

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

**SPECIAL MEETING  
BUDGET WORKSHOP PRESENTATIONS  
February 17, 2022  
5:30 p.m.**

***DUE TO THE INCREASE IN  
COVID ACTIVITY THIS MEETING  
IS BEING HELD REMOTELY ONLY***  
via ZOOM Teleconference

**Meeting ID: 332 683 3563  
Passcode: townhall**

***MEETING MINUTES***  
***\*\*\*\*\*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  
Charles Nordell, Selectman

**ATTENDANCE:** First Selectman Bowsza hosted the remote meeting.  
Also present were: Deputy First Selectman DeSousa, Selectman Baker,  
Selectman Muska, and Selectman Nordell.

**.GUESTS/SPEAKERS in-person:** None; remote access only.

**GUESTS/SPEAKERS related to Budget Presentations (Remote access only):** **Finance**  
**Director:** Amy O'Toole; **Assessor:** Helen Totz; **Planning and**  
**Development:** Ruth Calabrese, Director; **Tax Collector:** Patti  
Kratochvil; **Town Clerk:** Amy Lam; **Registrars:** Angelo Severino,  
Karen Gaudreau; **American River Heritage Commission:** Barbara  
(Dick) Sherman.

**Additional remote participants identified under their sign-in signature:** Tom Lansner,  
Melissa LaBelle, Peg (Margaret) Hoffman, Recording Secretary.

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**1. TIME AND PLACE OF MEETING:**

First Selectman Bowsza called the Board of Selectmen Special Meeting/Budget Workshop of the East Windsor Board of Selectmen dated February 17, 2022 to order at 5:31 p.m. via remote access.

**2. ATTENDANCE:**

First Selectman Bowsza noted Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell have joined this meeting remotely as well.

**3. PRESENTATIONS:**

**Assessor and Board of Assessment Appeals:**

Helen Totz, Assessor, reviewed the following Budget requests:

**Assessor - #10054131**

(Department Expenses)

- Books and Periodicals – increased to \$1,235 due to a change in pricing by the Motor Vehicle Association
- Dues and Fees – increase of \$895 – training for new personnel

Assessor Totz indicated she plans to sign the new employee up for every class available to get them up to speed as quickly as possible. First Selectman Bowsza requested a review of the process required, and the potential timeline for that training. Assessor Totz cited that certification for an Assessor is provided through the Certified Connecticut Municipal Assessors organization; there are 6 classes. The minimum number of classes that must be successfully completed is 5. The classes are only offered once a year. A minimum amount of time to become certified is 3 years, 5 to 6 years would be the maximum.

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First Selectman Bowsza noted Assessor Totz has a number of years of experience under her belt; they're thinking in terms of a potential succession plan and under State Statutes you need someone who is certified to sign a Grand List and submit it to OPM. He noted the current dearth of certified Assessors; this approach makes sense and keeps the Town in compliance with State law.

**QUESTIONS:** None.

<b>Board of Assessment Appeals - #10054132</b>
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(Department Expenses)

- Professional Services – reduced by \$75
- Recording Secretary – flat fee of \$1,500 for the year

Assessor Totz indicated the Town is in the middle of a re-evaluation effective October, 2022. With the increase in real estate values Assessor Totz anticipates a significant number of appeals. This budget funds the cost of a recording secretary for the meetings which will be scheduled as needed. First Selectman Bowsza cited the revaluation occurs once every 10 years, with a “paper” revaluation occurring every 10 years, with 5 years in between them. Assessor Totz concurs, this is a “paper” revaluation; all buildings in Town are visited by the revaluation company

**QUESTIONS:**

**Selectman Baker:** Noted a recent Journal Inquirer article which reported on the increase in motor vehicle values, he questioned if Assessor Totz anticipates much push back in the appeals? Assessor Totz indicated she wouldn't be surprised, but she's trying to get the information out to the public so people will be aware to expect an increase in their motor vehicle bills and the Grand List on motor vehicles that will come out in July.

First Selectman Bowsza noted he and Assessor Totz had discussed increases of approximately 25% reported by approximately 70 towns to OPM. East Windsor came in at 22%. We're in line with other towns. Discussion continued regarding the effect of the increase on taxpayers. First Selectman Bowsza noted the Governor is proposing to put a Statewide cap on motor vehicles at 39 mills, that would equate to about a \$600,000 loss

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to East Windsor. Discussion continued regarding the potential for that change occurring.

**Tax Collector - #10054135**

Tax Collector Kratochvil reviewed the following budget requests:

(Department Expenses)

- Dues and Fees - \$38 increase

Tax Collector Kratochvil reported there was an increase in the National Tax Collector and Treasurer's conference. She's also trying to get her assistant certified as a Certified Connecticut Municipal Officer through the Connecticut Conference and Municipalities which requires a membership fee.

Tax Collector Kratochvil indicated the rest of her Budget requests remain pretty much status quo.

First Selectman Bowsz explained the CCMO program Tax Collector Kratochvil spoke of was completed by Tax Collector Kratochvil last year; First Selectman Bowsza has completed his as well. He noted there at least 4 other municipal employees going through the process. Tax Collector Kratochvil suggested it makes a much more well-rounded employee.

**QUESTIONS:** None.

**Tax Revenue**

First Selectman Bowsza noted there will be a discussion of Tax Revenue at the end of all Budget Presentations.

**Town Clerk - #10054147:**

Town Clerk Amy Lam reviewed the following budget requests:

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(Department Expenses)

- Professional Services – increase of \$100 for cost of audit
- Dues and Fees – increase of \$350

Town Clerk Lam reported New Vision increased the cost of the audit, we're averaging between 2,000 and 2,500 documents a year.

Town Clerk Lam indicated Dues and Fees have increased as she's been taking classes for certification through the Internal Institute of Municipal Clerks; that requires 60 points in education and 60 points in experience categories. They offer conferences twice a year and additional conferences sporadically.

**QUESTIONS:**

**Deputy First Selectman DeSousa:** Questioned in your Goals, what's the "pay online" for the Land Records? Town Clerk Lam noted she and First Selectman Bowsza have discussed this issue. Currently all the Town Clerk records are free online. She should be charging a \$1.00 per page but when COVID hit they put the records online. Town Clerk Lam indicated she can't find another Town that provides documents for free. It's revenue that's being lost every year; she would like to initiate a charge.

First Selectman Bowsza suggested the issue is should we provide a service at no cost or at a cost to the user. He recalled previous Town Clerk Slatter had paid for the cost from the Town Clerk's fund when COVID first started, she paid for the funding over a 5 year period. He and Town Clerk Lam are engaging in on-going discussions.

**Selectman Baker:** Indicated Deputy First Selectman DeSousa asked the question he had planned to raise.

**Registrars - #10054149:**

Angelo Severino, Democratic Registrar of Voters, and Karen Gaudreau, Republican Registrar of Voters, joined the Board. Registrar Severino presented the following summary:

(Department Expenses)

- Supplies – increase of \$500

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- Education and Dues - \$750 increase

Registrar Severino noted the Registrar's Office needs to replace the Moderator's cart, as the wheels are falling off one and the second is no longer useable. An estimated replacement cost is \$600 each. Registrar Severino also noted they need to purchase "You voted" posters and stickers, which are not available through central supply.

Registrar Severino reported the increase in the Education and Dues line covers the cost of attending 2 ROVAC conferences and 4 regional conferences which are mandatory to fulfill educational requirements. Attending the conferences requires that they travel to the various locations. Registrar Severino suggested Registrar Gaudreau has about a year to complete her certification.

**QUESTIONS:**

**Deputy First Selectman DeSousa:** Noted currently the Broad Brook Fire Department referendum falls in with other voting days. If that isn't going to be consistent and they need to go to another meeting has anything been budgeted for that? Noting this is the first he's heard of this issue Registrar Severino indicated they haven't budgeted a line item for the Broad Brook Fire Department. He indicated there's a little money available because they have budgeted for a primary this year, which he doesn't anticipate happening, and he's budgeted money for an audit which hasn't been done in several years.

First Selectman Bowsza noted that under the Ordinance which established the Broad Brook Fire Department (BBFD) 2 of the referendums for the BBFD fall on already scheduled referendum dates, one would spill into the ensuing Fiscal Year (2<sup>nd</sup> Tuesday in May, 2<sup>nd</sup> Tuesday in June, and 2<sup>nd</sup> Tuesday in July). Registrar Seveino questioned that if the BBFD budget passed on the first time around would the Town have the second referendum? First Selectman Bowsza clarified that in the event that the Town budget passed on the first referendum and the BBFD didn't then there would be another referendum 4 weeks after that first referendum only on the BBFD.

Registrar Gaudreau noted that with the redistricting that's going to be occurring Broad Brook/District 2 is going to be picking up more of the 59<sup>th</sup> State District, which means they will have to pick up more people. Discussion continued regarding the status of Legislative approval of the District changes. First Selectman Bowsza indicated it's been

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approved for State Assembly seats, but hasn't been done for State Congressional Districts. The State Senate has been approved; East Windsor remains totally in the 3<sup>rd</sup> Senate District. Registrar Gaudreu suggested if the State 57/59 District has been approved then East Windsor's District 2 voting district will be picking up some District 1 voters in addition to the lines for the Broad Brook Fire Department.

First Selectman Bowsza didn't think either voting precinct would be picking up voters from anyone else but it does mean both Assembly seats will be split in both Districts, and it will make work for the Registrars.

**Deputy First Selectman DeSousa:** Questioned if Rice Road is changing to the 57<sup>th</sup> District? Registrar Gaudreau noted maps haven't been provided yet. First Selectman Bowsza noted the dividing line in Broad Brook is Main Street; if you're at Paul's Package Store you're in the 59<sup>th</sup> District, if you're standing in the Broad Brook Fire Department you're standing in the 57<sup>th</sup> District.

First Selectman Bowsza indicated he felt there would be primaries in Congressional and some Constitutional races. Registrar Severino reported they've budgeted for one primary in each party.

**Planning and Development, P&Z, ZBA, EDC, IWWA:**

Joining the Board was Ruthanne Calabrese, Director of Planning and Development (Also Town Planner, Zoning Enforcement Official, Wetlands Agent).

Director Calabrese reviewed the following Budget requests:

**Planning and Development - #10054153**

(Personnel)

- Full-time Salary – currently has 3 full-time employees
- Part-time Salary – currently 1 position open

Director Calabrese noted the Planning Department is supported by 3 full-time employees

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currently; they are also being supported 1 day a week by Planning Consultant D’Amato. We still have one part-time position which is open.

(Department Expenses)

- Professional Services – Tighe Consulting (Mike D’Amato)
- Dues and Fees – increase for CAZIO training to new employees

Director Calabrese reported the Professional Services line is Mike D’Amato; the intent is to assist with initiatives regarding economic development, customer services via the interface with developers, development of Zoning Regulations to keep current with State Statutes, and assist streamline the permitting process for people wishing to come to town.

Director Calabrese cited the Dues and Fees line will increase due to the need to train new employees. She directed the Board to the Budget details for information on the various organizations.

**QUESTIONS:**

**Selectman Muska:** Questioned if the \$4,000 per month is the rate in this current Fiscal Year for Tighe? First Selectman Bowsza replied affirmatively, noting they haven’t increased the cost of their services. He indicated that was their initial fee when they were with CHA; they haven’t changed their rates ever.

**Selectman Baker:** Indicated he didn’t have any questions but noted the amount of turnover in the Department over the past 3 years. He’s encouraged by the direction it’s going; this Department is the economic engine driving new business or expansion of current businesses. Selectman Baker felt it was an important Department to invest in. He’s happy the way it’s going.

**Selectman Nordell:** Questioned how much overlap occurs with Planning Consultant D’Amato and the Economic Development Commission? First Selectman Bowsza cited the difficulty of the question. He indicated that a lot of the initiatives that have happened in the past 3 years have come out of the Selectmen’s Office and the Planning Office; Planning Consultant D’Amato has been a big part of that for the last 1 ½ years. He suggested many of those things should have come out of the Economic Development Commission but you’d have to go back to when Andy Hoffman was a member of the EDC and made visits to businesses which was forward thinking to engage businesses in



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future development. The Economic Development Commission does a lot of cheerleading for existing businesses. Planning Consultant D’Amato can bring to the table facilitating meetings with nationally based businesses from around the country regarding development or get us into queues for regional solicitations on a regional basis. Honestly, a volunteer Commission doesn’t have the time or the bandwidth to do that. First Selectman Bowsza gave examples of some of the contacts Planning Consultant D’Amato is able to accomplish within a week’s time.

**Selectman Baker:** Indicated he sees Planning Consultant D’Amato as adding technical capabilities to implement initiatives like the Warehouse Point Study. Economic development, from the standpoint of the Planning Department, is laying the groundwork to create the correct regulations and processes that streamline the capabilities for companies to come in, and make it inviting for them to come in. The Economic Development Commission is networking with a different skill set. Selectman Baker felt what the Town has been missing is the technical capabilities and the background to make sure our regulations enable that. Director Calabrese noted Planning Consultant D’Amato works for several towns, and has significant background and connections to build relationships with many people. First Selectman Bowsza cited the recent hiring of an Assistant Planner who will have heavy focus on Zoning Enforcement which will enable Director Calabrese to assign responsibilities as necessary to move the Department forward. Director Calabrese noted the new Zoning Enforcement officer comes with a degree in Urban Planning and several years of experience, she just needs to learn our regulations.

<b>P&amp;Z (Planning and Zoning Commission)- #10054154</b>
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(Department Expenses)

- Recording Secretary – increase to \$4,710 based on meeting duration.
- Dues and Fees – Commissioner training

Director Calabrese noted she had been asked by the Planning and Zoning Commission to research what surrounding towns were paying for recording secretary fees. She indicated she reached out to counterparts in Cromwell, Wethersfield, Enfield, South Windsor, Ellington, and Windsor Locks, and also consulted an online survey. East Windsor is on the low side. Director Calabrese reported the average compensation to attend a meeting, take the minutes, prepare the motions, and prepare the minutes packet was \$174; East

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Windsor is paying \$125. The PZC increased the fee to \$175 for a standard/3 hour meeting, anything over 3 hours would increase to \$260. She's estimated 25% of the meetings would be at the higher rate. Director Calabrese indicated that impacts the fees on all the Commissions, with the exception of Agricultural and Conservation Commissions who take their own minutes..

**ZBA (Zoning Board of Appeals) - #10054155**

(Department Expenses)

- Recording Secretary – increased fees

Director Calabrese indicated this budget includes the increased cost for recording secretary fees as noted above. The Zoning Board of Appeals is an on-call Board; she's based the request on 6 meetings, all at the longer meeting rate.

**EDC (Economic Development Commission) - #10054171**

(Department Expenses)

- Recording Secretary – increased fees
- Education and Dues – reduced
- Professional Services - \$10,000

Director Calabrese noted the Economic Development Commission had asked her to request \$10,000. She read Chairman Richard's email citing support of the Commission. Director Calabrese suggested discussion during a previous meeting included hiring a grant facilitator, which is some of the work Planning Consultant D'Amato is involved in.

**QUESTIONS:**

**Selectman Baker:** Questioned what training would the EDC members be taking? Director Calabrese suggested she didn't have specifics for Selectmn Baker but noted that the Department brought in Advance Connecticut last year for a presentation.

**IWWA (Inland Wetlands and Watercourse Agency)- #10054163**

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(Department Expenses)

- Recording Secretary – increased rate
- Dues and Fees – no increase

Director Calabrese noted the budget includes the higher rate for the recording secretary, but is lower than the Planning and Zoning Commission as the Inland Wetlands and Watercourse Agency meets only monthly. She's used the same logic to estimate that 25% of the meetings would be at the higher rate.

Director Calabrese noted the Dues and Fees are for organizational membership and a conference the Commissioners attend.

**Agricultural Commission - #10054168, and Conservation Commission - #10054170:**

(Department Expenses)

- Recording Secretary – \$500 annually, no increase

Director Calabrese noted both of these Commissions take their own minutes; recording secretary fees have remained flat.

**QUESTIONS:**       None.

**Building Department - #10054213 (Public Safety)**

First Selectman Bowsza noted his recommendations for the Building Department:

(Personnel)

- Full-time Salaries – see discussion below
- Part-time Salary – 2% increase proposed
- Longevity – remove, no longer necessary
- Professional Services – reduced to \$10,000
- Supplies – reduced to \$1,500
- Dues and Fees – remains the same

First Selectman Bowsza noted that with regard to full-time salaries, for all departments

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there are a number of Bargaining Units that are either out of contract, or will be out of contract. The Clerical Union is out of contract as of July 1, 2021 so the Department budget line doesn't reflect 2 years of raises; raises are reflected elsewhere in the budget. He noted the Supervisor's contract is locked in at 1.75%, with the opportunity for up to another 1% based on merit and performance. What is budgeted in each of the department lines is only the 1.75% number. The up to 1% is budgeted elsewhere but isn't reflected in any of the Full-time Salary lines.

First Selectman Bowsza reported the Full-time Salary line only includes a 1.75% increase for the Building Official; it does not include an increase for the Clerical employee. He noted the Building Official position is currently open, as is the position for the Clerical assistant; the number is a "highball" number and it's unclear if the positions will be filled by the end of this Fiscal Year.

First Selectman Bowsza noted that the Police Officers' Contract expires on June 30, 2021; in the Police Department budget under the Police Officers' line the only thing budgeted is the new Police officer and the step increases, there are no Collective Bargaining increases included in that budget. We need to consider the Full-time Salary lines understanding that there are pieces missing from every department.

First Selectman Bowsza reported the Part-time Salary line represents a 2% increase. He noted because of the increase of the minimum wage and the 5 year phase in the State is doing there is salary compression occurring. First Selectman Bowsza indicated the Board will see this situation occurring across the board for part-time employees.

First Selectman Bowsza indicated the Longevity line can now be removed.

First Selectman Bowsza indicated he is recommending a reduction in the Professional Services line as the \$20,000 requested annually has been budgeted and returned at the end of the year.

First Selectman Bowsza noted the budget request for Supplies was for \$2,000, he has reduced that to \$1,500, and the budget request for Dues and Fees remains the same.

**QUESTIONS:**

**Selectman Baker:** Noted that First Selectman Bowsza had indicated the Board would

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be talking about contracting for Building Inspection Services, he questioned where that would be funded? Finance Director O'Toole indicated that would come from Professional Services because they would not be East Windsor's employees. Selectman Baker questioned if the Professional Services line should be increased to perhaps \$30,000? First Selectman Bowsza indicated the Town has the funding to cover the current arrangement in the current budget year, he suggested the Board might want to consider restoring that to \$20,000 during budget deliberations. Finance Director O'Toole indicated that for this year she'll be doing a transfer to fund the Professional services line.

<b><u>Treasurer, Board of Finance, Insurance, Pension:</u></b>
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(Department Expenses)

- Dues and Fees – slight increase of 2%
- Payroll Services – increase of 5%
- Supplies – increase of 6%

Finance Director O'Toole noted they were a little short for the Payroll Services last year. Every time we add a new employee, including the part-time firefighters, it costs the Town more. She's added a 5% increase in the Payroll Services line.

Finance Director O'Toole also noted she's increased Dues and Fees, and Supplies slightly.

**QUESTIONS:**

**Selectman Baker:** Noted in the Goals and Priorities Finance Director O'Toole had indicated automating the budget process, he requested she explain her intentions. Finance Director O'Toole reported that MUNIS actually has the capabilities to input detail into the budget lines. It's similar to what is provided as detailed information in the budget requests which is currently done in Excel. She also noted the new software, ClearGov, so there are other places where the Town could have more transparency and more automation going forward.

Selectman Baker cited her reference to an Excel spreadsheet, he questioned if that had

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been provided to the Board. Director O'Toole suggested a pdf of the Expenditures had been sent today. First Selectman Bowsza suggested it had also been submitted to the Town Clerk as required under the Charter. Discussion followed regarding MUNIS' status; First Selectman Bowsza suggested the Town can't get into MUNIS at this point, Finance Director O'Toole indicated the Town can't start the 2023 budget until the 2021 BOE audit is completed. Finance Director O'Toole cited she would prepare the Excel spreadsheet for future budget workshops and explained the process of importing the information from MUNIS over to the Excel worksheet. Selectman Baker cited the Board loves the Excel worksheet.

**Selectman Nordell:** Indicated the pdf he received today was unreadable; First Selectman Bowsza suggested opening the document on a laptop worked well for him.

<b>Treasurer - #10054137</b>
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(Department Expenses)

- Audit – increase of 5%
- Bank Fees – no increase
- Budget Mailer – no increase
- Annual Report – no increase

Finance Director O'Toole reiterated the increase of 5% in the Audit line. She noted this is the last year of the contract with Mahoney and Sabol.

Finance Director O'Toole indicated she has kept the budget line for Bank Fees flat as they haven't been used in the past few years.

Finance Director O'Toole cited she's also kept the cost of the Budget Mailer flat. Postage for that document is covered under the First Selectmen's budget.

Finance Director O'Toole noted she's also kept the budget line for the Annual Report with a flat increase.

**QUESTIONS:** None

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**Selectman, Activities and Fees, Legal, Ethics:**

**Selectman - #10054111**

(Department Expenses)

- Postage – increased
- Advertising – reduced \$500
- Travel – increased \$200
- Central Supplies – increased \$1,000
- Printer and Toner – decreased \$1,000

(Personnel)

- Full-time Salary – 2% increase

First Selectman Bowsza noted Postage has been increased to cover the potential cost of “The 5 Village Voice” if advertising support lags.

First Selectman Bowsza noted the Advertising line has been reduced based on historical trends.

First Selectman Bowsza noted the Travel line increased to cover the cost of a conference.

First Selectman Bowsza indicated he has increased the Central Supplies line, and offset that by decreasing the Printer and Toner line by \$1,000.

First Selectman Bowsza noted 2% raises are proposed for the Selectmen’s Administrative Staff and himself.

First Selectman Bowsza reported the total budget increase for the Selectman is a total increase of \$7,304 or a little over 2%.

**QUESTIONS:**

**Selectman Baker:** Noted under the Community Outreach line part of that is funding for

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EverBridge. Selectman Baker indicated the Police Department is also paying for EverBridge, is that a duplicate cost? First Selectman Bowsza reported EverBridge is covered in the Communications line of Emergency Management, the number has been reduced over time. Finance Director O'Toole noted \$157 was spent this year vs. \$700 last year. First Selectman Bowsza suggested it's a cushion that enables communication with the general public should the need arise. Selectman Baker cited the duplicate expense line in the Police Department Budget. First Selectman Bowsza suggested the listing he submitted shouldn't include EverBridge, we don't pay EverBridge out of that budget line. Finance Director O'Toole cited the \$8,700 is the full price, which is reflected in the Communications line.

<b>Activities and Fees - #10054140</b>
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(Department Expenses)

- Probate Court – no increase in \$2,853 contribution
- North Central Health – no increase
- Recognition – no increase in \$1,000 funding
- CCM - no increase in \$7,035 membership fee
- CRCOG – no increase in \$10,834 membership fee
- Memorial Day – no increase
- Metro Hartford Alliance – no increase in \$2,275 membership fee
- Cemeteries – reduced budget request
- East Windsor Health and Wellness – no increase
- 4-Town Fair – no increase, remains at \$5,000
- Network Against Domestic Abuse – remains at a \$5,000 donation
- American Heritage River Commission – same budget request at \$3,500
- Melrose School – same budget request at \$500
- Connecticut Main Street – deleted \$1,000 contribution

First Selectman Bowsza reported the Probate Court is a pro-capita assessment driven by population, the \$2,853 is East Windsor's contribution to the Regional Probate Court.

First Selectman Bowsza noted the North Cenral Health District is also based on a per-



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capita assessment, the number reflects the number of people assessed which went down from the previous year.

First Selectman Bowsza reported General Recognition has been budgeted at \$1,000; that line enable the Town to present recognition plaques as was done for the Fire personnel, and also service recognition.

First Selectman Bowsza noted CCM is the Town's membership in the Connecticut Council of Municipalities, which is a State-wide lobbying group on behalf of the Town.

First Selectman Bowsza reported CRCOG (Capital Regional Council of Governments) is the Regional Planning Agency, contribution is population-driven.

First Selectman Bowsza suggested the Memorial Day line provides flags for the cemeteries on Memorial Day.

First Selectman Bowsza indicated Metro Hartford Alliance is similar to a regional Chamber of Commerce and is a clearing house for certain business interests, it's a regional business networking membership.

First Selectman Bowsza noted the Cemetery Association is asking for \$45,000, First Selectman Bowsza has budgeted \$20,000.

First Selectman Bowsza noted the East Windsor Health and Wellness was previously the Visiting Nurse Association, there is no increase in funding

First Selectman Bowsza reported the Four-Town Fair line remains at the \$5,000 budgeted last year.

First Selectman Bowsza noted the Network Against Domestic Abuse serves 8 communities, amount budget is a donation on behalf of East Windsor.

First Selectman reported the American Heritage River Commission request provides services for a recording secretary and water testing. Noting that Barbara Sherman, a member of the American Heritage River Commission had joined the meeting remotely, First Selectman Bowsza asked if Mrs. Sherman would like to offer additional information. Mrs. Sherman noted they have requested \$3,500 for the past

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several years. That budget request provides funding for a recording secretary at \$1,200, and water testing at an approximate cost of \$1,800. She cited Dr. Martin's contribution to the testing program due to her availability of the materials whose shelf-life would have expired during the downturn in in-person classes during COVID. Mrs. Sherman also noted they have subscriptions to River Conservancy and Connecticut River Alliance.

**QUESTIONS:**

**Selectman Baker:** Indicated he had no questions but thank you for all the Commission does, the trail is looking great. Mrs. Sherman noted they had a good crowd for First Day Hike; they're planning to do more bridgework and other repairs.

Mrs. Sherman reported they didn't receive the Maintenance Grant they applied for. Selectman Baker noted he's walked the trail extension the Commission has mapped out and he noticed some bridge repair that should be done, he questioned if the Maintenance Grant would have covered those repairs? Mrs. Sherman concurred. Selectman Baker questioned the estimated cost of the bridge expansion? Mrs. Sherman reported they applied for a little over \$5,000 which would have included installing park benches, the cost of wood would have been around \$3,000 at the time of the Grant submission.

Continuing the Selectman's Budget request presentation First Selectman Bowsz noted the Melrose School line has been flat funded, with no increase.

First Selectman Bowsza noted Connecticut Main Street is an organization he thought would drive downtown development but didn't provide the services he anticipated. The membership in that organization has been removed from his Department budget.

**QUESTIONS:** None.

<b>Legal - #10054139</b>
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(Department Expenses)

- Town Counsel – no increase in \$190,000 budget request
- Labor Relations – no increase in \$90,000 budget request

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First Selectman Bowsza reported he is keeping this budget flat, no change from the current year.

**QUESTIONS:** None.

**Ethics (Ethics Commission) - # not available**

First Selectman Bowsz cited the Ethics Commission hasn't had reason to meet in some time; their budget request is for recording secretary services.

**QUESTIONS:** None.

**Insurance - #10054157**

(Department Expenses)

- LAP Insurance - \$5,000 increase
- Deductible Expense – no increase

Finance Director O'Toole cited the Town is restricted to a "not to exceed 3% increase". She noted she has increased the LAP line \$5,000 to cover what she had been advised is exposure changes.

Finance Director O'Toole indicated deductibles are different depending on what policy they relate to; she's left the budget line at \$5,000.

**Pension (Employee Benefits)- #100550000**

(Department Expenses)

- 27<sup>th</sup> Payroll - \$49,472 increase
- FICA – increase of \$15,815
- DB Pension – budgeted amount pending
- 401A and 457 Match – increased \$5,000+

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- OPEB – flat, no increase or decrease
- Tuition Reimbursement – no change
- Unemployment Compensation – no change
- Workers Compensation - \$4,500+ increase
- Health/Life Insurance - \$79,770 increase
- Heart and Hypertension – no change
- Physicals (Medical) - \$1,500 increase

Regarding the 27<sup>th</sup> payroll, First Selectman Bowsza cited it's a budget line based where we are in the calendar. He and Finance Director O'Toole anticipate there will be one more year this will go up and then they'll be a steep drop, and then it will rebuild over time.

First Selectman Bowsza noted FICA is a cost driven by the number of employees and compensation rates.

First Selectman Bowsza reiterated we don't have a final number on the DB Pension numbers.

First Selectman Bowsza noted the 401A and 457 line is for employees who are on a Defined Contribution Plan or have a 457 match as part of their Collective Bargaining Unit.

First Selectman Bowsza cited OPEB is Other Post Employment Benefits, which is flat.

First Selectman Bowsza noted Tuition Reimbursement, and Unemployment Compensation are both flat.

First Selectman Bowsza indicated Workers Compensation is increasing by about \$4,600 which is due to our exposure risk; that's administered by CIRMA.

First Selectman Bowsza noted the Health and Life Insurance line has been budgeted at the 5% increase they were initially reported; that number may change. First Selectman Bowsza reviewed the status of the rate increase; he noted this has been a tremendous savings to the Town to be on the State plan rather than the HSA plan.

**QUESTIONS:**

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**Deputy First Selectman DeSousa** Regarding the Other Post Employee Benefits, is that in line with the Statue passed a few years ago – that by a certain date we had to be fully funded? Finance Director O’Toole replied affirmatively, noting only a chunk of this is going towards the actuarial contribution that we need to make. The remainder is used to pay benefits when people leave that have accrued time. First Selectman Bowsza reviewed a payment history from Fiscal Year 2017 to the current year; he noted year-to-date we’re at \$19,000 and are budgeting at \$85,000 which is consistent with the current year.

**Deputy First Selectman DeSousa**: Questioned what physicals are being paid for now that we don’t have the Fire Department, or are we still paying for their physicals? Finance Director O’Toole indicated those are pre-employment physicals for Town employees.

**Deputy First Selectman DeSousa**: Regarding Heart and Hypertension, are we paying out to anyone now? Finance Director O’Toole indicated we have one active claim and one tentative claim, and if not we send that money to another fund at the end of the year which is accumulating for future payments that might be necessary.

**Revenue:**

Discussed during Budget workshop continuation at Regular Board of Selectman meeting this same date.

4. **PUBLIC PARTICIPATION:** None.

5. **ADJOURNMENT:**

**MOTION:** To ADJOURN the February 17, 2022 Board of Selectmen Budget Workshop at 6:59 p.m.

**DeSousa moved/Muska seconded/DISCUSSION:** None

**VOTE:** In Favor: Unanimous  
(No one opposed/No Abstentions)

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Respectfully submitted, -----  
Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

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