

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT**

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Monday, March 14, 2016 at 6:00 p.m.

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

Members Present: Robert Maynard, Richard P. Pippin, Jr., Jason E. Bowsza, Steven Dearborn and Dale Nelson
Members Absent: None
Others: Kimberly Lord, Kathleen Pippin and Paul Anderson
Press: None

I. Call to Order

First Selectman Robert Maynard called the Special-Budget Workshop Meeting to Order at 6:05 p.m., in the East Windsor Town Hall.

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (4-0) (In Favor: R. Pippin, J. Bowsza, S. Dearborn and D. Nelson; Opposed: None, Abstain: None) to recess the Board of Selectmen Special – Budget Workshop Meeting following the Small Cities Grant Public Hearing at 6:06 p.m.

First Selectman Robert Maynard called the Special-Budget Workshop Meeting to reconvene at 6:30 p.m.

II. Attendance

Robert Maynard, First Selectman
Richard P. Pippin, Jr., Deputy First Selectman
Jason E. Bowsza, Selectwoman
Steven Dearborn, Selectman
Dale Nelson, Selectman

III. Approval of Meeting Minutes

a. February 2, 2016 – Public Hearing Minutes

Ms. Dale Nelson commented that Dr. Kane, Superintendent of Schools indicated at the hearing that the Board of Education budget would be a level service budget, no added services to the upcoming budget.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In Favor: D. Nelson, J. Bowsza, S. Dearborn and R. Pippin, Opposed: None, Abstain: None) that the Board of Selectman approved the February 3, 2016 Public Hearing Minutes as presented.

b. February 11, 2016

It was **MOVED** (Nelson) and **SECONDED** (Pippin) that the Board of Selectman approved the February 11, 2016 Minutes as presented.

A discussion was held. It was inquired if the cost of the software requested by Human Services on Page 3 was ever obtained. Ms. Kimberly Lord, Treasurer, indicated that she believes the cost was \$2,500, which is the quote they obtained a year ago on the cost of the software. She has received an email confirming the cost and she will confirm same.

The vote was taken:

In favor: D. Nelson, J. Bowsza, S. Dearborn and R. Pippin
Opposed: None
Abstain: None

Motion carried.

c. February 20, 2016

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In Favor: D. Nelson, J. Bowsza, S. Dearborn and R. Pippin, Opposed: None, Abstain: None) that the Board of Selectman approved the February 20, 2016 Minutes as presented.

d. February 25, 2016

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In Favor: D. Nelson, J. Bowsza, S. Dearborn and R. Pippin, Opposed: None, Abstain: None) that the Board of Selectman approved the February 25, 2016 Minutes as presented.

IV. Public Participation

None

V. New Business

Discussion and Finalize Budget Requests for Fiscal Year 2016-2017

Ms. Lord indicated that the quote last year for the software was \$1,500. Ms. Nelson inquired when the budget is due to the Board of Finance as she believes the Public Hearing date was changed from March 16, 2016 to March 17, 2016. Ms. Lord indicated an email has gone out to all Board Members reminding them of that change in the schedule. A projected revenue document was given to all Board Members for their review while discussing the proposed budget.

- **Selectmen (410100)**

Ms. Lord indicated that she has spoken to Joe regarding the telephone costs and that it has been decided that the original request of \$34,000 be cut to \$25,000 as there are many phone lines which will be dropped which are not being used currently.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen approve the reduction of telephone communications from \$34,000 to \$25,000 as recommended, a cost reduction of \$9,000.

The community outreach line was discussed. It was suggested cutting the line from \$10,000 to \$5,000. It was noted that a community newsletter was to be distributed to residents as to the happenings in town and it was to be published quarterly, however, it hasn't been accomplished as of yet. It was then suggested publishing information in the Reminder, which wouldn't cost as much as sending newsletters to residents on a quarterly basis; however, there needs to be some funds in that line so mailings can be sent to the residents.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen approve the reduction of community outreach line from \$10,000 to \$5,000.

A brief discussion was held regarding the possibility of obtaining office supplies and/or equipment from the State surplus.

- **Town Clerk (410300)**

It was mentioned that taking a second look at the Town Clerk's requests, nothing seems to be out of the ordinary.

- **Treasurer (410500)**

No changes were made in the Treasurer's requests. But a discussion was held regarding full time and part time salaries. It was explained that one person is being used for part time in the Treasurer's office and part time in the Tax Collector's office. A question regarding the professional associations that the Tax Collector is involved in and if the cost is a benefit to the town. It was explained the Tax Collector belonging to the professional associations is very helpful to the town, giving an example that one of those associations were successful in speaking to the state legislature in not waiving unpaid motor vehicle taxes in order to register vehicles.

- **Assessor (410700)**

It was questioned how many employees are in the Assessor's office. There are three full time employees, however, the issue of accrued time will be an issue when it comes to retirements. There will be a substantial payout. It was suggested to boost the overtime line so other employees within that department take the work load and burden from the Assessor. It was asked if there was a policy made so time could not be accrued. The time would have to be used. It is in the clerical contract but not in the supervisor contract. There are a few employees the new policy does not apply to and once they retire, they will be paid a substantial amount of accrued time. It was suggested this policy be reviewed and revised.

- **Tax Collector (410900)**

Again, the part time staff and full time staff was discussed. The salary lines show a decrease. Between the two offices, Tax Collector and Treasurer, there is a decrease in part time staff. There is an increase in the education line as one of the staff members is trying to get certified in the Tax Collector's office.

- **Town Planner (411100)**

There is an increase in training/education in the amount of \$1,350. There was a lengthy discussion regarding the EDC consultant and to increase professional services to \$20,000 as the consultant could do much more for the town; however, the funds are not there to pay for his services.

A brief discussion was held.

It was **MOVED** (Bowsza) and **SECONDED** (Dearborn) that the Board of Selectmen approve the increase of \$10,000 to \$20,500 for the professional services line of the Town Planner's proposed budget.

A discussion was held regarding the importance to have the EDC consultant as many opportunities are being explored.

A vote was taken:

In Favor: D. Nelson, J. Bowsza and S. Dearborn
Opposed: R. Pippin
Abstain: None

Motion carried.

It was inquired as to the interviews for the open position in the Town Planner's office. There are interviews currently being held for that position.

- **Building (411300)**

It was questioned if the Fire Marshall salary was in this category. Ms. Lord indicated it was originally in this category, but was moved to the fire department. She indicated that change has been made in the updated spreadsheets she has emailed to all of the Board Members. Mr. Pippin remarked that he is the Town Fire Marshall, not a District Fire Marshall. He can legally serve throughout the town. It was questioned why the salary lines were higher than 2.3% yearly contractual increase. It was explained the contracts were not settled until after the budget last year and therefore, the increase seems higher this year to make up for that difference.

A discussion regarding the professional services and the possibility of decreasing that request from \$3,000 to \$2,000. It was explained this line is used when the Building Inspector is on vacation and a substitute inspector is needed to cover for him while he is on vacation. It was noted that when someone is in the middle of building they don't want to wait three weeks until the inspector returns from vacation and that line is needed.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen approve the reduction of professional development line in the Building Department from \$3,000 to \$2,000, or a \$1,000 reduction.

- **Registrar (411400)**

The increases in this budget were for education, media cards and unfunded mandates. It was mentioned that if the registrar is budgeting for any primaries, it should be noted it is not anticipated any primaries will be held in 2017 and it should be taken out.

- **Human Services (411500)**

Mr. Pippin inquired about general assistance line and how much has been expended currently. Ms. Lord indicated that the actual expended as of January 1, 2016 has been \$5,300; however, currently is \$9,040.47 and that line is currently at 70%. It was asked about the additional software requested and Ms. Lord indicated that increase would be placed into the IT Department.

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen approves the additional software expense in the amount of \$1,600.00.

- **Police Department (510200)**

Ms. Nelson commented that she had noted during the presentation a new position and contractual increases. There is a new position something to do with the task force. Mr. Bowsza remarked about the Opioid Task Force and indicated the town should either be in all the way or not at all. The task force is helping to cut down on the physical harm people are doing to themselves. The town should be committed. Mr. Maynard agreed. A question regarding the \$16,000 increase in professional services. Ms. Lord explained that in the current budget, the Board of Finance cut \$9,000 in the janitorial services and when the 2% budget increase was transferred, it was put back in so really the increase is \$6,000 rather than \$16,000. A question regarding the in-car cams in the capital purchases. The department is looking for two cams to be installed which are being estimated as a \$11,000 expense along with the \$1,200 annual car washes.

No changes were made to the proposed budget.

- **Emergency Management (510300)**

The increase is salary driven.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen to leave the stipend line to status quo or \$9,150.

- **Communications (510400)**

It was mentioned that the Warehouse Point Fire Department dispatching has been taken out of this budget as they will be paying for that within their own budget.

No changes were made to the proposed budget.

- **Broad Brook Fire Department (511000)**

Ms. Lord commented that the town no longer gives the fire departments a lump sum, all expenses are paid by the town. Mr. Pippin asked if the Fire Marshall is listed in this department. Mr. Dearborn asked where the money which was deducted from not funding the Warehouse Point Fire Department, where was that absorbed? It was explained this department's budget line was reduced by \$288,393.00. The Board Brook Fire Department has a smaller grand list now. The Warehouse Point Fire District will be collecting taxes in the upcoming fiscal year. It was noted that both department will be responding to East Windsor fire calls.

It was **MOVED** (Bowsza) and **SECONDED** (Nelson) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen to leave the stipend line for the Fire Marshall to status quo or \$17,867.

A discussion regarding the request for scot packs and if this was a capital improvement item. Building maintenance and plowing expenses were also discussed as the plowing is done by Public Works as the fire house also houses the Senior Center.

It was the general consensus to leave the rest of the budget as is and have the Board of Finance review same.

- **Volunteer Incentive (511200)**

It was decided to leave this department along as they meet quarterly and manage the annuity plan.

- **Public Works (610100)**

This is a service level budget and Ms. Nelson commended the department for all of their hard work for the town. She noted there is a part time secretary work works in the afternoon and only works four hours per day and the thought was to bump her to a full time position. However, it was noted if they moved this position to full time, then that position would have to be put in the clerical union and all of the benefits of a full time employee would have to be paid to the tune of \$53,000 net or a total

cost of \$69,000. It was decided to leave the position as a part time position. Mr. Maynard mentioned that Parks and Recreation is also requesting a part time position to be increased to full time. Maybe the one full time position can be split by two departments as the Tax Collector's office and Treasurer's office has been doing. It was noted that would still mean an increase of \$63,000. It was noted that 1000 hours qualifies an employee for the pension and 30 hours per week qualifies an employee for health care.

It was the general consensus that the Board of Finance can review the requests and make changes.

- **Town Property (610200)**

A brief discussion was held regarding the cost of fire hydrants and the cost of propane.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen to leave the Propane line status quo or \$1,000, or a reduction of \$800.

- **Road Improvements (610300)**

It was mentioned that the Capital Improvement Project Committee has discussed bonding \$5,000,000 for some road improvements and that Committee will be coming to the Board of Selectmen at the next Regular Meeting regarding the bonding requests for roads and the middle school roof.

It was **MOVED** (Bowsza) and **SECONDED** (Nelson) that the Board of Selectmen approve the increase of \$100,000 to \$500,000 for the road maintenance line of the Road Improvement proposed budget.

A discussion was held.

A vote was taken:

In Favor:	D. Nelson, J. Bowsza and S. Dearborn
Opposed:	R. Pippin
Abstain:	None

Motion carried.

- **Senior Center (710000)**

A discussion was held regarding the proposed budget discussing the tables and chairs which are being requested to be replaced. Ms. Lord discussed the department's fund balance which is considerably high. Monies which is collected for payment of programs is deposited into this account. There is approximately \$15,000 in this account. The Director will be discussing this balance with the seniors in her focus group to get suggestions and ideas on how the seniors would like use the money.

No changes were made to the proposed budget.

- **Parks and Recreation (710200)**

It was noted that the town is having no new hires and moving a position from part time to full time is not recommended.

It was **MOVED** (Nelson) and **SECONDED** (Dearborn) that the Board of Selectmen remove the increase of \$38,900 for a new full time position Parks and Recreation proposed budget.

A discussion was held.

A vote was taken:

In Favor:	D. Nelson, S. Dearborn and R. Pippin
Opposed:	J. Bowsza
Abstain:	None

Motion carried.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza, R. Pippin and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen to fund a new part time position in the Parks and Recreation Department in the amount of \$15,847.

- **Libraries (710300)**

A discussion was held regarding the increase of funding to the Broad Brook Library.

It was **MOVED** by Ms. Nelson that the Board of Selectman fund the Broad Brook Library from \$10,000 to \$8,000.

The motion was not seconded and the motion died.

A lengthy discussion was held regarding the hours the library was open and the community is unable to use the library due to the operational hours. It was mentioned the town funds Warehouse Point Public Library at a greater amount than it does the Broad Brook Library and if the Broad Brook Library reversed the hours of operation, would it be funded at a higher rate.

It was **MOVED** by Mr. Dearborn that the Board of Selectman fund the Broad Brook Library a total of \$10,000 or an increase of \$7,399.

The motion was not seconded and the motion died.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-1) (In favor: D. Nelson, R. Pippin and S. Dearborn, Opposed: J. Bowsza, Abstain: None) that the Board of Selectmen to fund the Broad Brook Library a total of \$7,500.

A discussion regarding the Warehouse Point Library the request of an additional \$23,000 in their proposed budget. It was discussed the library has revenue and has an endowment.

It was **MOVED** (Nelson) and **SECONDED** (Dearborn) and **PASSED** (3-1) (In favor: D. Nelson, R. Pippin and S. Dearborn, Opposed: J. Bowsza, Abstain: None) that the Board of Selectmen to reduce the Warehouse Point Library request by \$12,000.

- **Board of Finance (810100)**

An increase of \$490 was requested which is anticipated for the Town Audit. No changes were made.

- **PZC (810200)**

No increase.

- **ZBA (810300)**

No increase.

- **BAA (810400)**

It was **MOVED** (Nelson) and **SECONDED** (Bowsza) and **PASSED** (3-1) (In favor: D. Nelson, J. Bowsza and S. Dearborn, Opposed: R. Pippin, Abstain: None) that the Board of Selectmen to leave the recording secretary flat at \$1,000.

- **EDC (810500)**

No increase.

- **IWWA (810600)**

No increase.

- **Police Commission (810700)**

No increase.

- **Building Committee (810800)**

It was **MOVED** (Nelson) and **SECONDED** (Bowsza) and **PASSED** (3-0-1) (In favor: D. Nelson, J. Bowsza and S. Dearborn, Opposed: None, Abstain: R. Pippin) that the Board of Selectmen increases the recording secretary for two meetings per year, increasing the line to \$1,130.

- **Elderly Commission (810900)**

A decrease of \$200.

- **Charter Revision (811100)**

It was **MOVED** (Bowsza) and **SECONDED** (Nelson) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen decreases the \$4,000 request of the Charter Commission.

- **Ethics Commission (811200)**

No change.

- **Historical Commission (811300)**

No change.

- **Capital Improvement Committee (811400)**

No Change.

- **Activities, Fees and Associations (910100)**

A lengthy discussion regarding the cemeteries, CRCROG, Probate Court, American Heritage and the youth center. The youth center's expenses were discussed and it was discussed how the youth center can cut corners and costs. All agreed the youth center is a wonderful place for the youth of the town.

It was **MOVED** (Nelson) and **SECONDED** (Dearborn) and **PASSED** (4-0) (In favor: D. Nelson, J. Bowsza and S. Dearborn, Opposed: None, Abstain: None) that the Board of Selectmen is to fund the youth center at \$3,000.

It was suggested the youth center needs to be looking for another location to house the youth center as rent for the current site is excessive.

- **Legal Expense (910200)**

No change.

- **Insurance and Pension (910300)**

A lengthy discussion was held regarding the projected increases in health insurance. A meeting was held with Ms. Lord and the insurance agent in regards to next year's premiums. It is anticipated the trend is an increase of 11.4%. The lowest the increase could be at this time is approximately 7.89%. It was inquired if the town became self-insured. It was noted that it is very difficult to be self-insured and it could result in a disaster. Workers' compensation exposure and premiums were discussed. The 27th payroll was also discussed briefly.

- **Information Technology (910400)**

The increase for the software for human services has been added as previously discussed.

- **Sanitation (910400)**

The increase noted is contractual.

With all of the changes added to the spreadsheet while the changes were voted on, the bottom line for the Board of Selectmen budget is an increase of \$705,991, making the proposed budget of \$15,444,735 or a 4.78% increase over last year's budget. A brief discussion was held regarding the Board of Education proposed

budget and Town Government proposed budget and the possibilities of voting on the budgets separately rather than combined.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-2) (In favor: D. Nelson, R. Pippin and R. Maynard, Opposed: J. Bowsza and S. Dearborn, Abstain: None) that the Board of Selectmen approves the Town Government budget for fiscal year 2016-2017 in the amount of \$15,444,735 or a spending increase of \$705,991 or 4.79% over last year's budget.

A discussion was held regarding projected revenues. Ms. Lord went through the projects of revenues from the State of Connecticut, tax collect revenues and other revenues. She indicated that tax collections are currently at 98.5%.

VI. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (4-0) (In favor: D. Nelson, R. Pippin, S. Dearborn and J. Bowsza, Opposed: None, Abstain: None) that the Board of Selectmen adjourns the Board of Selectmen Special – Budget Workshop Meeting of March 14, 2016 at 9:40 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary