tree work for safety concerns, and minor repairs to pavement and fencing. Mr. Rybick indicated they realize the number for road paving is small, and the time is coming when larger expenditures will be required but they hope to discuss better ways to deal with those repairs. Mr. Rybick indicated they're open to other ideas on how to accomplish that.

First Selectman Bowsza opened discussion to the Board of Selectmen and Board of Finance.

Deputy First Selectman DeSousa questioned if the Board had received a copy of their budget request as she had difficulty finding it in the budget book. First Selectmen Bowsza cited they appear under Tab 2 – Activities and Fees. Deputy First Selectman DeSousa questioned the Association's revenues; Selectman Muska and First Selectman Bowsza referred Deputy First Selectman DeSousa to the information she had questioned. Mr. Rybick suggested **Revenue** was around \$50,000; it's what they refer to as income from the Town, their stock and bond income, and money acquired from performing burials within the Town cemeteries and St. Catherine Cemetery although they take care of their own maintenance.

First Selectman Bowsza asked Mr. Rybick to explain the restricted funds, what they are, and why that matters? Mr. Rybick indicated under **Restricted Funds**, the first line is **perpetual care income**; that's what people commonly refer to as buying a plot. Actually, you're buying the right to be buried in the plot and you're buying the right for the land above you to be taken care of forever. According to the documents which establishes our association, which is also congruent with State's guidance for cemetery associations, those funds have to be put into a perpetual care fund for which they're not allowed to touch the principal. Mr. Rybick indicated they have about \$1 million invested in their fund and depending on how the market fluctuates 65 to 70% of that is the perpetual care funds from selling perpetual care plots. Mr. Rybick indicated they can't touch a dollar of that; they can only use the income. We structure our portfolio pretty conservatively because the funds have to last forever. We do have some funds off of that we can use for projects here and there, but we know that they're bigger projects

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coming up, and if we drain that down to the bare minimum then we'd only be allowed to use the income from those surety funds.

Mr. Rybick indicated that other funds in that category is from a **Trust** which was established by the Morton family. The cemetery is a benefactor of that trust, which is managed by Bank of America; the Morton plot is in the Windsorville Cemetery so funds are provided for maintenance of the Morton plot specifically. First Selectman Bowsza cited there has been confusion over that situation for a number of years; he felt having that explanation would be helpful. The money is there, but it is truly restricted. Mr. Rybick concurred.

Deputy First Selectman DeSousa recalled that at one time the Cemetery Association had mortgages out which provided income. Deputy First Selectman DeSousa indicated she didn't see that listed; she questioned the status of that income. Mr. Rybick indicated when he became Treasurer five years ago none of those funds existed; most of the Association's funds were in the bank earning virtually nothing. Since that time they've been working with an investment advisor to develop an investment policy; that funding is represented under stock and bond income. Deputy First Selectman DeSousa questioned the money value of that fund. Mr. Rybick indicated it's about a \$1 million between the restricted portion of the perpetual care funds, and the earnings generated off of that.

Selectman Nordell questioned how many cemeteries are being maintained at this point? Mr. Rybick indicated six – Windsorville, Melrose, Scantic, Springdale, Town Street, and North Cemetery.

First Selectman Bowsza asked for comments from Selectman Muska, and Board of Finance members Lansner and Farmer. No one had any additional questions for Mr. Rybick.

VETERANS COMMISSION:

Account # 10054166 – (TAB 2)

The total Budget request for the Veterans Commission for FY 2020 – 2021 is \$1,200, which results in a zero increase.

D. James Barton, Chairman of the Veterans Commission joined the Board virtually.

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Chairman Barton indicated they have submitted the same budget as last year. The budget request is \$1,200 which is \$100 per meeting for a **recording secretary**. If not all meetings are held some of that money may be returned to the Town.

Chairman Barton reported they are also funded a small amount under **Community Events**, which is for placement of flags in the cemeteries. Chairman Barton estimated the cost of the flags is \$900 to \$1,000 annually. First Selectman Bowsza noted that \$1,000 funding is provided under Activities and Fees/Memorial Day; the Veterans Commission recording secretary is a separate line item.

First Selectman Bowsza queried the Board and the Board of Finance members for comments; no one requested to speak.

REGISTRARS:

Account #10054149 – (TAB 2)

The total Budget request submitted initially for the Registrar of Voters for FY 2020 – 2021 is \$67,630. See discussion below regarding subsequent revisions to \$71,436 resulting in a 6.01% increase.

Registrar of Voters Angelo Sevarino and Karen Gaudreau joined the Board virtually. Registrar Sevarino reported he has revised the budget request for the Registrar's Office after meeting with the First Selectman on February 2nd. The revised budget request is now \$31,656 for the **Registrar of Voters**, which is the per diem funding and stipend for each registrar, plus a 2% increase.

Registrar Sevarino referenced the next two entries – **Election/Office Workers** at \$24,000, and **Food** at \$1800. Registrar Sevarino noted this is the largest increase in the Registrar's budget; detail of the per diem rates is described on page 4 of the budget submission. Registrar Sevarino suggested this staffing has been significantly increased due to COVID and the need to have contact tracing done, as well the need to have clean and safe conditions for the poll workers and public. Registrar Sevarino indicated they anticipate staffing a Town Meeting on the Broad Brook Fire Department, 3 budget referendums, a primary, and an election. This line item has increased by \$5,000.

Registrar Sevarino indicated most of the remainder of the budget has remained the same, although **Education and Dues** is reduced due to Registrar Gaudreau's ability to register for courses online. Registrar Gaudreau must complete her coursework by the end of the year.

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Registrar Sevarino reported it's difficult to anticipate the cost of the **Media Cards**, as it depends on the number of candidates and budget questions.

Registrar Sevarino noted the budget request has increased 6.01% this year, which is due to the number of poll workers mandated; he doesn't see that requirement changing this year.

First Selectman Bowsza opened questions to the Selectmen and Board of Finance members.

Board of Finance member Tom Lansner questioned the new total under FY 2021-2022? Registrar Sevarino replied \$71,436.

Registrar Sevarino also noted they have asked for a **Capital Expenditure** to purchase a fireproof cabinet for the voting cards. The current cabinet has reached maximum capacity. The anticipated cost for a new cabinet is \$8,000 to \$10,000; they have asked Operations Manager Sauerhoefer to investigate the availability of a used unit.

Registrar Gaudreau asked if there was any unused shelving available from renovations? The Registrars are required to keep their last two elections for 22 months; that documentation is currently stored around the floor in the Registrar's Office.

Registrar Gaudreau suggested that the budget also reflects bringing the **Election/Office Workers** closer to minimum wage; the current rate is \$11/hour for a 15 or 16 hour workday.

Registrar Gaudreau indicated she was supposed to be certified by January but due to COVID all the classes were cancelled; she has just received her online registration for one class. Registrar Gaudreau cited she has three more classes, plus her exam to complete.

First Selectman Bowsza asked if the Selectmen or the Board of Finance members had any questions; everyone indicated they were fine with the presentation.

BROAD BROOK LIBRARY:

Community Services – Account #10054501 Libraries - (TAB 5)

The total Budget request for the Broad Brook Library for FY 2020 – 2021 is \$25,000 which results in an increase of \$250.

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Paul Anderson, President of the Broad Brook Library, joined the Board virtually.

Mr. Anderson reported the budget is basically the same as last year, except for the increase in **Salary** due to an increase in the State's minimum wage.

Mr. Anderson indicated they've done fundraising on Facebook and in the quarterly newsletter for **Capital Expenses**.

Mr. Anderson indicated they've been open limited hours due to the pandemic, but their clientele is adapting to the new conditions; they continue to get patronage. They have over 300 people following the library on Facebook; they post twice a week at a minimum. Mr. Anderson indicated their goal for this year would be to institute event passes, youth programs, return to the free card-making program; programming is currently limited due to COVID. People are still looking for books, which they are buying. Their goal is to stay functional as they have for over 100 years and provide services to the Broad Brook area that some people totally rely on.

First Selectman Bowsza asked for comments from the Selectmen, or Board of Finance members. No one had any questions on the presentation.

Community Services – Account #10054501 Libraries - (TAB 5)

WAREHOUSE POINT LIBRARY:

The total Budget request for the Warehouse Point Library for FY 2020 – 2021 is \$293,250, which results in an increase of \$5,750.

Lois Hiller, Library Director for the Warehouse Point Library/Library Association of Warehouse Point joined the Board virtually. Also present virtually were Cindy Miller, Treasurer, and Elyse Spielberg, Chairman, and Dr. Richard Ross of the Library Board

Library Director Hiller shared a PowerPoint presentation with the Board.

Library Director Hiller reported the Library closed March 14, 2020 due to the pandemic. During that time they worked on grants and expanded resources available through the Library website. They initiated curbside pickup on June 1st, and opened on July 20th, with restrictions. Library Director Hiller reported they received a PEGPETIA technology grant from the State which allowed them to upgrade some of the patrons and staff computers, acquire two new early learning stations for younger patrons, purchase a new copier, and upgrade equipment for the meeting rooms. They also received a COVID grant from the State, which they used to make the library safer to visit. They have also

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increased the wifi strength; they now meet State requirements for libraries in towns our size.

Library Director Hiller reviewed a comparison of the Warehouse Point Library to other libraries in towns of comparable size. She noted Warehouse Point Library is functioning on a \$35/capita operating income, while most other libraries in our range operate on a \$49/capita income; Warehouse Point Library's operating income is low. The library employs one full time director, and seven part-time employees. Library Director Hiller has requested an increase of \$7,450 in the salary line to compensate staff.

Library Director Hiller indicated the total budget request for the Warehouse Point Library is \$293,250, which is a 5.6% increase resulting from the increased salaries.

First Selectman Bowsza queried the Board and members of the Board of Finance for questions.

Board of Finance Member Tom Lansner requested clarification on the \$293,250 figure; First Selectman Bowsza indicated it was the original "ask" budget.

Deputy First Selectman DeSousa questioned if the additional programs were sustainable without the grants? Library Director Hiller indicated the grants went to capital expenses and upgrades.

Board of Finance Member Farmer attested to the benefits of the youth technology programs. Library Director Hiller noted teachers like the ability to utilize the programs to reach more than one student online at a time.

No one else had questions for Library Director Hiller.

4. PUBLIC PARTICIPATION:

Al Floyd, 40 Winton Road, East Windsor: Mr. Floyd wanted to express his support for the library.

5. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:40 p.m.

Muska moved/DeSousa seconded/DISCUSSION: First Selectman Bowsza noted the motion is non-debatable.

VOTE: In Favor: Unanimous

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Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen