

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

Special Meeting
Monday, March 4, 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; Andy Hoffman, Selectman; Charles J. Szymanski, Selectman

ABSENT: Jason E. Bowsza, Selectman.

GUESTS: **Town Staff** **Treasurer:** Amy O'Toole.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

First Seletman Maynard called the Meeting to Order at 6:01 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ATTENDANCE: See Page 1.

PUBLIC PARTICIPATION:

No one from the public was present.

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

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Board reviewed the status of the budgets going into deliberation.

Total Town Government budget stands at 12.54%, including CIP projects.
Board of Education Budget being referred to Board of Finance represents an 8.9% increase.

SELECTMEN - 410100:

Total Budget request for FY 2019 – 2020 is currently \$289,575 for a 4.25% increase.

Treasurer O'Toole noted **the Education and Dues** line includes an allowance for office staff for classes. Should the Board decide to cut that line to \$2,000 there would be no funding available for classes for the new First Selectman.

The current budget request includes a reduction in the **Education and Dues** line to \$2,000, and a reduction in the **Central Office Supply** to \$6,000.

TOWN CLERK – 410300:

Total Budget request for FY 2019 – 2020 is currently \$135,159 for a 0.15% decrease.

No changes proposed.

TREASURER – 410500:

Total Budget request for FY 2019 – 2020 is \$243,354 for a 2.59% increase.

Treasurer O'Toole noted the part-time staff which is shared between the Treasurer's Office and the Tax Collector's Office has quit. The Board changed the shared position back to part-time at 19 hours per week, reducing the benefits associated with the increased hours. The position will continue to be shared 9.5 hours weekly in the Tax Collector's Office and 9.5 hours in the Treasurer's Offices; the respective salary lines will be reduced to reflect the 9.5 hour salary commitment for each department. The Board reduced the **Salary-Part Time** line to \$8,430. (Similar reductions will be shown in the Tax Collector's budget)

Education and Dues needs to remain at \$4,035 as staff requires hours of continuing education to maintain certifications. **Professional Services** is the vendor fee for Paylocity to do payroll for the all Town employees. Treasurer O'Toole indicated the department lacks enough staff to do payroll in-house.

ASSESSOR - 410700:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Total Budget request for FY 2019 – 2020 is currently \$194,615 for a 1.90% increase.

Treasurer O'Toole noted the only changes made were in the ***Professional Services and Education and Dues*** lines. The increases were made to enable the assistant to take classes to get her certification.

No additional changes proposed.

TAX COLLECTOR – 410900:

The Total Budget request for FY 2019 – 2020 is \$136,208 for an 8.43% increase.

The Board reduced the ***Salary-Part Time*** line due to the return of the shared position to 19 hours shared at 9.5 hours each by the Treasurer and the Tax Collector, for a reduction of \$8,430, and associated reduction in FICA.

The Board noted the ***Professional Services*** line has increased by \$9,403 due to the addition of the vendor fee for mailing services for tax bills. Treasurer O'Toole suggested this cost used to be in the IT Budget; this vendor fee is really a reallocation of costs. The Board discussed going out to bid for these vendor services.

No additional changes.

TOWN PLANNER – 411100:

The Total Budget request for FY 2019 – 2020 is currently \$260,032 for a 7.50% increase.

Treasurer O'Toole noted the request for the new ***Full-Time position***, which carries a salary cost of \$56,000, is offset by a reduction of \$20,000 in the ***Professional Services*** line. The new position is for a Strategic Planner; the Town Planner and the Assistant Planner each would continue in his current position.

The Board reduced the ***Salary – Full Time*** line by the \$56,000 salary of the Strategic Planner, and returned the \$20,000 to ***Professional Services***.

Treasurer O'Toole noted the only other increase is in the ***Education and Dues*** line. Both the Town Planner and the Assistant Town Planner have continuing education requirements associated with their positions. The Town Planner is also attending an annual conference. ***Education and Dues*** was retained at the previous year's level.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Board discussed the *Professional Services* line. Selectman Hoffman reported that funding request is for the development of the EDC website. He suggested Town Planner Flores-Marzan seems to like economic development but his primary job is Town Planner; in the past it's been difficult for staff from a timing perspective to manage both positions. First Selectman Maynard felt Town Planner Flores-Marzan would handle the economic development opportunities while the Administrative Staff replacement will handle the planning work. Discussion continued regarding residential vs. commercial development. Selectman Hoffman cited his interest in promoting economic development as it provides a financial future for East Windsor. First Selectman Maynard cited the need for someone to be in charge of the permitting process. The Board noted the need to pursue blight issues and enforcement issues. First Selectman Maynard noted the need to update and strengthen the Blight Ordinance. Discussion followed regarding the process for blight enforcement.

No additional changes proposed.

BUILDING – 411300:

The Total Budget request for FY 2019 – 2020 is currently \$190,900 for a 9.94% increase.

The Board noted the request for an *additional full-time staff person*, which is offset by removing the current part-time position. Discussion of the number of permits issued vs. processing time vs. staffing followed. First Selectman Maynard noted he had suggested the Building Department should take over the View Permit oversight; Building Inspector Stanley has objected to that proposal as he feels his current staff is overwhelmed by the current workload.

No changes proposed.

REGISTRAR – 411500:

The Total Budget request for FY 2019 – 2020 is currently \$69,850 for a 9.27% increase.

The Board noted the budget requests are tied to a new staff member, who will need training to acquire her certification, and to the cost of staffing the additional primaries and referendums.

No changes proposed.

HUMAN SERVICES - 411700 :

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Total Budget request for FY 2019 – 2020 is currently \$152,907 for a 23.86% increase.

The Board noted this budget request includes the Town's portion of the **Youth Services Bureau Coordinator** which was funded last year through a grant, and a request for an *additional part-time person*.

The Board had removed the \$17,000 for an additional part-time person.

POLICE DEPARTMENT – 510200:

The Total Budget request for FY 2019 – 2020 is currently \$3,398,408 for a 1.47% increase.

Treasurer O'Toole noted the *Salary-Full Time* line does not include any increases as they remain out of contract at this time.

Treasurer O'Toole suggested *Dispatcher salary – Full Time* line includes a raise for moving a current employee to a supervisory position.

The Board removed the step increase for the dispatcher line.

Discussion followed regarding the *Officer Salary – Overtime* line. Treasurer O'Toole cited the overtime this year is tied to the canine; they have added \$11,000 to the Overtime line for the care of the canine by the canine officer. Treasurer O'Toole noted the line funds coverage for officers attending the academy, and coverage for a vacancy due to an officer being on military assignment.

The Board reduced the *Officer Salary – Overtime* line to \$300,000.

The Board reduced the *Equipment Purchase* line to \$4,835, which is the cost of one movable speed signs

The Board reduced the *Education and Dues* line to \$45,041 based on historical spending.

Review of the *Supplies and Equipment* line found it will fund food and other expenses for the canine. The Board reduced the *Supplies and Equipment* line by the cost of the canine supplies.

Discussion continued regarding the costs associated with the canine position, and the ability to fund the position this year.

EMERGENCY MANAGEMENT – 510300:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Total Budget request for FY 2019 – 2020 is currently \$18,206 for a 1.87% increase.

No changes proposed.

COMMUNICATIONS – 510400:

The Total Budget request for FY 2019 – 2020 is currently \$49,168 for a 7.67% decrease.

Treasurer O'Toole reported \$15,800 of the **Radio System** line is contractual. The \$27,668 cost of **Tolland Dispatch** comes from the dispatching service; the Town pays 100% of the cost. Discussion followed regarding the inclusion of services and costs associated with the Ambulance Association.

The Board reduced the **Radio Systems** line to \$21,500.

FIRE SERVICES/BROAD BROOK FIRE DEPARTMENT – 511000:

The Total Budget request for FY 2019 – 2020 is currently \$696,000 for a 61.11% increase.

Treasurer O'Toole reported there are increases in the **Volunteer Incentives** line for volunteers covering a part-time shift. There's also an increase in the **Salary - Part-time** line to cover the second shift increase.

Discussion followed regarding the allocation for funding the **Warehouse Point Fire District Lump Sum**. The initial budget request is \$464,000. The Board acknowledged the current inquiry but cited the mill rate increase required to fund the initial request.

The Board reduced the Warehouse Point Fire District Lump Sum funding request to \$232,000.

PUBLIC WORKS – 610100:

The Total Budget request for FY 2019 – 2020 is currently \$924,895 for a 3.03% increase.

Treasurer O'Toole noted this is one department for which the contract has been finalized. She also noted the **Overtime** line has gone up to provide funding for a supervisor who has accumulated significant comp time they're unable to take. There is also a request under the **Salary-Full Time** to increase the Administrative Staff a step increase due to taking on additional duties.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Board removed the Administrative Staff step increase.

TOWN PROPERTY – 610200:

The Total Budget request for FY 2019 – 2020 is currently \$1,058,989 for a 1.76% increase.

Treasurer O'Toole noted the Connecticut Water Company recently advised the Town of a \$16,587 increase due to new hydrants; increase reflected in the **Water-Hydrants** line. The **Heating Oil** line has also increased; the **Building Repair** line is insufficient; \$9,900 is tied to Scout Hall. A new line in the amount of \$50,000 has been added for **Building Renovations**.

The Board removed \$50,000 from the Building Renovations line.

ROAD IMPROVEMENTS – 610300:

The Total Budget request for FY 2019 – 2020 is currently \$650,000 for a 3.03% increase.

Discussion followed regarding the ability to fund repair of Tromley Road and its associated drainage improvements.

Total Board reduced the **Road Maintenance** line to \$275,000; additional funding proposed under CIP requests; bonding being considered.

SENIOR CENTER – 710100:

The Total Budget request for FY 2019 – 2020 is currently \$235,833 for a 0.87% increase.

Treasurer O'Toole suggested The **Salary-Part Time** line includes a request for an additional driver, and a raise of \$466 for the current driver. **Supplies** has increased due to the need to replace first aid kits for the buses and other cleaning supplies and services, and a portable sound system.

The Board removed the **additional part-time driver** request, and reduced the **Supplies** line to \$1500.

PARKS AND RECREATION – 710200:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

The Total Budget request for FY 2019 – 2020 is currently \$282,724 for a 0.56% increase.

Treasurer O'Toole noted there's a new line for a supervisor who has accumulated significant comp time. Discussion continued regarding over time required outside the normal work day and the method of compensation. The over time line remained as requested.

Discussion continued regarding *Site Improvements*; this line funds mulching and fertilizing the grounds. Selectman Szymanski questioned if replacement signage is proposed; signage has been requested this year, as it was last year. Replacement of signage has not occurred.

No changes proposed.

LIBRARIES – 710300:

Broad Brook Library:

The Total Budget request for the Broad Brook Library for FY 2019 – 2020 is currently \$25,000.

Treasurer O'Toole noted the Broad Brook Library was given \$5,000 last year; the request for this year is \$25,000. As requested, Treasurer O'Toole did an analysis regarding the addition of *internet service*; the cost of internet added to what they're currently paying now is \$10,768. That's still utilizing a volunteer librarian and doesn't fund the roof repair, or the miscellaneous programs and events they wanted to do.

The Board funded the Broad Brook Library at \$10,000.

Warehouse Point Library:

Treasurer O'Toole reported the Warehouse Point Library is requesting funding at \$293,000. She noted only 3% of their own money is being used to fund the Warehouse Point Library; everything else comes from the Town.

The Board reduced the budget allocation for the Warehouse Point Library to \$268,000.

BOARD OF FINANCE – 810100:

The Total Budget request for the Board of Finance for FY 2019 – 2020 is currently \$46,375, for an increase of 4.51%.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

Treasurer O'Toole reported their only increases are \$500 under the *Town Audit* line, and \$3,000 for the *Annual Report*.

No changes proposed.

RECORDING SECRETARIES 810200 TO 811000:

The Board made the following adjustments:

EDC – 810500:

The Board deleted the \$5,000 request for a phone app to enable potential developers and businesses to view opportunities in East Windsor via their I-phones.

Charter Revision Commission – 811100:

The Board reduced the funding for this recording secretary to \$625.

ACTIVITIES, FEES AND ASSOCIATIONS - 910100:

Cemetery Association:

The Cemetery Association had requested a \$40,000 budget allocation; the Board reduced the funding amount to \$20,000.

No change made in the requested increase for the *4-Town Fair* line.

LEGAL EXPENSES – 910200:

No change proposed.

INSURANCE AND PENSION – 910300:

Treasurer O'Toole suggested both the *Health/Life Insurance* line and the *FICA and Medicare* lines can be reduced by amounts associated with the additional positions not funded, or the coverages not taken for existing employees.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

Treasurer O'Toole noted the **401A & 457 Match** line includes pay for people who leave and have accumulated significant unused sick time.

INFORMATION TECHNOLOGY – 910400:

The Total Budget request for Information Technology for FY 2019 – 2020 is currently \$213,154, for an increase of 8.42%.

Treasurer O'Toole reported that the **Purchased Services** line has been reduced by the movement of money to the Tax Collector's Purchased Services line. The **Equipment** line has increased 60% due to the increase in the number of computers and printers to be purchased. Selectman Szymanski questioned if the Town receives the government rate for licensing of the software; Treasurer O'Toole didn't have that information available. Treasurer O'Toole also noted the funding for the **Hazardous Waste** line is zero this year as the Hazardous Waste Collection is done every other year.

No changes proposed.

CONTINGENCY – 910600:

The Total Budget request for the Contingency budget for FY 2019 – 2020 is currently \$150,000, for an increase of 200%.

Treasurer O'Toole noted a new line this year entitled **Non-Negotiated Salaries** which is money set aside to provide for contract negotiations which remain pending.

No changes proposed.

CAPITAL IMPROVEMENT – 910700:

The Total Budget request for the Capital Improvement budget for FY 2019 – 2020 is currently \$981,603, for an increase of .40%.

Treasurer O'Toole noted she has reduced the requested **CIP allocation** line to \$886,935. **Additional Appropriations** is a new line; the line currently remains unfunded, although there will be a request for the second wave/payment of the Board of Education computer replacements. The **Lease/Purchase** line carries the committed funding for leased vehicles.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Special Meeting
Budget Workshop Meeting – March 4, 2019
WORKSHOP MINUTES**

Treasurer O'Toole suggested the Board should make a recommendation regarding approved CIP projects; that information should be included in the budget flyer which will go out prior to the referendums.

BOARD OF EDUCATION – 910900:

Treasurer O'Toole noted the Board of Education has approved a budget carrying an 8.9% increase

TOWN GOVERNMENT OPERATIONS :

Treasurer O'Toole reported the Town Government Operations now carries an increase of 4.22%.

TOTAL TOWN GOVERNMENT:

Treasurer O'Toole reported the Total Town Government budget, including funding for the Warehouse Point Fire District, carries a 3.96% increase.

Treasurer O'Toole noted the Board has reduced the overall Town budget requests by 8%.

Future Budget Workshops:

March 11th at 6:00 p.m., Town Hall Meeting Room.

ADJOURNMENT:

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

Hoffman moved/Maynard seconded/DISCUSSION: None.

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

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen