

# TOWN OF EAST WINDSOR BOARD OF SELECTMEN

**Special Meeting**  
**Monday, February 4, 2019**  
**7:30 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:

Robert Maynard, First Selectman  
Steve Dearborn., Deputy First Selectman  
Jason Bowsza, Selectman  
Andy Hoffman, Selectman  
Charles J. Szymanski, Selectman

**ATTENDANCE:** Board of Selectmen: Robert Maynard, First Selectman; Jason Bowsza, Selectman; Andy Hoffman, Selectman; Charles J. Szymanski, Selectman.

**ABSENT:** Steve Dearborn, Deputy First Selectman.

**PRESENTERS:** Town Staff: Building Department: Rand Stanley, Building Official;  
Broad Brook Library: Paul Anderson, President/Treasurer; **Treasurer:**  
Amy O'Toole

**GUESTS:** Members of Boards, Committees, Commissions, or Town Entities::  
Board of Finance: Karen Christensen; Board of Education: Kate  
Carey-Trull, Secretary, and Fran Neill.  
Public: None.

**Press:** No one from the Press was present.

#### TIME AND PLACE OF BUDGET WORKSHOP MEETING:

First Seletman Maynard called the Workshop to Order at 7:30 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

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**ATTENDANCE:** See above.

**PRESENTATIONS/a. 7:30 P.M. – Building Department - 411300:**

The total Budget request for the Building Department for FY 2019 – 2020 is \$190,900, which results in a 9.94 % increase. The budget request includes increasing the part-time clerk position to full-time.

Joining the Board for discussion was Building Official Stanley. Mr. Stanley submitted additional documentation of permits processed related to the workload associated with the issuance of permits.

Mr. Stanley advised the Board that the Building Department operates from 8:30 to 4:30 in a triage mode; everyone operates on emergencies on a daily basis. He suggested the amount of Building Permits issued on a year to year basis isn't the best way to reflect the amount of work that goes into permit issuance. For the next year we'll have two very large developments to inspect. One is Calamar - a 122 unit 55 and over apartment complex that has been stalled for a few months, and Sardilli's - which is 13 ½ acres of rooftop and pavement for a food packing facility with associated maintenance garage, fueling stations, and office space totaling between 220,000 and 240,000 square feet - the projects require multiple site visits and inspections. Mr. Stanley cited with the mild winter developers can get solar permits and roofing permits; foundations are going in. He gave as an example the Hamlet Homes project, 9 structures have been built, 4 COs (Certificate of Occupancy) have been issued; last spring they didn't have a foundation in the ground. Mr. Stanley understands the developer is working on 2 other sites in East Windsor for future development.

Selectman Hoffman questioned if Calamar will go forward? Mr. Stanley indicated he understands their intention is to proceed. Selectman Hoffman questioned an anticipated start date for the Sardilli project? Mr. Stanley suggested he understands plans have been developed, and they need to acquire local approvals; he understands the project will proceed through the Wetlands Commission next week

Selectman Szymanski reported a contractor who has worked on the Calamar project appeared before the Board of Selectmen; he hasn't been paid. That's not a good sign that the developer intends to move forward. Discussion continued regarding the status of the Calamar development.

Mr. Stanley cited he's explained the need for the *additional staff* in his budget submission. If the staff addition doesn't come he'll have to reassess the Building Department, which means something will be left behind. It will be a matter of priority, as they can't continue at their present pace. Other Building Departments in this State have taken measures to provide themselves with the necessary time they need to complete plan review and filing paperwork and

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reports in a timely fashion. They've also limited public access to certain times when they'll accept applications due to limited manpower. Mr. Stanley noted the town is growing. In the years he's been in the Building Department the Town has grown dramatically; he had more staff in the Building Department 15 years ago than he does presently.

First Selectman Maynard requested clarification that the request is to change a part-time employee to a full-time employee? Mr. Stanley replied affirmatively, noting he is also requesting \$20,000 in the Professional Services line for a part-time contracted Building Inspector. He noted he is discussing entering into a contract with Bolton for shared services; Bolton would be the employer and East Windsor would provide funding to Bolton on an hourly basis at an hourly rate for part-time contracted inspection services. Based on the \$20,000 it would provide just under 2 days of inspection services per week. Mr. Stanley suggested it would lessen the backlog of work. Selectman Bowsza questioned if that would be the only thing in the professional services line, and would that be a contracted per diem arrangement? Mr. Stanley concurred, noting that during the time of his prior injury when he couldn't go out into the field to do inspections he brought in this person to do the field work while Mr. Stanley worked in the office. His injury forced him to use \$6,000 of the \$20,000 originally provided in the budget specifically for Calamar inspections; that money in the professional services line enabled him to fund 12 weeks of services to compensate for his injury. Mr. Stanley suggested had we not prepared for Calamar he wouldn't have had the ability to use the services of that individual. The remainder of that money is in the budget to be used for Calamar when it starts up in the Spring.

First Selectman Maynard questioned who is in charge of *View Permit*? He noted that 2 departments seem to be key in using the software – Planning and Building. First Selectman Maynard feels that there has been some thought to replace or upgrade the system. Mr. Stanley reported he attended a presentation in Enfield in which a vendor demonstrated an integrated system; he questioned at the Land Use Staff Meeting today if there would be interest for that individual to come to East Windsor for a presentation. Treasurer O'Toole questioned if this software is what Enfield is currently using, or one they're looking at? Mr. Stanley indicated Enfield was looking at this software as well. Mr. Stanley reported from what he's been told, based on View Permit's not only lack of support and lack of continuation of this program after next January, the program won't be supported on any platform. They are urging current View Permit individuals to purchase into their upgraded system. Mr. Stanley would not recommend that as View Permit couldn't, or didn't, follow through on their initial promises. Selectman Szymanski questioned what some of those promises were? Mr. Stanley indicated they originally promised online permitting and payment but used only PayPal which would have been more costly for the applicant/taxpayer as there's a fee associated with the use of PayPal. The View Permit vendor also said the transition time and training would be extensive and it wasn't. Mr. Stanley cited the extensive time spent by his department running mock scenarios to get the department to launch. Mr. Stanley indicated he's seen every other department flounder trying to navigate and use the system; he suggested if someone doesn't work on the system daily it creates an incredible backlog. Selectman Hoffman questioned if there are other user towns using this

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system/software, and what's their experience? Mr. Stanley replied other towns use the software; they're almost equally dissatisfied with this program.

Selectman Bowsza questioned if the cost of the program is in the Building Department Budget; Mr. Stanley replied negatively. Selectman Bowsza indicated he had a couple of budgetary questions. He cited Mr. Stanley referenced the size of the town in the last 15 years; what are you basing that on – Grand List growth, or population growth? What's your benchmark? Mr. Stanley cited every Building Permit represents growth for the town, whether it's for a single family structure or a commercial structure. Selectman Bowsza questioned how many Building Permits were issued 15 years ago? Mr. Stanley suggested the information regarding the growth in permitting would have been reflected in 15 years of annual reports. First Selectman Maynard suggested if that's based on permits – Calamar is one permit but it's huge. Mr. Stanley noted that Walmart was one permit. First Selectman Maynard suggested perhaps the increase in the Grand List would be a better benchmark. Selectman Szymanski suggested Mr. Stanley was talking of the work requirements that he has. If he has 1,000 permits he has to look at those, and make the decisions associated with those permits, and do the inspections on the 1,000 permits vs. the value of the building which may be \$10 million as part of the Grand List. Selectman Szymanski suggested the amount on the Grand List isn't the same as the work that goes into processing a permit.

First Selectman Maynard questioned if the clerical person would spearhead the permitting process? Mr. Stanley suggested that position provides support for the counter traffic; at times they have people standing in line. That position also helps with the phone calls, getting information prepared for meetings like this, dealing with NCHD (North Central District Health Department) – last week they assisted with the condemnation of a home and the relocation of the tenants. It isn't just about these permits; there are a number of things that impact the work in the office. First Selectman Maynard felt no one is in charge of View Permit. First Selectman Maynard reviewed the process for issuance and tracking of permits. Mr. Stanley noted that DPW (Department of Public Works) put on 2 full time employees in the last couple of years, as well as Park and Recreation. Mr. Stanley questioned the criteria, or what did this Board ask of those departments for back up, to add these new employees? He just wants to be treated fairly.

Mr. Stanley questioned what was needed in the way of information to get what the department needs? Selectman Hoffman suggested the Building Department is really important to the town from a growth standpoint; you're the interface for new residents or builders. The better you perform the better the Town performs. He questioned what the parameter was to fill this line? He noted Selectman Bowsza had questioned what was the measurement to say there's much more work today than there was 15 years ago. Selectman Szymanski had said it wasn't just the number of permits issued, it's some mix of the value as well. He reiterated Calamar and Sardilli are much more difficult; it's something we want the Town to shine on; we don't want new businesses saying East Windsor isn't a good town to do business with. Selectman Hoffman felt the additional position was needed but agreed it's difficult to get a handle on how to measure the

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need. If Calamar doesn't happen you won't spend the money; it would make it clearer to him if Mr. Stanley could come up with a parameter of the need for the manpower.

Selectman Bowsza questioned the math in the *salary line*. If you back out of the part-time salary, moving it into full-time, that's a 13% increase. What's driving the 13% increase? Mr. Stanley indicated the move of the part-time to full time in the administrative line. Treasurer O'Toole clarified that Mr. Stanley is taking out his part-time person, who works less than 19 hours, and swapping it to a 35 hour full-time position. Discussion continued relating to the hourly rate for each position, and the increase in the position from part-time to full time. Selectman Bowsza questioned the job responsibilities. Mr. Stanley explained that the staff person sets his inspection/site visit calendar, and performs 100% of the office work. Selectman Bowsza questioned how much of Mr. Stanley's time is office work; Mr. Stanley suggested 32 – 35%. Selectman Szymanski questioned that if Calamar isn't going on could Mr. Stanley bring on another part-time person for 19 hours temporarily until it's necessary to become full-time? Mr. Stanley cited there's a degree of continuity that's lost, and the new person requires the same amount of training. Selectman Szymanski suggested it would give the department more hours by having 2 part-time people. Mr. Stanley explained that to schedule inspections his staff is constantly checking the status of permits; one department has significant backlog, which requires constantly checking the system.

Selectman Szymanski questioned the way the funding is presented for the \$20,000 contracted services. Mr. Stanley indicated the person is a licensed inspector presently working for Bolton. Treasurer O'Toole noted Bolton will employ that person, and then East Windsor is buying the employee for the 19 hours to do whatever you need them to do for that project. Selectman Szymanski suggested so it's really another part-time employee. Mr. Stanley felt the contracted services allow greater flexibility.

Selectman Szymanski referenced the *Supplies and Equipment line*; he noted the request is for \$4,000 but little is spent. Mr. Stanley suggested it's there for contingency; if it's not needed they don't spend it.

The Board thanked Building Inspector Stanley for his presentation.

**PRESENTATIONS/b. Broad Brook Library Association – (Libraries - 710300 :**

The total Budget request for the Broad Brook Library for FY 2019 – 2020 is \$25,000, which results in a 400% increase\*\*\*

**\*\*\* See Board of Selectmen's Budget Workshop of February 5, 2019 which clarifies that the percentage increase of 400%, although identified as such in the Budget Workbook, is incorrect. The requested increase is actually a 25% increase.**

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Paul Anderson, President and Treasurer for the Broad Brook Library, joined the Board.

Treasurer O'Toole noted Mr. Anderson has requested \$25,000 funding on behalf of the Broad Brook Library. Mr. Anderson reported he wasn't given a specific format for presentation so he has submitted income and expense documents related to the Library.

Mr. Anderson cited the Broad Brook Library is a volunteer organization. Current income is \$19,700. Mr. Anderson referenced his document entitled "Town of East Windsor Funding", beginning in 1954 and running through 2018. He noted the Town's contributions, including some years of no funding; Mr. Anderson noted the Library must bleed down their funds to operate. The librarian is a volunteer as the Library lacks funding to pay her (see additional comment below).

Selectman Hoffman suggested the financial reserves are decreasing. Mr. Anderson concurred, noting \$8085.14 was taken in while expenses incurred totaled \$15,112.75. He noted the Town gave the Library \$5,000 last year; they do what's necessary. Mr. Anderson cited they're not closing the doors. Selectman Bowsza clarified that at that rate the Library has 3 years of life left. Mr. Anderson cited non-recurring, but necessary, expenses, such as removal of dead trees and window updates; the roof will need replacement in a couple of years. Selectman Bowsza indicated he's a big supporter of the improvements made at the Library since Mr. Anderson took over, but for the Town to pay for a roof on a building that it doesn't own is problematic. He reiterated the Town doesn't do capital improvements on buildings they don't own; he cited as examples the Warehouse Point Fire District fire station and the Warehouse Point Library.

Selectman Hoffman returned discussion to the replacement of the roof. He questioned the \$18,000 estimate in relation to recent work he's had done. Mr. Anderson indicated they have broken rafters, which is causing the roof to sag; the roof could require new decking; it's also more than one roof. Selectman Szymanski suggested Mr. Stanley could look at the roof; roof replacement is a decision 4 years off. Mr. Anderson had no problem with Mr. Stanley's review.

Selectman Bowsza questioned if Mr. Anderson had a breakdown of the budget request; the page with the notes at the bottom is an expense sheet. Treasurer O'Toole noted the budget totals \$27,070. Mr. Anderson clarified that only the numbers above are in the budget request. He indicated that there are other things at the bottom that are listed but are not specifically in the budget; there are other items down below that we know are an additional cost and they're not in the budget at this time. For example, recovering the asbestos floor which has some damage; we know that expense is coming. Also repointing the brick; that's not in the budget, nor is painting. Mr. Anderson explained as a Library they would like to do paid projects/events, such as card making; they must purchase books, museum passes are a cost, they presently have no internet services. They have nothing in the budget for the cost of snow removal or landscaping as that work is done by volunteers. Treasurer O'Toole clarified the cost of the librarian is in the budget to reflect the cost if they paid her. Mr. Anderson noted they're considering entering into a contract with a fund raising professional who would run projects and events for 10% of the

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proceeds. Selectman Hoffman questioned if the Library pursues grants? Mr. Anderson cited it's on the table but with volunteers it's difficult. Selectman Hoffman offered to research grant possibilities; Treasurer O'Toole suggested researching the Hartford Foundation for Public Giving.

Mr. Anderson cited the Town has 2 private libraries; it has no Town library. He noted that half of the funding for the Warehouse Point Library comes from the Town, if half of the necessary funding for the Broad Brook Library came from the Town that would be wonderful. Mr. Anderson suggested the question is does the Town want to support the libraries? He felt the Town should support the Broad Brook Library because it serves residents of the Town; some like being within walking distance of the library, others either don't, or don't want to go across town to Warehouse Point. When the Warehouse Point Library closes down for a holiday weekend people from Somers and other towns visit the Broad Brook Library because they're open because they're volunteers. Mr. Anderson noted the Broad Brook Library was open on Martin Luther King holiday.

Selectman Szymanski indicated he's impressed with the attendance. Mr. Anderson reported he posts Library information on Facebook; if they had internet they could do e-mail and a website. Mr. Anderson suggested if you lose the Broad Brook Library you'll never get it back. He would hate to see that happen. This June is the Broad Brook Library's 100<sup>th</sup> Anniversary.

Selectman Hoffman questioned the following expenses: 1) Systems Consulting: Mr. Anderson indicated that's him. He purchases books on Amazon and is reimbursed for the cost. 2) East Windsor Chamber of Commerce: Mr. Anderson indicated membership ensures that other members are aware of library activities. Everything he posts on Facebook goes over to the Chamber website as well. Selectman Hoffman questioned if the Library has considered a fund raising drive? He recalled the 250<sup>th</sup> Anniversary Committee tried that and it was a disaster. Mr. Anderson indicated they did a mailing at one time under a bulk mailing permit and got some money but the world has changed.

Selectman Bowsza questioned a 501.C status. Mr. Anderson indicated it's an ongoing discussion. Some documents are difficult to obtain. They have not done annual audits in the recent past as they're cost prohibitive; earlier audits may have been done pro bono.

The Board thanked Mr. Anderson for the information; Mr. Anderson thanked the Board for listening.

#### **PRESENTATIONS/c. Treasurer – 410500:**

The total Budget request for the Treasurer's Office for FY 2019 – 2020 is \$243,804 , which results in a 2.78 % increase. The budget request includes adding a part-time position.

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Treasurer O'Toole reported she prepared the budget mailer for last year's referendums; she's planning to do another similar document this year. Treasurer O'Toole is also looking to do some long range planning. Treasurer O'Toole suggested the (budget history) document is the start of that – looking at some past years and future years; eventually it will be 15 years. She cited the previous question regarding a budget request vs. actual expenditures, noting the historical document will enable the Board to see the actual activity.

Treasurer O'Toole referenced the department budget request, noting that there isn't a lot in the budget request. Treasurer O'Toole noted that the *full-time salary line* includes a 3% raise for herself which is effective July 1, which is 15 months after she started working in East Windsor.

Regarding the *part-time salary line*, Treasurer O'Toole reported that a part-time employee has been designated in the past to work between the Tax Collector's Office and the Treasurer's Office. The position is a shared position. In reality, Treasurer O'Toole reported that she has had the assistance of that staff member for an hour every 2 to 3 weeks; she's currently paying for 9 ½ hours of a person who isn't working for the Treasurer's Office. Selectman Szymanski questioned why not move the position to the Tax Collector's Office? Treasurer O'Toole reported the Tax Collector will retain this position in her budget as well, which leaves the Treasurer's Office with no additional help. Treasurer O'Toole explained the intent of the position vs. the actual sharing of staff. Treasurer O'Toole is putting in for a part-time position specific to the Treasurer's Office; she would look for a college student working in the financial/accounting field – someone proficient with Excel. Part-time staff with those requirements could assist putting together the 15 year plan and the budget; presently this is all her. None of this comes from the department software; it's all her running reports and then keying them all into the current reports. Treasurer O'Toole reiterated the Tax Collector will retain this position in her budget request as well, but is looking to increase the part-time hours from 19 to 21 ½ hours per week. The increased hours will make that position eligible for retirement and other benefits, such as personal, sick, and vacation time. The part-time salary for the Treasurer's Office is \$8,430, while the part-time salary for the Tax Collector's Office increases \$10,000+.

Treasurer O'Toole noted that her staff works *overtime* assisting with the audits and other duties as necessary. They've taken comp time to compensate for the additional work. Those hours haven't been shown in the budget in the past; the overtime line now reflects the cost of the overtime pay, resulting in a 100% increase in that line. Selectman Hoffman questioned where the cost of the auditors is reflected? Treasurer O'Toole indicated they're listed in the Board of Finance budget for a cost of \$39,000.

Selectman Szymanski questioned the cost of *mileage* to the bank. Treasurer O'Toole indicated that it's mileage to Webster in Sofia's Plaza delivering mostly cash for the Treasurer and Tax Collector's Offices. Selectman Szymanski questioned use of a Town car; Treasurer O'Toole agreed, if the car was more reliable.

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Treasurer O'Toole cited that nothing was budgeted for *travel and conferences* previously, but everyone that has a designation needs to go to get their education credits, and to engage in peer communication. She cited the other departments request travel and education and dues, such as the Planner and others. She reviewed the certifications for Selectman Bowsza.

The Board thanked Treasurer O'Toole for her presentation.

**PUBLIC PARTICIPATION:**

No one requested to speak.

**ADJOURNMENT:**

**MOTION: To ADJOURN this Workshop at 9:30 p.m.**

**Szymanski moved/Bowsza seconded/DISCUSSION: None.**

**VOTE: In Favor: Maynard/Bowsza/Hoffman/Szymanski**

Respectfully submitted

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Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen