

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***SPECIAL MEETING  
BUDGET WORKSHOP PRESENTATIONS (AMENDED)  
Thursday, February 23, 2023  
5:30 p.m.***

***THIS MEETING  
IS BEING HELD IN-PERSON  
In the John Daly, Jr. Meeting Room  
Town Hall, 11 Rye Street, Broad Brook, CT 06016***

***AND***

***REMOTELY 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 in-person meeting. Deputy First Selectman DeSousa, Selectman Baker, Selectman Muska, and Selectman Nordell were present in person.

**ABSENT:** All Selectmen were present this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the in-person meeting. **Department Heads making Budget Presentations:** D. James Barton, Veterans Commission; Paul Anderson, **Broad Brook Library**; Lois Hiller, **Warehouse Point Library**; Len Norton, Director of Public Works/Town Engineer, and Joseph Sauerhoefer, Deputy of Public Works, **Department of Public Works, Sanitation, Town Property, Roads, IT, Building Commission.**

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**GUESTS/SPEAKERS signing in to meeting remotely:** Jennifer, Tom Lansner,  
Peg Hoffman, Recording Secretary.

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

First Selectman Bowsza called the February 23, 2023 Special Meeting/Budget Workshop Presentations of the East Windsor Board of Selectmen to Order at 5:31 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Selectman Nordell to lead everyone in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

**4. BUDGET PESENTATIONS:**

**VETERANS COMMISSION:**

**D. James Barton, Chairman**

Mr. D. James Barton, Chairman of the Veterans Commission, joined the Board. Mr. Barton noted the Commission's request is to increase the fee for their recording secretary from the current \$75.00 per meeting to \$125.00 to be consistent with other recording secretaries. Mr. Barton noted the Commission has no support staff, their recording secretary prepares the agendas, prepares the minutes, and files the documents with the Town Clerk, and prepares flyers, handles correspondence, and assists the Commission with other tasks.

Mr. Barton noted he reviewed the comparison provided by Finance Director O'Toole, and found it appers the compensation is based on the length of Commission meetings, and complexity. He gets it that some of the minutes need to be more detailed as they may be dragged into court, but he felt the work involved for the Veterans recording secretary is worth what he's asking for.

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Finance Director O'Toole asked if there was any change in the Memorial Day line (under Activities, Fees, and Associations); Mr. Barton responded negatively.

Mr. Barton concluded his presentation.

**BROAD BROOK LIBRARY:**  
**Paul Anderson, President**

Mr. Anderson joined the Board from the in-person audience.

Mr. Anderson noted his budget request for this year is the same as last year; the Broad Brook Library isn't asking the Town to pay any additional costs. He noted their budget follows a calendar year rather than a fiscal year, but the budget request is the same.

Mr. Anderson reported they've recently made some improvements, such as the outdoor ADA-accessible ramp which was made with ARPA funding. The plan to enclose the ramp, and add a roof over it in the future.

Mr. Anderson indicated they're planning some fund-raising projects, such as raffles, and maybe some events at the Opera House, which are still in the early stages of planning.

Mr. Anderson noted they are budgeting \$13,000.00 for purchasing new books, as people still come in looking for books. The library is being used more now as people seem to be congregating more since COVID. They also have passes available for purchase to attend other museums in Town.

Mr. Anderson noted they've recently received requests from DCF for room to meet with clients, and they've been able to accommodate some of the family meetings while providing them some privacy.

Regarding their financial status, the library has a non-profit checking account and a business savings account.

Deputy First Selectman DeSousa questioned if the savings account is earmarked for something specific? Does the library have any endowments? Mr. Anderson noted that the library lost money on their Frontier stock a couple of years ago; their holdings are minimal. First Selectman Bowsza suggested the library is on

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better financial footing now than previously. Mr. Anderson concurred, noting they appreciate the Town's help. He noted people like to come in to the library and borrow actual books and congregate.

Mr. Anderson concluded his presentation.

**WAREHOUSE POINT LIBRARY:**  
**Lois Hiller, Librarian**

Ms. Hiller, Librarian for the Warehouse Point Library, joined the Board and reviewed a PowerPoint presentation. A summarization of the presentation follows:

- They have a new mission statement
- Wifi is now available in the rear parking lot
- Increased their online resources
- Have reopened evening use of the library
- Received a construction grant from the Connecticut State Library to create a new entrance with new electronic sign. The library needs to raise matching funds before beginning the project.
- A recent assessment of the library's technology infrastructure indicated the need for an upgrade
- Per capita operating income is \$37.00 for East Windsor versus \$56.00 for towns of similar size and \$59.00 Statewide
- Municipal contribution is 0.7% versus 1.1% for similar sized towns
- Municipal contribution represents 68% of the library's operating budget
- Per capita wage comparison is \$16.00 for East Windsor versus \$34.00 for similar sized towns, and Statewide
- The library has experienced a 6% circulation increase

Ms. Hiller reported the 2023-2024 budget request is \$315,000.00.

Ms. Hiller opened discussion with the Board.

Selectman Baker questioned how they proposed to raise the matching funds for the construction grant? Ms. Hiller indicated they'll send letters to previous donors, and perhaps hold events such as concerts and dinners as well.

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Deputy First Selectman DeSousa questioned the number of employees and their wage scale. Ms. Hiller reported she is the 1 full time employee and there are 8 part-time employees. The part-time employees salary range from \$15.00/hour to \$22.00/hour for the bookkeeper. She noted some of the part-time employees work up to 22 hours.

The Board thanked Ms. Hiller for her presentation.

**DEPARTMENT OF PUBLIC WORKS, SANITATION, TOWN**  
**PROPERTY, ROADS, IT, BUILDING COMMISSION**  
**Leonard Norton, Director of Public Works/Town Engineer**  
**Joseph Sauerhoefer, Deputy of Public Works**

Director of Public Works Len Norton and Deputy Director of Public Works Joe Sauerhoefer joined the Board, and reviewed a PowerPoint presentation as well. Following is a summarization:

**PUBLIC WORKS:**

- Director Norton reviewed their mission statement
- The Department manages projects for the Town and the schools
- Do their own fleet maintenance for the Park and Recreation equipment and the Senior buses
- Small (7.91%) increase proposed for the salary line, which doesn't include the \$35,000.00 contribution agreed to by the Board of Education. Salary increase is reduced to 4.91% including the BOE contribution

**TOWN PROPERTY:**

- Includes Town building repairs, street lights, heating oil and electricity for the buildings
- Gas and diesel for vehicles is anticipated to increase
- \$3,000.00 increase anticipated under Hydrants for connection to the Hazardville Water Company. Finance Director O'Toole suggested a newer/higher cost is coming through

Selectman Baker questioned if the Town has a contract for the heating oil? Director Norton indicated they deal with a company that purchases from the State for the heating oil as well as the gas and diesel. Based on historical trends the numbers seem to be ok.

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**ROAD IMPROVEMENTS:**

- Flat budget at \$430,000.00

Selectman Baker questioned if the Town is saving money on the salt and sand this year? Deputy Director Sauerhoefer reported they have \$22,000.00 left over from last year. Director Norton noted they have purchased some this year as no one knows what will happen next year. We have approximately three-quarters of the salt/sand mix left. Finance Director O'Toole suggested what they save on plowing they spend on road maintenance.

**SANITATION:**

- Pick-up costs vary from \$93.00/ton to \$97.00/ton based on current contract versus a pick-up cost of \$135.00/ton for several surrounding towns
- Single-stream and recycling costs are \$54.00/ton versus \$133.00/ton for surrounding towns
- No hazardous waste drop-off budgeted for 2024 but will need to budget for same in 2025

**INFORMATION TECHNOLOGY:**

- Increase for consulting fees
- Increase for software licensing fees

**ENGINEERING:**

- Slides of projects throughout town

No questions from the Board.

**5. PUBLIC PARTICIPATION**

First Selectman Bowsza offered an opportunity for members of the in-person audience to comment; no one requested to speak. First Selectman Bowsza then offered an opportunity for public comment to the remote participants; no one requested to be acknowledged.

**6. BUDGET DISCUSSION AND VOTE:**

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Selectman Baker offered to start approval of budget requests with the Boards and Commissions.

**BOARDS AND COMMISSIONS:**

**MOTION:** To ACCEPT budget requests for the following Commissions: Board of Selectmen, Ethics, Diversity Council, Arts & Culture, Board of Finance, Planning and Zoning, Zoning Board of Appeals, Inland Wetlands, Veterans, Agricultural, Conservation, Economic Development, Police, Building, Elderly, American Heritage River as requested.

**Baker moved/DeSousa seconded/DISCUSSION:** Selectman Muska noted the Economic Development Commission has requested \$1,800.00 for a budget but they've held only a few meetings, and the Chairman has said he would do them. Selectman Muska would like to consider the budget for the Economic Development Commission, which includes funds for a recording secretary, separately.

Selectman Baker agreed to amend his motion, Deputy First Selectman DeSousa agreed to amend her second.

**AMENDED MOTION:** To APPROVE budget requests for the following Commissions: Board of Selectmen, Ethics, Diversity Council, Arts & Culture, Board of Finance, Planning and Zoning, Zoning Board of Appeals, Inland Wetlands, Veterans, Agricultural, Conservation, Police, Building, Elderly, American Heritage River as presented.

**Baker moved/DeSousa seconded/DISCUSSION:** It was suggested that the Planning Department could take on the Economic Development recording secretary responsibilities; Selectman Baker didn't feel the Planning and Zoning recording secretary should take on those duties. Finance Director O'Toole clarified that the Chairman of the Economic Development Commission had requested \$900.00 for a recording secretary and \$900.00 for professional services. First Selectman Bowsza suggested to approve the budget request for the Economic Development Commission at status quo.

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

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**(No one opposed/No abstentions)**

**CAPITAL IMPROVEMENT COMMITTEE, BOARD OF ASSESSMENT  
APPEALS, BOARD OF FINANCE, ECONOMIC DEVELOPMENT:**

**MOTION: To ACCEPT the budget requests for the Capital Improvement Committee, Board Of Assessment Appeals, Board Of Finance, and Economic Development as presented.**

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

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

Selectman Muska questioned if the BMX Committee submitted a budget request, if so would it include a recording secretary? Selectman Nordell noted he's the Board's liaison for the BMX Committee, he noted they do their own minutes, and had said they didn't get a notification to submit a budget. First Selectman Bowsza noted there were several inactive boards and/or commissions and, because of their status, weren't notified to submit a budget.

**SELECTMEN:**

First Selectman Bowsza advised the Board the budget for the Selectman's Office includes salary increases for all 3 staff in the office, one full-time staff's contract is under negotiation

**MOTION: To ACCEPT the Selectman's Budget in the amount of \$295,822.00**

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

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

**ASSESSOR:**

**MOTION: To ACCEPT the Assessor's Budget at \$213,191.00 as presented.**

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



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

**TAX COLLECTOR:**

**MOTION: To ACCEPT the budget request for the Tax Collector in the amount of \$145,989.00 as presented.**

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

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

**TREASURER:**

**MOTION: To ACCEPT the budget request for the Treasurer in the amount of \$269,056.00 as presented.**

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

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

**LEGAL:**

**MOTION: To ACCEPT the budget request for Legal fees in the amount of \$280,000.00 as presented.**

**Baker moved/Nordell seconded/DISCUSSION: None**

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

**ACTIVITIES, FEES AND ASSOCIATIONS:**

**MOTION: To ACCEPT the budget request for Activities, Fees and Associations in the amount of \$128,435.00 as requested.**

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

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

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**INFORMATION TECHNOLOGY:**

**MOTION:** To ACCEPT the budget request for Information Technology in the amount of \$310,544.00 as presented.

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

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

**TOWN CLERK:**

**MOTION:** To ACCEPT the budget request for the Town Clerk in the amount of \$154,743.00 as presented.

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

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

**REGISTRAR OF VOTERS:**

First Selectman Bowsza suggested postponing the final vote on the Registrar's budget until the Board's March 9<sup>th</sup> Meeting as Staff and others involved in the election process are seeking additional information.

**PLANNING AND DEVELOPMENT (PZC, ZBA, IWWA, and EDC approved separately):**

**MOTION:** To ACCEPT the budget request of the Planning and Development Department in the amount of \$275,460.00 as presented.

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

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

**PROPERTY INSURANCE:**

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First Selectman Bowsza suggested the Board postpone the final vote on this budget item until the Board's March 9<sup>th</sup> Meeting pending updated information.

**POLICE DEPARTMENT, EMERGENCY MANAGEMENT,  
COMMUNICATIONS (Police Commission approved separately):**

**MOTION: To ACCEPT the budget request for the Police Department in the amount of \$3,885,060.00 as presented.**

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

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

**MOTION: To ACCEPT the budget request for Emergency Management in the amount of \$41,908.00 as presented.**

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

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

**MOTION: To ACCEPT the budget request for Communications in the amount of \$26,645.00 as presented.**

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

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

**BUILDING DEPARTMENT:**

**MOTION: To ACCEPT the budget request for the Building Department in the amount of \$199,289.00 as presented.**

**Baker moved/Nordell seconded/DISCUSSION: None**

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

**DEPARTMENT OF PUBLIC WORKS, SANITATION, TOWN  
PROPERTY, ROADS, IT (INFORMATION TECHNOLOGY) approved  
separately, BUILDING COMMISSION (approved separately):**

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**MOTION:** To ACCEPT the budget request for the Public Works Department in the amount of \$1,181,897.00 as presented.

Baker moved/Nordell seconded/DISCUSSION: None

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

**MOTION:** To ACCEPT the budget request for Town Property in the amount of \$1,216,037.00 as presented.

Baker moved/Nordell seconded/DISCUSSION: None

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

**MOTION:** To ACCEPT the budget request for Sanitation in the amount of \$1,117,067.00 as presented.

Baker moved/Muska seconded/DISCUSSION: None

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

**MOTION:** To ACCEPT the budget request for Road Improvements in the amount of \$430,000.00 as presented.

Baker moved/DeSousa seconded/DISCUSSION: None

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

**SOCIAL SERVICES, SENIOR SERVICES, PARKS AND RECREATION,  
ELDERLY COMMISSION (approved separately):**

**MOTION:** To ACCEPT the budget request for Senior Services in the amount of \$254,018.00 as presented.

Muska moved/Nordell seconded/DISCUSSION: None

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

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**MOTION:** To ACCEPT the budget request for Social Services in the amount of \$183,474.00 as presented.

Muska moved/Nordell seconded/DISCUSSION: None

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

**MOTION:** To ACCEPT the budget request for Parks and Recreation in the amount of \$340,222.00 as presented.

Muska moved/Nordell seconded/DISCUSSION: None

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

**BROAD BROOK LIBRARY:**

**MOTION:** To ACCEPT the budget request of the Broad Brook Library in the amount of \$25,000.00 as presented.

DeSousa moved/Muska seconded/DISCUSSION: None

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

**WAREHOUSE POINT LIBRARY:**

**MOTION:** To ACCEPT the budget request of the Warehouse Point Library in the amount of \$310,000.00 as presented.

Baker moved/Muska seconded/DISCUSSION: None

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

**TOTAL LIBRARIES:**

**MOTION:** To ACCEPT the budget request for the total Libraries in the amount of \$335,000.00 as presented.

Baker moved/Nordell seconded/DISCUSSION: None

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

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**(No one opposed/No abstentions)**

**DEBT SERVICES:**

**MOTION: To ACCEPT the budget request for Debt Service in the amount of \$1,128,133.00 as presented.**

**Nordell moved/Baker seconded/DISCUSSION: None**

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

**CIP (CAPITAL IMPROVEMENT):**

Selectman Baker questioned if any reductions have been proposed? Selectman Nordell suggested holding off until the Board's Meeting on March 9<sup>th</sup> to give the Board time to review the budget information. He felt some items originally on the CIP list may have been taken care of through some of the Department requests, such as the dashboard cameras may have been proposed in the Police Department budget.

No vote on CIP this evening.

**EMPLOYEE BENEFITS:**

First Selectman Bowsza and Finance Director O'Toole noted they've not yet received the final numbers on insurance, and the clerical employees contract remains under negotiation.

No vote on Employee Benefits this evening.

**REVENUE:**

First Selectman Bowsza indicated the Town's budget proposal results in an .08 mill rate change.

**7. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 7:41 p.m.**

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

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

Respectfully submitted, -----

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen