

BOARD OF SELECTMEN
BUDGET WORKSHOP
March 6, 2010

I. TIME AND PLACE OF MEETING

Ms. Menard called the meeting to order on Saturday, March 6, 2010 at 9:14A.M. at the East Windsor Town Hall

II. ATTENDANCE

Denise Menard, First Selectman
Mark Simmons, Deputy First Selectman
John Burnham, Selectman
Gilbert Hayes, Selectman
Richard Pippin, Jr., Selectman

Also in attendance: Cathy Cabral, Treasurer

PARKS AND RECREATION

Discussion of hiring freeze questions with regards to the Parks & Rec Dept. If budget is going to be reduced from this year's budget, programs will be affected. There are different accounts for different programs that, in fact, don't affect the budget. The maintenance costs do. Discussion took place regarding hiring summer help and taking conservative amounts of purchasing. Mr. Hayes commented that the revenue from the dept. helps contribute to the programs. Mr. Pippin and Ms. Cabral commented that any excess from each year should go into general fund for the next year.

CONSENSUS: BOS reviewed the policy and has agreed to allow Park and Recreation to hire up to the same level as last year, subject to budgetary constraints.

The Board continued its discussion regarding the budget and Ms. Cabral added that when budgets are presented to BOF, it is recognized that the preliminary work (line by line) has been done at BOS level. Discussion of public hearing - if overwhelming feeling is that this is a fair budget – process of referendum could be started earlier.

PLANNING AND DEVELOPMENT, CONFERENCE AND TRAINING

Budget #1124

Discussion of conference and training traveling and costs incurred. Board agreed to reduce conference and training by \$600 to \$1200. The appropriate 2% increases were incorporated. New budget figure is \$187,921

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REGISTRAR OF VOTERS BUDGET

Budget # 1050

No 2% increase in their budget – occasional help, currently above minimum wage. Ms. Menard added that have to budget, responsibility, for up to 3 referendums. Ms. Menard reviewed budget lines items – such as food, ballot delivery. Ms. Menard suggested that instead of giving registrars certain amount of money for day, food, etc to give a flat budget amount and that is what all the registrar's expenses would come out of (i.e. food, delivery, wage). Also discussed printing referendum ballots on an "as-need basis", as opposed to printing one for each person and having a lot of waste. Hand counting ballots would be required. Ms. Menard concerned with accuracy of hand counting ballots.

CONSENSUS: After significant discussion, board agreed to the requested budget of \$41,896.00 by the Registrar of Voters, with the understanding that the requested figure includes all elections, primaries and referendums for budget year.

SENIOR SERVICES, DOT 5310 VEHICLE GRANT

Discussion regarding grant request should be addressed to regular BOS meeting. It does need to be addressed this year – need commitment from town to fund 20%. Deadline is close – Ms. Cabral will write up a transfer for the next meeting. Mr. Hayes feels that the deadline has passed and it may need to be addressed for next year. Ms. Menard questioned why not apply for next year considering the vehicles that they currently have. The Board discussed what types of vehicles to consider. Ms. Menard stated it will be added to the agenda for next week. Ms. Cabral will prepare transfer paper. Mr. Pippin requested more back up information (i.e. current mileage on current vehicles).

TOWN CLERK BUDGET

Joanne Slater came before the Board and commented that the work load in the office is high (although currently slow). Still plenty of work to do – working with the public every day, coverage is needed. Ms. Slater commented that 2 full-time, 1 Part time would be needed. Mr. Burnham asked if an aide/assistant would be useful instead of expanding to a full time. Ms. Slater stated that would not work – all are certified and know all responsibilities. Discussion about what is involved in office and what the needs are. Discussion of what salary would be for new position – it is a union contract position. Current full time position is a negotiated salary position – non union, could become union at some time. Discussion continued with regards to numbers for part-time versus full-time and the scheduling of them. Ms. Menard suggested thinking of the part-time person as 900 hours/year as opposed to 15 hours/week. Ms. Menard stated that she would like to

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see position advertised soon. Discussion with Ms. Slater and the Board on what is needed with regards to full time versus part time to meet the town's needs and requirements.

Funding Town clerk budget at \$117,858 with two full time people.

Ms. Menard stated that the position will be advertised beginning Monday.

(Minutes up to this point in the meeting done by recording secretary, Christine Pellegrini)

1125 Building Dept

Removed \$500 from conference and training as Rand stated in presentation and pt salary increase

1125: TOTAL:\$130,596 - this is not taking into consideration the furlough day reduction.

1129 Elderly commission

This commission does not meet as often, the budget was reduced for recording secretary to \$450.

1129 – Total: \$500

1130 Senior Center

It was noted that in the for the budget year the part time hours were reduced from 14.5 to 14 - at this workshop it was realized that this change was not reflected in the current budget. It is reiterated that the part time hours are 14 hours. Fuel was discussed what was budgeted last year and spent less than budgeted (\$15,000 spent, \$20,000 budgeted) and gas prices are down this year. Reducing the gas and oil line by \$5,000 is comparable to what was spent in the previous budget year. It was discussed that to avoid running out of money for gas and oil it would be prudent to total the number of gallons per year, divide that by the weeks in the year and at the half year mark if there is a problem – they need to keep a close watch what is spent in that line. If it is getting close, they need to adjust accordingly to live within the budget. Also recommended that they look at consolidating runs to conserve fuel use where possible.

1130 TOTAL:\$247,977 - this is not taking into consideration the furlough day reduction.

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1135 (Board of Finance) and 1145 (Ethics Commission)

The board will propose this budget as presented.

1145 Misc Government

Ms. Menard will get background on these items for the board. It was noted the Greater Hartford Transit money put in is received back in grant. Many of these items are a contributions and not a fixed dollar amount

Housing Education is a service for referral for landlord/tenant issues, the Four Town fair is and annual fair and many of the other lines items are self explanatory and services offered to residents.

For these items it is proposed to keep same amount as previously budgeted – no budget increase.

1150 Conservation commission

The legal line was removed from this proposed budget as those costs come out of the legal budget, therefore it was reduced \$1800 to be level with last year's budgeted amount.

1195

This item will be discussed in future when current figures and info are received

2100 hearing officer has a nominal amount budgeted each year to keep the line open.

2144 POLICE COMMISSION

The board will propose this budget as presented.

2145 Police Department

This budget presentation contained no new positions or programs. As this is a 24/7 – 365 days operation it has a significant salary line item. Discussion occurred regarding the

Conf and training for certification and timing of that discussed.

The board discussed the necessity of conferences and training as well as furlough days in the new contract. The board also discussed the contract in that management pieces returned to department to have control and order especially in terms of scheduling and overtime. Their work and efforts toward limiting overtime were discussed at length.

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Total: \$2,629,889

2147 Communications system

The Public communications portion of the budget pertains to purchase and maintenance of radios for public safety, park and recreation, public works. Deputy Chief Hart has agreed to be in charge of overseeing the bills and accountability for radios and maintenance. He will review the bills and he indicated could lower amount for radios.

TOTAL: \$41,000

2150 FIRE DEPARTMENTS

Annuities: fire departments recently said the annuities are not funded to level it should. This is a retirement fund which has been funded at \$30,000 for years.

Firefighter Incentive: The recent discussions with the board regarding increasing the benefit while working within the budgeted amount was discussed. The board recollected that they were told not to come back if increases given and they could not work within the budget. If it will be close, they need to watch it and stay within the budgeted amount.

Physicals: Ms. Menard recapped the history of this line item – the previous unknown costs related to this line and the current standardized information on specifics for physicals and costs. The fire departments now have a roster of physicals so the town can budget this appropriately. Ms. Menard will get the roster for specific expected costs to this line item.

Fire Departments

The Board discussed the proposed budgets of both departments. It was noted that Broad Brook Fire House is a town building and while they are responsible for items related to the building, they are not responsible for mowing the grass, the paving and the stairs and handicapped accessibility was recently accomplished with a town grant. Warehouse Point Fire has additional expenses to maintain the building, which is not a town building. The idea of Broad Brook using some of the oil for heat in the Warehouse Point Fire tank will be investigated. Broad Brooks request was reduced \$9500 for radios as the radios are funded in the communications line.

It was the consensus to propose a 2.0% increase for both fire departments as that is the increase proposed for police department. The rationale is this will keep all public safety arenas at the same increase.

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The difference in funding between Warehouse Point and Broad Brook is that Broad Brook is a town building and Warehouse Point has to maintain their own building.

TOTAL: \$642,198 (\$30,000 annuities, \$180,000 Incentive, \$10,000 physicals, BBFD FD \$191,014; WHP \$231,184)

2160 Fire Protection

This 8% increase is reflected as there is developments that have increased the number of hydrants to provide water too – Ellsworth Estates used to be a private well – last year CWC took over and hydrants were put in there. It was also noted this line was under funded in the current budget by the recommendation of the Board of Finance. It is a state regulated figure and the cost cannot change.

Total \$306,800

2165 Fire Marshall

The fire marshal cut \$200 in conference and \$600 in purchase services – there was no salary increase.

Total: \$18,817

2170 Emergency Mgmt

This is half reimbursed by the State. Town Hall supplies are used and equipment is new due to grants and there should be no need for further purchase. Those line items were reduced.

Total: \$7,375

2175 Dog Warden

The animal control officer is in the police budget

2180 Dog damage

This is funded with \$10 to keep line open. Ms. Menard gave some current examples of what dog damage line could be used for.

2195

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To be discussed in the future when more information available.

3180 Public Works

The longevity and stand by pay came from pieces of having Park and Rec maintainer under public works supervision but those increases were swallowed in budget. The transition for the position has worked.

TOTAL: \$581,638

3183 Road improvements

TOTAL: \$200,000.

3185 Street Lighting

Total \$153,307

Ms. Menard will contact the utility company in the future to see if any costs savings can be obtained in this line item.

3190 ENGINEERING

The Public Works/Town Engineer salary comes out of this line, it is not in addition to his salary. The 2% increase was incorporated. The board discussed at length this position and the benefits and bargain of having a town engineer that can assist boards and commissions and be a "Clerk of the Works" for projects. The new part time is coming in at \$14.17.

TOTAL: \$96,320

3195

To be discussed in the future when more information available.

(Recess – break in meeting 12:40-1:10)

4205 COLLECTION AND DISPOSAL

Collection Increases show the services that were put back and the 3% increase into the contract. Disposal budgeted the same as last year. Hazardous waste has gone to every other year (\$20,000 every other year) and other towns have not seen a spike in collections – East Windsor is part of the MDC hazardous waste. This was not in the budget last year, so it is in the budget for this year. If you do not provide residents with an opportunity to get rid of hazardous waste it is likely to go in standard waste stream. This allows residents to go to other MDC network sites. It was reiterated the town did not fund this last year but as this is every other year, it needs to be funded this year. It was noted, as the Board of Finance does not allow carry over of line items, it cannot be split between two budget years at \$10,000 a year.

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The other portion of this line is for public works if there is roadside clean up, items from town or a dumpster for a town project.

Due to the public discontent expressed regarding bulky waste pick up – Ms. Menard approached USA Hauling to find a creative approach to provide bulky waste pick up for residents that would not impact town budget and is fair to USA Hauling. USA Hauling was not interested in call for pick up. They are looking toward the idea of doing direct billing for residents. Once or twice a month USA Hauling will offer residents call for pick up service where they call USA Hauling and give a credit card number (USA Hauling no invoice for it, not bill to town, paid up front) and there will be a scheduled cost for items. Its gives residents service, does not impact town budget or USA's operation. In addition to this, the town and USA Hauling would continue drop off service twice a year as have. There will be a standard schedule of cost for items. USA hauling will not have provision for taking checks – it's for credit/debit cards. It was the consensus of the board for Ms. Menard will investigate this idea and she will report back to the board.

TOTAL: \$841,359

WPCA \$5,000 sinking fund ongoing cost that town committed to in the past – these are town buildings and WPCA matches.

5210 VITAL STATISTICS

This reflects support groups that are regional and help residents and are vital to the welfare of the community.

TOTAL: \$64,602

5222 WATER PURIFICATION

Keeps the line open and Ms. Menard noted for the board the history of this line item.

5225 EW VNA

TOTAL: \$6,628

5235 HUMAN SERVICES

Human Services is staff and running of office. The board looked at the detail of this department to explain some unexplained items. Monthly Travel reimbursements, conferences and training and other miscellaneous were discussed. Based on 08/09 spending and current spending those line items were reduced.

TOTAL: \$139,297 - **this is not taking into consideration the furlough day reduction.**

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5236 GENERAL ASSISTANCE

General assistance is when residents who are destitute might get some money for electric bill or rent or medical bills.

This budget reflects that so far in the current budget year not spent a lot has been spent but that can be explained as the electric company on freeze on shutting off electricity and that changes April 1. A lot of evictions due to economic times and the office works hard to keep people current and in their residence, sometimes the office has to pay a rent. It will be funded as requested. It was noted, if eviction law goes through then the eviction line can be reduced \$3,000 but that is pending repeal of the legislation for this unfunded mandate.

5240 AMBULANCE ASSOCIATION

As this item is still be discussed in Executive session the proposed budget figure will be discussed in the future.

5245

Physicals and Immunizations decrease do to new provider of services.

5295

To be discussed in the future when more information available.

6305 LIBRARIES

BB Library

The board looked at the detail including the income they have including stocks and donations for this 501c3. It was thought that this organization has its own income which services a smaller percentage of the community and it would be appropriate in these difficult economic times for them to contribute to the cost of business by use their own funds or investigate fundraisers.

Total: \$2500.

WHP Library

The board again realized this was a 501c3 and this entity could go the route of fundraisers and in the spirit of fairness – realizing this library servers a larger portion of the community it did not go with their requested increase but maintained a status quo budget.
Total \$225,000

Total line item: \$227,500

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6310 Community Activities: It was noted the Veterans Commission is doing a one time donation for the Memorial Day for flags and the majority of the commission agreed.

TOTAL: \$0

6315 PARKS AND RECREATION

To be discussed at the next meeting pending Ms. Menard asking Ms. Green to come before the board in order to understand some of the lines items better. Questions regarding conference and training, as well as the clerical part time, travel, electricity at town rates can be investigated.

The programs collect money that pay for the programs including coaches, uniforms, etc.

7345 Liability Auto Property Insurance

Expected 0% increase. The Misc Employee Benefits line is Tuition Reimbursement and certification reimbursement. More information on this line item will be received in the future.

8415 Cemeteries

The cemetery association is a 501c3 and its stock, annuities and savings were discussed. It will be funded as requested and it was noted the town contribution amount used to be a lot more.

8425 IT

2% increase reflected for IT person

Total: \$125,429 - **this is not taking into consideration the furlough day reduction.**

8430 Communications

Ms. Menard detailed the phone changes in recent past, as well as utility increases.

8440 MISCELLANEOUS OTHER

Historical commission was level funded at \$500

Total: \$1,750

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The board will hold a special meeting on Tuesday the 9th to further review the budget.

MOTION: To adjourn at 3:00 p.m.
Made by Mr. Burnham, seconded by Mr. Pippin
ALL MEMBERS IN FAVOR. MOTION CARRIED.

Respectfully submitted

Cynthia Croxford
Recording Secretary