

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

**SPECIAL MEETING
BUDGET WORKSHOP**

March 3, 2022

6:00 p.m.

*This Meeting is being held in person in the John Daly, Jr. Meeting Room,
Town Hall, 11 Rye Street, Broad Brook, CT.*

And

via ZOOM Teleconference

Meeting ID: 332 683 3563

Passcode: townhall

MEETING MINUTES

********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

Charles Nordell, Selectman

ATTENDANCE: First Selectman Bowsza hosted the hybrid meeting.
Also present were: Deputy First Selectman DeSousa, Selectman Baker,
Selectman Muska, and Selectman Nordell.

GUESTS/SPEAKERS related to Budget Presentations (Remote access only): Finance

Director: Amy O'Toole.

Additional remote participants identified under their sign-in signature: **Tax Collector:** Patti
Kratochvil.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the Board of Selectmen Special Meeting/Budget
Workshop of the East Windsor Board of Selectmen dated March 3, 2022 to order at 6:05
p.m.

2. ATTENDANCE:

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First Selectman Bowsza noted a quorum has been established as all five members of the Board of Selectmen are present this evening in-person.

3. PUBLIC PARTICIPATION:

First Selectman Bowsza asked if any members of the audience present in person would like to comment; no one requested to speak.

First Selectman Bowsza then asked if the remote participants would like to comment; no one appeared to be signed in remotely at this time.

4. BUDGET DISCUSSION AND VOTE

First Selectman Bowsza shared the current Town Budget proposal document with everyone. The Board reviewed Budget requests and recommendations by Department.

First Selectman Bowsza advised the Board that since his original Budget proposal the Town has received updated numbers in the Pension contribution, that number can come down by \$59,000. He noted they also did a census of Employee Health care, and have found that line can be reduced by \$100,000.

First Selectman Bowsza queried the Board for areas of the Budget they would like to discuss.

Deputy First Selectman DeSousa referenced her notes regarding funding for EverBridge, First Selectman Bowsza indicated that funding is now reflected in the COMMUNICATIONS line for Boards and Commissions.

SELECTMAN'S BUDGET:

MOTION: To ACCEPT the Selectman's Budget as presented in the amount of \$287,389.

Muska moved/Nordell seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

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CHARTER REVISION:

First Selectman Bowsza reviewed the Statutory requirements for convening a Charter Revision Commission. He proposed to empanel a Commission for Fiscal Year 2023 – 2024, which would give them 18 months to consider Charter changes that might be relevant for the Presential Election.

No funding in this Budget proposal.

ETHICS COMMISSION:

First Selectman Bowsza noted the Ethics Commission budget is status quo at \$500. Deputy First Selectman DeSousa noted the Ethics budget provides recording secretarial services for the Commission. First Selectman Bowsza indicated the Board would consider fees for recording secretaries across the board at the end of the budget review but prior to approving the total budget. He noted Finance Director O'Toole had expounded on Town Planner Calabrese's research on the fee structure for recording secretaries, and the salary compression of part-time employees caused by the increase in the minimum wage.

MOTION: To APPROVE the Ethics Commission at \$500.

Muska moved/Baker seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

DIVERSITY COUNCIL:

First Selectman Bowsza noted the Diversity Council had not responded to the Budget letter sent out in November, but had recently asked how they could be involved in the budget process. At th time of his Budget filing he proposed a budget of \$500 for a recording secretary.

MOTION: To ACCEPT the Diversity Council as presented.

Baker moved/Nordell seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

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ART AND CULTURE COMMISSION:

First Selectman Bowsza noted this is a new Commission empaneled recently. He noted they submitted a robust request for \$8,150 for their proposed “to do” list. First Selectman Bowsza noted after discussion with Finance Director O’Toole they decided to reduce the budget slightly to see what the Commission can accomplish. He has reduced their budget to \$4,500, which would include \$500 for a recording secretary and \$4,000 for programs.

Deputy First Selectman DeSousa referenced their goals and asked for an explanation of a “traffic wrap”. Finance Director O’Toole explained they were referring to the traffic boxes like the one located at the end of Route 140, they would be wrapping traffic boxes around town with materials depicting something significant to East Windsor, like maybe photos of trees. Selectman Muska noted they are also working with the Historical Society regarding items of historical significance.

Selectman Nordell questioned if they plan any fundraising activities? Finance Director O’Toole noted they applied for a grant through the Greater Together group but didn’t receive anything. First Selectman Bowsza noted they have indicated they plan private fundraising opportunities; he noted they will be appearing at the Board’s Regular Meeting for a discussion of their proposals.

MOTION: To ACCEPT the Arts and Culture Commission in the amount of \$4,500.

DeSousa moved/Nordell seconded/DISCUSSION: Selectman Muska noted it’s nice to see a new Commission so passionate and energetic, and wanting to do something nice.

First Selectman Bowsza agreed, noting it’s nice to see new volunteers coming forward. Selectman Nordell agreed with Selectman Muska, but he would like to see more of their presentation before voting. First Selectman Bowsza cited in deference to Selectman Nordell the Board could vote on this Budget request during the Board’s Regular Meeting. Deputy First Selectman DeSousa described their proposal for the interactive murals on South Water Street which will cover existing graffiti, and the wrap boxes; she suggested they won’t be able to do everything with the \$4,500.

First Selectman Bowsza questioned if Selectman Nordell would like to return to this budget approval; Selectman Nordell replied affirmatively.

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Selectman Baker WITHDREW his motion; Deputy First Selectman DeSousa WITHDREW her second.

BOARD OF FINANCE:

MOTION: To ACCEPT the Board of Finance Budget as presented at \$53,255.

Baker moved/Muska seconded/**DISCUSSION:** None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

ASSESSOR:

MOTION: To ACCEPT the Assessor's Budget as presented at \$211,903.

Muska moved/DeSousa seconded/**DISCUSSION:** None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

BOARD OF ASSESSMENT APPEALS:

MOTION: To ACCEPT the Board of Assessment Appeals proposed Budget request at \$3,000.

Baker moved/Muska seconded/**DISCUSSION:** None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

TAX COLLECTOR:

MOTION: To ACCEPT the Tax Collector's proposed Budget request at \$142,314.

Muska moved/Baker seconded/**DISCUSSION:** None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

TREASURER:

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MOTION: To ACCEPT the proposed Budget request for the Treasurer at \$261,213.

Baker moved/DeSousa seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

CIP (Capital Improvement Planning Committee):

First Selectman Bowsza noted this is funding for their recording secretary.

MOTION: To ACCEPT the CIP Budget request at \$750.

Muska moved/Baker seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Baker/Muska
Opposed: Nordell
Abstentions: None.

LEGAL:

MOTION: To ACCEPT the proposed Legal budget at \$280,000.

Baker moved/Muska seconded/DISCUSSION: Selectman Nordell questioned if we needed more funding for Legal in a re-valuation year? Finance Director O'Toole replied negatively, noting that would come out of the Re-val Budget. First Selectman Bowsza suggested we would need more Legal funding in a year where more labor contracts were being negotiated.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

ACTIVITIES, FEES AND ORGANIZATIONS:

MOTION: To ACCEPT the Melrose Schoolhouse at \$500, and the American Heritage River Commission at \$3,500.

Baker moved/Muska seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell

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(No one opposed/No abstentions)

PER-CAPITA ORGANIZATIONS:

First Selectman Bowsza advised the Board the following organizations are funded on a per capita basis: Probate, North Central District Health Department, Connecticut Council of Municipalities, Capital Region Council of Governments, Metro-Hartford Alliance, and Greater Hartford Transit District.

MOTION: To ACCEPT the following budgets: Probate at \$2,853; North Central District Health Department at \$52,150; Connecticut Council of Municipalities at \$7,035; Capital Region Council of Governments at \$10,834; Metro-Hartford Alliance at \$2,275; and Greater Hartford Transit District at \$1,982.

Baker moved/DeSousa seconded/DISCUSSION: Selectman Nordell questioned if these organizations are all based on per capita figures how come the funding levels are different? First Selectman Bowsza suggested it depends on which per capita year they use. The Department of Public Health does an annual population census, which most of these are predicated on. Others use the US Census, which is not the same number.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

DOMESTIC VIOLENCE:

MOTION: To ACCEPT the Domestic Violence line at 5,000.

Muska moved/Baker seconded/DISCUSSION: Selectman DeSousa questioned if Melissa Maltese, Director of Recreation and Community Services, works with this group? First Selectman Bowsza replied negatively, noting East Windsor is in a regional area which is serving 8 communities; they don't request funding, we've historically donated to them. Selectman Muska noted that Mrs. Maltese has worked with this organization for people in our community.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

MEMORIAL DAY, 4-TOWN FAIR:

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MOTION: To ACCEPT \$1,200 for Memorial Day and \$1,000 for the 4-Town Fair.

Baker moved/Nordell seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

RECOGNITION:

MOTION: To ACCEPT the \$1,000 for Recognition.

DeSousa moved/Baker seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

CEMETERIES:

Deputy First Selectman DeSousa noted she had not been present for the Cemetery Association presentation but had read the minutes, which indicated the cost of lawncare had increased. She questioned if they had gone out to bid with other landscapers? Finance Director O'Toole concurred that they had mentioned during their presentation that the price had increased but didn't know if they went out to bid. Finance Director O'Toole indicated they had said the cost of maintenance was for lawncare and snowplowing. Deputy First Selectman DeSousa thought it had been the same contractor year after year, she also thought some of was volunteer work. First Selectman Bowsza indicated it's a paid service; Finance Director O'Toole noted they said the contractor hadn't gone up in a couple of years. First Selectman Bowsza noted they received \$20,000 last year, they asked for \$45,000 this year, he's reduced that amount to \$30,000, which is a 50% increase.

Deputy First Selectman DeSousa felt they need the increase. People are complaining about a fence that's falling down and Springdale has been neglected for a lot of years; she would go with First Selectman Bowsza's recommendation for the \$30,000.

MOTION: To ACCEPT \$30,000 for the Cemetery Association.

DeSousa moved/Baker seconded/DISCUSSION: None.

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**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

EAST WINDSOR HEALTH AND WELLNESS:

Deputy First Selectman DeSousa questioned that First Selectman Bowsza was carrying a zero line for community health services? First Selectman Bowsza noted they were removed from the budget last year; they still provide all the services to the Town with or without the municipal contribution. He noted they're State funded. First Selectman Bowsza indicated he spoke with the Chief of Police and the Director of Community Services about removing the funding, both said it wasn't a problem.

MOTION: To ACCEPT the East Windsor Health and Wellness at \$4,702.00

Muska moved/Baker seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

NORTH CENTRAL MENTAL HEALTH DISTRICT:

First Selectman Bowsza noted this agency is a per capita assessment also.

MOTION: To ACCEPT the North Central Mental Health District at \$783.

DeSousa moved/Muska seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

First Selectman Bowsza noted the Board has approved all of the budget requests made under Activities and Fees; he requested a motion to approve the total department budget at \$124,814.

MOTION: To ACCEPT a department budget for Activities and Fees at \$124,814.

Nordell moved/DeSousa seconded/DISCUSSION: None.

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**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

IT (INFORMATION TECHNOLOGY):

MOTION: To ACCEPT the proposed budget of \$283,982 for the Information Technology line.

Baker moved/Muska seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

TOWN CLERK:

MOTION: To ACCEPT the Town Clerk's budget at \$154,179.

Muska moved/Baker seconded/DISCUSSION: Deputy First Selectman DeSousa questioned that the "pay online" line had been removed? First Selectman Bowsza noted discussions are continuing.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

REGISTRARS OF VOTERS:

MOTION: To ACCEPT the Registrar's budget at \$72,889.

Muska moved/Nordell seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

PLANNING:

MOTION: To ACCEPT the Planning budget at \$283,555.

Baker moved/Muska seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

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PLANNING AND ZONING COMMISSION, AND ZONING BOARD OF APPEALS:

MOTION: To ACCEPT the Planning and Zoning budget as proposed by the First Selectman at \$3,950, and the Zoning Appeals Board at \$1,400.

Baker moved/Nordell seconded/DISCUSSION: Deputy First Selectman DeSousa noted these budgets include fees for recording secretaries; should the Board consider these request after the discussion of recording secretary fees later in the meeting? First Selectman Bowsza referenced the “last pass rule”. The Board will go through all the departments, and as we get to the recording secretary and the part-time line anything changed in that the “last pass rule” controls.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

PROPERTY INSURANCE:

MOTION: To ACCEPT the Property Insurance budget at \$185,000.

Nordell moved/DeSousa seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

WETLANDS, VETERANS, AGRICULTURAL, CONSERVATION COMMISSIONS:

MOTION: To ACCEPT the proposed \$1,800 for Wetlands, \$1,200 for the Veterans Commission, \$500 for the Agricultural Commission, and \$500 for the Conservation Commission.

Baker moved/Muska seconded/DISCUSSION: None.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

ECONOMIC DEVELOPMENT COMMISSION:

MOTION: To ACCEPT EDC (Economic Development Commission) at \$1,825.

Baker moved/no second – motion failed for lack of second.

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Deputy First Selectman DeSousa requested clarification on what was requested in addition to the recording secretary fees. Selectman Baker felt they referenced dues and fees. Discussion continued regarding the dues and fees; Deputy First Selectman DeSousa suggested removing the \$1,000 requested for dues and fees.

MOTION: To FUND \$825 for the Economic Development Commission.

DeSousa moved/Baker seconded/DISCUSSION: Nothing further.

VOTE: **In Favor:** **DeSousa/Baker/Muska**
 Opposed: **Nordell**
 Abstained: **No one**

POLICE:

Deputy First Selectman DeSousa indicated she felt the Police Department has done an excellent job, and have kept their budget low.

MOTION: To ACCEPT the Police Department budget at \$3,924,264.

DeSousa moved/Muska seconded/DISCUSSION: None.

VOTE: **In Favor:** **DeSousa/Baker/Muska/Nordell**
 (No one opposed/No abstentions)

POLICE COMMISSION:

MOTION: To ACCEPT the Police Commission at \$1,725.

Muska moved/Nordell seconded/DISCUSSION: None

VOTE: **In Favor:** **DeSousa/Baker/Muska/Nordell**
 (No one opposed/No abstentions)

EMERGENCY MANAGEMENT:

MOTION: To ACCEPT Emergency Management at \$41,048.

Muska moved/Nordell seconded/DISCUSSION: None

VOTE: **In Favor:** **DeSousa/Baker/Muska/Nordell**
 (No one opposed/No abstentions)

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BUILDING DEPARTMENT:

MOTION: To ACCEPT the Building Department at \$176,407.

Baker moved/Muska seconded/DISCUSSION: Deputy First Selectman DeSousa indicated she thought the Board would be removing \$827 for Longevity. First Selectman Bowsza concurred.

Selectman Baker AMENDED his motion, Selectman Muska AMENDED her second.

AMENDED MOTION: To ACCEPT the Building Department at \$175,587.

Baker moved/Muska seconded/DISCUSSION: Nothing further.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

COMMUNICATIONS:

MOTION: To ACCEPT Communications at \$21,982.

Nordell moved/Muska seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

PUBLIC WORKS:

MOTION: To ACCEPT Public Works at \$1,156,043.

Baker moved/Nordell seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

TOWN PROPERTY:

MOTION: To ACCEPT Town Property at \$1,191,415.

Baker moved/Nordell seconded/DISCUSSION: Selectman Nordell questioned the cost of gas and diesel. Finance Director O'Toole noted the Town was paying less than \$2 per gallon in the last year. Selectman Nordell questioned if the Board was budgeting enough;

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First Selectman Bowsza suggested at this point we have no indication that we aren't budgeting enough. Finance Director O'Toole indicated at this point it went up \$60,000 from \$1.15 to \$1.55. Selectman Nordell asked for a year to date figure. Finance Director O'Toole replied \$76,000 through today. Deputy First Selectman DeSousa referenced her notes on water, and hydrants. Finance Director O'Toole indicated she still had not received a response from Connecticut Water.

Selectman Baker AMENDED his motion, Selectman Nordell AMENDED his second.

AMENDED MOTION: To ACCEPT Town Property at \$1,194,443 to reflect those changes.

Baker moved/Nordell seconded/DISCUSSION: Nothing further.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

ROAD IMPROVEMENTS:

MOTION: To ACCEPT Road Improvements at \$430,000.

Baker moved/Muska seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

BUILDING COMMITTEE:

MOTION: To ACCEPT the Building Committee at \$1,200.

DeSousa moved/Nordell seconded/DISCUSSION: None.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

SANITATION:

MOTION: To ACCEPT Sanitation at \$1,063,445.

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VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

MOTION: To ACCEPT Senior Services at \$254,274.

VOTE: **In Favor:** **DeSousa/Baker/Muska/Nordell**
(No one opposed/No abstentions)

MOTION: To ACCEPT the Elderly Commission at \$500.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

MOTION: To ACCEPT Social Services at \$177,422.

VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)

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MOTION: To FUND \$25,000 for the Broad Brook Library.

DeSousa moved/Muska seconded/DISCUSSION: Noting she had missed their presentation Deputy First Selectman DeSousa questioned the passes they are proposing to make available. First Selectman Bowsza noted they are the same passes available through other sources.

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

WAREHOUSE POINT LIBRARY:

MOTION: To ACCEPT the proposed budget for Warehouse Point Library at \$299,750.

Baker moved/Muska seconded/DISCUSSION: None

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

LIBRARIES:

MOTION: To ACCEPT the total budget for the libraries at \$324,750.

Nordell moved/Baker seconded/DISCUSSION: None

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

RECREATION:

MOTION: To ACCEPT Parks and Recreation at \$333,579.

DeSousa moved/Baker seconded/DISCUSSION: None

**VOTE: In Favor: DeSousa/Baker/Muska/Nordell
(No one opposed/No abstentions)**

HISTORICAL COMMISSION:

MOTION: To ACCEPT the Historical Commission for \$500.

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Baker moved/Muska seconded/DISCUSSION: None
VOTE: **In Favor:** **DeSousa/Baker/Muska/Nordell**
 (No one opposed/No abstentions)

5. (Agenda item inadvertently skipped)

6. PUBLIC PARTICIPATION:

No public participation taken at this point. The Budget Workshop is being adjourned to open the Board of Selectmen Regular Meeting.

7. ADJOURNMENT:

MOTION: **To ADJOURN the Budget Workshop at 6:55 p.m.**

Muska moved/Nordell seconded/DISCUSSION: None.
VOTE: **In Favor:** **DeSousa/Baker/Muska/Nordell**
 (No one opposed/No abstentions)

Respectfully submitted, -----
Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen