

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET PRESENTATIONS - WORKSHOP

Thursday, February 22, 2018

7:00 p.m.

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

Meeting Minutes

*** *These Minutes are not official until approved at a subsequent meeting****

Board of Selectmen:

Robert Maynard, First Selectman
Steve Dearborn., Deputy First Selectman
Jason Bowsza, Selectman
Andy Hoffman, Selectman
Charles J. Szymanski, Selectman

ATTENDANCE: Board of Selectmen: Robert Maynard, First Selectman; Steve Dearborn, Deputy First Selectman; Selectmen: Jason, Bowsza (arrived at 7:10 p.m.), Andy Hoffman; Charles J. Szymanski.

ABSENT: All Selectmen were present this evening.

PRESENTERS: Town Staff: Selectmen's Office: Robert Maynard, First Selectman; Other Organizations: Library Association of Warehouse Point: Mike Sweeney, Director; Elise Spielberg, Board of Trustees; Broad Brook Fire Department: Tom Arcari, Chief.

GUESTS: Town Staff: Treasurer's Department: Gayle Carolus, Interim Treasurer;

Members of Boards, Committees, Commissions, or Town Entities, or Public: No one other than the Select Board, staff, and presenters were present.

Press: No one from the press was present.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

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First Selectman Maynard called the Meeting to Order at 7:00 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ATTENDANCE: See Page 1.

PRESENTATIONS/a. – Broad Brook Fire Department – 511000:

The total Budget Request for the Broad Brook Fire Department for FY 2018 – 2019 was \$432,000, which results in a 12.35% increase.

Joining the Board was Tom Arcari, Chief of the Broad Brook Fire Department. Chief Arcari began review of the FY 2018 – 2019 Budget Request.

Salary- part-time was \$77,500 the previous year; Chief Arcari reported that this year they are requesting funding for a third part-time fire fighter to cover during the day. Discussion followed regarding funding for BBFD vs. Warehouse Point Fire Department. Chief Arcari recalled that several years ago the proposal was for 3 part-time fire fighters; BBFD was originally funded a part-time position half way through the budget year. They then requested 3 part-time fire fighters, but were funded for only 2. They are returning this year with the request to fund the third position. Discussion continued regarding how the positions are staffed. Chief Arcari explained that the positions are filled by career fire fighters who work for other departments; these shifts are additional work for them. The positions are for 8 hour days – no benefits. Chief Arcari reported the only other part-time employee is the department secretary who works limited hours.

Chief Arcari reported that “pay” for volunteer fire fighters is through the Volunteer Incentive line, which carries a funding request of \$110,000. Chief Arcari noted that volunteers are paid a standard rate for the calls they answer and the drills they participate in. He summarized the history of the Volunteer Incentive Committee; that work is now done by the BBFD. Volunteers respond to calls in Warehouse Point, South Windsor, Ellington, and other municipalities as the need arises. Stipends are paid to the Chief, Assistant Chief, Captains, and Lieutenants from the Incentive line as well.

LET THE RECORD SHOW Selectman Bowsza arrived at 7:10 p.m.

Chief Arcari noted that Annuities began several years ago as a “retirement” for long serving/vested volunteers.

Professional Services includes the cost of cable and internet fees, State fees, software licensing fees, association dues, and filing the report of department calls. Selectman Szymanski questioned where the Tolland Dispatch fees are reflected? Chief Arcari reported the Town pays for Tolland Dispatch. Interim Treasurer Carolus reviewed the Communications budget, noting that the Town pays for BBFD and the Ambulance Association while Warehouse Point pays for

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their charge themselves. Based on a population of 11,400 residents the Tolland Dispatch charge is \$2.98/person.

Chief Arcari noted Supplies and Equipment covers bunker gear, hose equipment for the trucks, radios, air packs, ladder testing.

The budget line for Physicals shows a funding request of \$14,000. Annual physicals are required for fire fighters. Chief Arcari reported that when WHPFD split off the previous Treasurer cut the funding request in half. The physical line has been underfunded during the previous year but because of the timing of the budget process they couldn't make a request for additional funding.

Vehicle and Gas is any fuel associated with the fire trucks. Gas is supplied at the Town Garage; they maintain a small diesel fuel tank at the fire house. LAP Insurance is specific to fire departments; it covers fire fighters to and from calls as well as while on duty. The department has had only 3 claims in 10 years.

Discussion also occurred regarding options for creating a singular Town fire department.

Selectman Szymanski questioned the breakdown of calls during the day vs. nights and weekends. Chief Arcari will provide that information. He noted BBFD responded to 571 calls last year, 250 of which were medical. They also assist by providing coverage for the WHPFD.

The Board thanked Chief Arcari for his presentation, and his time.

PRESENTATIONS/b. Warehouse Point Library – 710300: –

Joining the Board were Mike Sweeney, Library Director, and Elise Spielberg, Member of the Board of Trustees, of the Library Association of Warehouse Point. Mrs. Spielberg noted Mr. Bologna's retirement; Mr. Sweeney joined the Library in January.

The total Budget Request for the Warehouse Point Library for FY 2018 – 2019 is \$319,549, which results in a 24.34% increase.

Mr. Sweeney reported he inherited a proposal for a \$62,000 increase, which results in a 24% budget increase. That \$62,000 increase would bring the library comparable to other Towns of East Windsor's size and rank in the State. He felt that was a large increase so he reviewed the proposal and has prepared a budget he feels is a little more feasible for the Town.

Mr. Sweeney directed the Board to his chart, specifically the red chart, which compares municipal appropriations for communities similar to East Windsor to their associated library services. While the average municipal appropriation is approximately 94% East Windsor's contribution for FY 2017 was 69%. Selectman Szymanski questioned the library's revenue? Mr. Sweeney referenced his orange chart, which reflected a \$3,419 per capita revenue for East

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Windsor. Mr. Sweeney's revised proposal reflects a revised Budget Request of \$272,850, for an increase of \$15,850 for a 6% increase.

Discussion followed regarding the Town's contribution to revenue services as a reflection of how the Town values their library. Selectman Bowsza suggested that under Mr. Sweeney's request 6/10ths of 1% of East Windsor's budget would be spent on the Warehouse Point Library; under the original proposal the funding request would have been 8/10ths of 1%. Mr. Sweeney suggested the \$62,000 is closer to what they need but he felt it was a lot to ask for.

Selectman Szymanski questioned how Mr. Sweeney captured the information? Mr. Sweeney suggested part of that information is captured via the circulation system at check out; attendance is provided as part of the State report – he can provide that information.

Mr. Sweeney suggested part of the problem for the library is when the contribution is down it limits what they can provide users of the library. Selectman Hoffman suggested that the higher the family income the more they might use the library; he questioned if that information was available? Mr. Sweeney suggested the Town's wealth ranking would be part of the State report as well. Discussion followed regarding the affect/availability of the internet on library usage. Mr. Sweeney concurred that the internet is a large source for information but it doesn't filter that the information is correct. He noted the library experiences a large number of reference calls on items/issues other than historical information. Discussion continued regarding the efficiency of the current computers; Mr. Sweeney suggested the current equipment is ancient. The cost to upgrade computer equipment would be \$12,000. Discussion followed regarding the components of the technology replacements. Selectman Szymanski noted the BOE is proposing a major equipment replacement program; he would like to see the Town work with the BOE to realize better pricing. Mr. Sweeney felt there might be a conflict with the library, as a non-profit organization, pairing with the Town. Selectman Szymanski suggested he would like to see some exploration in that regard. Mrs. Spielberg directed the Board to the line item on the last page regarding computer upgrade costs of \$12,000; she suggested the library would like to split that cost with the Town.

Reviewing other items in the Budget Request, Mrs. Spielberg noted they do fund raising through an annual appeal; the \$2900 cost is for postage, envelopes, etc. associated with that project. Selectman Hoffman questioned if they pursue grants? Mr. Sweeney reported he's currently waiting for word on a recent grant submission. With the recent tax changes he expects grant funding for non-profits to be highly competitive.

Reviewing his proposal, Mr. Sweeney suggested he would not expand staffing as it's a large expense; he would not expand hours due to the lack of expanded staff. Selectman Szymanski questioned the number of current staff; Mr. Sweeney indicated he's the only full-time employee, others are part-time. There are 10 employees in total.

The Board thanked Mr. Sweeney and Mrs. Spielberg for their presentation.

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NEW BUSINESS/Approve the Public Works, AFSCME Council 4, Local 1303-166 union contract effective July 1, 2017 – June 2020:

MOTION: To APPROVE the Public Works, AFSCME Council 4, Local 1303-166 union contract effective July 1, 2017 – June 2020:

Bowsza moved/Hoffman seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

PRESENTATIONS/c. First Selectmen’s Budget – 410100; Activities. Fees and Associations - 910100; Legal – 910200; Communications – 510400; and Building Committee – 810800:

The total Budget Request for the Selectmen’s Office for FY 2018 – 2019 is \$394,172, which results in a 42.77% increase.

First Selectman Maynard referenced the Salary-full time line, which carries a request for \$275,204. This line includes a \$90,000 salary for an Economic Development Director. Selectman Szymanski questioned if this salary line presentation is comparable to the other department submissions with regard to reflection of salary increases? Interim Treasurer Carolus reported that there are 3 staff members in the Selectmen’s Office, all are unaffiliated so there are no union contracts to be negotiated. The salary line reflects a proposed 2% raise for the three employees.

First Selectman Maynard reported there is no increase in the funding for the **Fire Marshal**.

With regard to **Professional Services**, First Selectman Maynard referred the Board to the support documentation for items falling within this line item.

Supplies and equipment reflects items used specifically by the Selectmen’s Office; additional supply costs associated with central purchasing or usage are reflected later in the Selectmen’s Budget.

Travel reflects mileage reimbursement for one staff member while attending classes related to her position, as well as mileage for other staff attending conferences. Education and **Dues** funds training for classes for the one staff member, and training for other office staff. Discussion followed regarding the Town funding tuition costs; First Selectman Maynard indicated the training is related to the job functions.

Postage funds mailings for all Town departments, and vendor tax mailings such as was discussed by the Tax Collector in her Budget Request presentation. **Centralized Printer-Toner** funds printer and toners costs for all Town departments. This line item also funds toner costs for the map printer. **Centralized Office Supply** funds office supplies, such as copier paper for all departments, and rolled paper for the map printer. **Leased Equipment** pays for leases on all copies, the map printer, and the postage machine. Selectman Szymanski questioned if the toner

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and supplies are purchased at one vendor for economy of pricing? Interim Treasurer Carolus suggested those items are purchased either from Staples or W. B. Mason; costs are negotiated. They also order a lot from Amazon. Selectman Szymanski questioned if people have purchase cards? Interim Treasurer Carolus cited some departments have department credit cards.

Fire Marshal Supplies is funded at \$700. Selectman Szymanski cited the reports received by the Board; he would suggest reducing that funding line to \$100.

First Selectman Maynard noted he has requested \$10,000 for **Community Outreach**. He noted this line item was cut to zero last year; he is requesting the return of funding this year. Discussion followed regarding the need to advise the taxpayers of the budget process, or the Charter recommendations, or progress on the casino. Selectman Szymanski suggested the message board outside the Planning Office could be used for community outreach as well.

PRESENTATIONS/c. Activities, Fees and Associations – 910100:

The total Budget request for Activities, Fees and Associations for FY 2018 – 2019 is \$613,556, *minus* Budget Requests submitted by the East Windsor Cemetery Association at \$40,000, the Broad Brook Library at \$20,000, and the Warehouse Point Fire Department at \$432,000 which also fall under this category.

First Selectman Maynard began reviewing the remaining organizations and their related Budget Requests.

CCM (Connecticut Conference of Municipalities) provides information on all towns; this agency is used repeatedly to research comparable data for towns similar to East Windsor. Budget Request is for \$7,035 for membership dues, for a zero increase.

East Windsor Cemetery Association – Budget Request for \$20,000 presented 2/6/2018; 100% increase.

Community Health is a non-profit organization which provides client support for Human Services. Budget Request is \$23,256 for a zero increase.

CRCOG (Capital Region Council of Government) is a land use agency which provides assistance with regard to government and development issues, such as the widening of Route 5. Budget Request is \$10,606, for an increase of 1.10%. Selectman Szymanski questioned how the budget number is arrived at; Selectman Bowsza suggested it's a per capita assessment.

VNA (East Windsor Visiting Nurses Association) is a non-profit agency providing health related services. Budget Request is \$6,377 for a reduction of 0.05%.

Four-Town Fair – Budget Request \$500

Greater Hartford Transport – Budget Request \$1,786 contribution/dues, up \$112 from last year.

Housing Education – Zero funding.

Memorial Day – Budget Request \$1,200 to purchase flags; zero increase.

Metro Hartford Alliance – Budget Request \$2,277, zero increase.

North Central Connecticut Mental Health – Budget Request \$781, zero increase.

North Central Health District – Budget Request \$53,028, decreased \$210 from last year.

Network Against Domestic Abuse – Budget Request \$5,000, zero increase.

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Potable Water – Budget Request \$10, zero increase.

Probate Court – Budget Request \$2,700, zero increase.

East Windsor Historical Society – Budget Request \$1,000, zero increase.

American Heritage River Commission – Budget Request \$3,500 for recording secretary and water testing; zero increase.

Melrose School – Budget Request \$500; zero increase.

Recognition – Budget Request \$1,000; 100% increase.

Agricultural Commission – Budget Request \$500 for recording secretary; 100% increase.

Conservation Commission – Budget Request \$500 for recording secretary; 100% increase.

Broad Brook Library Budget Request for \$20,000 presented on 2/17/2018; 100% increase.

Warehouse Point Fire – Budget Request for \$432,000 presented 2/17/2018; 100% increase.

PRESENTATIONS/c. Legal – 910200:

The total Budget Request for Legal Expenses for FY 2018 – 2019 is \$300,000, which results in a 25% increase.

First Selectman Maynard noted the status of Legal Expenses was reviewed by the Board of Finance last evening. It was noted that funds were transferred from other line items to cover current legal expenses; it's anticipated an additional appropriation will be needed prior to the close of this Fiscal Year. Legal Expenses associated with the casino have been reimbursed.

PRESENTATIONS/c. Communications – 510400 :

The total Budget request for Communications for FY 2018 – 2019 is \$53,254, which results in a 0.19% decrease.

Radio System -The Budget Request of \$26,698 is to cover the Town's radio system for the Police Department and the Town – both fire departments and ambulance service - as well. Service is provided through Marcus Communications. It was felt that the maintenance agreement for the emergency system back-up generator was included in this charge; Selectman Szymanski requested a breakout of the generator vs radio costs.

Dispatch -Tolland – see earlier discussion of fee allocation under Broad Brook Fire Department presentation. The Budget Request of \$26,556 for FY 2018 – 2019 covers Dispatch fees for the Broad Brook Fire Department and the East Windsor Ambulance Service. Warehouse Point Fire Department pays for their Dispatch fees separately.

PRESENTATIONS/c. Building Committee – 810800: –

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The total Budget Request for the Building Committee's recording secretary salary for FY 2018 – 2019 was \$1200, which results in a zero increase.

First Selectman Maynard concluded presentation of the various department budgets.

ADJOURNMENT:

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

Bowsza moved/Hoffman seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Maynard/Dearborn/Bowsza/Hoffman/Szymanski)

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen