

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

**BUDGET WORKSHOP
Wednesday, March 29, 2017, at 6:00 p.m.
MEETING MINUTES**

Regular Members Present: Kathy Pippin (Vice Chairman) Cindy Herms, Jim Richards
(arrived at 6:30 p.m.), Steve Smith, and Bill Syme,

Regular Members Absent: Jerilyn Corso

Alternates Present: Paulette Broder.

Alternate Absent: Danelle Godek

Others: **Acting Town Treasurer:** Gayle Carolus; **Selectmen:** Jason Bowsza;
Dick Pippin; **Town Staff or Department Heads: :Planning and
Development:** Laurie Whitten, Town Planner; **Building Committee:**
Tom Talamini, Selectman Pippin; **Veterans Commission:** D. James
Barton, Chairman.

Press: No one from the press was present.

1. **Call to Order:**

Vice Chairman Pippin called the Meeting to Order at 6:03 p.m. The Board stood to recite the Pledge of Allegiance.

2. **Time and Place of Meeting:**

Wednesday, March 29, 2017 at 6:00 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

3. **Attendance/Appointment of Alternates:**

MOTION: To APPOINT Alternate Member Broder to replace Jerilyn Corso as a voting member for the March 29, 2017 Budget Workshop of the Board of Finance.

Syme moved/Herms seconded/**DISCUSSION:** None.

VOTE: In Favor: Unanimous

4. **Budget Workshop/a/ Boards and Commissions:**

MOTION: To TAKE OUT OF ORDER the Planning & Zoning Commission, the Zoning Board of Appeals, the Economic Development, and the IWWA .

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Syme moved/Broder seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

PZC - #810200; ZBA – #810300; EDC - #810500; IWWA - #810600

Laurie Whitten, Town Planner, joined the Board. Town Planner Whitten reported she is present to discuss funding for recording secretaries for several commissions –Town Planner Whitten reported these commissions are required to have a recording secretary to prepare minutes under the State Statutes. An additional amount is requested for education and dues to enable commission members to attend seminars or training; the classes are particularly valuable for new members.

Mr. Syme noted a line item for professional services for \$3,000 under the EDC budget. Town Planner Whitten noted the EDC holds Meet and Greet events, generally annually, and wants to start hosting small business assistance workshops. This line item is for costs for food and venues for these events. Mr. Syme questioned if the EDC employs a consultant? Town Planner Whitten reported they requested funds for an EDC consultant under the Planning Department budget. Mrs. Herms questioned how many commissions Town Planner Whitten is here to represent? Town Planner Whitten noted the following commissions: the PZC (Planning and Zoning Commission), the ZBA (Zoning Board of Appeals), the EDC (the Economic Development Commission), and the IWWA (the Inland Wetlands and Watercourse Agency). Mr. Syme questioned how often commission members use the education funds? Town Planner Whitten noted the classes are particularly valuable for new members, although standing members benefit from refresher seminars as well. She noted the classes are often offered later in the year; expenditures also depend on when within the budget cycle a new member begins his/her term.

Selectman Bowsza questioned if towns are statutorily required to have an EDC commission; Town Planner Whitten replied negatively but noted most towns do. Selectman Bowsza then questioned why the statutory requirement for a recording secretary applies to the EDC if that commission isn't statutory required? Town Planner Whitten clarified that should a town have a board or commission then they are statutorily required to produce minutes which are typically supplied via a recording secretary. Since the Town has an EDC then the recording secretary is required.

No other questions were raised regarding these budget requests.

BAA - #810400:

No one was present to discuss this budget request as the Assessor is presently on leave. Acting Treasurer Carolus reported this budget has been increased by \$500 in anticipation

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of the filing of additional appeals. Selectman Bowsza reported the re-valuation of real and personal property will begin next year.

Building Committee - #810800:

No member of the staff was present to discuss this budget request. Selectman Pippin, a member of this committee, reported this is also a request to fund a recording secretary; they also meet monthly. Selectman Bowsza suggested this commission has been doing an outstanding job reviewing projects. He noted the number of years of experience in the trades represented by the members of that commission. Mr. Talamini, also a member of the committee speaking from the audience, reported they have other projects in the pipe line.

Elderly - #810900:

No member of staff was present to discuss this budget request. Selectman Bowsza reported this commission is meeting more frequently, and has acquired new members. This request is also to fund a recording secretary.

Ethics - #811200:

Selectman Pippin and Bowsza noted this is a minimal budget request as this commission only meets if complaints are received.

Historical Commission - #811300:

Selectman Pippin reported this commission meets monthly; this request is to fund a recording secretary.

Veterans Commission - #822600:

D. James Barton, Chairman of the Veterans Commission, reported this budget request is also to fund a recording secretary. The present recording secretary has been paid through the First Selectmen's Office. In the past the minutes were taken by a commission member; they would like to hire someone with experience filing agendas and minutes. This commission meets monthly; the original budget request was \$100/meeting but the BOS cut that fee to \$80/meeting. Mr. Syme questioned that this was a new line item this year? Mr. Barton replied affirmatively. Mrs. Herms referenced the comments made regarding the recording secretary for the EDC. Selectman Bowsza indicated he had originally misunderstood Town Planner Whitten's comment about statutory requirements for filing minutes relative to commissions - should a town have a board or commission then they are statutorily required to produce minutes which are typically supplied via a recording secretary. Selectman Bowsza noted the difference in pay rate relates to the

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requirements for the minutes; for example the PZC requires technical minutes which can provide documentation for legal appeals, therefore the rate is higher.

Board of Finance - #810100

The town recently entertained proposals for auditing services, Acting Treasurer Carolus reported the current auditing firm gave the Town a \$1,000 reduction. Analysis fees have gone down as well. Mr. Syme reported that 3 RFPs had been received, Mahoney Sabol came in considerably less than the other firms.

MOTION: To APPROVE the Board of Finance budget in the amount of \$43,750.

Syme moved/Herms seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Smith/Syme)
(No one opposed/no abstained)

PZC - #810200:

MOTION: To APPROVE the Planning and Zoning Commission budget in the amount of \$2,950

Syme moved/Herms seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Smith/Syme)
(No one opposed/no abstained)

ZBA – #810300:

MOTION: To APPROVE the Zoning Board of Appeals Commission budget in the amount of \$1,500.

Syme moved/Herms seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Smith/Syme)
(No one opposed/no abstained)

BAA - #810400:

MOTION: To APPROVE the Board of Assessment Appeals Commission budget in the amount of \$1550.

Syme moved/Broder seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Smith/Syme)
(No one opposed/no abstained)

EDC - #810500:

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MOTION: To APPROVE the Economic Development Commission budget in the amount of \$4,150.

Syme moved/Herms seconded/DISCUSSION: None
VOTE: In Favor: Unanimous (Broder/Herms/Smith/Syme)
(No one opposed/no abstained)

LET THE RECORD SHOW Regular Member Jim Richards arrived at 6:30 p.m.

IWWA - #810600

MOTION: To APPROVE the Inland Wetlands and Watercourse Agency Commission budget in the amount of \$1,800.

Syme moved/Broder seconded/DISCUSSION: None
VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Building Committee - #810800:

MOTION: To APPROVE the Building Committee budget in the amount of \$1,200.

Syme moved/Richards seconded/DISCUSSION: None
VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Elderly - #810900:

MOTION: To APPROVE the Elderly Commission budget in the amount of \$500.

Syme moved/Herms seconded/DISCUSSION: Mr. Richards questioned if this Commission has met this year; Mr. Syme noted they've spent \$75 already in 2017.
VOTE: In Favor: Unanimous (Broder/Herms/Smith/Syme)
(No one opposed/no abstained)

Ethics - #811200:

MOTION: To APPROVE the Ethics Commission budget in the amount of \$500.

Syme moved/Herms seconded/DISCUSSION: None
VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Historical Commission - #811300:

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MOTION: To APPROVE the Historical Commission budget in the amount of \$500.

Syme moved/Herms seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Veterans Commission - #822600:

MOTION: To APPROVE the Veterans Commission budget in the amount of \$960.

Syme moved/Herms seconded/DISCUSSION: Mr. Richards questioned if this budget was for a recording secretary; Mr. Barton replied affirmatively. Mr. Richards suggested he knows this Commission does a lot of meetings; how much is that per meeting? Mr. Barton reported it's \$80/meeting. Mr. Richards questioned if that would be enough; he knows they have a lot going on. Mr. Syme clarified that would be one meeting a month.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

The Board discussed the budget process, from the initial budget requests and the associated support documentation, and the steps – 1) initial presentation by the First Selectman, 2) review and adjustment by the Board of Selectmen (BOS), to 3) presentation, review, and adjustment by this Board - prior to presentation for referendum. Timing of BOF budget workshops was reviewed. Mr. Richards requested copies of support documentation provided by requesting departments or organization.

The Board considered the following budget options.

Park and Recreation (Department) - #710200:

Mr. Syme noted the requested increase will be nearly offset by the increased revenue realized by the additional swim lessons.

MOTION: To APPROVE the Park and Recreation Department budget in the amount of \$239,702.

Richards moved/Smith seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Police Department - #510200:

Mrs. Herms recalled the presentation discussion related to transfer of personnel within the clerical employees.

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MOTION: To INCREASE the clerical salary full time line to \$174,913 and REMOVE the clerical salary – part time from the Police Department budget.

Hermes moved/Richards seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Hermes/Richards/Smith/Syme)
(No one opposed/no abstained)

Mr. Syme suggested capital purchase requests could be funded via transfers or supplemental income requests.

MOTION: To CHANGE the capital purchases line to zero for the Police Department budget.

Richards moved/Syme seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Hermes/Richards/Smith/Syme)
(No one opposed/no abstained)

The Board considered reducing education and dues. Discussion followed regarding the process of officer training. It was noted the State has doubled the fees associated with training through the Police Academy.

MOTION: To APPROVE the Police Department budget in the amount of \$3,356,506.

Richards moved/Hermes seconded/DISCUSSION: Mr. Smith felt the Board needs to fund public safety.

VOTE: In Favor: Unanimous (Broder/Hermes/Richards/Smith/Syme)
(No one opposed/no abstained)

Mr. Syme initiated discussion of funding the CIP (Capital Improvement Projects) budget. He noted that the Board hadn't heard presentations from Town staff yet but he offered the suggestion that the Board consider funding the CIP from the CNR fund balance. Discussion continued regarding the preferred retention percentage vs. available fund balance.

Activities, Fees and Associations - #910100:
Cemetery Association line item:

The Board reviewed the history of the Association's funding requests over the past several years. Selectman Bowsza noted they are now providing the audit requested by the BOS; he also noted the effect of the 2008 crash on their investment income. Selectman Pippin noted their anticipated increase in operating expenses for FY 2017 - 2018.

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MOTION: To GIVE the Cemetery Association funding in the amount of \$25,000.

Richards moved/Smith seconded/DISCUSSION: Mr. Richards felt they will be in trouble if the Board doesn't fund them, and unless the Town wants to do the maintenance....

Mr. Richards noted he is making this motion based on the suggested funding for the CIP (Capital Improvement Projects) budget discussed earlier.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Broad Brook Fire Department - #511000:

MOTION: To FUND the Broad Brook Fire Department in the amount of \$389,287 for the FY 2017 – 2018.

Syme moved/Richards seconded/DISCUSSION: Mr. Syme would encourage them to return next year to request funding for the third position.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Public Works - #610100:

Mr. Syme noted the minor increases over the 5 department budgets; he noted the Town needs to pay for sand and salt. Mr. Syme felt they did a good job with their budget requests. Mr. Smith questioned the status of salary negotiations.

MOTION: To APPROVE the Public Works budget in the amount of \$865,080.

Syme moved/Richards seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Town Property - #610200:

MOTION: To APPROVE the Town Property budget in the amount of \$1,006,480.

Syme moved/Richards seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no abstained)

Road Improvements - #610300:

The Board considered a \$100,000 reduction in the budgeted amount for road improvements. Acting Treasurer Carolus noted the Board has already made a \$64,725

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transfer from this line to purchase sand and salt. Discussion continued regarding funding options.

MOTION: To CHANGE the Road Improvements road maintenance line to \$250,000/

Richards moved/Syme seconded/DISCUSSION: Acting Treasurer Carolus reminded the Board they had already transferred \$64,725 from this line to salt and sand.

VOTE: In Favor: Richards/Syme

Opposed: Broder/Herms/Smith

Abstained: No one

MOTION: To APPROVE the Road Improvements budget in the amount of \$450,000.

Smith moved/Herms seconded/DISCUSSION: Mr. Richards indicated it's \$50,000 he'll be looking for from other budgets.

VOTE: In Favor: Broder/Herms/Smith

Opposed: Richards/Syme

Abstained: No one

Senior Center - #710100:

MOTION: To REDUCE the Program Line under the Senior Center budget by \$2,000 to \$5,835.

Richards moved/Smith seconded/DISCUSSION: Mr. Richards indicated he has reduced this budget line as the \$2,000 includes the cost of lunch and the event charge for the escort; these programs should be handled as they are for the Board of Education in which the cost of lunch and the event charge is calculated into the per person ticket price. Mrs. Herms is opposed as she felt many seniors won't be able to afford these programs/events. Mr. Syme recalled that the Park and Recreation Department figures that cost into their per person program cost. Mr. Smith questioned the staffing level for the Senior Center; Acting Treasurer Carolus reported there are 5 full time and 2 part time employees (not including the director). Mr. Smith reported that other towns provide a larger number of programs; he felt this is one program that could be regionalized.

VOTE: In Favor: Richards/Smith/Syme

Opposed: Broder/Herms

Abstained: No one

Mr. Syme noted the increase in the full-time salary line is due to an error in the previous year's funding; this increase is actually 2 years of salary increases.

MOTION: To FUND the Senior Center budget in the amount of \$234,838.

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Richards moved/Smith seconded/DISCUSSION: None
VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no one abstained)

Human Services - #411700:

Mr. Syme noted that same error is included in this department full-time salary line. The Board held a general discussion regarding longevity allowances.

MOTION: To APPROVE the Human Services budget in the amount of \$196,820.

Richard moved/Smith seconded/DISCUSSION: Mr. Syme suggested nothing has really increased in this budget except the salary line and that included an adjustment from the previous year. Mr. Richards indicated he was making this motion based on the potential transfer to fund CIP.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no one abstained)

Communications - #510400:

MOTION: To FUND the Communications budget in the amount of \$53,356.

Richards moved/Syme seconded/DISCUSSION: None
VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no one abstained)

Emergency Management - #510300:

MOTION: To FUND the Emergency Management budget in the amount of \$17,518.

Richards moved/Smith seconded/DISCUSSION: Mr. Syme noted the increase for equipment was because much of the equipment is older.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no one abstained)

Information Technology - #910400:

Selectman Pippin noted this budget includes the cost of many software agreements. Selectman Bowsza noted the BOS cut half of the money requested for computer replacements, but there is a need to plan for that eventual purchase. Discussion followed regarding the purchased services line item, which includes the services of one outsourced IT consultant for 4 hours on Friday as needed. Selectman Bowsza noted that since the

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in-house staff has become involved the consultant fees have been reduced considerably as in-house staff undertakes an initial review of IT problem resolution. Selectman Bowsza noted the services of Cox, Outlook 365 e-mail and other programs are included in the purchased services line. Mr. Richards questioned who manages the purchased services for IT? Selectman Bowsza believed that to be Mr. Sauerhoefer; the First Selectman wants to upgrade the Town website as it uses 20 year old programming codes. While the increase for this specific budget appears large the overall budget request for the 5 departments is 1.24%.

MOTION: To APPROVE the Information Technology budget in the amount of \$185,811.

Herms moved/Syme seconded/DISCUSSION: Mr. Richards questioned if this stuff goes out to bid? Acting Treasurer Carolus replied it's done under a RFQ. Selectman Bowsza noted that Mr. Sauerhoefer doesn't cut corners on his projects; he follows the policy requirements.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no one abstained)

Sanitation - #910500:

The line item for trash removal was questioned. Mr. Syme noted that would be East Windsor's share of trash removal at the 4-Town Fair, of which East Windsor is one of the 4 contributing parties. Selectman Bowsza noted the property location for the 4-Town Fair is actually owned by the 4 participating towns collectively.

MOTION: To APPROVE the Sanitation budget in the amount of \$901,555.

Smith moved/no one seconded the motion as the amount specified was incorrect. Mr. Smith RESCINDED his motion

MOTION: To APPROVE the Sanitation budget in the amount of \$905,555.

Richards moved/Smith seconded/DISCUSSION: None

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)
(No one opposed/no one abstained)

MOTION: To TAKE A FIVE MINUTE RECESS.

Smith moved/Richards seconded/**VOTE:** In Favor: Unanimous

The Board RECESSED at 8:05 p.m.

Vice Chairman Pippin RECONVENED the meeting at 8:12 p.m.

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The Board reviewed various general funding options.

Warehouse Point Library - #710300:

MOTION: To APPROVE the Warehouse Point Library budget in the amount of \$262,100.

Herms moved/Richards seconded/*DISCUSSION* None

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

Opposed: No one

Abstained: Smith

5. Adjournment:

MOTION: To ADJOURN this Meeting at 8:32. p.m.

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

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