

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

Monday, February 10, 2020

5:30 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:

Jason E. Bowsza, First Selectman
Marie DeSousa, Deputy First Selectman
Alan Baker, Selectman
Sarah Muska, Selectman
Charlie Nordell, Selectman

ATTENDANCE: Board of Selectmen: Jason E. Bowsza, First Selectman; Marie DeSousa, Deputy First Selectman; Alan Baker, Selectman; Sarah Muska, Selectman; and Charlie Nordell, Selectman.

ABSENT: All Selectmen were present this evening.

PRESENTERS: East Windsor Police Department: Chief Edward DeMarco, Deputy Chief Roger Hart; Detective Sergeant Matt Carl; Sergeant Derrick Leab. Police Commission: Robert Leach, Chairman; Recreation and Community Services: Melissa Maltese, Director; Department of Public Works: Len Norton, Director/Town Engineer; Joe Sauerhoefer, Operations Manager.

GUESTS: Town Staff: Treasurer: Amy O'Toole, Town Treasurer.
Members of Boards, Committees, Commissions, or Town Entities:
Board of Finance: Jerilyn Corso, Chairman; Karen Christensen, member; Barbara Petano, member; Tom Lansner, member;
Police Commission: Rachel Safford, member.

Public: No one in the audience requested to speak.

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Press: Joe Chaisson, of the Journal Inquirer, was present.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

First Seletman Bowsza called the February 10, 2020 Board of Selectmen Budget Workshop to Order at 5:30 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ATTENDANCE: See Page 1.

PRESENTATIONS/Police Department - 510200:

The total Budget request for the East Windsor Police Department for FY 2020 – 2021 was \$3,545,083, which results in a 2.11% increase.

The following members of the Police Department joined the Board of Selectmen for their presentation: Chief Edward DeMarco, Deputy Chief Roger Hart, Detective Sergeant Matt Carl; Sergeant Derrick Leab. Robert Leach, Chairman of the Police Commission, joined the members of the Police Department as well. Police Commission Member Rachel Safford was present in the audience.

Before addressing budgetary needs Chief DeMarco and Deputy Chief Hart gave a detailed PowerPoint presentation of the Police Department's role in town, noting their purpose is to protect the citizens as well as provide law enforcement. They noted East Windsor is composed of 5 villages containing 26.8 miles of roads; their requested budget for the 2020 – 2021 fiscal year is \$3,545,083. The department is staffed by 35 employees, including officers, 2 part-time animal control officers, dispatchers, administrative, and clerical staff.

The presentation included a history of crime statistics going back several years, and described the effect of East Windsor's demographics and geography on the various crimes. They reviewed staffing levels, noting they presently staff 2 officers, 1 shift supervisor, and 1 dispatcher per shift.

Addressing the budget pages of the presentation Deputy Chief Hart noted there's a 1.3% decrease in the officers' full time salary line which is due to retirements of senior officers, and replacements with junior officers. He noted there is a 5.81% reduction in the dispatcher's salary line for the same reason. Deputy Chief Hart reported they're moving \$7,600 from the dispatcher's line to the clerical line. He noted they are proposing a new civilian communications/IT position; that person would handle duty assignments as well as other non-policing duties. The cost of the new position is \$80,000+, \$7600 of which was the transfer to the clerical line; \$68,000+ would be new money. Chief DeMarco gave a description of the new position. Ms. Petano, of the BOF, questioned if the 80,000 included benefits; Chief DeMarco replied negatively. He clarified that both the police union and the dispatchers' union are still in

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negotiations; none of the potential salary increases are included in this budget. First Selectman Bowsza questioned if the Police Department Budget included potential back-pay? Chief

DeMarco and Deputy Chief Hart responded negatively. Ms. Petano questioned the length of time for the retro-pay? First Selectman Bowsza indicated 2 years for the police union and 18 months for the dispatchers.

Deputy Chief Hart reported they have moved the animal control officers to the dog fund line, at the suggestion of the Treasurer.

Deputy Chief Hart noted the overtime line, estimated at \$331,000+, is a median amount based on the 3 year history for the department. They are requesting a \$4,300+ increase in the longevity line, which includes the cost of education. Police officers are eligible for longevity after 6 years of service so more officers are eligible; \$2,000+ of the increase requested is to fund education for new hires who have degrees. Deputy First Selectman DeSousa questioned if private duty pay is included in the overtime line; Chief DeMarco and Deputy Chief Hart replied negatively, noting private duty is not a part of the Police Department budget.

Deputy Chief Hart indicated the total salary increase for the Police Department is 2.34%, exclusive of negotiated increases.

On the operations side Deputy Chief Hart noted they have reduced the professional services line by \$14,000+, which was attributable to IT services. That \$14,000+ has been removed from the Police Department Budget and transferred to the IT Budget managed by DPW. He also noted an approximate 50% savings on modems for the police vehicles which have been removed from the IT line and transferred to the Verizon phone line.

Deputy Chief Hart noted there is no increase in supplies and equipment. There is a slight increase in travel due to the need to travel related to investigations.

Deputy Chief Hart noted an increase in the cost of education and dues; Chief Hart indicated this is a contractual obligation.

They have requested an increase in equipment/capital purchases to fund a second portable speed sign.

Chief DeMarco indicated the total decrease on the operations side of the budget is 4.05%.

Deputy Chief Hart reported the total salary and operations budget represents a 1.99% increase or \$68,742.

PRESENTATION/Police Commission – 819700:

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The total Budget request for the Police Commission for FY 2020 – 2021 was \$1725, for a 15% increase.

Robert Leach, Chairman of the Police Commission advised the Board that the Police Commission budget is increasing supplies to \$100, as it had been cut in the past. They are adding one additional meeting to the annual 12 meetings which require recording secretarial services.

PRESENTATIONS/Emergency Management - 510300:

The total Budget request for Emergency Management for FY 2020 – 2021 was \$18,516, which results in a 1.70% increase.

Chief DeMarco gave a brief overview of Emergency Management. Deputy Chief Hart reported they have requested a slight increase of 2% to the stipend, which is shared by 3 individuals. Chief DeMarco indicated the Budget request for Emergency Management is a minor increase of 1.70%.

Deputy Chief Hart indicated the Town needs to be able to provide sheltering services for residents during emergencies. We are presently stymied by the inability of the power systems at either the High School, or the Middle School, to support a portable generator during power outages. Discussion followed regarding the issues to providing sheltering services; Mr. Sauerhoefer clarified that the Town would need to hire an engineer to assess the needs for the transfer switch, then purchase the switch at a potential cost of \$50,000 to \$75,000, and then purchase the portable generator to provide power to the shelter when outside power lines are down. The Board agreed to continue discussion at a future Selectmen's Meeting.

MOTION: To TAKE A FIVE MINUTE BREAK.

Muska moved/Nordell seconded/DISCUSSION: None

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

First Selectman Bowsza called the Budget Workshop back to order at 7:05 p.m.

PRESENTATIONS/Senior Center - 710100/Parks and Recreation - 710200/Social Services – 411700/Elderly Commission - 810900:

Melissa Maltese, Director of Recreation and Community Services, joined the Board to discuss several department budgets.

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Senior Center – 710100:

The total Budget request for the Senior Center for FY 2020 – 2021 was \$254,324, which results in a 3.93% increase.

Mrs. Maltese reported she has small increases in the full time salary line, due to contractual requirements, and 2% is given across the board to permanent part time employees; there is no increase in the over-time line. She has decreased the longevity line as one of the employees to which it applied has retired.

Mrs. Maltese reported the Senior Center is still lacking the part-time driver; applicants want full time work and they're required to have a CLD license.

Mrs. Maltese noted renovations of the Senior Center kitchen has been completed. She is requesting an increase in the professional services line to fund the cleaning of the stove hood in the kitchen. She has also requested a small amount under supplies and equipment to purchase an accordion partition to be able to divide the open layout of the Senior Center into smaller spaces to provide multiple programs and to provide privacy for medical screenings. Mrs. Maltese reported the travel line has decreased as staff is now using Town vehicles for work-related issues. She has increased education and dues to fund recertification of staff on CPR.

Mrs. Maltese reported she is investigating bringing in more programs to promote brain health; she anticipates charging fees for these programs to pay for consultants.

Mrs. Maltese reported she is requesting funding under capital purchases to purchase a small shed to place in the rear of the parking lot. The shed would be used for storage of cleaning supplies, snow shovels, and small equipment used to maintain the Senior Center and clean the transportation vans; these items are currently stored in the vestibule of the Senior Center. Mr. Sauerhoefer also noted that tires for the van, and hoses and other supplies for cleaning the vans, are currently stored offsite; installation of the shed would enable them to have the supplies available as needed.

First Selectman Bowsza queried the Board for questions.

Selectman Muska questioned if the 30 meals per day is an average, or a consistent number of meals served daily? Mrs. Maltese reported the number of meals served per day depends on the programs being offered at the Senior Center; the number averages between 20 and 30 meals per day. Mrs. Maltese reported there has been a reduction in CRT funding for meals for the second time in 4 years. The Senior Center is faced with finding alternative meals for the Seniors for 14 Mondays, or cook at the Senior Center. She noted today First Selectman Bowsza and Mr. Sauerhoefer came to the Senior Center and cooked for the Seniors. Mrs. Maltese suggested she is seeing this as a trend for CRT; in the past CRT was able to find additional funding and not

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reduce the meal service. She indicated they're trying to be pro-active with a plan, especially if it's a Monday as Seniors may not have had a lot of food over the weekend.

Deputy First Selectman DeSousa noted it's been brought to her attention that the current ramp is difficult for some people to use to access the Senior Center. She questioned if that was a Town Building issue, or a Senior Center issue? First Selectman Bowsza felt it would be a Town Property issue. Mr. Sauerhoefer, of the DPW, reported the ramp is up to code. Deputy First Selectman DeSousa questioned the ability to either redo the ramp, or provide some type of lift for easier access.

Ms. Petano, of the BOF, questioned a difference in the amount proposed for the capital purchase? Mrs. Maltese indicated there would be some cost for site work associated with the installation of the shed.

Parks and Recreation – 710200:

The total Budget request for Parks and Recreation for FY 2020 – 2021 was \$300,278, which results in a 3.88% increase.

Mrs. Maltese reported her salary for managing the 3 departments is fully funded through this budget. Full time salary increases are contractual. She is requesting the addition of a part-time position to assist with monitoring alcohol related issues at the park. The intent is to enforce the "no alcohol on Town property" ordinance; she intends to hire an adult to work 16 hours every weekend for 11 weekends during the Summer. Selectman Muska questioned the qualifications for the position; would it require training, and would that be budgeted under education and dues? Mrs. Maltese indicated the position would require CPR and first aid training as is required of all other employees; training is available through CIRMA for free. Selectman Muska questioned that staff would have to call the Police anyway; First Selectman Bowsza concurred. Ms. Petano, of the BOF, questioned that the cost would be only \$3,000? Mrs. Maltese agreed, noting the intent was to hire the individual for 16 hours for 11 weeks.

Mrs. Maltese reported she has increased the over-time hours to reduce the use of comp time at Treasurer O'Toole's suggestion. Mrs. Maltese noted the over-time covers all 3 departments she manages, and the different meetings she's required to attend. First Selectman Bowsza noted, for full disclosure, he signs off on Mrs. Maltese's time sheet; he noted she doesn't submit for overtime pay for all of the hours she works every pay period. Deputy First Selectman DeSousa noted, that while she appreciated Mrs. Maltese's contribution she should submit the full hours as the current budget doesn't reflect the actual cost to the Town should Mrs. Maltese leave East Windsor.

Mrs. Maltese reported professional services is unchanged; supplies is increasing slightly to purchase chlorine for the splash pad being installed this year; travel has decreased because staff is using a Town vehicle to travel across town to the other offices, or to pick up the supplies

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stored offsite. Education and dues has been lowered due to negotiating a lesser cost for services with the American Red Cross related to swimming lessons. Site improvements includes new signage for the park, as well as regular supplies such as mulch, sand, fill etc.

Deputy First Selectman DeSousa noted under goals and priorities Mrs. Maltese has noted the creation of a townwide mailing; is that the newsletter discussed by First Selectman Bowsza? First Selectman Bowsza concurred, noting the cost of the newsletter is coming out of the Selectmen's budget, while she'll assist collecting articles and handling the administration.

Selectman Muska questioned the supplies for the splash pad; she noted the chlorine and irrigation listed in the budget. Mrs. Maltese indicated she misspoke; the chlorine would be coming out of the supplies and equipment, while the irrigation would come for professional services to prepare the irrigation lines for winterization.

Social Services (Human Services) – 411700:

The total Budget request for Social Services for FY 2020 – 2021 was \$176,926, which results in a 10.29% increase.

Mrs. Maltese reported the increases for the full time salaries are contractual; she has requested an increase of \$17, 192 in the permanent part-time salary line to fund a clerical position to assist the general public while the full time staff are assisting clients. The funding for the Youth Services Bureau has been removed from this budget and moved into the Activities, Fees, and Associations budget.

Mrs. Maltese noted the longevity line has been reduced to the retirement of an employee. Selectman Muska questioned that \$3,000 was budgeted in the current year; she questioned if that was the Youth Services Bureau funding? Treasurer O'Toole indicated Mrs. Maltese had requested a \$3,000 transfer from the Contingency Fund to cover payment to an employee who had been out of work for some time prior to retirement; there was also a savings in the full time salary line to offset that transfer.

Mr. Lansner, of the BOF, requested an explanation of evictions and ejections; Mrs. Maltese explained the process.

Mrs. Maltese reported professional services remains flat; supplies is being increased to enable the department to more community outreach – which requires outsourcing printed pamphlets to get the word out. Mrs. Maltese is also planning to provide more educational seminars for opioid addiction and recovery; regular postage is necessary to keep in the office as some of the paperwork related to evictions and ejections is time sensitive. Travel has been reduced due to use of a Town car. Mrs. Maltese noted there are no increases requested in the last three lines of the budget.

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Elderly Commission – 810900:

The total Budget request for the Elderly Commission for FY 2020 – 2021 was \$500 for a 0%.

No discussion occurred regarding this budget request. This budget provides compensation for recording secretarial services for the Elderly Commission.

**PRESENTATION/Department of Public Works - 610100/Sanitation - 810500/
Town Property - 610200/Road Improvements - 610300/Information
Technology - 910400/Building Commission - 810800:**

Len Norton, Town Engineer/Director of Public Works, joined the Board; Joe Sauerhoefer, Operations Manager was available in the audience.

Department of Public Works – 610100:

The total Budget request for the Department of Public Works for FY 2020 – 2021 was \$993,667, which results in a 6.08% increase.

Mr. Norton reported the full time salaries line is going up due to contractual increases for 3 current employees and the proposed new position; the contracts are still under negotiation at the time of this report. Ms. Petano, of the BOF, questioned how much of the \$56,000 is for the new position; Mr. Norton indicated it was approximately \$47,000+ by contract. Mr. Norton reported he has also requested the addition of a full-time facility maintainer, who would take care of the maintenance at all Town facilities and buildings, including the splash pad and snack bar at East Windsor Park. Mr. Norton indicated they will also have a new ADA restroom facility coming online in the Spring, and will be taking on maintenance at the BMX park and dog park going forward. Mr. Norton noted projects are not being completed as the facilities manager is also doing the maintenance at the Town buildings and facilities; this new person would focus on the maintenance issues. Mr. Norton reported they also provide maintenance for the fields for the schools; Mr. Sauerhoefer noted they provide maintenance for all of the park facilities during the season as well.

Mr. Norton reported he has not requested any increase in the overtime salary. They utilize the part-time hours to clean the Park facilities for rentals rather than using the overtime line; the hours are flex time in that the employee takes time off during the regular work week to compensate for working the weekends. Mr. Norton indicated he doesn't schedule overtime; if DPW employees are out after their regular hours they're responding to an emergency, or plowing snow.

Mr. Norton reported the longevity line has increased as he has an employee who is grandfathered; standby remains the same and is paid for employees to be available from

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November 1st to March 1st. He has requested a minimal amount of \$120 in the professional services line; supplies and equipment and education and dues has remained the same.

Mr. Norton reported the Public Works Department has two ongoing projects, the recording of the locations of catch basins to provide information for the Stormwater Management Study, and, measuring the reflectivity of street signage. Mr. Norton noted he acquired a grant to purchase new signage, which are currently being installed.

First Selectman Bowsza queried the Selectmen for questions; no one requested to speak.

Town Property – 610200:

The total Budget request for Town Property for FY 2020 – 2021 was \$1,080,748, which results in a 2.05% increase.

Mr. Norton reported he reviews, approves, and signs off on all bills for maintenance, equipment, and utilities for all Town property. He noted the phone line has increase \$5,000 due to the new routers for the Police Department vehicles; the modems are being provided under the Verizon phone line. There is a \$3,000 increase in the gasoline line due to increased cost of gasoline and the increased use of Town vehicles; money is saved in the mileage line but is increased in the gasoline line. Mr. Norton reported DPW has an inhouse mechanic who maintains the Town vehicles, DPW trucks, and the Senior vans. Mr. Norton reported he has requested a \$2,000 increase for janitorial services which was known at the time the budget was prepared; he has put out an RFP for services. Mr. Norton indicated the Town is in a 5 year contract for building and street electricity; the Connecticut Water Company has increased rates due to the increased number of fire hydrants and service lines for the new subdivision at Jessie Lane and East Road. The sewer service fees has remained stable. Mr. Norton reported all other Town Property budget lines have remained at no increase.

First Selectman Bowsza queried the Selectmen for questions.

Deputy First Selectman DeSousa requested a clarification of the phone charges. Discussion continued regarding Frontier line upgrades which may effect town services in the future.

Selectman Nordell questioned if Town gasoline is provided for the Broad Brook Fire Department and the Police Department vehicles? Mr. Sauerhoefer concurred, noting gasoline is also provided for the Warehouse Point Fire Department. Discussion continued regarding how the usage of the various agencies is charged back to the Town.

Road Improvements – 610300:

The total Budget request for Road Improvements for FY 2020 – 2021 was \$650,000, which results in a 49.01% increase.

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Mr. Norton reported there's no increase in the salt and sand line. He has requested \$500,000 to complete road improvements/maintenance. Mr. Norton reported he's actually been receiving positive comments on the road work that's been completed; people have been reporting that the projects they've been working on are going well and the residents are happy with the projects.

First Selectman Bowsza queried the Board for comments. Deputy First Selectman DeSousa recalled comments made during a meeting the previous week regarding concerns for the condition of storm drains in Winton Road. Mr. Norton indicated he hadn't received any complaints regarding Winton Road. He noted that area is scheduled for drainage work but not this year. Mr. Norton indicated they would review the area. Discussion continued regarding improvements on Tromley Road.

Information Technology – 910400:

The total Budget request for Information Technology for FY 2020 – 2021 was \$226,746, which results in a 6.64% increase.

Mr. Norton reported professional services was reduced by \$5,500; purchased services went up \$4,619; software licensing went up \$26,711; equipment went down \$3,000; the IT consultant remained level; they've saved some money on Cox.

Treasurer O'Toole indicated the cost of the Munis software was provided to the Selectmen on January 30th; there is no change to that cost in this budget. Mr. Norton reported he is using the numbers provided to him by the Department heads regarding software licensing costs. Mr. Sauerhoefer noted the cost of the software for the Police Department reduced the Police Department budget but has increased the cost in the IT professional services lines.

None of the Board Selectmen raised any questions regarding the Information Technology Budget.

Sanitation – 810500:

The total Budget request for Sanitation for FY 2020 – 2021 was \$977,460, which results in a 6.81% increase.

Mr. Norton reported the Town is in a 5 year contract for sanitation services. He noted an increase of \$10,590 for collection and an increase of \$31,720 for disposal in the next budget year; he noted the Town is paying less than if we went to MIRA. Mr. Norton noted he has also added \$20,000 for a household hazardous waste collection this year, as the collection wasn't done last year.

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Mr. Norton noted the line item for the Four Town Fair has been included as as the charge for East Windsor. Mr. Norton also noted 2 bulky waste drop off days are sponsored for East Windsor annually.

No one raised questions for Mr. Norton.

Building Commission - 810800:

The total Budget request for the Building Commission for FY 2020 – 2021 was \$1200, which results in a 0% increase.

It was noted this budget request is the standard request for recording secretarial services for the Building Commission.

No one raised any questions regarding this funding request.

PUBLIC PARTICIPATION:

No one requested to speak.

First Selectman Bowsza concluded the Selectmen's Budget Workshop for February 10, 2020.

ADJOURNMENT:

MOTION: To ADJOURN this Board of Selectmen's Budget Workshop at 8:32 p.m.

Muska moved/Baker seconded/DISCUSSION: None.

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

Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen