

**Board of Finance
Budget Workshop – March 31, 2016**

**TOWN OF EAST WINDSOR
BOARD OF FINANCE**

BUDGET WORKSHOP

Thursday, March 31, 2016

5:30 p.m.

Town Hall Meeting Room
11 Rye Street, Broad Brook, CT. 06016

Workshop Minutes

Board of Finance:

Jerilyn Corso, Chairman

Kathleen Pippin

Cynthia Herms

Steve Smith

William Syme

Jim Richards

Alternates: Luis Valdez and Paulette Broder

ATTENDANCE: Jerilyn Corso, Kathleen Pippin, Cynthia Herms, William Syme, Jim Richards; Alternates Luis Valdez and Paulette Broder
Absent: Steve Smith

GUESTS: Selectmen Jason Bowsza and Richard Pippin; Treasurer Kim Lord

Call to Order:

Chairman Corso called the Meeting to Order at 5:34 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

Appointment of Alternate:

A motion was made by Jim Richards, seconded by Kathy Pippin, and it unanimously approved to seat alternate Luis Valdez for Steve Smith.

Budget Presentations:

Parks and Recreation- 710200

Director Melissa Maltese gave a brief description of activities and goals and asked that the funding for a full-time Program Coordinator be included in the budget. Her department is the only town department with one full-time staff person. She would like to hire a park and recreation professional to offer more programs and swim lessons, which would increase town revenue.

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Mr. Richards asked about the capital request and Ms. Maltese stated she would like to purchase a defibrillator for the parks to reduce the town's liability. She has not been able to find a grant for that purchase, although she applies for grants as often as she can.

She noted that the part-time salary line has increased due to the State minimum wage increase. There was a lengthy discussion about the impact of hiring a full-time youth programs coordinator.

Assessor- 410700

Assessor Carol Madore went over her request and said she was planning more personal property audits this year. Also, she has begun working on the revaluation. The job has gone out to RFP.

There was a brief discussion about the status of the MOU with Warehouse Point Fire District.

Ms. Madore discussed the Board of Assessment Appeals budget and answered questions from board members.

Senior Center- 710100

Director Kristen Formanek described the activities and goals of the Senior Center. The department has added many new programs and she has just submitted the grant application for two new buses.

Ms. Herms asked about her request for tables and chairs. Ms. Formanek said she had met with her Senior Center focus group, and they had approved using the excess Senior Center Activity Fund fund balance for new tables and chairs, as well as new bingo equipment.

Human Services- 411700

Director Kristen Formanek said she had updated the job descriptions for the staff and things were running smoothly. She listed the programs offered by Human Services, including energy assistance, renter's rebate and back-to-school services. She has worked with the Hunger Action Team to institute a summer meals program, which may be housed at Mill Pond this summer.

Mr. Richards asked about the programs line. Ms. Formanek explained the line covered the cost of the trip leader attending trips, as well as pays for many in-house programs offered at no fee.

Cemetery Association- 910100

Rob Rybick of the Cemetery Association distributed the financials for the association and was available to answer questions. Mr. Rybick said the association handled all burials for seven town cemeteries. They had widened a road in Scantic cemetery but it still needs top coat. There was a discussion on how revenue was raised. Mr. Rybick said the revenue has been impacted by an increase in cremations and fewer burials.

Ms. Corso adjourned the meeting at 6:50 for a break and the meeting reconvened at 7:00 p.m.

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Town Planner- 411100

The board looked over the Town Planner budget. Town Planner Laurie Whitten was out of town and unable to attend. The board members discussed the board and commission budgets submitted by the Town Planner. Mr. Richards said the Economic Development Commission budget should be reduced.

A motion was made by Bill Syme, seconded by Jim Richards and it was unanimously approved to reduce the PZC office supplies line by \$50.

A motion was made by Bill Syme, seconded by Kathy Pippin and it was unanimously approved to change the ZBA recording secretary line to \$1000.

A motion was made by Jim Richards, seconded by Cindy Herms and it was unanimously approved to reduce the BAA professional services line by \$200.

A motion was made by Bill Syme, seconded by Jim Richards and it was unanimously approved to reduce the BAA office supplies line by \$250.

A motion was made by Bill Syme, seconded by Jim Richards and it was unanimously approved to reduce the EDC professional services line to \$3000.

A motion was made by Jim Richards, seconded by Kathy Pippin and it was unanimously approved to reduce the EDC office supplies line to \$400.

A motion was made by Cindy Herms, seconded by Jim Richards and it was unanimously approved to reduce the IWWA office supplies line by \$50.

A motion was made by Jim Richards, seconded by Kathy Pippin and it was unanimously approved to reduce the IWWA education and dues line by \$100.

A motion was made by Jim Richards, seconded by Bill Syme and it was approved to reduce the Historical Commission supplies line by \$250, with Kathy Pippin opposed.

A motion was made by Bill Syme, seconded by Jim Richards and it was unanimously approved to reduce the Senior Center capital line to zero.

A motion was made by Bill Syme, seconded by Jim Richards and it was approved to reduce the Senior Center professional services line to \$2520, with Cindy Herms opposed.

A motion was made by Jim Richards, seconded by Bill Syme (for discussion) to reduce the Senior Center programs line to \$4000. Ms. Herms strongly opposed, saying the budget hasn't even been given a chance yet. The motion failed, with Jim Richards in favor, and everyone else opposed.

A motion was made by Cindy Herms, seconded by Luis Valdez and it was unanimously approved to reduce the Human Services capital line by \$400.

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A motion was made by Bill Syme, seconded by Jim Richards and it was unanimously approved to remove \$5000 from the Parks and Recreation capital line, with the recommendation that the Director request the \$5000 this year, as a supplemental appropriation from fund balance.

There was discussion regarding the need for a full-time Youth Programs Coordinator.

A motion was made by Jim Richards, seconded by Bill Syme and it was unanimously approved to reinstate the requested full-time Youth Program Coordinator position, which increased the full-time salary line to \$101,208 and reduced the part-time salary line to \$69,900.

A motion was made by Jim Richards, seconded by Bill Syme and it was unanimously approved to reduce the Town Planner professional services budget by \$4000.

A motion was made by Bill Syme, seconded by Jim Richards and it was approved to reduce the Cemetery Association request to \$17,500, with Kathy Pippin opposed.

A motion was made by Bill Syme, seconded by Kathy Pippin and it was unanimously approved to reduce the Housing Ed line to \$800.

A motion was made by Bill Syme, seconded by Jim Richards and it was unanimously approved to reduce the North Central Health District to \$53,346.

A motion was made by Jim Richards, seconded by Bill Syme and it was approved to reduce the Network against Domestic Violence line to \$5,000, with Cindy Herms and Luis Valdez opposed.

A motion was made by Bill Syme, seconded by Jim Richards to reduce American Heritage River Commission to \$1,500. The motion failed, with Bill Syme in favor and everyone else opposed.

A motion was made by Jim Richards, seconded by Bill Syme and it was unanimously approved to reduce the American Heritage River Commission line to \$2,500.

A motion was made by Jim Richards, seconded by Kathy Pippin to reduce the Recognition line to \$500. A motion was made by Bill Syme, seconded by Luiz Valdez to amend the funding to \$1000. The amendment was approved, with Jim Richards opposed. The amended motion passed, with Jim Richards opposed.

Adjournment:

A motion was made by Cindy Herms, seconded by Jim Richards to adjourn at 8:45 p.m.

Respectfully submitted,
Kimberly Lord, temporary clerk