

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

**MINUTES OF BUDGET WORKSHOP
Wednesday, March 28, 2018, 7:00 p.m.**

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

Regular Members Present: Jerilyn Corso (Chairman), Cindy Herms, Kathy Pippin, Bill Syme, Sarah Muska, Karen Christensen

Regular Members Absent: All Regular Members were present

Alternate Members Present: Alan Baker, Danielle Godeck

Alternate Members Absent: All Alternate Members were present

1. CALL TO ORDER:

Chairman Corso called the Budget Workshop to Order at 7:52 p.m.

2. TIME AND PLACE OF MEETING:

Wednesday, March 28, 2018, immediately following the 7:00 p.m. Public Hearing at the East Windsor Town Hall Meeting Room (11 Rye Street, Broad Brook, Connecticut, 06016)

3. ATTENDANCE/APPOINTMENT OF ALTERNATES:

All members were present at this time and no alternates needed to be appointed.

4. BUDGET WORKSHOP:

A. 910100 Cemetery Association:

The Cemetery Association came and gave a presentation on their proposed budget. They explained that their money goes toward improvements. They originally asked for \$40,000 and were approved for \$20,000 from the BOS. They explained that that is the same amount as last year and it simply was not enough. They had been asking for \$40,000 for the last couple of years and have been receiving between \$15,000 and \$20,000. The fence project on Route 5 they would like to do is in excess of \$25,000. They can't do new projects if they don't have the extra money because they are trying to save to do the bigger projects.

B. 811600 Veterans Commission:

The Veterans Commission came and explained that the increase to the budget is because of the Recording Secretary expenses. Last year they put in for \$100 a month for the Recording Secretary and were cut to \$80 a month. They put in for \$100 a month again this year. There were some extra meetings because of all the work that was done in Warehouse Point. They can't have a secretary at these meetings because they don't have the funds. They also have to pay for the cemetery flags that they put out each year and that number unfortunately keeps increasing. There are about 1,000 flags.

C. 411500 Registrars:

No one was present from the Registrar's Office.

D. 511000 Broad Brook Fire Department:

The Broad Brook Fire Department wanted to make clear that Warehouse Point Fire Department would still have to tax to make up the difference in their budget but they mirrored their number to make it fair. It was not convoluted or a made up number it was simply mirrored for Broad Brook Fire Department. The part time salary line is for a third person on during the day. They stated that the \$32,000 is an insurance policy that the Town will be adequately protected. They put in for 2 people last year and were cut to 1 and want to get back up to 2 this year. They explained that the physicals line increase is because they have to pay for the initial physicals but others are accepted after that. They gave out a handout outlining the incidents by day of week and shift. To see said handout it is hereto attached as Attachment A (2 pages).

E. 411300 Building:

The Building Department came and made a presentation to the Board of Finance. He gave out a handout explaining their needs and their numbers to date. To see the handout it is hereto attached as Attachment B (3 pages). They would like to hire "duration of project" employees or part time and no full time people. This way they do not have to offer benefits. He also explained that if the Casino project goes through and the project is \$200 million there will be a fee for the permit of just over \$3 million for just permits. That is not included in the \$3 million from the casino. He explained all of the full time and part time positions in his office.

F. 1. 610100 Public Works:

There is nothing to be touched in the Public Works budget because it is all contractual and can't be changed. This is 2 years of increases because of the new contract.

2. 610200 Town Property:

Water hydrants is the cause of the large increase, they cost about \$3,000 apiece. There is also an increase in the electricity because of contractual increases.

3. 610300 Road Improvements:

There were no increases to the Road Improvements budget.

4. 910400 Information Technology:

The increase is due to software licensing and purchased services is due to contractual increases. The increase to the equipment line is because there are computers that need replacing. They have been doing a lot of in house servicing so that is saving some money.

5. 910500 Sanitation:

The increases are mostly contractual. The other increase is the Hazardous Waste collection which has not been done in a few years.

6. 810800 Building Commission:

There is no increase for the Recording Secretary. They wanted to bring an issue to the attention of the Board. The Middle School oil tank needs to be removed and a new one installed next year. It will be about \$120,000 to remove and install a new one.

G. 910800 Debt Services:

This has to do with the bonding for the roof.

H. Revenues:

They are quite a bit high than last year. At the time they were approved they were going by the Governor's recommendations after they got finalized it was a bit higher than they thought. There is structure differences and as they were going over it Gayle was going to check on her numbers for educational cost sharing.

MOTION made by (Muska) and **SECONDED** by (Syme) to put the Broad Brook Fire Department salary line back up to \$110,000.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Herms) to approve the Public Works budget for \$897,000.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Syme) and **SECONDED** by (Muska) to approve the Town Property budget for \$1,040,697.

In Favor: All

Opposed: None

Motion: **PASSED**

Board of Finance
Budget Workshop
March, 28, 2018

MOTION made by (Syme) and **SECONDED** by (Herms) to approve the Road Improvements Budget for \$450,000.

In Favor: Syme Opposed: Muska, Herms, Pippin, Christensen Motion: **FAILED**

MOTION made by (Syme) and **SECONDED** by (Muska) to approve the Registrar's budget for \$63,925.

In Favor: All Opposed: None Motion: **PASSED**

5. ADJOURNMENT:

MOTION made by (Muska) and **SECONDED** by (Herms) to adjourn at 9:23 p.m.

In Favor: All Opposed: None Motion: **PASSED**

Respectfully Submitted,

Rebecca D'Amicol, Recording Secretary

Attachment A
page 1

BROADBROOK

570
CALLS

Incidents by Day of Week/Shift

Alarm Date Between (01/01/2017) And (12/31/2017)

Day/Shift	Count	Pct
Sunday		
1 0600 Hrs. to 1800 Hrs.	36	6.31 %
2 1800 Hrs. to 0600 Hrs.	49	8.59 %
	85	14.91 %
Monday		
1 0600 Hrs. to 1800 Hrs.	51	8.94 %
2 1800 Hrs. to 0600 Hrs.	30	5.26 %
	81	14.21 %
Tuesday		
1 0600 Hrs. to 1800 Hrs.	49	8.59 %
2 1800 Hrs. to 0600 Hrs.	26	4.56 %
	75	13.15 %
Wednesday		
1 0600 Hrs. to 1800 Hrs.	30	10.17 %
2 1800 Hrs. to 0600 Hrs.	24	4.21 %
	52	14.38 %
Thursday		
1 0600 Hrs. to 1800 Hrs.	40	7.01 %
2 1800 Hrs. to 0600 Hrs.	27	4.73 %
	67	11.73 %
Friday		
1 0600 Hrs. to 1800 Hrs.	56	9.82 %
2 1800 Hrs. to 0600 Hrs.	33	5.78 %
	89	15.61 %
Saturday		
1 0600 Hrs. to 1800 Hrs.	52	9.12 %
2 1800 Hrs. to 0600 Hrs.	39	6.84 %
	91	15.96 %

BROADBROOK

Attachment A
Page 2

Incident Type Report

Alarm Date Between {01/01/2017} And {12/31/2017}
and Incident Type = "111" and Shift = "1"

Incident	Alm Date	Time	Primary Action	Property Use
111 Building fire				
17-0000467-000	11/07/2017	13:00:25	51 Ventilate	
17-0000510-000	11/29/2017	13:29:36	73 Provide manpower	700 Manufacturing, processing
17-0000533-000	12/14/2017	15:59:18	11 Extinguishment by	419 1 or 2 family dwelling
17-0000548-000	12/22/2017	11:23:30	51 Ventilate	
Incident Type Count:	4			Percent of All: 100.0%

Total Incident Count: 4

SHIFT "1" = 0600 HRS to 1800 HRS

INCIDENT Type "111" = STRUCTURE FIRES

Attachment B
Page 1

March 5, 2018

To:

The Board of Selectmen
The Board of Finance

Regarding:

Present, Immediate, and Future need of the East Windsor Building Department.

This is intended to provide both Boards with the information enabling the Building Department to procure the added appropriations necessary to provide the services to permit applicants. I will provide the vision and associated path I believe will reserve financial expenditures in a prudent fashion while providing consistent services into the future to accommodate the current/anticipated growth of our community. This, essentially, is the approach in how we propose to address the impact of the projected growth in our community over the next ten years.

Presently we have generated 1.59% of our annual projected revenue (\$318,123) for the fiscal year. Annual projection for fiscal year 2017/2018 is \$200K. We project revenue in excess of \$400,000. This does not include any revenue generation associated with the MMCT ventures. The projected revenue for this project should exceed \$2.3 million dollars. In short, we need help and assistance in managing this type of increased workload. These kind of projects demand additional resources to our customers while providing the liability protection to our community through the Public Safety of proper Building Inspection. This means professionally licensed Building Inspector(s), Electrical Inspector(s), and/or HVAC/Plumbing Inspector(s). I have received within the application for a wood frame, three-story, residential, apartment complex located on North Road. This encompasses 121 one & two bedroom units, elevators, common stairwells, utility rooms, common spaces, recreational spaces, and a limited number of stand-alone garages. The Building Department will need additional resources to start and complete a project of this size and scope. The permit application fee was \$124,000, to date. I will be requiring an affidavit of final cost. This could adjust the permit application fee upwards. The expected timeline of project completion is 18 months, depending on weather. I am requesting the expansion of inspection staff on a "Duration of Project" basis and/or "Temporary Employee" designation. This will limit the new hires to approximately 1000 hours annually. The employment does not include benefits. This is if it is even possible to hire the licensed professionals based on regional shortages in the respective disciplines. The following page is a combination of immediate needs as well as the forecast "impact" assessment.

A Full Time Permit Clerk. This has been a need for over 10 years based on growth and revenue generation. This community has grown and is projected by CROG to be the fastest

Attachment B
Page 2

growing community in our state over the next 10 years. We need to be prepared now. We are currently understaffed.

A realignment of the office (interior & layout) . This is being designed to increase the security of staff and daily revenue. The Building Department typically balances our revenue and deposits on a daily/weekly/monthly basis. Current office layout and the manner our revenue is secured requires this change. Times have changed, the public attitudes have changed, and we need to change to provide a secure environment for our staff and customers as well. We hope to achieve enhanced customer service with this accomplishment. Applicants currently have unfettered access to all areas of our workspaces.

View inspect software with the necessary hardware (tablets, workbooks, or laptops) to provide for in field access to all permitting information. This will allow for the immediate inclusion of all field data via cloud based transfers to our records. It will omit the current redundant practice of field handwritten inspection results followed by in-office transfer of information to our permitting database. This is an upfront purchase of this software from our current vendor with the annual licensing costs.

MMCT ventures. This project will be the largest revenue project in the history of our community. Being that, the applicant expects the services to be in alignment with the permitting costs. I will be contracting with an outside vendor for assistance with a comprehensive plan review immediately following the plan/application submittal. The Building Department will require an office trailer with phone, plan room, communication/internet/wifi connectivity on site during the course of construction. This will be needed following demolition of the existing structures. Further, I will need the associated Duration of Project/Temporary personnel on site for this project. This will require a State of Connecticut Licensed Electrical Inspector, Plumbing/HVAC Inspector, and at a minimum a Licensed Assistant Building Official.

Part time Property Maintenance/Blight Officer. This is no longer a manageable problem for the Building Department/Building Official to address. As stated many times previously, our community and the leaders of such now need to make a commitment to the citizens and taxpayers of East Windsor by funding within the budgetary manner a comprehensive approach to the blight issues of our community. Wishing they will go away or solve themselves doesn't work. Our ordinances require review and upgrade. The hard work to re-establish this community based approach in a fair and consistent follow through manner requires proper funding and consistency. These issues have become increasingly complex as we have transitioned to a more populated, urban society from the sleepy little hamlet we once were. Our citizenry expect and deserve to have their concerns addressed. It has a positive effect on our grand list and assessments to a more robust revenue collection. Our citizenry expect and deserve to have their concerns addressed. It has a positive effect on our grand list and assessments to a more robust revenue collection.

Rand D. Stanley
Building Official
East Windsor

Attachment B
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BOARD OF FINANCE

MARCH 28, 2018

Building Department

Budget Year	16/17	17/18
Revenue to date	137,053	321,992
Building Permits	245	235
Electric Permits	184	163
Mechanical Permits	178	164
Plumbing Permits	118	107
Approved Projects Buildouts		
Harvest View	22 SFR (Single Family Residences)	
Newberry Village	25 SFR	
West River Farms	69 SFR	
Acorn Drive	6 SFR	
Winkler Road	20 Condo SFR	
Calamar	122 Unit Residential Apartments	
Total Residential Units	264 Units (Project 175/190 Units for FY 18/19)	
Crossroads Cathedral	Former La Renaissance' under construction	
Possible Gaming Facility		
Possible 5 Story Hotel		