

# **TOWN OF EAST WINDSOR BOARD OF SELECTMEN**

## **BUDGET WORKSHOP**

**Thursday, February 11, 2016**

**6:00 p.m.**

Town Hall Meeting Room  
11 Rye Street, Broad Brook, CT. 06016

### **Workshop Minutes**

*\*\*\*\*\* Draft Document subject to Board Review/Approval \*\*\*\*\**

#### **Board of Selectmen:**

Robert Maynard, First Selectman  
Richard P. Pippin, II, Deputy First Selectman  
Jason Bowsza, Selectman  
Dale Nelson, Selectman  
Steve Dearborn, Selectman

**ATTENDANCE:** Board of Selectmen: Robert Maynard, First Selectman; Richard P. Pippin, II, Deputy First Selectman; Jason Bowsza; Dale Nelson; Steve Dearborn.

**GUESTS:** Board of Finance Members: Paulette Broder; Cindy Herms; Kathy Pippin; Treasurer: Kim Lord; Assessor: Carol Madore; Human Services Director/Senior Services Director: Kristen Formenak; Town Planner: Laurie Whitten.

#### **Call to Order:**

First Seletman Maynard called the Meeting to Order at 6:10 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

#### **Budget Presentations:**

##### ***Assessor – 410700***

Assessor Madore joined the Board. The budget request for Assessor for Fiscal Year 2017 is \$191,180, which is increase of 3.76%. Assessor Madore noted the full time salary line reflects an increase of \$7,064 which is the result of contractual obligations. Department Expenses include Professional Services at \$15,200; Assessor Madore reported printing costs have been

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reduced by use of computer generated forms. Education and Dues, at \$2670, has increased slightly due to an increase in the cost of certification.

Assessor Madore indicated that the utilization of the ViewPermit software has been beneficial to many departments.

***Board of Assessment Appeals – 810400***

The budget request for Fiscal Year for the Board of Assessment Appeals for 2017 is \$1650, which is increase of 57.14%. Assessor Madore reported the increase is \$600 greater than the previous Fiscal Year. The Recording Secretary line reflects an increase of \$150; Professional Services and Supplies and Equipment each reflect an increase of \$250. Assessor Madore noted she has completed many Personal Property Audits; taxpayers who disagree have the option to appeal.

Assessor Madore reported that the cost of the next revaluation has been requested under the Capital Improvements Projects.

Selectman Bowsza questioned if there are anything the Assessor's Department needs which have not been included in the Budget Request? Assessor Madore indicated she would like to initiate an upgrade to the physical department but she understands those costs now come out of the department budget rather than Town Property maintenance. She previously had a salary line item for a part time staff person to do field work; she has now taken on that work herself. She noted the department staff are very busy completing daily tasks; the additional part-time staff person would be beneficial.

***Registrar of Voters – 411500***

Registrars of Voters Linda Sinisgallo and Angelo Sevarino joined the Board. The Budget Request for the Registrar of Voters for Fiscal Year 2017 is \$61,914, which represents an increase of 2%. Mr. Sevarino suggested the two most significant increases are an increase of \$510 in Education and Dues for certification of the registrars, and \$2000 in the Media Card line item which reflects the cost of coding voting cards. Mr. Sevarino indicated that both increases are due to State mandates. Mr. Sevarino noted they included a modest \$500 increase in registrar's salaries. The Part-Time Salary line remains flat and it is subject to the number of poll workers required.

Purchased Services reflects \$420 for the anticipated cost of back-up batteries for equipment and \$1000 for a new rug for the Registrar's Office.

***Human Services – 411700***

Kristen Formanek, Director of Human Services and Director of Senior Services, joined the Board. The Budget Request for Fiscal Year 2017 for Human Services is \$185,527, which represents an increase of

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3.15%. Director Formanek reported the bulk of the Budget Request is in the Full-Time Salary line. She has requested an increase of \$550 in the Supplies and Equipment line to cover the cost of purchasing postage stamps as the Human Services Department is located in the Annex which makes it difficult to use the postage machine at the Town Hall. Director Formanek reported that notice of eviction letters must be made the same day the department is notified of the eviction; utilization of stamps insures the process can be followed. The line item for Education and Dues has been increased by \$200 to cover the cost of a one time fee for Director Formanek for social work. Director Formanek noted there is no increase in the Evictions/Ejections line as they try to recoup the costs via recovery of storage fees. She has also requested a \$400 increase in the Capital Purchases line item to cover the cost of a fax machine for the office.

Selectman Bowsza queried Director Formanek if there is anything the Human Service Department needs which has not been included in the Budget? Director Formanek suggested additional requests would be the programming software requested last year, and salary to cover another staff person. She indicated the services currently provided by the department are essential services but other towns have the ability to offer seminars, etc. Selectman Nelson questioned if any benefit would be gained by merging Human Services and Senior Services? Director Formanek indicated it might help to assist people coming in for services, and one of the staff at the Senior Center currently offers social services. Merging of the departments would require revision of the job descriptions. Selectman Bowsza requested the cost of the programming software for a future budget workshop.

Board of Finance Member Herms questioned how many other towns provide youth services, and would these services be provided by the Human Services Department? Discussion followed regarding various youth oriented services currently being provided. Director Formanek suggested some services are currently being provided through the High School, some through Parks and Recreation, some via the Police Department.

***Senior Center – 710100***

Director Formanek reported the Budget Request for the Senior Center for Fiscal Year 2017 is \$221,197, which is a 1.35% increase. She noted the Full Time and Part Time salary lines reflect an increase, of \$492 and \$665 respectively; the Longevity line also reflects an increase of \$180. She is showing an increase of \$1220 in the Professional Services line as repair and maintenance for appliances is now handled by this department rather than under Town Property maintenance as was the past practice. Supplies and Equipment reflects a \$400 increase to replace recyclable tablecloths, and to purchase postage stamps rather than send staff to the Town Hall to use the postage machine. Education and Dues remains flat at \$1500. Capital Purchases remains the same at \$1000 but it puts her on a replacement program for chairs and tables.

Director Formanek reported they have added many new programs to the Senior Center. They have just recently added a coloring program which stimulates the brain and slows dementia; they have added a knitting program as well.

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Selectman Nelson questioned how many seniors take meals at the Senior Center? Director Formanek reported that typically 30 to 40 people per day dine in-house; a greater number sign up for outside restaurant trips.

Selectman Bowsza questioned what the Senior Center needed that hasn't been included in the Budget Request? Director Formanek noted she had only been able to replace 16 chairs this past year; additional funds to replace chairs and tables would be appreciated.

***Town Planner – 411100***

Town Planner Whitten joined the Board. The Budget Request for the Town Planner for Fiscal Year 2017 is \$231,529, which is an increase of 3.63%. Town Planner Whitten reported this Budget Request actually shows a reduction of \$1000 under Professional Services. This budget line includes a request for an additional \$10,000 for the Economic Development Consultant. Selectman Nelson questioned how many hours a week the current EDC consultant works? Town Planner Whitten indicated he presently works on projects rather than on a weekly basis. He assisted with the casino presentation and the business tax abatement proposal as well as other projects. His current salary is \$10,000; she felt the intent was to increase the salary as we go along.

Town Planner Whitten noted Education and Dues has increased by \$2,301. She indicated that the person to be hired to fill the open position in the Planning Department will require certification. She has been assigned the Inland Wetlands responsibility at present; although she has been certified in the past she will need to be recertified. Town Planner Whitten reported she understands the intent is for the new person to support the Economic Development Commission as well as be the Zoning Enforcement Officer.

**MOTION:** Selectman Nelson indicated she believed the \$10,000 will be well spent for Professional Services for the Economic Development Consultant.

Nelson move/Bowsza seconded/

**DISCUSSION:** Selectman Pippin felt it was too early to add additional funding; he wants to see how the numbers shake out. Selectman Dearborn wants to see what the consultant has done for the money spent.

Selectman Nelson withdrew her motion; Selectman Bowsza withdrew his second.

Board of Finance Member Herms questioned if the \$1200 listed for Travel was sufficient? Town Planner Whitten reported the Town car, which is available for use for Staff inspections, is often not operable; Staff then request reimbursement for mileage for use of personal vehicles. Included in that line is the cost of travel to conferences, which depends on the location of the conferences. Staff acquires a different perspective from national vs. regional conferences. Hopefully, the new Staff person will want to become certified.

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***Planning and Zoning Commission – 810200***

The Budget Request for the Planning and Zoning Commission for Fiscal Year 2017 is \$3000, which is an increase of 25%. Town Planner Whitten noted a \$550 increase has been requested in the Recording Secretary Line. The use of a Recording Secretary is a Statutory requirement; salary is based on a flat fee paid per meeting multiplied by the number of meetings per month. The previous year funding was reduced because money remained in the budget at the time of review because the Fiscal Year had not ended.

***Zoning Board of Appeals – 810300***

The Budget Request for the Zoning Board of Appeals for Fiscal Year 2017 is \$1750, which is an increase of 34.62%. Town Planner reported a \$450 increase has been requested in the Recording Secretary Line. The use of a Recording Secretary is a Statutory requirement for this Commission also; funding was also reduced the previous year because money remained in the budget at the time of review because the Fiscal Year had not ended.

***Inland, Wetlands and Waterways – 810600***

The Budget Request for the Inland Wetlands and Watercourse Agency for Fiscal Year 2017 is \$1950, which is an increase of 39.29%. Town Planner Whitten reported this Commission experienced the same budget cuts the previous year. The use of a Recording Secretary is also a Statutory requirement for this Commission. Treasurer Lord concurred that funds for recording secretaries were cut last year based on what was spent however these commissions meet monthly so cuts can't be made based on monies expended.

***Economic Development Commission – 810500***

The Budget Request for the Economic Development Commission for Fiscal Year 2017 is \$1750, which is an increase of 34.62%. Town Planner Whitten reported this Budget Request includes funding for the new Small Business Center, which is still in the planning stages. The money is for presentation and promotional materials; they may communicate online as well. Selectman Bowsza questioned if there is a measure regarding the money that's been spent vs. the accomplishments? First Selectman Maynard noted the EDC is currently down 2 members; only 3 members presently remain on the Commission. Town Planner Whitten noted the EDC prepares/sponsors the annual Meet and Greet which gives local businesses the opportunity to meet with other business owners and officials in the community. First Selectman Maynard suggested they may be planning Meet and Greets for similar types of businesses going forward.

The Board noted the following departments will attend the next Budget Workshop scheduled for Thursday, February 18<sup>th</sup> at 6:00 p.m.: Tax Collector, Treasurer, Public Works, and Sanitation.

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It was noted the Budget Workshop scheduled for Monday, February 15<sup>th</sup> was cancelled at the previous Board of Selectmen's Meeting as Monday is a holiday.

**MOTION:** To ADJOURN this Meeting at 7:55 p.m.

Nelson moved/Pippin seconded/VOTE: Unanimous

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Peg Hoffman, Recording Secretary for East Windsor Board of Selectmen Budget Workshop  
dated February 16, 2016.