

**BOARD OF FINANCE
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT 06016**

**MEETING MINUTES FOR BUDGET WORKSHOP
Wednesday, March 25, 2015, at 7:00 p.m.**

DRAFT DOCUMENT – These minutes are not official until approved at a subsequent meeting

Members Present: Jerilyn Corso (Chairman); Cindy Herms, Robert Maynard, Kathy Pippin, and Sharon Tripp.
Members Absent: Robert Little.
Alternate Present: Paulette Broder, and Gil Hayes
Alternate Absent: Both Alternate Members present
Others: **Town Treasurer:** Kim Lord; **Deputy First Selectman:** Jason Bowsza
Selectmen: Dale Nelson and Jim Richards. Also: Town Staff :
Department of Public Works: Len Norton, Director/Town Engineer/Tree Warden; Joe Sauehoefer, Maintainer of Facilities and Inspections; **Parks and Recreation:** Melissa Maltese, Director; and **Planning Office:** Laurie Whitten, Town Planner.

Press: No one present

Call to Order – Budget Workshop:

Chairman Corso called the Budget Workshop to Order at 7:15 p.m.

Time and Place of Meeting:

Wednesday, March 25, 2015 at 7:15 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

Appointment of Voting Members:

MOTION: To **APPOINT** Regular Member Cindy Hayes in place of Alternate Paulette Broder as a voting member for the Budget Workshop of the Board of Finance for March 25, 2015.

Tripp moved/Pippin seconded/**DISCUSSION:** None.
VOTE: In Favor: Unanimous

Approval of Minutes:

Approval of Minutes of the Regular Meeting of the Board of Finance dated March 18, 2015 was deferred to the Board's next Regular Meeting.

Public Participation:

No one requested to speak.

Budget Workshop/a. Discussion and Action: FY 15-16 Budget Requests

Public Works Department/Sanitation/Road Improvements/Town Property:

Public Works:

Len Norton, Director of the Department of Public Works/Town Engineer/Tree Warden, and Joe Sauehoefer, Maintainer of Facilities and Inspections joined the Board.

Public Works Department:

A lengthy presentation followed. Mr. Norton noted various line item increases, including contractual obligations for salary increases, as well as the addition of salary obligations for seasonal employees formerly paid through the Parks and Recreation Department, and an addition to the part-time salary line to enable the department to be staffed by a clerical employee. Mr. Norton noted he performs DEEP Municipal Stormwater Management functions; lab fees for stormwater quality associated with this work have increased and are expensive. Mr. Norton explained that Supplies and Equipment funds ongoing small equipment purchases, while Capital Purchases is funding to provide a dedicated work station for the in-house mechanic – who now services Town cars, and Senior transportation vehicles, and repair of Park and Recreation small equipment – as well as funding to provide a computer station for general employee use to access personal salary information and to provide DPW employees availability to a Town e-mail account. Education and Dues provides funding for employee re-certification as required by OSHA. Mr. Norton noted he constantly purchases salt to replenish in-house supplies which ultimately reduces the cost of purchasing supplies during crises situations.

Sanitation:

Mr. Norton explained this budget provides funding for trash collection, and biannual hazardous collection days.

Road Improvements:

Mr. Norton presented his proposed Road Improvement Plan which specifies roads anticipated for repair throughout the FY 2015 – 2016. Mr. Norton also presented the Board with a Pavement Management Update prepared by an outside firm which indicates the deteriorating/declining condition of East Windsor's roads for the period 2005 to 2012. The Board discussed the funding options. Mr. Norton noted there is not much in the way of grants available. He noted South Water Street alone carries a repair

BOARD OF FINANCE
Minutes – Budget Workshop
March 25, 2015

cost of over \$3,000,000. Mr. Norton reported that drainage projects are also part of the Road Improvement budget.

Town Properties:

Mr. Norton reported the Town Properties budget now includes maintenance previously funded through multiple department budgets. The DPW is now responsible for maintaining Town vehicles, Park and Recreation equipment, and Senior transportation vans; the Police Department continues to have vehicle maintenance outsourced. Mr. Norton noted that this budget category also manages janitorial services. The street light line has been increased 8.6% based on information received from EuroSource (formerly CL&P). Mr. Norton noted the Town is investigating purchasing street lights which would reduce the usage rate; they are considering converting to LED lights in the future. The water for hydrants line has been increased by 2% based on information from Connecticut Water Company. Mr. Norton noted Capital Improvements includes funding for upgrading security and lighting at the Police Department and Senior Services

MOTION: To TAKE A FIVE MINUTE BREAK.

Corso moved/Herms seconded/
VOTE: In Favor: Unanimous

The Commission RECESSED at 8:40 p.m. and RECONVENED at 8:45 p.m.

Discussion continued regarding funding requests.

MOTION: To REMOVE \$2100.00 from Supplies and Equipment from Expenses for the Public Works Department for FY 2015-2016.

Tripp moved/Hayes seconded/DISCUSSION: None
VOTE: In Favor: Unanimous

Parks and Recreation; Information Technology:

Melissa Maltese, Director of Parks and Recreation joined the Board

Parks and Recreation:

Mrs. Maltese reviewed her proposed FY 2015 – 2016 budget, which includes a request for an additional full time position for a person who would be certified to function as an Aquatics Director as well as assist with program development, create a media campaign to increase use of the parks, assist with grant writing, and assist with administrative support. Discussion followed. Mrs. Maltese noted the department would be losing one 15 hour part time employee to gain the full time aquatics director. Mrs. Maltese is also seeking a replacement/upgrade for an online registration system.

Information Technology:

Mrs. Maltese reported this budget includes the cost of licensing for various department specific online payment or permitting software. This budget also includes the cost of data storage in the cloud, upgrades to the GIS (Geographic Information System) which provides land use and assessment information townwide, and software for use in the police cruisers. Discussion followed regarding the various software packages.

MOTION: To **DELETE** the **25 hour new position/for a Recreation Supervisor/Aquatics Director** and **ADD BACK** the **15 hour part-time position for the Parks and Recreation Department** for FY 2015-2016.

Tripp moved/Herms seconded/

DISCUSSION: Commissioners questioned if the new position could be reduced to a part-time position? Mrs. Maltese indicated it would be difficult to fill a part-time position with the skills necessary for this position.

VOTE: In Favor: Tripp/Maynard/Pippin
Opposed: No one
Abstained: Hayes

Planning Department:

Laurie Whitten, Town Planner, joined the Board to present the FY 2015 – 2016 budget for the Planning Department. Ms. Whitten reported this budget seeks an increase in funding for an Economic Development Consultant; funding for education and dues has increased slightly. Capital Purchases includes funding for new hanging files for maps which would then provide space for a computer station for the public, and painting the department.

Discussion followed.

MOTION: To **REMOVE \$10,000 from Professional Services for the Planning Department** for FY 2015-2016.

Tripp moved/Herms seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

MOTION: To **REMOVE \$5,680 for Capital Purchases for the Planning Office.**

Herms moved/Tripp seconded/DISCUSSION: None
VOTE: In Favor: Unanimous

Board Member Comments:

BOARD OF FINANCE
Minutes – Budget Workshop
March 25, 2015

No one raised any comments/concerns.

Invoice Authorization:

MOTION: To **PAY** the invoice for recording secretarial services.

Tripp moved/Herms seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

Adjournment:

MOTION: To **ADJOURN** this Meeting at 9:57 p.m.

Tripp moved/Herms seconded/**VOTE:** In Favor: Unanimous

Schedule of Motions Respectfully submitted: _____
Peg Hoffman, Recording Secretary, East Windsor Board of Finance