

**Board of Finance
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF SPECIAL MEETING,
March 22, 2011 at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Jack Mannette, Danelle E. Godeck, Robert Little, Marie DeSousa, Jason Bowsza, and Kathleen Pippin
Members Absent: None
Alternates Present: None
Alternate Absent: Jamie Daniel and Thomas Baker
Others: Denise Menard, Mark Simmons, Richard Pippin, Gilbert Hayes, John Burnham, Catherine Cabral, Dale Nelson, Bill Schultz, Cathy Simonelli, John Pica-Sneed, Bill Raber, Kathy Bilodeau, Linda Giuliano, Carol Fox, Laurie Slater, Leslie Hunt, Dave Menard, Carol Madore, Alan Baker, and others
Press: L. Smith (Patch.com)

I. Call to Order

Chairman Jack Mannette called the Regular Meeting to Order at 7:00 p.m., in the East Windsor High School Cafeteria.

II. Appointment of Alternates

Chairman Jack Mannette indicated that all Regular Members are in attendance at this time; however, Alternate Member, Jamie Daniel and Alternate Member Thomas Baker were unable to attend this meeting.

III. Budget Presentations

Mr. Mannette thanked all who were in attendance and the purpose of this Special Meeting is for the Board of Selectmen and Board of Education to present their proposed budgets to the Board of Finance.

▪ **Town Budget**

First Selectwoman Denise Menard had copies of the Board of Selectmen's Proposed Budget for 2011-2012 presentation which was given to all Board Members for their review and to follow along with Ms. Menard's presentation.

She began her presentation commenting on how complex and difficult it is to explain the increases and decreases in some departments due to the last year's budget and how that budget was developed according to the Charter. The budget that was passed last year was 2% increase of the 2009-2010 budget. While developing this proposed budget, the Board of Selectmen used adjusted budget figures. The Selectmen also reviewed approved 2010-2011 budgets before adjustments were done when developing the proposed budget. The first page of the presentation was entitled "Fiscal Year 2011-2012 Proposed Town Budget Summary of Expenditures". She indicated the Town Government is increased by \$331,253, however, additional OPEB benefits of approximately \$108,000 is included in that figure. She explained the auditor has recommended funding at \$115,000 and adding a 27th Payroll, which was considered last year. That line would be funded at approximately \$97,000. The Public Safety Budget was adjusted and is a major piece to the Town Budget; the increase over the adjusted budget is .98% or 1.4% over the 2010 approved budget. Public Works has proposed an increase of less than 1%. Sanitation and Waste Removal is a complex budget to discuss due to the history behind this department. Two years ago, this department was up 10.91%, but in reality it was actually 4% increase over the budget for 2010-2011. The actual adjustment is approximately \$841,359 due to contractual obligations. Now the current recommended budget for 2011-2012 has been decreased 4% to \$806,124, this is due to disposal costs are down approximately 18% and recycling has increased. Conservation of Health has been decreased due to the second year of the ambulance contract has less funding and pension costs are lower. She commented that pension costs for all categories are lower. Recreation is requesting a conservative budget; however, Insurance and Benefits have increased slightly. Miscellaneous which includes contingency accounts, cemeteries, IT, communications/phones, and other various commissions have decreased. Capital Improvement Committee has recommended funding a different way this year, before agreeing on projects to be funded; it would recommend a percentage of the budget and once funding is secured, project requests will be reviewed. They are recommending the same funding as last year which is approximately \$650,035. Debt Service is lower. The grand total of the Town Budget is \$13,941,374 or an increase of 1.96%.

A discussion was held among Ms. Menard, Ms. Cabral, Mr. Bowsza, and Ms. DeSousa regarding debt service and capital improvement projects. Ms. Menard indicated her office was working on a list of projects which could be recommended to the Capital Improvement Committee.

The next page was discussed. It was entitled "Fiscal Year 2011-2012 Proposed Town Budget Debt Service Detail". Ms. Menard read through each Debt Service Account for 2011-2012. Principal and interest being paid on the following Projects were discussed; those projects are Tromley Road Sewer, Jr-Sr High Renovation, Sewer Expansion CWF, Reservoir Property & Other, 2007 Capital Projects – BBFD, EWHS, PW & WPCA, and WHPT Fire Truck.

The next page entitled “Fiscal Year 2011-2012 Proposed Town Budget Proposed Expenditures”, showed a pie chart and the percentages of each department’s expenditure to the government budget. The next page entitled “Fiscal Year 2011-2012 Proposed Town Budget Projected Revenue” was the next topic. This page compared revenue figures of 2010-2011 and projected 2011-2012. The revenue sources are State of Connecticut and local revenues. She reminded everyone that the WPCA Assessment Fund which has been funded at \$350,000 is not being funded any longer. She also indicated these figures are projections and it is very early to get numbers which are concrete, but these are the numbers they have been told to work with. Funding from the State is projected being higher than last year at \$6,100,190.

A brief discussion regarding the projected funding from the State was held by Ms. Menard, Mr. Bowsza and Mr. Mannette and how long it would be before the figures could be confirmed. It is anticipated in about three weeks.

Ms. Menard discussed the next page of her presentation entitled “Fiscal Year 2011-2012 Proposed Town Budget Including the Board of Education”. She indicated with the addition of the Board of Education budget, the bottom line budget requested is \$33,667,825 or a 3.59% spending increase which is approximately a mill increase of .87. The total government budget is requesting a 1.96% spending increase and the Board of Education is requesting a 4.77% spending increase. The next page discussed was entitled “Fiscal Year 2011-2012 Proposed Town Budget Total Budget Comparisons”. She indicated this page compares 2010-2011 budget, current proposed budget 2011-2012, and default 2% budget 2011-2012. The next page was pie charts explaining total expenditures and revenues by categories. A brief discussion regarding the pie charts was held.

The last two pages of the presentation gave grand list information for fiscal year 2011-2012 and property tax analysis for fiscal year 2011-2012.

- **Board of Education**

Acting Superintendent, Carol Fox, addressed the Board. She had given to all Board Members a copy of her presentation entitled “East Windsor Public Schools Budget Presentation Fiscal Year 2011-2012 March 22, 2011”. She indicated she has been the Special Education Director for the past ten years and is now the Acting Superintendent. The district started the budget process in October of 2010. The administrative team met to discuss the process and to review data and reviewed their budgets line by line. The Board of Education had five budget workshop meetings to develop the budget and finally the proposed budget was voted upon. Ms. Linda Giuliano, Business Manager, has done a tremendous job during this process.

Ms. Fox began to discuss the first page of her presentation which was entitled “Budget Priorities 2011-2012”. Those priorities are to preserve and support

existing academic programs, minimize class size, update instructional equipment, perform repairs and preventative maintenance within the school buildings, ensure a safe and healthy learning environment for all students, and meeting legislative mandates. The next page discusses enrollment. Enrollment data for each school Brook Brook, Middle School, and High Schools were discussed. The data gave a history of enrollment from 2004-2005 through 2010-2011 and the projected enrollment numbers for 2011-2012 school year. Ms. Giuliano indicated the enrollment projections are increasing due to students returning back to the district from magnet and charter schools. The next page of their presentation gave data of students attending private, magnet, or other schools outside of the district and what tuition and transportation costs for those students. A brief discussion was held among Ms. Fox, Ms. Giuliano, Ms. DeSousa, and Mr. Bowsza regarding those costs.

The fifth page of the presentation showed a pie chart budget comparison by category and the sixth page was a quick overview of the Board of Education Proposed Budget for Fiscal Year 2011-2012. The proposed budget for the Board of Education is \$19,726,451 or a 4.77% spending increase.

Pages 7 through 11 are explanations of accounts. Page 7 discusses 100 Salaries Account. It was indicated no new programs; administrators' union and teachers' union took hard freezes; reinstated assistant principals to a 12 month positions, increased the certified staff is offset by the education jobs fund grant in the year 2011-2012 only; and remedial program increase is from a reclassifying of a grant that no longer offsets the remedial program salaries. The reclassification grant now offsets the teacher aides salary which resulted in a decrease in that account. The budget increase includes a 27th payroll for 12 month classified employees. Board Members had questions regarding the education jobs fund grant. Those questions were answered by Ms. Guilaino and Ms. Fox.

Page 8 explained the 200 Employee Benefit Account. Health insurance expense is not a final figure. However, every effort to get a final figure is being done. Unemployment benefits are projected to stay level, unless additional positions are eliminated. Pension expenses remain level. Page 9 discussed purchased service accounts. The increase in student enrichment assemblies, decreased in legal services as contract negotiations are complete and decrease in graduation awards expenses.

Page 10 explains public utilities and service accounts. The increase in fuel oil, natural gas and electricity costs, new mandated "green supplies" are more costly, increase in building cleaning and maintenance due to reinstated preventive maintenance that was deferred over the last couple of years, and increase in building repairs which have been postponed over the last few years.

A brief discussion among Ms. Menard, Mr. Burnham, and Ms. Fox was held regarding any capital improvement projects which need to be completed at the district schools which may be combined with Town projects.

Page 11 discussed services, transportation and tuition accounts. There is an increase in special education transportation costs, increase in special education and magnet school tuition, and an increase in conferences and travel.

A discussion was held among Mr. Bowsza, Ms. Fox, and Ms. Guiliano regarding the transportation costs and the town's obligation of same.

Page 12 explained supplies accounts which included increases in instructional supplies to supplement supplies that have been depleted, increase in custodial supplies due to the "green supplies" per State mandate, increase in textbooks, library supplies and increase to heat energy due to higher fuel prices. The last two pages of the presentation discussed capital outlay account and dues and fees.

A brief discussion was held among the Board of Finance Members and Board of Education Members regarding their proposed budget.

Mr. Mannette thanked all for coming to the special meeting and the meeting ended at 8:31 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary