

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF SPECIAL MEETING – BUDGET WORKSHOP
February 17, 2011 at 5:00 p.m.**

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

Members Present: Mark Simmons, Richard P. Pippin, Jr., and Gilbert Hayes
Members Absent: Denise Menard and John L. Burnham
Others: Kathleen Pippin, Jason Bowsza, Joanne Slater, Samantha Lee, Paul Anderson, E. Arthur Enderle III, Edward Alibozek, Elizabeth Burns, Jim DeRagon, David Rajala, and others
Press: L. Smith (Patch.com)

I. Call to Order

Deputy Selectmen Mark Simmons called the Special Meeting to Order at 5:00 p.m., in the East Windsor Town Hall.

II. Attendance

Mark Simmons, Deputy Selectman
Gilbert Hayes, Selectman
Richard P. Pippin, Jr., Selectman

III. Budget Presentations

• **WPCA (4220)**

Mr. Paul Anderson, Chairman of the WPCA, Mr. E. Arthur Enderle III, Superintendent and Mr. Edward Alibozek, Chief Operator addressed the Board. The budget request is flat at \$5,000. The line created is entitled the Sinking Fund. It is to create a fund for major repairs to old sewer lines. It was explained by Mr. Anderson, Mr. Enderle, and Mr. Alibozek, it was determined to fund this line jointly with the Town. There are quite a few old sewer lines, approximately 82 years old and it is anticipated they will have to be replaced.

A discussion was held regarding the DEP mandates for fixing the roof at the WPCA facility and contributions from CIP to get the repairs completed. WPCA does not own the building; it is an asset of the Town of East Windsor. The DEP visited the facility in April of 2010 and requested a plan to fix the facility. The DEP has contacted the WPCA recently requesting the plan.

- **I.T. (8425)**

Mr. Jim DeRagon and Mr. David Rajala of the IT Department addressed the Board. Mr. DeRagon indicated it was very difficult to keep his budget a hard zero. He indicated the budget was adjusted incorrectly by \$14,000 which was transferred to the Service Contracts in error. The budget was supposed to be \$26,852.00 thus this line would be an increase of 24%. The listing of services is approximately \$33,350.00. He explained this budget line by line. He indicated the training line was decreased by \$3,000; the professional service line was decreased by \$1,000. He commented that some of the software programs are falling out of compliance and will need to be upgraded. Service contracts have to be maintained and only a slight increase is expected. The Police Department is requesting an upgrade of NCIC software which is approximately \$10,000. Salaries have stayed the same for the department. Software named GWVA is being requested to purchase approximately \$4,600 which is a town wide email service for FOI compliance. This is a town archive of all the emails sent and received by any town employee.

Mr. Jason Bowsza entered the meeting at 5:20 p.m.

A brief discussion was held regarding the GWVA software.

- **Town Clerk (1030)**

Ms. Joanne Slater, Town Clerk, addressed the Board. She indicated she has worked hard within her budget to get to a zero percent increase. This is her first year compiling a budget and she reviewed previous years. Every line item in her budget has been decreased, such as, conference and training by \$225, professional services by \$3,100, postage by \$950, travel \$550, microfilm and records by \$100, and vital statistics by \$400.

A brief discussion was held regarding the condition of the vault and what actions are being taken to secure the safety of the old town records.

- **Tax Collector (1040)**

Ms. Samantha Lee, Tax Collector, addressed the Board. She indicated salaries have increased due to contractual obligations. She discussed conference and training, advertising, and communications, which were either no change or reduced slightly. She indicated she has increased her postage by \$350.00 due to the cost of doing collections for WPCA and certified mailings. The travel line was reduced by \$20.00 but office supplies were increased slightly by \$59.00, due to the cost of envelopes increasing.

- **Board of Assessment Appeals (1045)**

Ms. Carol Madore, Assessor, addressed the Board. She indicated that Jim could not attend the meeting. The Board of Assessment Appeals is requesting a flat budget.

- **Assessor (1035)**

Ms. Carol Madore, Assessor, addressed the Board. She indicated she tried to have a negative budget request; however, some increases are necessary. Those necessary increases include postage, salary contractual obligations, and printing. The lines where decreases were able to be made were conference and training, travel and subscriptions and dues.

A discussion was held regarding the reevaluation and the cost of same.

- **Economic Development Commission**

Mr. Eric Moffett and Mr. Richard Covill, addressed the Board. Mr. Moffett indicated he understands it is a bad economic times, this year is bad, next year is going to be worse; however, it seems it will be a good year for the economic development of East Windsor due to the North Road Sewer Project. He is presenting the same budget as was presented last year. He indicated the Town of East Windsor is the fastest growing town in Connecticut and industry and other groups are looking at East Windsor to develop those projects.

Gilbert Hayes arrived at the meeting at 6:05 p.m.

Mr. Moffett then began discussing a possible consideration for the Board of Selectmen of allotting \$5,000 to the EDC to enable the EDC to do more forums for townspeople during the Route 140 Project. The EDC needs to be well funded to compete with surrounding towns for new businesses.

A lengthy discussion was held regarding the future of the EDC and the budget process.

Board Recessed at 6:38 p.m.

Board Reconvened at 6:46 p.m.

- **Building Department (1125)**

Mr. Rand Stanley, Building Official, addressed the Board. He presented his budget to the Board indicating some increases in salaries and a request of \$1,200 for vehicle maintenance. The projected revenue of the department is approximately \$145,000, which is a conservative estimate. Mr. Stanley

indicated revenue received to date this year is approximately \$121,000. He has given to all Board Members a sheet showing data on permits processed, calls taken and placed, inspections performed, and miles driven.

A brief discussion was held regarding current building projects in town and what is projected for the future.

- **Zoning Board of Appeals (1120)**

Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated the Zoning Board of Appeals budget is basically the same and no changes other than an increase in the recording secretary line. The line should be funded for the whole year at \$1,200. Currently, the line is only budgeted at \$800.00 which is only 8 meetings rather than 12 meetings.

- **Planning and Zoning Commission (1123)**

Ms. Laurie Whitten indicated that the Planning and Zoning Commission budget is a flat budget with no increases or decreases. It is requesting the same funding as last year at \$2,950 for the recording secretary, conference and training, and office supplies. The projected revenue is being decreased by \$1,000.

- **Planning and Zoning (1124)**

Ms. Laurie Whitten indicated the Planning and Zoning Department budget has decreased in many areas, such as, postage, printing, and legal ads. She explained the in the past six years, the Planning and Zoning budget has only increased \$5,000.

- **Conservation Commission (1150)**

Ms. Laurie Whitten indicated the proposed budget for the Conservation Commission is also a flat budget with no changes. However, the projected revenue is being increased to approximately \$5,000.

- **Elderly Commission (1129)**

Ms. Elizabeth Burns, Director of Human Services and Senior Services addressed the Board regarding the Elderly Commission proposed budget. She indicated there is no change in the budget from last year's budget. Their budget consists of the recording secretary and postage totaling \$650.00.

- **Senior Center (1130)**

Ms. Elizabeth Burns indicated the proposed budget for the Senior Center has not increased other than contractual salary obligations, which is approximately \$23,000 increase.

Mr. Jason Bowsza left the meeting at 7:16 p.m.

A discussion was held among Ms. Burns and others regarding the expenses of the senior center and how the Board Brook Fire Department and the Senior Center work together.

IV. Adjournment

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen adjourns the February 17, 2011 Special Meeting at 7:33 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary