

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

MINUTES OF BUDGET WORKSHOP
Tuesday, March 29, 2018 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting

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

Alternates Present: Alan Baker

Alternate Absent: Danelle Godek

Other Guests: **Interim Town Treasurer:** Gayle Carolus

First Selectman: Robert Maynard

1. Call to order/Pledge of Allegiance:

Chairman Corso called the meeting to order at 7:02 pm. The Board stood to recite the Pledge of Allegiance.

2. Time and Place of Meeting

Tuesday, March 29, 2018 at 7:00 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT)

3. Attendance/Appointment of Alternates:

Chairman Corso noted all Regular Members are present this evening.

4. Budget Workshop

a. Town Planner Laurie Whitten presented the Town Planner budget. She explained that they are asking for a new position of a Blight and Zoning Enforcement position. They are overseeing more commissions—stretched more and more. New position would need to be CAZEO certified and maybe blight certified by the State. Education is a requirement of her certification as town planner and the new assistant town planner requires certifications as well. Oversight of all of the various commissions have educational requirements as well. Professional services line contains the legal ads that are required by statute, photos, printing, previously, EDC consultant was in this line of her budget even though this position is overseen by Selectman's Office. This was not in her request as the Selectman had included a full time EDC position in their budget. Should that not be funded, she would request funding be restored for this consultant in her professional services line. Education and Dues is so much because it is critical that we be educated in so many different areas. Without

education, we cannot properly regulate for the town. Capital Purchases is for the updating of the office. P & Z, ZBA, IWWA and EDC have pretty much stayed the same. Education and dues was redistributed to appropriate line items to reflect educational opportunities. EDC Professional Services is for promoting East Windsor. Plan to join CERC this year. EDC is in a change period with new members and new ideas. Still a couple of vacancies on this commission.

- b. Town Clerk, Joanne Slater, presented the Town Clerk budget. Not much has changed since last year. Took out one class in education and dues.
- c. Assessor, Helen Totz, presented the Assessor budget. The previous Assessor did prepare this year's budget. The decrease in the professional services line could possibly be a typo. BAA budget was discussed. Could potentially go down as reval is over.
- d. Tax Collector, Patricia Kratochvil, presented the Tax Collector budget. Increase in supplies is for ink for check scanner is shared with the Treasurer's Office, validator rolls are another driver of the increase. New part time employee is currently taking classes.
- e. Kirk Monstream presented budgets for Historical, Ag, and Conservation Commission budgets. Most are for recording secretaries. Helps to drive interest in these volunteer groups. Any unspent funds are returned to the town. Will put pressure on the commissioners to have the meetings and accomplish more for the town.
- f. Paul Anderson presented the budget request for the Broad Brook Library. Were in the budget for minimum of 60 years and have not been funded for the past two years. There is no town library. Both Broad Brook Library and Warehouse Point Library are private organizations. Original budget request was \$20,000 which has been reduced to \$5,000 by the Selectmen. They are using savings to keep the library open. There are no paid positions—all volunteers. Because of lack of funding to pay expenses like electricity, hours are severely limited. Volunteers are willing to open more but would drive the operating costs too high.

MOTION: To recess for 5 minutes at 8:03

Muska moved/Pippin seconded

VOTE: In Favor: Unanimous (Corso/Christensen/Herms/Muska/Pippin/Syme)

Reconvened at 8:07

- g. Robert Maynard presented the First Selectman budget. Salary full time included an economic development professional reduced to a half year position. If cut need to

add funding in Town Planner budget. CERC can provide someone for 8 hours per week for example. For a lot less we could help the EDC get going. Lease equipment increase is driven by a new copier. Community Outreach would help to better connect with the community and get budget messages out to the town residents. Bob presented the Activities budget. Bob presented the Legal budget. He stated that we are in on-going pension negotiations with all town unions, as well as labor negotiations with four town unions. Bob presented the Ethics budget—no change. He also presented the Charter Revisions Com. Budget. This is starting up in May.

MOTION: To reduce 910600 Contingency to \$50,000.

Muska moved/Pippen seconded

DISCUSSION: Herms thought it should be a little higher. Corso stated we have not touched the placeholder of fund balance.

VOTE: In Favor: Syme, Muska, Pippin; Opposed: Herms, Christensen

MOTION: To approve 410300 Town Clerk Budget of \$135,366.

Herms moved/Christensen seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 410900 Tax Collector Budget of \$127,221.

Herms moved/Syme seconded

DISCUSSION: To reduce the capital purchases line of \$1600.00 Herms and Syme rescinded their motion and second.

MOTION: To reduce the capital purchases line in the Tax Collectors budget to zero (\$0)

Herms moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 410900 Tax Collectors Budget of \$125,621.

Herms moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To reduce the Recognition line in the Activities, Fees and Assoc. budget to \$500.

Herms moved/Christensen seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 910100 Activities, Fees and Assoc. Budget of \$146,056.

Syme moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 910500 Sanitation Budget of \$930,150.

Herms moved/Christensen seconded

DISCUSSION: none

VOTE: In Favor: Syme, Pippin, Herms, Christensen; Opposed: Muska

MOTION: To approve 810200 PZC Budget of \$3,250.

Herms moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 810300 ZBA Budget of \$1,400.

Herms moved/Pippin seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 810400 BAA Budget of \$1,550.

Herms moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 810500 EDC Budget of \$4,150.

Muska moved/Pippin seconded

DISCUSSION: Didn't spend it last year, specifically asked to leave it in.

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 810600 IWWA Budget of \$1,800.

Herms moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 810700 Police Commission Budget of \$1,500.

Herms moved/Syme seconded

DISCUSSION: none

VOTE: In Favor: Syme, Muska, Herms, Christensen; Opposed: Pippin

MOTION: To approve 810800 Building Commission Budget of \$1,200.

Syme moved/Herms seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 810900 Elderly Commission Budget of \$500.

Syme moved/Pippin seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 811100 Charter Revision Budget of \$1,500.

Syme moved/Herms seconded

**DISCUSSION: Commission not created yet. Baker said no secretary last time.
Looking to start up May/June.**

VOTE: In Favor: Syme, Opposed: Muska, Pippin, Herms, Christensen

MOTION: To approve 811100 Charter Revision Budget of \$0.

Muska moved/Pippin seconded

DISCUSSION: none

VOTE: In Favor: Muska, Pippin, Herms, Christensen Opposed: Syme

MOTION: To approve 811200 Ethics Commission Budget of \$500.

Syme moved/Herms seconded

DISCUSSION: Nothing spent so far. Placeholder if needed.

VOTE: In Favor: Syme, Pippin, Herms, Christensen; Opposed: Muska

MOTION: To approve 811300 Historical Commission Budget of \$500.

Syme moved/Christensen seconded

DISCUSSION: none

VOTE: In Favor: Syme, Pippin, Herms, Christensen; Opposed: Muska

MOTION: To approve 811500 Capital Improvement Comm. Budget of \$1,000.

Syme moved/Herms seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 811600 Veterans Commission Budget of \$1,200.

Herms moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Syme, Muska, Herms, Christensen; Opposed: Pippin

MOTION: To reduce the Selectman's Full Time Salary line 410100 Budget to \$185,204.

Muska moved/Syme seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To approve 410100 Selectman Budget of \$289,672.

Syme moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To reduce 411300 Building Salary Part Time Budget to \$16,539.

Syme moved/Muska seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

MOTION: To reduce 411300 Building Supplies/Equip Budget to \$4,000.

Syme moved/Christensen seconded

DISCUSSION: none

VOTE: In Favor: Unanimous (Syme, Muska, Pippin, Herms, Christensen)

The Board of Finance is requesting information from the Building and Planning Departments to provide cost of a part time building inspector and a part time EDC professional on a contract basis.

5. Adjournment:

MOTION: To ADJOURN this meeting at 9:40 p.m.

Muska moved/Pippin seconded/Vote: In Favor: Unanimous

Respectfully submitted: Gayle Carolus
Gayle Carolus, Interim Treasurer, Town of East Windsor