

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

Special Meeting
Wednesday, March 13, 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: **Town Staff:** **Treasurer's Office:** Amy O'Toole, Treasurer.

GUESTS: **Warehouse Point Fire District/Warehouse Point Fire Department:**
D. James Barton, James P. Barton, Chief.

Members of Boards, Committees, Commissions, or Town Entities:
Board of Finance: Jerilyn Corso, Chairman, Sarah Muska; **Capital Improvement Planning Committee/Police Commission:** Bob Leach.

Public: Charles Nordell.

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 6:00 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ATTENDANCE: See Page 1.

PUBLIC PARTICIPATION:

Charles Nordell, 7 Grandview Terrace: Mr. Nordell reported he didn't see the meeting that led you guys to come to the number that you did for the fire department, but he just wanted to remind you guys that the whole reason that was presented to you was to equal up the 2 sides of town, so the taxpayers on the Warehouse Point side aren't paying an unfair amount than the Broad Brook side is paying. Mr. Nordell felt you guys need a little reminder this is probably the first, or at least the second, most important service this town is responsible for providing. These guys aren't driving golden fire trucks; they don't have Taj Mahals for fire departments. They have the basic necessities and we're trying to put a couple of guys on so there's actually someone there to respond to your burning house, or get you out of that trapped car when you're in an accident, and we need to remember that.

Deputy First Selectman Dearborn requested to respond. Deputy First Selectman Dearborn questioned where the fire department was when he and his wife had a personal emergency; he indicated nobody came to their assistance. Deputy First Selectman Dearborn felt that we want these 2 departments to come together, then I'll vote for whatever they need to fund this department. But the funding must be reasonable, I'm not going to just keep increasing money to make people happy.

D. James Barton, 158 South Water Street: The other side, it was said here that what they're trying to do is put an extra tax on Broad Brook, now I'm hearing tonight sliding a few dollars under the door. I hope we get this business of consolidation done, and soon, and if it's going to be a town department I hope you guys have a plan for it because I think you're going to be in for a rude awakening. Your one vote is not going to carry it so we can't really depend on that.

D. James Barton indicated the other thing I want to bring up is this business of an extra tax on Broad Brook. The point of this is to try to make it fair because of the unequal tax situation – no matter how we got into it 3 years ago. But Warehouse Point, I'm a Warehouse Point tax payer, probably in the near future I'm going to have to buy my own \$1 million fire truck; I don't want to buy yours, too. So we need to try to fix that. And, it's not an extra tax on Broad Brook. Right now the 2 departments work together all the time. Warehouse Point comes to Broad Brook quite a bit and Broad Brook pays zero for that service. We pay on Warehouse Point 100% of our fire services and we pay fire for Broad Brook. Broad Brook pays zero of Warehouse Point and part of Broad Brook. Now under that fire services, the gas, the tires, everything else that I'm paying for to come over here I come here for zero. I challenge you to get that deal from Ellington. So this is the point of this, to try to make it fair, until such time as we get the

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governing of the fire departments together – that has to happen – but until that time I would like a little fairness, as a Warehouse Point taxpayer.

Deputy First Selectman Dearborn noted Broad Brook also goes to Warehouse Point; D. James Barton agreed. Deputy First Selectman Dearborn indicated he had a plan, if anyone would listen to him. The Tax Collector helped him figure out how to find a rate where the whole town would actually pay. Deputy First Selectman Dearborn indicated he and the Tax Collector went over the different mill rates where everyone in town would pay. Warehouse Point is at 1.4 mills; 1.2 wasn't enough; 1.3 would be right on the money if the whole town paid to put some aside to maybe put on some new guys and buy equipment. Deputy First Selectman Dearborn noted his house would be \$190 a year at the 1.3 mill rate. Deputy First Selectman Dearborn suggested that wasn't bad; he wouldn't mind paying that. But someone has to sit down and listen to how this thing has to come together so it can be one fire department, and he doesn't want to hear the word district in anything. The district has to disappear, but the people through the whole town will pay, the way my plan is, 1.3 mills, and it would work. Deputy First Selectman Dearborn indicated he understood what D. James Barton said about they (Broad Brook Fire Department) are \$400,000 down here because the Town pays for everything; you pay whatever down there; that all made sense to him, he understands all of that. Deputy First Selectman Dearborn suggested to let the Town pay for everything down there also, just like they do over here. This is how this has to come together. Deputy First Selectman Dearborn noted he's willing to pay; he knows he pays more than most people. Deputy First Selectman Dearborn noted he's in that district, too. D. James Barton agreed. Deputy First Selectman Dearborn noted he pays more than any house over there for his personal property and land.

Selectman Szymanski suggested maybe Deputy First Selectman Dearborn could connect with Mr. Barton and Mr. Arcari and tell his own story. D. James Barton reported there's a district committee meeting every 2 weeks where they're trying to get the 2 departments together, but that's a different issue than the unfair taxation. Deputy First Selectman Dearborn reiterated the Board was trying to make that happen; the 1.3 mill tax on the whole town would work, it would be less than people are paying now. Discussion continued regarding the status of the meetings between the two departments, the difference in the issue of the consolidated departments vs. the taxation issue, and the need to sit down collectively to discuss the inequality in taxation and how to manage that.

Selectman Hoffman noted he and Selectman Szymanski and First Selectman Maynard had been sitting in on the meetings and the departments stated they would like to go it alone, and that's fine. Selectman Hoffman suggested it's really up to you people how that should be done, and it's up to the Board to approve whether it's something that will work for the town. Selectman Hoffman questioned the status since he butted out of the meetings in late January; he really doesn't know what's going on since then. James P. Barton indicated they've been working very hard and making progress. They've been working on a charter; it will take time. This immediate tax relief for the district residents and the Warehouse Point Fire District is what they're trying to do now. There's a lot of selling we need to do to get the departments together

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and get the Town to go to one department. Selectman Hoffman noted the district owns a lot of equipment and the firehouse; does the Town take over that? James P. Barton suggested expanding the district would be the easiest and fastest way to rectify that issue; that's why they made that suggestion 2 years ago. Selectman Hoffman questioned if members of the Board showed up at the District Meeting on Tuesday would you be willing to give us a status report at the beginning of the meeting? James P. Barton indicated he could do that now - they've been working on the budget process of how our 2 budgets are going to work together. The rest of the charter has been worked out; we're just going over the budget and the structure of it. Treasurer O'Toole has been helping them because she knows of the 3 districts that were consolidated as one district in Barkhamsted. Selectman Hoffman suggested the process would work much better if you kept the Board informed.

Selectman Bowsza indicated he would like to move on from Public Participation to discussion of the Agenda items.

APPROVAL OF WAREHOUSE POINT FIRE DISTRICT MEMORANDUM OF UNDERSTANDING:

MOTION: To ACCEPT the Memorandum of Understanding (MOU) between the Town of East Windsor and the Warehouse Point Fire District.

Maynard moved/no second at this point; the Board paused to compare draft versions of the MOU. First Selectman Maynard left the room to make copies.

Treasurer O'Toole reported the Board of Finance was ok with the one year because they want to move forward as well. Selectman Bowsza offered, as clarity, that he had spoken with Jerilyn Corso, the Board of Finance Chairman, and she had said they never had a requirement that it be created over multiple years. They had no prescribed time requirement on what they were looking for. Selectman Hoffman questioned if the Board of Finance required the MOU; he questioned if such document was necessary if the Town is giving the District money. Treasurer O'Toole reported the Board of Finance wants a service agreement between us/the Town and them/the District. Treasurer O'Toole cited we do have an agreement with them/the District, tied to the tax portion, but we don't have anything that says if we give you money you're going to lower your budget. That's what this document is intended to do. Treasurer O'Toole suggested if they vote on the \$600,000 budget, then you guys come through with \$464,000, and then lowering their mill rate so they are not covering the whole \$600,000; they're only covering the difference that you guys aren't covering. That's what this document is designed to do under (paragraph) #1.

Selectman Bowsza didn't feel the language did that. Treasurer O'Toole suggested it does in that it says they "agree to the full dollar amount of such Town grant". Selectman Bowsza questioned who wrote this MOU; has it been written or reviewed by an attorney? D. James Barton indicated

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¹that First Selectman Maynard wrote it; D. James Barton has seen it and it's been reviewed by (Town Attorney) DeCrescenzo. Deputy First Selectman Dearborn questioned the amount the Board is considering giving Warehouse Point? Treasurer O'Toole noted the Board has proposed a funding request of \$232,000, which is 50%, or 1.5% of the Board of Selectmen's budget increase. This is 1.5% over last year's total Town Government total budget.

Selectman Bowsza felt the MOU didn't do anything. D. James Barton felt it would do something if it were written for a longer term, and if it was connected to the amount of Broad Brook. D. James Barton indicated this is his pet peeve - he feels it's unnecessary to make them promise to use it for necessary things. D. James Barton clarified that he isn't a Commissioner but the (District) Commissioners do the right thing for the taxpayers, and just like you guys do, they take into account whatever revenue is coming in before setting the tax rate. D. James Barton felt it's insulting to think that they should have to promise that. Selectman Bowsza felt the MOU would be unenforceable. For discussion purposes, Selectman Bowsza suggested that the Warehouse Point budget is \$600,000; we're going to give you \$200,000. The first \$200,000 you spend is going to be our money. Once you come in the money how are you going to say where it came from in the pot? It's in the pool, how do you know you spent our money or your money? Deputy First Selectman Dearborn questioned if the taxes go down for the people in the District? Selectman Bowsza felt the MOU didn't specify that, although that may be the intention. He requested D. James Barton walk the Board through the timeline for the development and approval of the District's budget process.

D. James Barton indicated the budget was finalized Monday; they'll hold a Public Hearing on April 1st; the public will vote on the budget about a week later – it has to be posted in the paper. Selectman Bowsza questioned if they will then report the mill rate to the OPM (Office of Police and Management)? D. James Barton replied negatively, noting they report it to the Town Tax Collector. Treasurer O'Toole felt the Tax Collector may report the mill rate to OPM. Selectman Bowsza reviewed that the District budget is \$600,000, that budget has been approved by the Board of Directors by Monday of this week, right? Then it will be voted on by the public on, say, April 8th +/- D. James Barton reported that the question will be structured such that there is a possibility of additional revenue coming in and the budget they will be presenting will require a mill rate of 1.4. The question will say the budget will require a mill rate of 1.4%, except that if "this" happens the mill rate will go to something else, because they don't know what will happen.

Selectman Bowsza questioned at what point is the district mill rate set? D. James Barton indicated after the Public Hearing there would be a meeting of the Board of Commissioners and they would set the mill rate; then it would go to the voters. Selectman Hoffman questioned that the District couldn't do that this year until this MOU is finalized; you can't have a mill rate until

¹ * The difference in the Public Hearing date, or the date the public votes, are the dates stated by the speaker, rather than a transcription error.

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you know what the Town contribution is. D. James Barton suggested that's the reason for structuring the question that there could be a mill rate increase based on some anticipated revenues from the Town of East Windsor. If that doesn't happen then the mill rate would stay at 1.4%.

First Selectman Maynard rescinded his original motion, and made the following motion:

MOTION: To ACCEPT the Memorandum of Understanding (MOU) between the Town of East Windsor and the Warehouse Point Fire District as amended under the seventh paragraph: ".....This Memorandum of Understanding will remain in place for the fiscal year 2019 through 2020."

Maynard moved/Szymanski seconded/

DISCUSSION: Selectman Hoffman questioned Paragraph 1, in line 2, (which currently reads) **"If grant funds are provided to the WHPFD by the Town in the approved Annual Town Budget (the Town grant), then WHPFD agrees to deduct the full dollar amount of such Town Grant from the WHPFD budget, as recommended to the voters of the Warehouse Point Fire District, prior to calculating the WHPFD tax mill rate for each fiscal year."**

Selectman Hoffman felt it should say something like **"....The WHPFD agrees to reduce the fire district tax rate by the amount provided by the Town contribution...."**; he suggested it should be fixed not to a dollar amount but to a tax rate. If we give them \$460,000 or \$230,000 they'll recalculate their tax rate and reduce the tax rate to the district tax payers by the amount of our contribution. First Selectman Maynard read paragraph #1 again. Selectman Hoffman questioned if the language shouldn't say **"reduce the tax rate?"** First Selectman Maynard reiterated it says the mill rate, it says they will take their budget and reduce it by the amount that we give them a grant for, and then they are going to calculate the mill rate which is reflected to the difference. Treasurer O'Toole suggested that's not really what's going to happen, because they have already calculated their mill rate by the time it goes to their voters. This says that **"prior to calculating the mill rate."** Selectman Hoffman's wording is cleaner because it says they're going to take this, they're going to deduct it, they're going to deduct the value of it off the mill rate. She noted if it's \$600,000 and we give them \$464,000 that mill rate should come down from 1.4 down to like .40 because two thirds of it is being covered by the Town. But that's not what this says; this says that it would **be calculated prior to the tax mill rate for such fiscal year**. Treasurer O'Toole noted they will already have a mill rate because of the timing. The BOF's last budget workshop is April 15th so they will have already voted in Warehouse Point on this fire budget before anything gets voted on by our side. First Selectman Maynard agreed that's true; he didn't think you have to determine a mill rate at that point.

Selectman Bowsza questioned D. James Barton from a governing perspective do you operate under the C.G.S. or when you were incorporated was a charter passed by the legislature? D. James Barton suggested they operate under a Special Act. Selectman Bowsza questioned does the Special Act govern your budget? D. James replied - it does. Selectman Bowsza asked D. James Barton do you know what it says in the charter – when that needs to be set? Are you

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already following that with the timeline you laid out or is your time line something else? D. James Barton replied our timeline can be different. Selectman Bowsza asked under the Special Act it can? D. James Barton replied in so far as that goes we do follow the Statutes. Our Special Act does not lay out the timeframe. When we first started this we considered voting failures so we get the mill rate to the Tax Collector by May 30th. As far as I'm concerned we can vote later, but it depends. We don't have to vote, I don't think, on the budget April 8th, it could go to the end of April, if we could know something from the Town budget process. Treasurer O'Toole noted that her budget mailer has to go to the residents by April 15th; and the budget will be voted on by the BOF by April 15th. Selectman Hoffman suggested as First Selectman Maynard pointed out, a concern on my part is that it doesn't pass; Treasurer O'Toole concurred.

Selectman Bowsza explained the Warehouse Point Fire District is a sovereign government so you're not governed by that, unless your Special Act or the Statutes has some other provision that he doesn't know about. D. James Barton reiterated the Special Act doesn't address the schedule, and neither does Chapter 105 which is all of that; D. James Barton referenced C.G.S. 1-324. Selectman Szymanski felt the best thing to do is change the language to Selectman Hoffman's suggestion, as that would take care of that situation.

Selectman Szymanski also suggested removing Paragraph 2, as it has no value; paragraph 2 reads as follows: *"It is further agreed that the WHPFD shall annually return any Town Grant funds that are not fully expended or validly encumbered by the WHPFD by the last day of each fiscal year to the Town General Fund no later than sixty (60) days after the last day of the fiscal year."* Treasurer O'Toole agreed; that wouldn't happen; she questioned how someone would know what was the Town money vs. the District money? She felt the paragraph was included to show equity, as the Broad Brook Fire Department does give money back. Selectman Hoffman felt that paragraph didn't make sense in this case; Treasurer O'Toole agreed. Selectman Bowsza cited the Charter restrictions bring up an interesting thought, too. We're stuck to the 2% rule if the budget defaults after 3 referendums. And the intention-is that there is some reduction of the tax obligation amongst property owners in the District. If we're obligated to stick to a 2% increase there is no such control in the District – to D. James Barton – right? D. James Barton agreed. Selectman Bowsza suggested that seems to work around the governing document for the Town that was approved by voters – So that's a difficult thing to reconcile, also. Treasurer O'Toole noted if the \$232,000 were in the budget this year and next year we got 2% then it would be 2% of whatever we got this year. Selectman Bowsza felt it might be easiest to consider this as an additional appropriation – even though it's not.

Selectman Hoffman suggested that as part of the 2% reductions the BOF could view this as something that they wanted to zero out. Treasurer O'Toole felt that when it gets to the 2% she'd didn't think they/the BOF have a choice. It already went through legal that said each line had to go up 2%; they don't get to pick and choose on that. Selectman Bowsza suggested it's every established line. Treasurer O'Toole concurred; every line in last year's budget would go up 2%. Can you reallocate? Yes. But whatever line items were in last year's budget got 2% increases. Treasurer O'Toole reiterated that currently the District isn't in the budget, and if we had to go to

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2% this year Warehouse Point would get nothing because they weren't in last year's budget. Selectman Bowsza felt it was interesting the way they're potentially wording their question, because it clearly encourages people to support the Town budget in total. Selectman Hoffman suggested it could be June 1st before the District could set their mill rate. Treasurer O'Toole cited the date for the third referendum for the Town budget is June 12th. D. James Barton felt they could delay the vote; the current time frame was added in case of multiple referendums.

Discussion continued regarding the timing of the referendums as related to the timing of the Warehouse Point Fire District budget vote. The Board considered voting on the MOU this evening, or waiting for a revised draft. Selectman Maynard suggested the Board should vote on this proposal this evening, so the BOF has the document for its next meeting.

First Selectman Maynard withdrew his motion; Selectman Szymanski withdrew his second.

MOTION: To **APPROVE** the Memorandum of Understanding (MOU) between the Town of East Windsor and the Warehouse Point Fire District as amended: Change 1 to read: "If grant funds are provided to the WHPFD by the Town in the approved Annual Town Budget (the "Town Grant"), then WHPFD agrees to REDUCE THE WAREHOUSE POINT FIRE DISTRICT MILL RATE TO REFLECT THE AMOUNT PROVIDED BY TOWN GRANT..." AND, DELETE #2 COMPLETELY.

Maynard moved/Szymanski seconded DISCUSSION: Selectman Bowsza indicated that he didn't feel the MOU is necessary; he won't vote for something that's not in front of him. Selectman Szymanski requested clarification that the BOF wanted the MOU? First Selectman Maynard replied yes. Selectman Hoffman agreed with Selectman Bowsza; he didn't feel the MOU was needed but if the BOF needs it then the BOS should do it. Deputy First Selectman Dearborn indicated he was going to vote yes on this. He said he wouldn't but he's going to show some good faith here to see this thing get straightened out between the 2 departments.

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

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

Treasurer O'Toole provided the following answers to questions raised at the March 11th Budget Workshop.

1) Regarding how much of the \$18 million adjusted assessed value reduction could be attributed to property that was in the fire district?-

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Treasurer O'Toole noted that the Assessor was unable to answer that question, but the Tax Collector was able to run reports that shows about \$20,000 of the Warehouse Point fire taxes will not be collected. Selectman Bowsza questioned the relevance of that? Treasurer O'Toole reported the Tax Collector found it shows about \$20,000 of the Warehouse Point fire taxes we're not going to collect. Our assessed value went down \$18 million, we taxed the budget at \$959 million last year. We made \$18 million in adjustments between incentives which were not calculated – like people who had HVAC systems that shouldn't have been taxed but were – and other people who went to the Board of Assessment Appeals and got reductions, so, it actually went down \$18 million after we passed the budget last April. Treasurer O'Toole reported Selectman Szymanski had wanted to know the difference of how much it impacted the WHPFD vs. BB, and he asked me where the assessed value belonged? The Assessor didn't know but the Tax Collector could pull reports showing names. So we have paid Warehouse Point 100% of their tax revenue and in past years that worked just fine. We pay them 100%, we keep interest and liens for people that are late, and it offsets what they don't collect. Usually it works; there's nothing to be gained by the Town, but there's also nothing lost. But, because we have a \$600,000 problem on the Town tax side, which is what was talked about in the BOF, the question was – what kind of problem will we have on the Warehouse Point fire side, and the answer is - \$20,000. That's \$20,000 we can't collect because we've adjusted down their assessed value so that's \$20,000 in taxes of the \$600,000 in money we gave them that we can not collect.

The Board and the audience members considered Treasurer O'Toole's comments.

D. James Barton indicated I haven't seen the collection reports since the first or second years but normally we are collecting more than 100%. Treasurer O'Toole indicated normally it's a wash. We pay them 100% right in the beginning of the year and then we collect it throughout the year. Selectman Bowsza restated we've paid them out 20 grand, of which we're not going to be able to collect back. Treasurer O'Toole replied yes, prior to the adjustments and based on the assessments. Selectman Bowsza questioned if this was a this year problem? Treasurer O'Toole concurred, it's a this year problem. First Selectman Maynard cited the July tax bills include the Warehouse Point Fire District fire tax, and, all the taxes for the fire department, with a few exceptions, are paid right then. Treasurer O'Toole noted but if the assessment goes down and reduces the property value there's a credit on your account, and when they go to pay their January installment, which is all town taxes, they are paying a lesser amount; we're collecting lesser fire taxes. That credit goes both ways. Treasurer O'Toole noted we let them pay less in January. Treasurer O'Toole showed First Selectman Maynard a report - this tells you exactly what got reduced, and who it belonged to. Real estate, the Town portion was \$475,000, the District is \$19,971.32 so that's money we're not going to collect. Treasurer O'Toole indicated this is the adjustment tied to the \$18 million in adjustments. There are two portions; there's real estate and personal property that the Town is not going to collect, \$475,000 tied to real estate because of these adjustments. The District isn't going to collect \$20,000; we can't collect money on something we reduced the assessment on.

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2. What gets taxed in the Warehouse Point Fire District?

Treasurer O'Toole reported real estate and personal property are taxed, but not motor vehicles.

3. What is the education and tuition in the insurance and pension department?

Treasurer O'Toole noted that in contracts we give both educational money, like \$1,000 for classes, and we also give educational bonuses when people get professional certifications or degrees. So, if they get a professional certificate they get \$400; if they get a Bachelor's degree they get \$700, a one-time payment. That's what is covered out of this townwide line. Selectman Bowsza asked if this is a contractual obligation? Treasurer O'Toole replied – yes.

4. IT list:

Treasurer O'Toole noted she sent the Board the list; the bulk of it is the Sonic Wall – 3 of them at \$1500 each so that's \$4500 of the \$8,000. Treasurer O'Toole reported it's what protects us from all those viruses and bad guys, and we have 5 of them across town. It's a firewall; Sonic Wall is just the name of it. And there are 5 of them so the Police has one, Town Hall Annex has one, here has one, anywhere where there are computers. We have a sonic wall because we text from outside sources. We will have another purchase, or an equivalent, because we have 2 more for a total of 5 and this is all funding 3 of the 5, split over 2 years.

5. For the Charter revision, when do they have to have it to the BOS?

Treasurer O'Toole deferred to First Selectman Maynard. First Selectman Maynard suggested it will be August when it comes to us; they have to get it to the Secretary of State and on the ballot by September 1st. Selectman Szymanski questioned how many meetings would that cover then? First Selectman Maynard suggested 4 but suggested the Board might want to have another meeting of the Charter Revision Commission somewhere during that timeframe, maybe September, depending on how the election goes and what information you want. Funding not used can be returned to the budget.

The Board suggested beginning deliberations with consideration of funding for the Charter Revision Commission recording secretary.

CHARTER REVISION RECORDING SECRETARY – 811110:

MOTION: To APPROVE a Budget of \$625 for a recording secretary for 5 meetings of the Charter Revision Commission.

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Maynard moved/Szymanski seconded/DISCUSSION: None.

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

INFORMATION TECHNOLOGY – 910400:

The largest increase in the IT Budget is equipment went up from \$5,000 to \$8,000.

**MOTION: To APPROVE the 2019 – 2020 Budget Request for Information Technology
 for \$213,154 for an 8.42% increase**

Bowsza moved/Szymanski seconded/DISCUSSION: None.

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

BUILDING DEPARTMENT – 411300:

The Budget request makes a part-time position full-time at the lowest union level for \$17,000 plus benefits.

**MOTION: To APPROVE the Budget Request for FY 2019 – 2020 for the Building
 Department for \$190,900 for a 9.94% increase.**

Hoffman moved/Szymanski seconded/DISCUSSION: Selectman Bowsza questioned if this is adding personnel, and what will that person do? Selectman Hoffman suggested this takes a part-time employee and moves them to a full-time position doing desk work. Treasurer O'Toole indicated the full time pay will be \$33,800 plus benefits. Selectman Bowsza questioned if that person would do View Permit? Treasurer O'Toole reported that Building Inspector Stanley had indicated he will absolutely not undertake oversight of View Permit.

Selectman Hoffman said he had talked to Building Inspector Stanley to understand the View Permit process and how it relates to the Building Department. Building Inspector Stanley had said that the Building Department is a primary interface with the public and the developer. All projects are perceived to have an urgency. Permits can range from installation of decks to large development projects, like Sardilli; the Building Department must be a cooperative partner with everyone. The Building Department has requested to go from 2.5 staff members to 3 full staff by eliminating the part-time position and moving it to a full time position at a *salary* of \$56,576, or 0.04 % of the Town's operational budget. The Building Department handles 1000 or more permits per year – some large, some small; they also do inspections, some are complex like the casino and Sardilli, some are homeowners projects. Selectman Hoffman noted Building Inspector Stanley has an excellent reputation with people in Town; he cited Building Inspector

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Stanley's assistance and availability for King Koil moving over the Christmas holiday, and his personal assistance with Infoshred during a weather related partial building collapse. Selectman Hoffman felt Building Inspector Stanley and the Building Department are effective. The Building Department feels they lose perhaps \$200,000 in smaller building projects not permitted for which the Town loses \$10,000 in revenue. The Building Department currently tracks permits for zoning, health, WPCA, and Building; they need to do that because they can't go into a facility unless the permits are up to date. Building Inspector Stanley is on the road 5 to 6 hours per day, which leaves his full time employee alone in the office handling counterwork, calls, permitting, managing cash, and other duties. His full time employee has 20 days of unused vacation time she probably won't take, and she doesn't get comp time. Building codes and regulations change constantly – i.e. solar installations - which increases work and complexity to the office. The current part-time person works 4 hours 4 days per week; they can't give that person complex or long term tasks that need to be done on a consistent basis because of the limited schedule. Selectman Hoffman described the duties of the full-time employee, including data entry (View Permit). Selectman Hoffman noted the full time employee has been with the Town 17 years, and Building Inspector Stanley for 24. In that time there have been no lawsuits or injuries resulting from inadequate inspections or documentations. Selectman Hoffman feels the Building Department needs help.

Selectman Szymanski thanked Selectman Hoffman for doing that research to get an understanding of what happens. When someone comes in for a permit you're excited, you want to get this done and if it gets stalled you lose interest; the faster we can do that it will increase revenue by providing the best services that we can and if we need more people behind the counter. Selectman Hoffman suggested it's the Town's reputation.

Treasurer O'Toole was told they have the ability to know what permits haven't been issued. No one is looking at that project to see that all the different steps are followed before a permit can be issued. First Selectman Maynard was considering that there needs to be someone there to oversee View Permit

Selectman Bowsza felt they need someone to take charge of this; that would be money better spent. Selectman Bowsza also noted he's still waiting for a breakdown of permits he requested previously. Treasurer O'Toole reiterated Building Inspector Stanley's refusal to undertake administration of View Permit into the new positions job responsibilities. She suggested it's either the Building Department or the Planning Department. Selectman Bowsza questioned if Town Planner Flores-Marzan was asking for additional staffing? Treasurer O'Toole reported the Planning Department is asking for a strategic planner at an annual *salary with benefits* of \$116,000. Deputy First Selectman Dearborn questioned the comparative cost for the additional Building position; Treasurer O'Toole reported \$56,576 is the overall cost of removing the part-position and going to full-time. Selectman Szymanski questioned if any money was available for hiring the per diem building inspector which isn't anticipated to be spent? Treasurer O'Toole cited the purpose of the additional building inspection services is to help with larger projects,

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such as Calamar, the casino, Sardilli. Selectman Hoffman reiterated that the part-time person can't be given regular responsibilities because their time in the office isn't consistent. He felt the part-time position works the desk and calendar but doesn't do data entry.

Treasurer O'Toole noted the positions in Building and Planning have been cut. Selectman Bowsza questioned how Town Planner Flores-Marzan feels about this ? First Selectman Maynard felt the Board couldn't give new part-time people to both departments; Treasurer O'Toole cited that option would reduce money on benefits. First Selectman Maynard felt Town Planner Flores-Marzan would be willing to take on View Permit although he hadn't discussed it with him yet. Selectman Bowsza indicated if Town Planner Flores-Marzan would be ok with taking on administration of View Permit then Selectman Bowsza would be ok with the additional position.

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

TOWN PLANNER – 411100:

The Board began discussion of the job description for a new part-time position for the Planning Department. Deputy First Selectman Dearborn questioned the duties of the additional position; Selectman Bowsza suggested it depended on the job description. Discussion continued regarding union enforcement of job requirements, and the difference in expectations of job performance in the private vs. government sectors.

Selectman Hoffman questioned how many hours is anticipated to oversee View Permit? First Selectman Maynard reported View Permit software won't be supported after July 2020 so the Town is looking for another vendor. The current version of View Permit focuses on property addresses; you need to review each permit property address to see what's outstanding; a user isn't able to get a report of what's outstanding. The new version of View Permit will do reports. First Selectman Maynard felt the new clerical person could do it and call and question why a other departments/entities haven't signed off.

First Selectman Maynard also felt Town Planner Flores-Marzan is very capable of doing the economic development. He felt enforcement is lagging in both departments; he felt we could do better with more staff; maybe we need to change the job descriptions. Selectman Szymanski felt the Board should have a separate meeting with the users of View Permit. He cited there are other software companies that provide similar services; he cited the Town of Orange uses another vendor. Treasurer O'Toole noted the vendor needs to be someone who understands the Connecticut land use laws. First Selectman Maynard noted the permitting history that's accumulated within the View Permit software.

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The Board mulled the appropriate department to monitor/track the View Permit system. The Board considered adding a part-time position in the Planning Department for 19 hours per week at a lower clerical level.

MOTION: To APPROVE the Budget request for FY 2019-2020 for the Planning Department for \$260,032 for a 7.50%.

Hoffman moved/Maynard seconded/DISCUSSION: Selectman Bowsza questioned if this budget includes the new part-time position? First Selectman Maynard concurred.

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

ROAD IMPROVEMENTS – 610300:

Treasurer O'Toole advised the current budget is \$425,000, original request was for \$500,000. Treasurer O'Toole noted \$275,000 of the budget amount is road improvements associated with TAR; the TAR grant is in the Revenue budget. First Selectman Maynard felt this is good amount because they plan to go for bonding for over \$1 million for roads, and there is another \$500,000 in CIP for roads. Treasurer O'Toole noted the original ask in CIP was \$1 million; that was cut to \$500,000. She cited the need to continue road maintenance.

MOTION: To APPROVE the Budget request for the FY 2019 – 2020 for Road Improvements for \$425,000 for a 0.0% increase.

Maynard moved/Szymanski seconded/DISCUSSION: Selectman Bowsza felt we're shorting ourselves down the road; we need to provide maintenance for the infrastructure. Selectman Hoffman suggested the bonding, and the CIP funding will supplement this budget. Treasurer O'Toole cited the Town won't go out for bonding until next Spring; that money will be in the 2020 – 2021 fiscal year. Selectman Bowsza felt we need to maintain the roads because of the 2% budget default. Selectman Szymanski would like to do more but cited concerns for the hefty budget going in. Deputy First Selectman Dearborn felt the 3.32% budget wasn't bad on the Town side. Treasurer O'Toole clarified the Town side is now 3.42%, including the CIP budget at \$883,00 which is the same as last year. Selectman Hoffman – the roads have to be maintained. If we keep adding tasks it won't be reasonable for the BOF; we can't go to the voters with a 7% budget. Maybe we need to bond for 2020 – 2021 to give roads the shot of getting done. Treasurer O'Toole noted the bonding is being considered for the 4 bridge repairs, which will be the first part of that bonding. First Selectman Maynard suggested maybe adding some of the CIP projects into the bonding. Discussion continued regarding the bonding schedule and its impact on the initiation of work on the projects. Selectman Hoffman questioned what would adding \$225,000 back into this budget create? Treasurer O'Toole suggested that would move the budget up to 5% increase total government side going to the BOF.

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

CAPITAL IMPROVEMENT – 910800:

Treasurer O'Toole reviewed a Capital Improvement Projects analysis report which lists the CIP projects approved by the BOF. The Board can now add or remove projects, and decide on a funding source. She suggested scheduling a separate meeting to discuss CIP projects. Returning to the report Treasurer O'Toole noted the Board has funded \$883,000 for CIP projects in the budget; you now need to remove a similar amount from the CIP project analysis list.

The Board reviewed the following projects:

Broad Brook Fire Department :

CNR Trucks Moved \$100,000 to bonding.

Police Department:

CNR Cruisers: Reducing \$100,900 to \$45,000 as they received a grant for the canine unit. Treasurer O'Toole suggested that doesn't really replace a vehicle because the canine vehicle goes with the canine officer. Discussion continued regarding the status of the canine vehicle as it relates to the deletion of operational funding for the canine unit. The Board continued with the reduction to \$45,000.

CNR IT: NEXGEN Solutions: Contractual obligation; \$36,980 approved by BOS.

Public Works:

CNR Roads: \$400,000 approved by the BOS.

CNR Vehicles: Treasurer O'Toole noted these are replacement vehicles for Park and Recreation; grounds maintenance now handled by Public Works. Past history indicated \$190,000 has been funded every year. Discussion followed regarding reducing the \$200,000 to \$100,000 and replacing the vehicle next year. The Board approved the \$200,000 request.

CNR Drainage: \$50,000 removed by BOS.

Assessor:

CNR Revaluation: Mandatory requirement; \$20,000 approved by the BOS.

Town Property:

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CNR Vehicle Replacement: \$20,000 removed.

The Board considered the potential CIP projects for 2019 – 2020. Selectman Bowsza suggested setting a dollar amount and letting CIP decide on what projects to be completed. Selectman Szymanski felt it was the BOS's responsibility to decide on projects.

Board of Education:

CNR Renovations: Replacement of kitchen steam boiler. Treasurer O'Toole suggested that needs to be done; some meals can't be prepared because of the boiler. Treasurer O'Toole noted the BOE wasn't funded for anything last year as they received an Alliance Grant. No changes.

Town Property:

CNR PD & tower generator replacements: Requested \$97,000 reduced to \$50,000; \$47,000 moved to FY 2020-2021

Police:

CNR Vehicle Computers: Selectman Szymanski questioned how many computers would be funded by the \$23,070 request? Treasurer O'Toole noted each computer costs \$3,500. Selectman Szymanski suggested reducing the number of computers to be replaced to 3. Selectman Bowsza questioned if dropping the request below \$20,000 then no longer qualifies it for CIP? The Board removed \$23,070 from the CIP list.

Treasurer:

CNR Financial Software: Treasurer O'Toole noted this software will be shared with the school system. \$124,470 remains.

Town Property:

Exterior Lighting: \$10,000 removed.
Dog Pound: \$20,000 removed.

Public Works:

CNR Garage Equipment: Forklift, original ask \$20,000, reduced to \$10,000. \$10,000 removed.

LET THE RECORD SHOW Selectman Bowsza left the Budget Workshop at 8:30 p.m.

Board of Education:

Broad Brook Café' tile replacement: Selectman Szymanski indicated he visited the school and met with the Principal. After reviewing the floor tile, it's not the original tile.

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It was put in with the addition. It's actually approximately 12 floor tiles that are cracked in the corner. At this point they're looking to replace the 12 tiles. Selectman Szymanski also indicated that asbestos tiles were 12" x 12" squares, while the existing tiles are 9" x 9". Selectman Szymanski suggested removing this funding request from the CIP project list. \$27,500 removed.

High School , S Wing Carpet Replacement: \$53,000 CIP funding request removed by BOF; BOS in agreement.

Public Works:

South Road Sewer: \$94,000 funding request removed.

CNR Roads: \$500,000 request reduced to \$400,000.

CNR Vehicles: Original request of \$190,780.55 reduced to \$140,000.

Review of the project status after the above revisions found the new 2019 – 2020 CIP project approvals is \$981,693 for a .04% increase.

Total Town Government budget increase, including the \$232,000 funding for the Warehouse Point Fire District, is \$16, 496,961 for a 3.45%

MOTION: To APPROVE a Budget request for FY 2019 – 2020 for Capital Improvement Projects for \$981,603 for an .04% increase.

Maynard moved/Hoffman seconded/DISCUSSION: None.

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

TOTAL TOWN GOVERNMENT:

MOTION: To APPROVE the Total Town Government Budget for FY 2019 – 2020 for \$16,496,961 for a 3.45% increase.

Maynard moved/Hoffman seconded/DISCUSSION: None.

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

ADJOURNMENT:

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MOTION: To ADJOURN this Budget Workshop Meeting at 8:45 p.m.

Maynard moved/Hoffman seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen