

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

**Special Meeting**  
**Monday, March 11, 2019**  
**6:00 p.m.**  
Town Hall Meeting Room  
11 Rye Street, Broad Brook, CT. 06016

## **BUDGET 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 E. Bowsza, Selectman  
Andy Hoffman, Selectman  
Charles J. Szymanski, Selectman

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

**ABSENT:** All Selectmen were present at this Budget Workshop.

**PRESENTERS:** No presenters this evening.

**GUESTS:** **Town Staff:** **Treasurer's Office:** Amy O'Toole, Treasurer.  
**Members of Boards, Committees, Commissions, or Town Entities:**  
**Warehouse Point Fire District/Warehouse Point Fire Department:**  
James P. Barton, Chief; Rich Austin, Assistant Chief, WHPFD/WHPFD  
Fire Marshal; Louis Flynn, WHPF District Interim Chairman.

**Public:** Paul Anderson, and other residents who didn't speak during Public Participation.

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

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

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First Selectman Maynard called the Meeting to Order at 7:02 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**ATTENDANCE:** See Page 1.

**PUBLIC PARTICIPATION:**

**Paul Anderson, 89 Main Street, Broad Brook:** Mr. Anderson reported he dropped off brochures announcing the Broad Brook Library's 100<sup>th</sup> Anniversary this year. Mr. Anderson reported they are dead serious about doing business this year, and for some time; they're looking for support from the Town. Mr. Anderson felt it's completely unacceptable, unreasonable, and unfair the way the Broad Brook Library has been treated over the past several years with regard to funding. Mr. Anderson felt if the Warehouse Point Library gets funded then the Broad Brook Library should be funded as well. Referencing the brochure, First Selectman Maynard noted the Broad Brook Library is a 501C organization; Mr. Anderson concurred.

**APPROVAL OF WAREHOUSE POINT FIRE DISTRICT MEMORANDUM OF UNDERSTANDING:**

Treasurer O'Toole noted the Board had previously funded this line item for \$232,000.

Lengthy discussion involved the purpose and language of the MOU. Selectman Szymanski wanted a term included in the MOU, such as the Fiscal Year. Fiscal Year 2019 – 2020 was initially added to the final "*WHEREAS*" paragraph during discussion. Selectman Bowsza questioned the purpose and intention of the MOU; First Selectman Maynard felt the intention was to equalize taxes for all taxpayers. Selectman Szymanski reiterated he felt the document was to have a term of one fiscal year while the departments work out their consolidation, with everyone looking for a target of the following fiscal year when it would be one fire department and this wouldn't be an issue. Selectman Bowsza questioned what's the MOU trying to do? Treasurer O'Toole suggested it's to get them to reduce their mill rate; First Selectman Maynard continued to clarify that the MOU equalized the taxes townwide. . Chief Barton advised the Board that the Board of Finance wanted this MOU, and that they wanted the MOU as a guiding document over the changing administrations. Deputy First Selectman Dearborn noted discussion of making the whole town one fire district, which becomes a tax on the people on the Broad Brook side of town. He noted the need to support a single fire department but felt he couldn't give away taxpayer money until the issue is resolved. First Selectman Maynard reiterated the MOU is the Town trying to equalize the taxes

**MOTION: To APPROVE the Warehouse Point Fire District Memorandum of Understanding (MOU).**

**Maynard moved/Szymanski seconded/**

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**DISCUSSION:** Selectman Bowsza questioned that this MOU would commit the Town for more than the Fiscal Year? First Selectman Maynard felt not. Selectman Bowsza questioned if he meant by the Severability Clause? First Selectman Maynard concurred; he also suggested that the Board of Selectmen (BOS) and the Board of Finance (BOF) can choose zero for the budget line item. Selectman Szymanski questioned that the BOF wanted this MOU without a restriction of one year? Treasurer O'Toole indicated the BOF really didn't talk about that; they just talked about how would they know that the mill rate was going to be reduced if you guys (the BOS) do have a MOU. Treasurer O'Toole suggested the BOF couldn't set the policy, so they just gave the Warehouse Point Fire District (WHPF District) direction that they had to sit down with the BOS and put a policy together that ensures that if we give the WHPF District money there's going to be an offset in the taxpayer bill on the Warehouse Point side of town. They didn't talk about one year; they talked about that they would like the process to be done but wanting it to be done and getting there might be very different things. Selectman Szymanski requested First Selectman Maynard seek clarity from the BOF as he would rather enter into this MOU for one year; First Selectman Maynard agreed as he would prefer a one year term as well. Selectman Bowsza suggesting delaying the vote until Wednesday's meeting to discuss the issue with the BOF Chairman. Treasurer O'Toole offered to contact the BOF Chairman; she requested clarification that the question was that the BOS are talking about restricting the MOU to one year? The Board concurred.

First Selectman Maynard withdrew his motion, Selectman Szymanski withdrew his second. This item will appear on the BOS Budget Workshop scheduled for 6:00 p.m. Wednesday, March 13, 2019 in the Town Hall Meeting Room.

**DISCUSSION OF ALL BUDGET REQUESTS PRESENTED TO THE BOARD  
INCLUDING ALL BOARD AND COMMISSION BUDGET REQUESTS:**

**SELECTMEN – 410100:**

**MOTION:** To APPROVE the Budget for the Selectmen's Office at \$289,575 for a 4.25% increase.

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

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

**TOWN CLERK - 410300:**

**MOTION:** To APPROVE the Town Clerk's Budget at \$135,159 for a decrease of 0.15%.

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

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

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**TREASURER – 410500:**

**MOTION:** To APPROVE the Treasurer's Budget at \$243,354 for a 2.59% increase.

**Maynard moved/Szymanski seconded/**

**DISCUSSION:** Selectman Bowsza questioned why over-time was being provided for the Treasurer's Office? Treasurer O'Toole reported over-time for the office has been provided via comp time but that takes staff out of the office; this funds the overtime more realistically. The overtime is funded at an hourly rate. Selectman Bowsza questioned who's eligible for longevity? Treasurer O'Toole reported everyone but herself. Selectman Bowsza questioned what's driving the increase in Professional Services? Treasurer O'Toole reported Paylocity, which is the payroll vendor.

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

**ASSESSOR – 410700:**

**MOTION:** To APPROVE the Budget request for the Assessor's Office at \$194,615 for a 1.90% increase.

**Maynard moved/Hoffman seconded/**

**DISCUSSION:** Selectman Bowsza questions what's driving Travel expenses? Treasurer O'Toole noted staff is going for certification. Selectman Bowsza questioned if the continuing education units couldn't be done online? Treasurer O'Toole replied perhaps but she noted staff are using the Town car more now that it's a reliable vehicle. Selectman Bowsza questioned what's in the Supplies line; it appears light. Treasurer O'Toole didn't have the detail available. She felt it might be the purchase of the pricing books. Selectman Bowsza questioned if they were annual periodicals or can they last longer? Deputy First Selectman Dearborn questioned the amount of the Budget request increase? Treasurer O'Toole cited increase is 1.9%

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

**TAX COLLECTOR – 410900:**

**MOTION:** To APPROVE the Budget request for the Tax Collector at \$136,208 for a 8.43%.

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

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

**TOWN PLANNER – 411100:**

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First Selectman Maynard would like to skip over this department and return to discussion later in the meeting.

**BUILDING – 411300:**

First Selectman Maynard would like to skip over this department and return to discussion later in the meeting.

**REGISTRAR – 411500:**

**MOTION:** To APPROVE the Budget request for the Registrar’s Office at \$69,850 for a 9.27% increase.

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

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

**HUMAN SERVICES (Social Services) – 411700:**

Treasurer O’Toole noted the Board previously reduced the requested additional part-time position but left in the funding for the Youth Services Bureau Coordinator. Treasurer O’Toole noted this budget is showing an increase due to the funding to match the \$14,000 grant received for this position. The budget approved in May of 2018 didn’t show any funding for this position.

**MOTION:** To APPROVE the Budget request for the Social Services Department at \$152,907 for a 23.86% increase.

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

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

**POLICE DEPARTMENT – 510200:**

Skip over this department and return to discussion later in the meeting.

**EMERGENCY MANAGEMENT – 510300:**

**MOTION:** To APPROVE the Budget request for Emergency Management at \$18,206 for a 1.87% increase.

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

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

**COMMUNICATIONS – 510400:**

**MOTION:** To APPROVE the Budget request for Communications for \$49,168 for a 7.67% decrease.

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

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

**FIRE SERVICES/BROAD BROOK FIRE DEPT – 511000:**

Treasurer O'Toole clarified that the lump sum for the Warehouse Point Fire District was reduced from \$464,000 to \$232,000, which is 1 1/2 % of the Town Government Budget increase. Deputy First Selectman Dearborn cited that if the Warehouse Point Fire District wasn't in this budget the Town Government side of the budget would be below 2%; Treasurer O'Toole concurred.

**MOTION:** To APPROVE the Budget request for Fire Services/Broad Brook Fire Department for \$696,000 for a 61.11% increase.

**Maynard moved/Szymanski seconded/**

**DISCUSSION:** Deputy First Selectman Dearborn indicated he would vote for the budget but you have Warehouse Point Fire District in here; I'm not going to approve that. I'll vote for the Broad Brook Fire Department but not the \$232,000. Selectman Bowsza indicated he will support that for now but he reserves his option to come back and revisit that depending on what the ending overall package is. Selectman Hoffman wasn't comfortable with changing something that's working. He suggested he realized with all the disparities and all that kind of stuff, but we're changing something that's working. We have to fix the problem, and I think by doing this, even as Selectman Szymanski suggested, for one year, it just takes the pressure off of fixing it. Deputy First Selectman Dearborn indicated that's how he looked at it exactly; it doesn't give them any incentive. Selectman Hoffman cited it's a very complex issue. Deputy First Selectman Dearborn indicated he'll go with what Selectman Bowsza just said, he'll vote but he's reserving the right to change his mind

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

**HUMAN SERVICES (Social Services) – 411700:**

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Treasurer O'Toole noted the Social Services Budget, and the Public Works Budgets, have "bumps" in the salary lines; the Board needs to review both of those budgets and revise the salary lines accordingly.

Selectman Szymanski requested clarification of the Non-Negotiated Salaries line under Contingency. Treasurer O'Toole noted that line is where the salary changes for all the unions which are out of contract would be reflected.

**MOTION: To RECONSIDER the Social Services Budget request.**

**Bowsza moved/Maynard seconded/**

**DISCUSSION:** Treasurer O'Toole cited this budget also includes funding for step increases for two current employees. While the employees' job descriptions haven't changed, and the job titles are separate, the employees feel they are doing the same job. Treasurer O'Toole recalled this was part of the reorganization of the three departments. Selectman Szymanski recalled that the Board was told at the time of the reorganization that there would be no changes.

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

**PUBLIC WORKS – 610100:**

**MOTION: To APPROVE the Budget request for the Public Works Department at \$924,895 for a 3.03% increase.**

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

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

**TOWN PROPERTY – 610200:**

**MOTION: To APPROVE the Budget request for Town Property at \$1,058,989 for a 1.76% increase.**

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

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

**ROAD IMPROVEMENTS – 610300:**

Skip over this department and return to discussion later in the meeting.

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**SENIOR CENTER – 710100:**

**MOTION:** To APPROVE the Budget request for the Senior Center for \$235,833 for a 0.87% increase.

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

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

**PARKS AND RECREATION – 710200:**

**MOTION:** To APPROVE the Budget request for Parks and Recreation at \$282,724 for an increase of 0.56%.

Hoffman moved/Maynard/**DISCUSSION:** None.

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

**LIBRARIES - 710300**

**MOTION:** To APPROVE the Budget request for the Broad Brook Library and the Warehouse Point Library for \$278,000 for a 1.83% increase.

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

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

**BOARD OF FINANCE – 810100:**

**MOTION:** To APPROVE the Budget request for the Board of Finance for \$46,375 for a 4.51% increase.

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

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

**RECORDING SECRETARIES – 810200 THROUGH 811800 (excluding Charter Revision Commission – 811100):**

**MOTION:** To APPROVE the Budget requests for recording secretaries for Departments 810200 through 811800, with the exception of the Charter Revision Commission 811100.



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**Maynard moved/Szymanski seconded/DISCUSSION:** See below.

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

**RECORDING SECRETARY – CHARTER REVISION COMMISSION – 811100:**

The Board considered funding this Commission for two meetings for July, August, September, and October. Selectman Bowsza questioned if the Charter Revision Commission has a function after July; he questioned when the presentation is being made to the Board of Selection. Brief discussion followed regarding the continuing actions required of this Commission.

The Board decided to skip over this funding request and return to discussion later in the meeting.

**ACTIVITIES, FEES AND ASSOCIATIONS – 910100:**

**MOTION:** To APPROVE the Budget request for Activities, Fees, and Associations for \$140,896 for a 0.60% increase as presented.

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

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

**LEGAL EXPENSE – 910200:**

**MOTION:** To accept the recommendation to APPROVE the Budget request for Legal Expense for \$260,600 for a 0% increase.

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

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

**INSURANCE AND PENSION – 910300:**

**MOTION:** To accept the recommendation to APPROVE the Budget request for Insurance and Pension for \$3,741,933 for 0.17% increase.

**Szymanski moved/Dearborn seconded/**

**DISCUSSION:** Selectman Bowsza questioned the purpose of the Employee tuition line; he questioned if funding is being provided in individual department budgets. Treasurer O'Toole will research further; she wasn't sure that all departments had funding for education.

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

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**INFORMATION TECHNOLOGY – 910400:**

The Board skipped approval of this Budget request to follow up on additional information.

**SANITATION – 910500:**

**MOTION: To APPROVE the Budget request for Sanitation of \$915,150 for a 1.61% decrease.**

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

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

**CONTINGENCY– 910600:**

**MOTION: To APPROVE the Budget request for Contingency for \$150,000 for an increase of 200%.**

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

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

**CAPITAL IMPROVEMENTS – 910700:**

The Board skipped discussion of this Budget request pending review of projects.

**DEBT SERVICE – 910800:**

**MOTION: To APPROVE the Budget request for Debt Service for \$988,103 for a 3.13% decrease.**

**Maynard moved/Hoffman seconded/**

**DISCUSSION: Selectman Szymanski questioned what would happen if the Town bonded for projects in the next Fiscal Year? Treasurer O'Toole cited the initiation of payments would begin dependent on the timing of the bond issuance. She cited the complexity of the proposed projects, which will require significant design work prior to bonding. Treasurer O'Toole felt the Board would be discussing bonding for those projects at this time next year.**

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

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**BUILDING – 411300:**

Discussion occurred regarding the staff realignment; ultimately no action taken. See discussion under Planning Deptment.

**TOWN PLANNER – 411100:**

First Selectman Maynard cited the need for the EDC position but felt the new position should include oversight of the View Permit processing. Discussion followed regarding the strategic planning position, which would become part of the supervisor's union, vs. a part-time position with administrative duties to include overseeing View Permit.

No action taken this evening.

**POLICE DEPARTMENT – 510200:**

**MOTION: To APPROVE the Budget request of the Police Department for \$3,398,408 for a 1.47% increase.**

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

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

**ADJOURNMENT:**

**MOTION: To ADJOURN this Budget Workshop Special Meeting at 7:15 p.m.**

**Bowsza moved/Maynard 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