

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

**MINUTES OF BUDGET WORKSHOP
Monday, March 27, 2017, at 6:00 p.m.**

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

Regular Members Present: Jerilyn Corso (Chairman) Cindy Herms, Kathy Pippin; Jim Richards, Steve Smith, and Bill Syme,

Regular Members Absent: All present

Alternates Present: Paulette Broder.

Alternate Absent: Danelle Godek

Others: **Acting Town Treasurer:** Gayle Carolus; **Selectmen:** Steve Dearborn, Board of Selectmen Liaison to the Board of Finance; Selectmen: Dick Pippin (arrived at 6:40 p.m.); Jason Bowsza (arrived at 7:57); **Town Staff or Department Heads:** **Social Services/Senior Services:** Kristen Franek, Director; **Park and Recreation Department:** Melissa Maltese, Director; **Broad Brook Volunteer Fire Department:** Tom Arcari, Chief; Gerry Bancroft, Assistant Chief; **Associations:** **East Windsor Cemetery Association:** Robert Rybik, Treasurer; Dan Burnham, Chairman; **Broad Brook Library:** Paul Anderson, Chairman; **Library Association of Warehouse Point:** Vincent Bologna, Library Director; Elyse Spielberg, Chairman, Board of Directors; **East Windsor Youth Center:** Michael Resto.

Press: No one from the press was present.

1. Call to Order/Pledge of Allegiance:

Chairman Corso called the Meeting to Order at 6:01 p.m. The Board stood to recite the Pledge of Allegiance.

2. Time and Place of Meeting:

Monday, March 27, 2017 at 6:01 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

3. Appointment of Alternates:

Chairman Corso noted all members are present this evening; it will not be necessary to appoint an Alternate member for this meeting.

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4. Budget Workshop/a. Cemetery Association – (910100 Activities, Fees and Associations):

Robert Rybik, Treasurer, and Dan Burnham, Chairman, of the East Windsor Cemetery Association, joined the Board.

Mr. Rybik provided the Board with a spreadsheet summarizing cemetery operations, expenses, and revenue sources for the Association, which provides burial services for patrons of the six Town-owned cemeteries. Income is derived from burial services, installation of monuments and their foundations, and investment or trust/perpetual care income. Operating income received from full burials and cremations and monument/foundation installation for 49 graves was \$50,052.40 for 2016. Expenses associated with the burials totaled \$47,600, for a net operating profit of \$2,452.40.

Mr. Rybik reported that maintenance and improvements for the cemeteries includes mowing, tree cutting, snow plowing the driveways, and repair/replacement of fences. Last year the Association received \$17,500 from the Town; additional income was received from the perpetual care fund and donations. The cost of ground maintenance in 2016 was \$32,000; they anticipate an increase to \$34,000 for 2017. Snow plowing / shoveling cost \$3500 in 2016; they are showing \$10,000 for 2017. Mr. Rybik also noted they did tree work along the property line abutting the church, and fence repair and installed a top coat of pavement in the Windsorville Cemetery last year.

Mr. Rybik indicated they requested \$40,000 from the Town for 2017, which would allow them to break even. Chairman Corso requested clarification that the Association's original request was \$40,000; First Selectman Maynard reduced that request to \$30,000, and the Board of Selectmen (BOS) approved \$20,000? Mr. Rybik replied affirmatively.

Mrs. Pippin requested clarification of the Morton Trust. Mr. Rybik reported the Morton Trust is associated with the Windsorville Cemetery specifically. The money is restricted to use in the Windsorville Cemetery; an additional amount is restricted to maintenance of the Morton lot and monument. Mr. Rybik also noted the Association received an unusually large donation last year; they don't know if that donation will be repeated.

Mrs. Herms questioned the increase in grounds maintenance. Mr. Rybik reported they have been operating under a multi-year contract which has expired; they anticipate an increase. They have also included an amount for additional tree clearing; they try to keep up with branches in Springdale. Mrs. Pippin questioned if the problem which occurred in Springdale has been completed? Mr. Burnham referenced the collapse of terrace escarpment slope, which has been repaired. Mrs. Herms questioned the insurance cost? Mr. Rybik reported the insurance is crime insurance covering the actions of the directors. That premium is paid every two years.

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Mr. Rybik noted the budget request also includes the cost of the audit required by the Town.

MOTION: To TAKE the Broad Brook Library out of order.

Richards moved/Syme seconded/

VOTE: In Favor: Unanimous (Herms/Pippin/Richards/Smith/Syme)

Budget Workshop/c. Broad Brook Library - (910100 Activities, Fees and Associations):

Paul Anderson, Chairman of the Broad Brook Library, joined the Board. Mr. Anderson reported his original budget request was for \$15,000; the First Selectman reduced his request to zero, the BOS subsequently approved a \$5,000 contribution. Mr. Anderson provided the Board with a handout, which included a record of funding for the library from 1954 through to last year when funding was completely cut from the Town budget. Mr. Anderson referenced an excerpt from the POCD (Plan of Conservation and Development) which recommends support of the libraries – plural.

Mr. Anderson reported that he became Chairman in October. The library board now meets monthly; he's submitted proof of their tax status to the Selectmen's Office. Mr. Anderson also noted that for several years the BOS have asked for extended hours; they have added librarians to provide additional hours, including Saturday. The Town will be providing the library with 3 computers; Mr. Anderson will be able to get the library on the State library system. They've also been given a display table. Mr. Anderson reported they will be initiating programs for the public's involvement. The library now has a Facebook page. Mr. Anderson reported he has met with the principal of the Middle School to coordinate availability of the library for the nearby students. He is also planning to work with the principal to coordinate resource materials with student's curriculums. Mr. Anderson reported they also receive donations, and are selling bracelets for which 100% of the profit returns to the library. Mr. Anderson reported the library does not charge late fees on overdue books as they follow a policy instituted in 1919. He noted that the library contains many historical documents unavailable elsewhere. Many people use the library as they can walk over and prefer not to drive to Warehouse Point.

Mr. Anderson referenced the handout provided for the Board, noting they don't have enough money to get through this year without selling investments.

Mrs. Herms questioned that they have initiated changes; Mr. Anderson replied affirmatively, noting they plan to do more of the things that are appropriate for those who use the library.

Mrs. Pippin felt people don't want to use this library; the Warehouse Point Library is more helpful when she's sought help with research. Mrs. Pippin questioned who will

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continue the work after Mr. Anderson moves on? Mrs. Pippin suggested it's difficult to get into the library; she would rather see the money go to the Warehouse Point Library. Mr. Anderson reiterated they have people who regularly use the Broad Brook Library who don't want to go to the Warehouse Point Library. With regard to access to the library they have an Eagle Scout who's working on installing a ramp.

Budget Workshop/e. Warehouse Point Library:

Vincent Bologna, Library Director, and Elyse Spielberg, Chairman, Board of Directors, for the Library Association of Warehouse Point, joined the Board. Mr. Bologna reported they were able to increase the hours on Wednesday and Saturday last year as they were able to hire a part-time employee; library attendance increased 11% due to the increased hours. Program attendance also increased 15%. The budget request this year would enable them to hire another part-time person to increase hours on Thursday, and provide money to increase the collection. Mrs. Spielberg noted that would also allow another night for the public to use the community room. Mr. Bologna noted that since the stock market crash they've only been able to purchase whatever the annual fundraising drive produces, which was approximately \$15,000 last year. The library has 6 computers for public use. Mr. Bologna reported they are working on a grant through the State Library to upgrade the library's service to fiber optics

LET THE RECORD SHOW Selectman Pippin arrived at 6:40 p.m.

Chairman Corso requested clarification that their original request was for \$283,351, the First Selectman reduced that to \$256,955, and the BOS returned that figure to \$262,100? Mr. Bologna concurred, noting the First Selectman returned funding to the previous year's level; the BOS added 2%. Mrs. Spielberg noted part of the BOS's discussion was they were unaware of the library's maintenance costs, as the library is not a Town-owned property. Mrs. Spielberg also noted the endowment account is restricted income, which can only be used for specific purposes. Mr. Richards questioned what happens if the library doesn't receive an increase this year? Mr. Bologna indicated they would have to layoff someone and would have to reduce hours. Mr. Richards questioned what happens if the funding stays the same? Mr. Bologna indicated no one would get a pay increase; they wouldn't be able to add to the collection. Mr. Richards cited the uncertainty of the State's contributions to the towns.

Budget Workshop/f. Senior Center/Human Services:

Human Services:

Kristen Fromanek, Director of Human Services, joined the Board. Ms. Herms noted this budget survived as proposed. Ms. Fromanek noted there is an increase in professional services to fund filing cabinets and carpeting. Supplies and equipment is for the purchase

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of items not provided by central purchasing. They request funding for postage as they don't use the Town postage service; to do so requires that staff travels to the Town Hall to use equipment. Education and dues funds annual license fees for staff.

LET THE RECORD SHOW Selectman Bowsza arrived at 7:57 p.m.

Ms. Fromanek noted they have not increased the general assistance line; this line provides emergency funding for fuel, electricity, or rent for low income residents. Ms. Fromanek noted the budget request documentation doesn't reflect a grant they received from the United Way, which would also be used for emergency assistance or eviction costs. Evictions/ejections covers the cost for one storage unit for a client's personal property; they also pay for additional storage units if needed. Ms. Fromanek noted they also received grants from Walmart and others to provide funding for food for residents through the Hunger Action Team. Mr. Syme questioned that there were no Town facilities available for storage? Ms. Fromanek cited concern for damage by mice and vermin. Mr. Syme questioned the increase in full-time salaries. Acting Treasurer Carolus noted changes in employees' salaries, or salary classifications, for FY 2015 – 2016 were not reflected in that budget year so the funding will need to be adjusted. Mr. Syme questioned that there are no services running between the Town Hall and Human Services that are available for transporting mail? Ms. Fromanek reported there is a driver from the Board of Education who delivers inter-office mail but regular mail services isn't included in that delivery; it would require Human Services staff to bring mail across town.

Senior Center:

Ms. Fromanek reported she has requested an increase in the programs line to fund additional programs for seniors. She has increased bingo to twice a month, they have a monthly social which includes live entertainment, and they have senior focus groups to discuss activities they would like to have available; they also fund trips to venues outside the Senior Center, such as Foxwoods. Ms. Fromanek reported a recent challenge is the reduction in the availability of the senior lunch program provided by CRT. In January they were advised CRT would reduce East Windsor's lunch program by several meals per month; the program is also capped at 22 meals per day. Seniors are asked to contribute to the cost of meals if possible. Ms. Fromanek reported the same issue occurred with full-time salaries under this department; the Treasurer's Office is working on a resolution. Ms. Fromanek reported the cost of the Hartford Courant subscription has increased. Water is provided for seniors as there is no water fountain at the Senior Center; gas cards are provided for volunteer drivers as there are no Town vehicles available for the volunteers use. Repairs are needed for the stove and refrigerator; the stove hood needs cleaning. Supplies and equipment includes the purchase of a defibrillator, as well as table cloths etc. for and supplies not available through central purchasing. A mileage reimbursement is provided for staff for training and attending meetings. Education and dues pays for 2 association memberships. Capital purchases is

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a one time request to provide a desk for herself at the Senior Center. The program budget is down \$325 as some programs weren't continued.

Chairman Corso requested clarification that the original budget request submitted was \$238,858; First Selectman maintained the same budget request, while the BOS reduced the budget request to \$236,838 after having made cuts to professional services and capital purchases. Ms. Fromanek concurred. Mrs. Pippin questioned if it's advantageous to continue the lunch program taking into consideration the cuts made by CRT? Ms. Fromanek felt it's actually not costing anything extra as seniors are paying something towards the meals. She felt the senior population they are serving need the lunch program; a lot of other Senior Centers have chosen to do something similar. Mr. Smith noted the potential cuts in the State contribution s; he questioned how Ms. Fromanek would handle those funding reductions? Ms. Fromanek suggested there would be staff reductions; she only has 2 full-time employees at present. Discussion continued regarding the effect on senior programming, including lunch and transportation; Mr. Smith raised the issue of regionalization. Mr. Richards noted Ms. Fromanek had mentioned receiving donations, yet he didn't see any mention of revenue in this budget. Ms. Fromanek reported revenue isn't shown on the spreadsheet and the money comes in and is spent for programs. Mr. Richards indicated he can't tell if people are paying for their trip tickets; he felt this budget pays for food and tickets for the trip escort. Discussion continued regarding escort reimbursement vs. management of similar programs offered through other departments.

MOTION: To TAKE . Item 4b. - the Broad Brook Fire Department. - next

Syme moved/Pippin seconded/

VOTE: In Favor: Unanimous (Herms/Pippin/Richards/Smith/Syme)

Budget Workshop/b. Broad Brook Fire Department

Chief Tom Arcari, and Assistant Chief Gerry Bancroft, of the Broad Brook Fire Department joined the Board. Chief Arcari reported their biggest budget request this year is to fund 3 part-time fire fighter positions; this would be an addition of 2 positions. Chief Arcari and Assistant Chief Bancroft noted the difficulty responding to calls without local staff; they cited the lengthy response time if they are out of town and the need to seek assistance from surrounding town departments. A delay can impact safety at a fire. Mr. Syme questioned that the part time personnel are certified to drive equipment? Chief Arcari replied affirmatively, noting most are career fire fighters from other towns who can work these part-time schedules. Mr. Richards noted the part-time salary line went down last year; Assistant Chief Bancroft noted that the Warehouse Point Fire District funded their own personnel. Chief Arcari noted they received a zero increase in funding for fire-vehicle and gas. He also noted the recording secretary salary has been combined with the part time salary line this year. Mr. Richards questioned that if the department has money left over at the end of the year they return it to the Town? Chief Arcari

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replied affirmatively, noting they returned money at the close of the books last year. Assistant Chief Bancroft noted the cost of training for new volunteers will go up this year as the cost of training through the Fire Academy has doubled. Mrs. Herms questioned where the Fire Marshal's salary is listed? Chief Arcari reported the Town Fire Marshal salary is funded through the First Selectmen's budget. Mr. Syme referenced the fire – vehicle and gas line; Chief Arcari noted the line also includes the cost of DOT inspections on anything related to fire equipment – pumps, generators, etc. – on the trucks.

MOTION: To RECESS at 7:37 p.m.

Syme moved/Herms seconded/

VOTE: In Favor: Unanimous (Herms/Pippin/Richards/Smith/Syme)

Chairman Corso RECONVENED the Workshop at 7:42 p.m.

Budget Workshop/d. Youth Center - (910100 Activities, Fees and Associations):

Michael Resto joined the Board regarding the Youth Center. Mr. Resto reported they have 90 kids signed up for services. Mr. Smith questioned how many kids attend on a weekly basis; Mr. Resto suggested 20 – 30 kids. The range of services is for Middle School through High School students, although mostly Middle School students attend the Youth Center. Mr. Resto reported Friday is their most active day as there are several local restaurants who donate food on Fridays.

Chairman Corso noted that the Park and Recreation Department and Ms. Fromanek are looking to put something together; how will that effect this service? Melissa Maltese, Director of Parks and Recreation spoke from the audience, noting funding for the new program would be through a State grant in the amount of \$14,000; \$7,000 could be provided through in-kind services which could be the space to be provided in the High School, and the Town would have to fund the remaining \$7,000. Discussion followed regarding if the two separate services would continue or operate separately.

Mrs. Herms questioned if dinner is offered to participating students? Mr. Resto noted they are volunteers; they offer bags of chips, etc. Mrs. Herms questioned if they find students eat dinner there rather than at home? Mr. Resto reported students eat dinner when it's provided. Mr. Smith questioned the amount of last year's donation? Mr. Resto indicated he would ask Ms. Parker to provide that information; Main Street Grill, Sofia's, and Nona's all donate food. Mr. Smith questioned what would be the advantage of coming under the Town vs. staying independent? Mr. Resto noted as volunteers they don't always know where the financing is coming from. Mr. Richards suggested they basically operate month to month; they're always holding fundraisers. Mr. Smith questioned if they have a long range plan? Mr. Resto suggested they plan to operate as they are as long as they can.

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Budget Workshop/g. Parks & Recreation:

Melissa Maltese, Director of the Parks and Recreation Department, joined the Board. Mr. Syme noted the professional services line shows an increase; he questioned what additional services are being provided? Mrs. Maltese suggested they are showing a more realistic budget in regard to the allocation of costs; this line also includes the second year of a water quality management contract which wasn't included last year. Mrs. Herms noted the increase in the site improvement line; Mrs. Maltese reported she is working on a program to provide signage indicating street addresses for all parks. She noted local fire and emergency personnel are familiar with the location of most parks but new personnel would be looking for street addresses. Mr. Syme noted the Town funded an additional staff position last year. Mrs. Maltese introduced the new Aquatics/Youth Programming Supervisor; Mrs. Maltese suggested these additional services will help increase revenue this year. Mr. Syme questioned what other additional services are being offered? Mrs. Maltese reported additional swim lessons will be offered; she also noted the Park and Recreation Commission eliminated the resident requirement this year so she anticipates attendance will be up. Mr. Smith questioned if all the programs are revenue positive, or neutral? Mrs. Maltese reported some are community service events; in general what comes in from programs goes back out in programs. The summer camp program includes one field trip per week; staff cost is built into the per child cost. Selectman Bowsza noted Mrs. Maltese has been creative stretching dollars over her time here; she does a great job.

Budget Workshop:

The Board briefly reviewed the budget requests presented to date noting the impact on services, and the increased cost of those services vs. the potential mill rate. The Board considered funding options. Selectman Dearborn, the BOS liaison to the Board of Finance, offered the Board his opinion regarding staffing levels and their associated costs.

MOTION: To TAKE the school budget first.

Syme moved/Richards seconded/

VOTE: In Favor: Unanimous (Herms/Pippin/Richards/Smith/Syme)

MOTION: To RECESS at 8:35 p.m.

Syme moved/Richard seconded/

VOTE: In Favor: Unanimous (Herms/Pippin/Richards/Smith/Syme)

Chairman Corso RECONVENED the Workshop at 8:41 p.m.

MOTION: To fund the East Windsor Board of Education budget at \$22,129,135.

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Smith moved/Richards seconded/

DISCUSSION: Mr. Syme didn't feel the Board can do this; he cited the contractual expenses, and the expenses associated with those contractual obligations, such as health care, that are required. Mr. Syme suggested the Board should consider a 2% increase and revisit the funding level if necessary. Mr. Richards cited his concern with the reduction in State funding the Town is expected to face. Mr. Smith felt it's the Board of Education's responsibility to manage the budget approved. Mr. Syme suggested increasing the Board of Education budget \$500,000, with the caveat that it's the Board of Education's responsibility to fund any pension contributions through this approved budget amount.

Mr. Smith agreed to AMENDED his motion, Mr. Richards agreed to second the AMENDED MOTION:

AMENDED MOTION: To fund the East Windsor Board of Education budget at \$22,629,135.

Richards moved/Smith seconded/

DISCUSSION: Mr. Smith added Mr. Syme's caveat that it's the Board of Education's responsibility to fund any pension contributions through this approved budget amount.:

VOTE: In Favor: Herms/Richards/Smith/Syme

Opposed: No one

Abstained: Pippin

VOTE ON ORIGINAL MOTION:

VOTE: In Favor: No one

Opposed: Herms/Richards/Smith/Syme

Abstained: Pippin

MOTION: To REMOVE \$6,000 from the Board of Selectmen's approved budget for the Youth Center.

Smith moved/Richards seconded/**DISCUSSION:** None.

VOTE: In Favor: Pippin/Richards/Smith/Syme

Opposed: Herms

Abstained: No one

MOTION: To REMOVE \$5,000 from the Board of Selectmen's approved budget for the Broad Brook Library..

Smith moved/Richards seconded/**DISCUSSION:** None.

VOTE: In Favor: Pippin/Richards/Smith

Opposed: Herms/Syme

Abstained: No one

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MOTION: To REMOVE the WPF (Warehouse Point Fire District) Subsidy line from the Board of Selectmen's approved budget.

Richards moved/Smith seconded/DISCUSSION: None.

VOTE: In Favor: Richards/Smith

Opposed: Herms/Pippin/Syme

Abstained: No one

MOTION: To REDUCE the Broad Brook Fire Department salary-part time line by \$30,500.

Herms moved/Richards seconded/DISCUSSION: The Board's intent is to fund the part-time position in steps..

VOTE: In Favor: Herms/Pippin/Richards/Syme

Opposed: Smith

Abstained: No one

MOTION: To REDUCE the funding for the Warehouse Point Library from \$262,100 to \$183,000.

Smith moved/Richards seconded/DISCUSSION: The Board felt that given then ????? of the budget in general that the library should refrain from adding staff at this time.

VOTE: In Favor: Richards/Smith/Syme

Opposed: Herms/Pippin

Abstained: No one

5. **Board Member Comments:** Nothing presented this evening.

6. **Adjournment:**

MOTION: To ADJOURN this Meeting at 9:20 p.m.

Pippin moved/Syme seconded/VOTE: In Favor: Unanimous

Respectfully submitted:_____

Peg Hoffman, Recording Secretary, East Windsor Board of Finance