

8TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET PRESENTATIONS - WORKSHOP

Tuesday, February 6, 2018

7:00 p.m.

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

Meeting Minutes - **AMENDED**

*** *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 Bowsza

PRESENTERS: Town Staff: Town Clerk: Joanne Slater; **Tax Collector:** Patti Kratochvil; East Windsor Cemetery Association: Dan Burnham, President; Robert Rybik, Treasurer. **Treasurer:** Gayle Carolus, Interim Treasurer;

GUESTS: Members of Boards, Committees, Commissions, or Town Entities:
Board of Finance: Alan Baker, Sarah Muska; Department of Public Works: Len Norton, Director/Town Engineer; Joe Sauerhoefer, Operations Manager;

Public: See Town Staff and Board/Commission/Committee members listed above..

Press: Anthony Branciforte, Journal Inquirer.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

**TOWN OF EAST WINDSOR
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Budget Workshop Meeting – February 6, 2018
WORKSHOP MINUTES - AMENDED**

First Selectman Maynard called the Meeting to Order at 7:15 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ATTENDANCE: See Page 1.

PRESENTATIONS/a. 7:00 P.M. – Town Clerk - 410300:

Joanne Slater, Town Clerk, joined the Board for discussion.

First Selectman Maynard summarized that Ms. Slater has presented a budget request of \$135,366 for FY 2018 – 2019; this request represents a decrease of minus 0.07. First Selectman Maynard reported the only increase in Ms. Slater’s budget is a 2% increase for a part-time employee.

Ms. Slater advised the Board she has worked hard to keep the budget request down; she has reduced spending on supplies and other items First Selectman Maynard also noted Ms. Slater applied for and received a grant to hire someone to go through boxes of old records stored in the annex for items that can be discarded or given to other entities, such as the Historical Society.

Selectman Hoffman queried if Ms. Slater anticipated any issues coming up which might cause management of financial problems in the coming year? Ms. Slater replied that she’s just hired a part-time person, which will result in time spent on training, especially if the person doesn’t have government experience coming in. She suggested it’s difficult to find qualified part-time employees; hours are limited and dictated by office needs. Selectman Szymanski questioned if any other grants were available? Ms. Slater reported she applies for this State grant annually. She noted grant writing is time consuming and difficult to accomplish while constantly serving the public.

Selectman Szymanski questioned how receipt of the department income is handled? Ms. Slater and Interim Treasurer Carolus noted the receipts show up in the revenue side of the budget. Interim Treasurer Carolus also noted a portion of the Town Clerk’s revenue is forwarded to the State. Selectman Szymanski suggested a line referencing revenue, or a copy of the reports, could be added to the budget support documentation in the future.

Interim Treasurer Carolus also noted that the negotiations for the Supervisors’ Union are continuing; when that settlement occurs those figures will be added to the department reports. Money for those expenses are held in the Contingency Fund.

The Board thanked Ms. Slater for her presentation. No action was taken on this budget request this evening.

PRESENTATIONS/b. 7:15 P.M. – Tax Collector – 410900:

Patti Kratochvil, Tax Collector, joined the Board. First Selectman Maynard noted the budget request for the Tax Department for FY 2018 – 2019 is \$127,221, which represents a 2.37% increase. First Selectman Maynard noted an increase for the part-time employee is included as

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well. Discussion followed regarding the split of the salary for the part-time employee between the Tax Collector's Office and the Treasurer's Office. Mrs. Kratochvil noted the hours have also been increased. from 15 to 19 hours/week. She also noted the difficulty acquiring good part-time employees; this position requires additional time during January and July, which increases this employee's hours to 35 per week. Mrs. Kratochvil also noted the need for training for new employees, as the department is Statute driven. Training includes off-site classes plus mileage. The employee also needs to be good at Excel, and be able to handle people at the counter who are sometimes annoyed/unhappy. Mrs. Kratochvil indicated her goal for the office is cross-training. She noted another employee is taking exams shortly which will enable her to become an Assistant Tax Collector; that person can then handle foreclosures and bankruptcies. Mrs. Kratochvil would then hire an additional part-time employee.

Selectman Hoffman questioned the request for capital purchases? Mrs. Kratochvil reported her intention is to move her desk into the Tax Collection Office from the Treasurer's Office, therefore needing a new desk, and installation of a partition for security when counting money. Mrs. Kratochvil noted she would also like to move the vault in the future, and break through the concrete outer wall to create a glass service window. Her intent is to queue customers in the hallway and buzz them up for service. Selectman Hoffman questioned the cost of the glass window; Mr. Sauerhoefer, Operations Manager of the Public Works Department, guesstimated in excess of \$20,000 due to the need to drill through the concrete block walls. Discussion followed regarding funding options.

Selectman Szymanski questioned the travel expenses? Mrs. Kratochvil reported it's mileage to travel for court appearances for tax challenges, and mileage for training. Selectman Szymanski questioned use of the Town car to eliminate liability of using a personal vehicle. Mrs. Kratochvil noted there are often conflicts for use of the Town car. Selectman Szymanski felt there should be enough Town vehicles for use by employees conducting Town business; he suggested additional repurposing of Police vehicles being retired

The Board thanked Mrs. Kratochvil for her presentation. No action was taken on this budget request this evening.

PRESENTATIONS/c. 7:30 p.m. – Cemetery Association – 910100 Activities, Fees and Associations:

Joining the Board were Dan Burnham, President, and Robert Rybik, Treasurer, of the East Windsor Cemetery Association. The East Windsor Cemetery Association provides burial services for all seven cemeteries and property maintenance for six of the seven cemeteries located in East Windsor. Mr. Rybik reviewed their income/expense statement with the Board. The Cemetery Association is requesting a \$40,000 budget request for FY 2018 – 2019, which represents a 100% increase over the previous fiscal year.

Discussion followed regarding the cost of services provided. Selectman Dearborn requested an explanation of the Association's investment. Mr. Rybik and Mr. Burnham explained the

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endowment which funds some of the Cemetery Associations operating cost, restrictions on retention of the fund principal, and the investment strategy driving that fund.

Discussion continued regarding the size of the cemeteries, the ability to expand burial space, and ownership of the various properties. Selectman Szymanski questioned if the Cemetery Association had given thought to building a mausoleum? Mr. Burnham cited the existing chapel at the Springdale Cemetery, which has a planned future use. Mr. Rybik suggested the cost of constructing a mausoleum is outweighed by other pending maintenance costs, such as tree removal at the Windsorville Cemetery, pavement repairs at Scantic and Melrose Cemeteries, and fence replacement at Town Street Cemetery/Route 5.

Selectman Hoffman requested an explanation of the restricted fund. Mr. Rybik explained that in the late 1800s a trust was funded by a Mr. Morton; the income from that fund can only be used to beautify/enhance the Morton Lot located in the Windsorville Cemetery.

The Board thanked Mr. Burnham and Mr. Rybik for their presentation. No action was taken on this budget at this time.

PRESENTATIONS/c. 7:45 p.m. – TREASURER – 410500:

Interim Treasurer Carolus joined the Board. First Selectman Maynard reported the budget request for FY 2018 – 2019 for the Treasurer’s Office is \$219,406, for an increase of 2.18%. See discussion under Mrs. Kratochvil’s budget request for the Tax Collector’s Office regarding the split of salary for the shared part-time employee. Interim Treasurer Carolus reported that the full time salary line has been increased by 1.6%, which includes an increase for the Treasurer’s position. Interim Treasurer Carolus noted that this budget ~~includes~~ **DOES NOT INCLUDE** potential salary increases for two clerical employees who are included in the continuing Clerical Union negotiations.

~~Interim Treasurer Carolus suggested education and dues is critical to enabling her to do the job over the past year. She suggested government has changed over the recent years. She noted the State’s plan to create a Municipal Oversight Board in the future.~~

Selectman Szymanski questioned the lack of postage for this budget. Interim Treasurer Carolus suggested all departments use the postage meter which is funded through the Selectmen’s Budget. Selectman Szymanski suggested that some towns e-mail tax bills to taxpayers. Discussion followed regarding the current ability for payment of tax bills online. Interim Treasurer Carolus noted the Town is paperless regarding its payroll system, which is managed by outside firm. She noted East Windsor’s Treasurer Office is small; it would be difficult to manage payroll inhouse. Selectman Hoffman questioned if there is an anticipated need for a software upgrade; Interim Treasurer Carolus indicated a recent upgrade occurred a couple of years ago. Discussion followed regarding the potential for payment of Town generated bills via online banking.

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Interim Treasurer Carolus reported she attends the New England GFOA Conference in Boston, which covers regional issues, and GFOA quarterly conferences/forums in Connecticut which focuses on Connecticut issues.

Selectman Dearborn requested clarification that the FY 2018 – 2019 budget request includes the salary for the new Treasurer? First Selectman Maynard and Interim Treasurer Carolus concurred, noting the figure ~~could be higher than the amount requested~~ **CHANGE**
DEPENDING ON THE NEGOTIATED SALARY AT TIME OF HIRE..

The Board thanked Interim Treasurer Carolus for her presentation. No action was taken on this budget this evening.

PUBLIC PARTICIPATION:

No one requested to speak.

ADJOURNMENT:

MOTION: To ADJOURN this Budget Workshop at 8:55 p.m.

Hoffman moved/Dearborn seconded/VOTE: Unanimous

Respectfully submitted

Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen