

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

***SPECIAL MEETING  
BUDGET WORKSHOP PRESENTATIONS  
FEBRUARY 16, 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 are present this evening.

**GUESTS/SPEAKERS in-person:** First Selectman Bowsza hosted the in-person meeting. **Department Heads making Budget Presentations:** Ruth Calabrese, **Director of Planning and Community Development;** Ken Rich, **Building Official;** Patricia Kratochvil, **Tax Collector;** Angelo Severino, **Democratic Registrar of Voters,** and Karen Gaudreau, **Republican Registrar of Voters;** Amy Lam, **Town Clerk;** Amy O'Toole, **Finance Director.**

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
***BUDGET WORKSHOP PRESENTATIONS***  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

2

**GUESTS/SPEAKERS signing in to meeting remotely:** Heidi Alexander, Jennifer, Nicole DeSousa, Peg Hoffman, Recording Secretary.

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

First Selectman Bowsza called the February 16, 2023 Special Meeting/Budget Presentation Workshop 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. PRESENTATIONS:**

- Assessor and Board of Assessment Appeals
- Building Department
- Planning and Development, P&Z, ZBA, EDC, IWWA
- Tax Collector
- Town Clerk
- Registrars
- Selectman, Activities and Fees, Legal, Ethics
- Treasurer, Board of Finance, Insurance, Pension
- Revenue

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
***BUDGET WORKSHOP PRESENTATIONS***  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

3

First Selectman Bowsza indicated the presentation for the Assessor would be discussed during the Selectmen's Regular Meeting later this evening. He also noted the presentations may be heard in a different order than the Agenda posting.

**PLANNING AND DEVELOPMENT, P&Z, ZBA, EDC, IWWA**  
**Ruth Calabrese, Director of Planning and Community Development**

Planning Director Calabrese summarized her budget requests:

- 90% of the proposed budget is for payroll
- 19% professional services – Mike D'Amato of Tyche Planning and Policy Group for one day a week and attendance at the Planning and Zoning Commission Meetings.
- The rest of the budget is for Legal Fees and Dues and Services
- \$13,000.00 is allocated for the recording secretaries who staff 6 Commissions

Planning Director Calabrese noted the budget request is down 3% due to the elimination of a part-time clerk position within the department.

Planning Director Calabrese opened discussion to the Board.

Selectman Muska questioned that the department would be ok without the replacement of the part-time position; Planning Director Calabrese replied affirmatively.

Selectman Muska questioned the increase in professional services. Planning Director Calabrese indicated that the office is developing a land use commission module called PermitLink, currently we have just the administrative Zoning Permit piece. The Inland Wetlands Permits and Planning and Zoning Permits are more complex, we're working to develop that piece of the module, which will result in an increase in fees.

Planning Director Calabrese noted she's included funding in the dues and fees line for Katrina to go to CAZEO.

Selectman Baker and Selectman Nordell had no questions.

First Selectman Bowsza opened discussion of the commission recording secretary fees. Selectman Muska noted she's the liaison for the Economic Development Commission, which no longer has a chairman. Selectman Muska questioned if the former Chairman had asked for funding for a recording secretary? Finance Director O'Toole noted the

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
***BUDGET WORKSHOP PRESENTATIONS***  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

4

previous year budget for the Economic Development Commission was \$900.00 and \$900.00, the recording secretary was funded under professional services.

**BUILDING DEPARTMENT**  
**Ken Rich, Building Official**

Building Official Rich reviewed his budget requests.

- Full-time salaries is increased 1.75%, which is for his salary; he also has a full-time administrative assistant, and one part-time staff member who is up to 19 hours
- Professional services increased by \$5,000.00
- Increase in Advertising is for publication of a demolition notice
- \$500.00 increase in supplies is for tools, and mandated safety gear, and a bright coat for visibility on the job
- Legal fees is for violation notices and notices of condemned properties
- \$350.00 for the purchased a program called Field Wire on which he can do inspection reports, review plans, and work remotely with the contractors in the field. Selectman Baker questioned if the Field Wire software ties into the permitting software? Building Official Rich replied negatively, but noted as an example that he's used it on the Calamar project, and make notes on his plan and sends the plan and photos directly to the contractor. The contractor could return comments back in response to Building Official Rich's comments. Selectman Baker questioned the software is used on Building Official Rich's tablet, and he can then send a report to the contractor; Building Official Rich concurred. Selectman Baker questioned if the report could eventually become a part of the PermitLink module; Building Official Rich concurred, it will become part of the Town's permanent records.
- Conferences – Building Official Rich noted he's required to have 90 hours of education every 3 years, he would like to go to a conference coming up in Massachusetts shortly, and would like to attend a couple of local conferences this year as well. Selectman Muska questioned if this would be the 2<sup>nd</sup> of his 3 year requirement, and what's the amount of time that would be spent on education this year? Building Official Rich indicated this would be the 2<sup>nd</sup> year of the 3 year requirement; the Massachusetts conference is 15 hours

Selectman Baker noted the full-time salary has been revised to \$155,728.00, which was different than another request he saw for \$155,000.00. Building Official Rich suggested

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
**BUDGET WORKSHOP PRESENTATIONS**  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

5

the full-time salary request is for \$157,479.00. First Selectman Bowsza clarified that he and Finance Director O'Toole reviewed the salary request and that the Supervisor's Contract is 3 years at 1.75%, with an additional percentage awarded for merit performance which is budgeted elsewhere. First Selectman Bowsza suggested the Board would see throughout the budget presentations the 1.75% increase, with the extra percentage in the non-negotiated line. In the case of full-time salary lines that include full-time clerical employees there is no increase in that budget line because the contract has expired and is under negotiation. That increase is also budgeted in the non-negotiated line.

**TAX COLLECTOR**

**Patricia Kratochvil, Tax Collector**

Tax Collector Kratochvil reviewed the following budget request.

- Small increase in Professional Services
- Small increase under Supplies to cover an increased vendor cost
- Small increase in Travel to cover the cost of her assistant going to the CCM Program to continue her education requirements

Tax Collector Kratochvil reported her requested budget increase this year is 2.54%.

No questions from the Board.

**REVENUE:**

Tax Collector Kratochvil reported:

- \$350,000.00 for the Supplemental List
- Aircraft is down this year

**REGISTRARS**

**Angelo Severino, Democratic Registrar of Voters, and Karen Gaudreau, Republican Registrar of Voters**

Registrar of Voters Severino began discussion of the proposed budget request, he was joined by Registrar of Voters Gaudreau.

Registrar of Voters Severino noted the following:

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
***BUDGET WORKSHOP PRESENTATIONS***  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

6

- Increase in Registrar's salary line. Registrars currently work 8:00 a.m. to 12:00 one day a week; the office has no staff assistance. Due to the additional workload the Registrars have added additional hours to accomplish the necessary work
- No increase in the salary line for election workers. Registrar Severino noted a total of 38 election workers are required for the 18 hour election day
- Printing costs have increased due to the split in districts
- Slight increase in print for media cards

Registrar Severino asked for the Board's support to hire clerical staff who would work the same time as the Registrars, or increase the salaries of the registrars.

First Selectman Bowsza questioned how many elections were planned for? Registrar Severino suggested 2 primaries, 1 State, 1 Presidential, and 3 referendum. Registrar Gaudreau noted the potential impact of early voting on future elections; Finance Director O'Toole noted she understands that responsibility to be assigned to the Registrars.

Deputy First Selectman DeSousa suggested she's considered the number of poll workers and has come up with \$31,350.00 in salary versus the \$24,000.00 requested which works out to \$5,250.00 per election. Discussion followed regarding the positions to be filled during the elections; after recalculation of the positions per election First Selectman Bowsza suggested the cost to be \$39,600.00

Deputy First Selectman DeSousa noted that when the extra district was added on this side she recalled they had been short 1 back-up tabulator, and one box; she questioned if that had been included in this budget? Selectman Baker cited that the current equipment had reached the end of its life and so would not be replaceable, although it's undetermined what the new system would be is there any provision for the new equipment? Deputy First Selectman DeSousa questioned that during the November election when the old equipment is jamming up there's no determination for a replacement system? Registrar Severino suggested it's the State's call.

Registrar Severino also noted that because of the need to accommodate voters for each district that the Town Hall will no longer be adequate, and a different polling location, probably at the Elementary School, will be necessary. First Selectman Bowsza suggested that would require a router and a hard-wired phone line, Registrar Gaudreau noted a location to store the tabulating machines would be required as well as the machines are set up and tested the morning of the election prior to the time the poll opens. Selectman Baker questioned if we have a number for replacement; Registrar

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
**BUDGET WORKSHOP PRESENTATIONS**  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

7

Severino indicated we don't know the way the Secretary of State is going to go on a new system, and therefore can't anticipate a cost. Selectman Muska questioned if the goal for replacement was 2024 or 2025? Finance Director O'Toole indicated the Secretary of State had attended a recent discussion with the Town and suggested 2024 would be the goal for a new system. First Selectman Bowsza suggested the next election this meeting room would be a split district is 2024, as the first referendum is scheduled for May and includes the Fire District which will require a split district. Chief Arcari clarified Wells Road is the dividing line for the fire districts. Discussion continued regarding the process for voting in the next election. First Selectman Bowsza noted that within the next fiscal year the Town could hold a municipal primary, a municipal general election, a presidential primary, and potentially 3 referendum, for a total of 6 elections. Deputy First Selectman DeSousa felt the Registrars weren't budgeting enough to cover the cost of the additional staff or additional hours for the current Registrars.

**TOWN CLERK**

**Amy Lam, Town Clerk**

Town Clerk Amy Lam reported her budget request is pretty much the same as last year regarding salaries, travel, and supplies. She noted she has requested an increase of \$100.00 under professional services to cover the increased cost of the audit of documents.

Town Clerk Lam noted that the Town Clerk's Office is responsible for the historic preservation of documents, she may need to request additional funds if an event occurred which required some type of services. First Selectman Bowsza explained the Statutory requirements associated with document preservation.

The Board had no comments or questions for Town Clerk Lam.

First Selectman Bowsza noted the time was approaching the 6:30 p.m. Public Hearing for the Broad Brook Fire Department Budget Presentation, he called for a motion to RECESS the Budget Workshop.

**MOTION:     So moved.**

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

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

First Selectman Bowsza returned discussions to the Budget presentations at 6:42 p.m.

**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
***BUDGET WORKSHOP PRESENTATIONS***  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

8

First Selectman Bowsza began the reconvened Budget Workshop with the budget presentation for the Selectman's Office.

**SELECTMAN, ACTIVITIES AND FEES, LEGAL, ETHICS**

- Full-time salaries includes the contractual change for the Executive Assistant/Human Resources Specialist and 2% increases for Staff
- Increase in travel to enable 2 more Selectmen to attend the CCM Conference

No questions or comments from the Board.

**ACTIVITIES AND FEES:**

- Decreases in contributions to the Probate Court, North Central Health, Hartford Alliance, and CRCOG. First Selectman Bowsza reported contributions are related to population, the latest census reported a reduction for East Windsor.
- \$25,000.00 increase from \$25,000.00 to \$50,000.00 has been requested by the East Windsor Cemetery Association
- East Windsor Health and Wellness, which is the former Visiting Nurse Association, requested a \$1,500.00 increase to support their holiday activities
- The Four Town Fair requested a \$3,000.00 increase from \$1,000.00 to \$4,000.00
- Legal fees remains flat
- Support for the Ethics Commission remains flat

First Selectman Bowsza called for questions or comments.

Deputy First Selectman DeSousa suggested the Cemetery Association didn't provide much of an explanation for the increase, other than snow removal. Finance Director O'Toole suggested their request is generally for tree cutting, mowing, and snow removal. First Selectman Bowsza noted the Cemetery Association didn't make a presentation this year. He reduced their request to \$30,000.00, which is \$5,000.00 more than they received last year. Deputy First Selectman DeSousa questioned if the Cemetery Association had submitted their financial information; Finance Director O'Toole indicated that information had been submitted to the Town Clerk. Deputy First Selectman DeSousa suggested the Board usually is provided that information. First Selectman Bowsza noted they are scheduled for a presentation on Thursday; the Board can review that information at that time.



**TOWN OF EAST WINDSOR**  
**BOARD OF SELECTMEN**  
**Special Meeting – February 16, 2023**  
***BUDGET WORKSHOP PRESENTATIONS***  
**In-Person AND**  
**ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**  
**MEETING MINUTES**

9

Deputy First Selectman DeSousa advised First Selectman Bowsza that it's costly for volunteers to attend meetings. She referenced the comments made by the Registrars of Voters regarding their request for additional compensation, and recalled a previous stipend paid to the Selectmen. Deputy First Selectman DeSousa suggested the Board may want to consider something for volunteers in the future.

The Board had no further questions for First Selectman Bowsza.

**TREASURER, BOARD OF FINANCE, INSURANCE, PENSION**

Finance Director O'Toole reviewed her budget request.

- Full-time salary increase reflects an increase for Finance Director O'Toole; the salary increases for her full-time Staff remains under negotiation.
- Part-time salary increased 5.27% which reflects an increase in the hourly rate from \$19.00 to \$20.00 per hour
- Overtime is increasing based on the history of the hours worked
- Payroll services is increasing based on the addition of firefighters, Town employees, and the WPCA
- Increase in Dues and Fees of \$15.00

Selectman Muska questioned when the biggest need for overtime occurs? Finance Director O'Toole indicated Summer, as they're opening one year and closing out another, and bringing on Summer Staff for Parks and Recreation. Finance O'Toole suggested the second busiest time would be October and November because of the audit, and then they have to prepare for year end with 1099s and W-2s. Finance Director O'Toole suggested she should be done with overtime for this year.

Selectman Baker, Nordell, and Deputy First Selectman DeSousa indicated they had no questions for Finance Director O'Toole.

**BOARD OF FINANCE:**

Finance Director O'Toole noted the only increase for the Board of Finance is for the cost of the audit. She noted part of the issue is they have an RFP out for services, and have received few responses. Finance Director O'Toole indicated the ARPA money is Federal assistance, which requires additional testing and reporting.

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Special Meeting – February 16, 2023  
BUDGET WORKSHOP PRESENTATIONS  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
MEETING MINUTES**

10

No questions from the Board.

**INSURANCE AND PENSION:**

Finance Director O'Toole noted this budget is for LAP insurance; she noted that this line is already overspent.

**EMPLOYEE BENEFITS:**

- \$50,000.00 increase in the 27<sup>th</sup> payroll, which is actually \$25,000.00 for this year and \$25,000.00 for next year. The cost is about \$25,000.00 per day
- Pension includes an increase after a low year last year
- OPEB is already overspent this year; no increase requested for next year
- Tuition reimbursement remains at \$6,000.00; nothing paid this year
- Workers Comp shows a small increase
- Health Insurance reflects a 10% increase for the State Health Plan
- Heart/Hypertension reflects a reduction as only minor claims have been paid in the past couple of years.
- Physicals for Town employees remains flat at \$3,000 which has been sufficient over the past couple of years

Selectman Baker questioned if the health insurance was a solid figure? Finance O'Toole cited past experience, noting she felt this was an accurate estimate.

Deputy First Selectman DeSousa questioned if the Town was meeting Statutory requirements for the post-employee benefits? Finance Director O'Toole indicated there are 2 parts to the requirements, the one that the actuary tells us we have to put in is included in this budget, while the other is compensation for sick time, vacation, etc. when an employee leaves – that's included in this budget also.

**6. ADJOURNMENT:**

First Selectman Bowsza noted the time was approaching for the Regular Board of Selectmen's Meeting and the 7:00 p.m. Public Hearing on the Congressionally Directed Spending Options.

**MOTION: To ADJOURN the Budget Presentations Workshop at 6:59 p.m.**

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN  
Special Meeting – February 16, 2023  
BUDGET WORKSHOP PRESENTATIONS  
In-Person AND  
ZOOM Teleconference  
Meeting ID: 332 683 3563  
Passcode: townhall  
MEETING MINUTES**

11

**Muska moved/Nordell seconded/DISCUSSION: None  
VOTE: In Favor: DeSousa/Baker/Muska/Nordell  
(No one opposed/No abstentions)**

**(SEE SEPARATE MINUTES FOR THE BOARD OF SELECTMEN'S  
REGULAR MEETING, AND SEPARATE MINUTES FOR THE PUBLIC  
HEARING ON THE CONGRESSIONALLY DIRECTED SPENDING  
OPTIONS)**

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