

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET PRESENTATIONS - WORKSHOP

February 20, 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: Andy Hoffman; Charles J. Szymanski.

ABSENT: Selectman Jason Bowsza

PRESENTERS: Town Staff: Veterans Commission: Gil Hayes, Bob Lyke; Department of Public Works: Len Norton, Director/Town Engineer; Joe Sauerhoefer, Operations Manager

GUESTS: Members of Boards, Committees, Commissions, or Town Entities:
Treasurer's Office: Gayle Carolus, Interim Treasurer; Board of Finance: Kathy Pippin, Sarah Muska.
Public: Dale Nelson, Keith Yagaloff.

Press: No one from the Press was present.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

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

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ATTENDANCE: See Above.

PRESENTATIONS/a. 7:00 P.M. – Veterans Commission - 811600:

Gil Hayes and Bob Lyke, member of the Veterans Commission, joined the Board.

Mr. Hayes reported their only budget request is an increase in the cost of recording secretarial services from \$80/meeting to \$100. Their recording secretary goes beyond just doing minutes and getting them to Town Hall; she organizes their special events – such as the car wash, and a clothing drive. She also recently met with First Selectman Maynard regarding work on a booklet which will be handed out to guests at their Veterans Memorial Green Dedication being held in May. Mr. Hayes would like to see her get \$125 as the other recording secretaries do, but she's new; he's sure she'd be grateful for this increase.

Deputy First Selectman Dearborn questioned that they didn't need additional funding for anything else? Mr. Hayes indicated that their fund raising efforts went well for the Veterans Memorial Green Project. They were assisted by the East Windsor American Legion Post 40, and received large donations from Southern Auto Auction, Toyota, and others. Discussion followed regarding their accounting functions; Mr. Lyke noted the money in the Veterans Account is money they raised.

Selectman Szymanski questioned the access to the Veterans Cemetery in Windsorville. Mr. Hayes noted access is available through the Windsorville Cemetery, or through the Windsorville Methodist Church parking lot. Selectman Szymanski felt there should be signage by the road noting the location of the Veteran's Cemetery; Selectman Hoffman felt it should be permanent signage rather than the temporary signs.

Discussion continued regarding signage options.

PRESENTATIONS/c. 7:30 p.m. – Public Works – 610100; Town Property – 610200; Road Improvements – 610300; Information Technology – 910400:

Len Norton, Director/Town Engineer; Joe Sauerhoefer, Operations Manager, joined the Board.

Selectman Szymanski thanked Mr. Sauerhoefer for returning the Charter Oak, and the plaque, to the Meeting Room.

Public Works – 610100:

The total Budget request for the Public Works for FY 2018 – 2019 was \$877,196, which results in a 1.69 % increase as reflected in the FY 18 – 19 BUDGET document provided to the Board 2/1/2018.

Mr. Norton noted they are asking for an increase in salaries by contract. Discussion followed regarding if this line item reflects the increased salaries, or the salaries at their current level as

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was the practice for other departments. The question was raised to clarify information presented for comparison purposes. Mr. Norton felt he was presenting the increased salaries; Interim Treasurer Carolus indicated the 2/1/2018 Budget numbers provided to the Selectmen don't include the salary increases. The Treasurer's Office will include those increases after the contract is ratified. Interim Treasurer Carolus suggested the only salary increase reflected under the FY 18-19 BUDGET is the 2% for part-time employees. Selectman Szymanski questioned if the seasonal employees are included in the part-time funding line; Mr. Norton indicated that seasonal employees are the only part-time employees in Public Works.

Under Professional Services, Mr. Norton suggested there may be a slight increase in the Uniform Cleaning line; the tree line is kept open with the \$1,000. Also included under Professional Services is a \$9,000 line item for Storm Water to test for cross-contamination at 6 locations where others are draining into the sewer system. Selectman Szymanski questioned what would be included under Purchased Services? Mr. Sauerhoefer suggested that line item would pay for the waste oil tank to be pumped out, towing for the large mower, first aid kits, and bottled water for the Town Garage as the water on site isn't potable.

Supplies & Equipment includes a line item for Grounds Equipment P&R, Mr. Norton noted that the Park and Recreation Department oversees the programs while Public Works handles/maintains all Town properties. Mr. Sauerhoefer noted PW mows 3 day/week; on Friday they return and mow the sports fields. They also fertilize the baseball and soccer fields. Discussion followed regarding combining with other towns to reduce costs; Mr. Sauerhoefer noted everyone gets the government rate, and that the State has a program also but they've found they get better rates bulk shopping at Amazon. Highway Signs carries a request of \$2,000; Mr. Norton reported a grant was acquired through the Police Department for the blinking signage installed at crosswalks. Mr. Norton reported he acquired a grant to replace worn stop signs that have lost their reflectivity. Selectman Szymanski questioned if they plan to install the red reflective strips on stop signs; Mr. Norton indicated they discussed that with the Chief of Police but the cost is expensive.

Education and Dues includes a \$3,000 request for conferences and workshops. Mr. Norton reported he needs to send 11 employees to annual training; Mr. Norton needs to keep his certification as Tree Warden. Mr. Sauerhoefer noted this line item also includes recertification for OSHA training, which is required every 5 years.

Selectman Szymanski noted much of the chip sealing and the paint for the middle line has come off the roads; he questioned what happened, and what's the anticipated resolution? Mr. Norton felt the contractor performed the work too late in the season. Mr. Norton reported they went with a State bid contractor; he's already contacted the contractor regarding the problem; he'll restrict work to July and August this year. Selectman Hoffman suggested the State roads are much more reflective. Mr. Norton and Mr. Sauerhoefer reported the State uses a different/glass beaded paint which is much more expensive.

Town Property – 610200:

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The total Budget request for the Town Property for FY 2018 – 2019 was \$1,014,800, which results in a 1.58 % increase.

Mr. Norton noted the need to revise this Budget Request to reflect a rate increase for fire hydrants served by Connecticut Water Company. The budget request of \$336,000 is now \$349,710. Mr. Norton reported that in 2017 nine new hydrants were added, for a total of 233 hydrants and 224,670 linear feet of water main provided for service. Mr. Norton broke the cost down to \$18.80/hydrant, and \$0.095 per linear foot of water main. The total monthly charge for fire protection is \$28,740.01 for water; Connecticut Water Company owns the hydrants. Selectman Szymanski questioned if this cost is comparable to other towns; Mr. Sauerhoefer suggested this is a municipal rate.

Propane is used at the Town Garage for the generator; gas is provided for all Town vehicles and the Police Department; diesel fuel is provided for the larger vehicles and mowers. . Mr. Sauerhoefer reported they are keeping the vehicle maintenance line at \$70,000. They maintain the Senior buses and the Town cars primarily used by the Building and Planning Office; they do not maintain Police vehicles. They also purchased a used lift system for the garage for mechanical repairs, and have a mechanic on staff to do maintenance and repairs.

Selectman Szymanski suggested he would like to see gas and diesel fuel separated. Mr. Sauerhoefer suggested they can separate usage by departments; he can go back 3 years. Mr. Norton noted this budget provides for all Town departments including the Fire Departments, Police Department, Park and Recreation.; Mr. Sauerhoefer noted this line also includes use by the WPCA, both Fire Departments, and the Dog Warden. Selectman Szymanski suggested that from an audit standpoint he'd also like to see usage separated out by department as it provides a better overall evaluation of all the costs of the departments. He noted an audit would also catch a leak in the tank such as the one that recently occurred in Middletown. Mr. Sauerhoefer reported the Police Department uses approximately 1400 gallons of fuel per year; usage has been consistent over the years. Mr. Norton noted that the BBFD also has a small emergency tank.

Janitorial Services is the cost for all Town buildings.

Building Repair/Maintenance includes repairs at all Town facilities. They've been installing LED fixtures, and have installed motion detectors in some of the buildings. Selectman Szymanski questioned the savings switching to LED lighting? Mr. Sauerhoefer estimated about 13% for Town buildings; the BBFD/Senior Center is 100% LED and the Police Department is 85%. It was noted street lights are also being converted to LED lighting.

Phone reflects the cost of the new voice over-ride phone system town-wide. The Police Department still maintains a landline for security purposes. The cost of service to Town buildings is less than \$1,000/month including toll calls, while the cost for the Police Department is \$1,200 to \$1,500/month as many of their calls are long distance to the State Police and other agencies.

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Road Improvements – 610300:

The total Budget request for the Road Improvements for FY 2018 – 2019 was \$450,000, which results in a zero % increase.

Mr. Norton noted the Road Improvement Budget Request is level this year. This budget pays for fixing potholes, repairing road cuts, etc. Mr. Norton reported they've purchased their own curbing machine; the anticipated payback is 5 years. This budget does not include the CIP projects. Discussion followed regarding the CIP projects. Selectman Szymanski suggested it would be useful information to know the CIP requests when reviewing this budget. Mr. Norton felt they could add a note regarding CIP requests.

Selectman Szymanski questioned how the roads are selected for repair? Mr. Norton indicated it was their suggestion to repair drainage on Wapping Road; they've received permission to drain into the black spruce bog, they need to finalize an easement. Wells Road needs repair as well. Mr. Norton indicated he's working off his pavement improvement program when he selects roads.

Information Technology – 910400:

The total Budget request for the Information Technology for FY 2018 – 2019 was \$201,598, which results in a 8.5 % increase.

Mr. Norton reported they have converted to bringing in a consultant as the need arises; he is the IT Manager for the Town; Mr. Sauerhoefer indicated the IT budget year to date is \$8,000.00 vs. \$32,000.00 in the past.

Purchased Services includes the funding of the Town website, and software licensing; both Office 365 and the Town website are town-wide. The existing equipment is refurbished equipment; they anticipate equipment replacement as 8 hard drives have failed, which required replacement. The Park & Recreation Department has laptops because they move from location to location; there's one floating laptop for use by supervisory staff when working from home. Mr. Sauerhoefer suggested all department heads should be provided laptops. In total the Town owns 111 computers, including the Police Department which is using older equipment. The BOE purchases their own computer equipment. The Smart Board is included in this budget; the servers are new. Recommendations regarding computer equipment are provided by the consultant. There is no inhouse staff for IT, only the consultant funded under Professional Services. One officer in the Police Department manages their computers. The Police Department has requested new software at a cost of \$31,350; that cost is included in this budget.

SANITATION – 910500:

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The total Budget request for Sanitation for FY 2018 – 2019 was \$930,150, which results in a 2.72 % increase.

Mr. Norton reported collection and disposal increased by 1.5% last year; \$4,000 was included for services for hosting the 4-Town Fair. They would like to do a hazardous waste collection this year as they've been unable to run one for some time due to budget constraints. The DPW manages this service, and staffs it by providing comp time to working employees.

Selectman Szymanski questioned the revenue from recycling cardboard and other materials? Mr. Sauerhoefer indicated they only get a small (\$912) check for recycling and that's actually for recycling computers dropped off at the Town Garage by residents. Selectman Szymanski suggested he'd like to see that broken out as a revenue line.

Mr. Norton concluded by noting he's presented 5 budgets at an average increase of 2.08%.

PUBLIC PARTICIPATION:

No one requested to speak.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 9:05 p.m.

Hoffman moved/Szymanski seconded/VOTE: In Favor: Unanimous

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen