

# **TOWN OF EAST WINDSOR BOARD OF SELECTMEN**

**Special Meeting  
Wednesday, February 27, 2019  
6:00 p.m.**

Town Hall Meeting Room  
11 Rye Street, Broad Brook, CT. 06016

## **BUDGET PRESENTATIONS - WORKSHOP**

### **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; Jason Bowsza, Selectman; Andy Hoffman, Selectman; Charles J. Szymanski, Selectman.

**ABSENT:** All Selectmen were present this evening.

**PRESENTERS:** Town Staff: Treasurer's Office: Amy O'Toole, Treasurer; Broad Brook Fire Department: Tom Arcari, Chief; Gregory Bancroft, Assistant Chief.

**GUESTS:** Public: Tom Talamini; Keith Yagaloff.

**Press:** No one from the Press was present.

#### **TIME AND PLACE OF BUDGET WORKSHOP MEETING:**

First Selectman Maynard called the Meeting to Order at 6:00 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**ATTENDANCE:** See above.

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**PRESENTATIONS/6:00 P.M. – Fire Services/Broad Brook Fire Department - 511000:**

The total Budget request for the Broad Brook Fire Department for FY 2019 – 2020 was \$464,000, which results in a 7.41 % increase.

Thomas Arcari, Chief, and Gerald Bancroft, Assistant Chief, of the Broad Brook Fire Department, joined the Board.

Selectman Hoffman opened discussion by noting the requested increase of \$20,000 in *Part-Time Salaries*; he recalled the issues both departments are facing attracting volunteer members. Chief Arcari reported that once a volunteer works a day shift and goes to a call on the night shift the volunteer must be paid the day rate. Treasurer O'Toole clarified that under current labor laws a fire fighter can't be both an employee and a volunteer; once they become an employee, even if it's part-time, you get paid the employee rate. Selectman Bowsza questioned how many fire fighters are available who could take a part-time shift? Chief Arcari reported they have 14 eligible fire fighters, 4 of which are Broad Brook Fire Department (BBFD) volunteers. Selectman Bowsza questioned if they track the time to keep the work under 1,000 hours? Chief Arcari indicated all the guys can only work two 8 hours shifts. Selectman Szymanski questioned the total number of fire fighters? Chief Arcari estimated 33 or 34, counting juniors and volunteers. Selectman Hoffman questioned how many of the part-time fire fighters are not residents of East Windsor? Assistant Chief Bancroft reported there are 17 total fire fighters on the part-time payroll; 5 are Broad Brook volunteers and 12 are out of town people.

Selectman Szymanski referenced the expense line for *Physicals*, currently at \$14,000; he questioned if the 12 out of town part-time employees are required to get physicals for East Windsor? Assistant Chief Bancroft reported the fire fighters get physicals when they're first hired, they then subsequently use the physicals from the out of town fire fighters departments.

Selectman Bowsza questioned how many shifts are being covered? Assistant Chief Bancroft reported they currently have 3 shifts Monday through Friday; they're asking for 2 shifts on Friday and 2 shifts on Saturday for part-time fire fighters. Selectman Hoffman questioned the length of the shifts? Assistant Chief Bancroft reported the shifts usually run from 10:00 p.m. to 6:00 or 7:00 a.m. Selectman Szymanski questioned the number of calls? Assistant Chief Bancroft reported 101 calls from January 1<sup>st</sup> through today. He noted probably 70% are medical calls; they also receive many calls for carbon monoxide issues. Deputy First Selectman Dearborn questioned what happens if they go over the 1,000 hours? Treasurer O'Toole cited they would then become pension eligible. She noted that these fire fighters already have full time jobs at other departments; staffing for the BBFD is really an issue of availability of staff. Assistant Chief Bancroft concurred; he noted his guys are career fire fighters so if they get overtime shifts for their own departments they cancel the part-time shifts for Broad Brook. Even though they have 17 total guys it depends on their availability. Assistant Chief Bancroft cited the whole idea of adding two more shifts is to provide better fire services for the citizens. He

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noted that people won't want to work Friday or Saturday after working a full day somewhere else. Discussion continued regarding shift assignments.

Selectman Szymanski cited the **70% medical call response**. Chief Arcari cited they go to all priority one medical calls, such as heart attacks and strokes. Assistant Chief Bancroft cited their response time is so much quicker than someone coming from the other side of town. Selectman Szymanski questioned if they're trained to use Narcan? Assistant Chief Bancroft and Chief Arcari replied affirmatively; Assistant Chief Bancroft cited there are many drug calls at Mill Pond Village. Chief Arcari noted that Broad Brook can get to those calls in a minute.

Selectman Szymanski questioned where they were to pace? Treasurer O'Toole indicated that as of December 31<sup>st</sup> regarding **Salary** they are at \$40,000 out of \$110,000; **Professional Services** - they're at \$4,000 out of \$10,000; **Supplies and Equipment** - they're at \$24,000 out of \$60,000; **Education and Dues** - they're at \$10,000 out of \$21,000; **Physicals** – nothing spent; **Vehicle and Gas** - they're at \$30,000 out of \$51,000; **LAP Insurance** – they're at \$8,000 out of \$26,000. Selectman Szymanski questioned if they thought they would be over or under budget at the close of the year? It was noted they just ordered helmets out of **Supplies and Equipment**. Chief Arcari noted the expenditures in Supplies and Equipment include software for the firehouse. Chief Arcari and Assistant Chief Bancroft noted the past history with their current insurance carrier; they cited past examples of coverage. They're extremely happy with the consistency of coverage provided by this carrier. Treasurer O'Toole noted the carrier is VFIS, which is the industry standard for fire safety.

Deputy First Selectmen Dearborn questioned the process for responding to calls. Assistant Chief Bancroft reviewed the process, noting Tolland dispatches the department to calls. Treasurer O'Toole noted the expenses for **Tolland Dispatch** is \$20,000 for the BBFD, \$6,000 for the Ambulance, and WHPF District pays their own charges.

It was noted the increases requested are minimal. Chief Arcari indicated they're hoping to get the part-time employees.

The Selectmen thanked Chief Arcari and Assistant Chief Bancroft for their presentation.

**PRESENTATIONS/6:30 p.m. – First Selectman – 910100**

The total Budget request for the First Selectmen's Department for FY 2019 – 2020 was \$289,891, which results in a 4.36 % increase.

First Selectman Maynard began his Budget Presentation by noting the following changes: **Fire Marshal** "salary" is a stipend; there is no increase for FY 2019 – 2020. **Salary Full Time** includes a 2% increase for 3 individuals, including the First Selectmen's salary. Treasurer O'Toole noted the current budget request for Full Time Salaries is \$188,908; it's been reduced to exactly 2%. **Travel** – includes a \$1800 stipend for the First Selectman, no mileage

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reimbursement. The line has been increased \$100 to provide mileage reimbursement for office staff. **Community Outreach** is being increased \$8,000 to return this line to a previous level. This line provides funding for the budget flyer Treasurer O'Toole sent out last year. This line provides the Town the ability to inform the residents of community events and happenings or other important information. First Selectman Maynard noted Coventry and Granby send out Town newsletters. Selectman Szymanski noted Ellington sends out a newsletter twice a year which is funded by selling ads. Treasurer O'Toole noted a similar newsletter is sent out by the Parks & Recreation Department which lists Park & Rec and Senior Center programs. First Selectman Maynard suggested he's looking into the purchase of software to encourage better use of social media to engage the community through the internet. We also have a Town Facebook page which posts events of interest and some meeting notices.

Treasurer O'Toole noted the **Professional Services** line has been increased from \$10,100 to \$11,600. The line now breaks out the cost of recording secretary fees for 24 regular meetings and 10 extra, special, or workshop meetings for a total of \$4,375, and separates the legal advertisements out at \$4,700. The remainder goes to professional services. Treasurer O'Toole reported the Land Use people have problems having enough money for legal ads as everything is lumped into professional services; this break out makes the line item identification consistent for everyone.

Selectman Szymanski questioned the \$200 allocated for **Marshal Supplies** for office supplies. First Selectman Maynard noted his office gets monthly reports from the Fire Marshal. Treasurer O'Toole reported she's moving costs associated with the Fire Marshal to a separate line in the future.

Selectman Hoffman questioned what was covered by the **Education and Dues** line? First Selectman Maynard reported that his Executive Assistant is taking college courses for her role as Human Resources Generalist. Selectman Hoffman questioned if there is a level of proficiency required for reimbursement of the cost of the courses? First Selectman Maynard didn't know if there was a specific requirement but she has been doing well. Treasurer O'Toole noted that most departments have reimbursement for travel and the cost of conferences and certifications.

#### **PRESENTATIONS/6:30 p.m. –Activities, Fees and Associations - 910100:**

The total Budget request for the Activities, Fees and Associations for FY 2019 – 2020 was \$160,896, which results in a 14.88 % increase.

Selectman Szymanski noted the increased cost for the 4 Town Fair; he questioned if East Windsor is the host town this year? Treasurer O'Toole acknowledged that as the host town we have to pay for the bathrooms but that expense would come from the Sanitation line.

No further discussion on this Budget request.

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**PRESENTATIONS/6:30 p.m. – Legal - 910200:**

The total Budget request for Legal Expense for FY 2019 – 2020 was \$260,000, which results in a 0% increase.

Treasurer O'Toole noted she has requested the same funding as last year based on what was spent. She felt there wasn't a lot of room to cut as several union contracts are still pending. She noted the spend on the *Labor Relations* line is \$64,000 of the budgeted \$80,000 as of February 1<sup>st</sup>.

No further discussion on this Budget request.

**PRESENTATIONS/6:30 p.m. – Insurance and Pension - 910300:**

The total Budget request for Insurance and Pension for FY 2019 – 2020 was \$3,843,558, which results in a 2.89% increase.

Treasurer O'Toole reviewed the various lines, noting that the *FICA and Medicare* line will increase due to the new positions requested in the Planning Office, the Building Department, and other staffing increases. She noted that number would come down if the Board chooses not to fund those positions. The *27<sup>th</sup> Payroll* funds employee salaries for the number of days between the last pay period and June 30<sup>th</sup>.

**PUBLIC PARTICIPATION:** No one requested to speak.

The Board will hold the following additional Budget Workshop Meetings:

- Thursday, March 7<sup>th</sup> at 6:00 p.m.
- Monday, March 11<sup>th</sup>, 6:00 p.m.
- Wednesday, March 13<sup>th</sup> at 6:00 p.m.

**ADJOURNMENT:**

**MOTION:** To ADJOURN this Special Budget Workshop Meeting at 7:30 p.m.

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

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

Respectfully submitted

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Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen