

TOWN OF EAST WINDSOR BOARD OF SELECTMEN

BUDGET PRESENTATIONS - WORKSHOP

Monday, March 5, 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;, Selectmen: Andy Hoffman; Charles J. Szymanski.

ABSENT: Deputy First Selectman Steve Dearborn; Selectman Bowsza

PRESENTERS: Town Staff: Planning and Development Department: Laurie Whitten, Town Planner; Building Department: Rand Stanley, Building Official; American Heritage River Commission: Barbara and Richard Sherman.
; Treasurer: Gayle Carolus, Interim Treasurer;

GUESTS: Department of Public Works: Joe Sauerhoefer, Operations Manager;
Members of Boards, Committees, Commissions, or Town Entities::
American Heritage River Commission: Debbie and Tom Talamini, Richard Sullivan, Mark Whelden, Board of Finance: Kathy Pippin, Sarah Muska;

Public: Marie DeSousa.

Press: No one from the Press was present.

TIME AND PLACE OF BUDGET WORKSHOP MEETING:

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

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

ATTENDANCE: See Page 1.

PRESENTATION/a. American Heritage River Commission – Activities, Fees and Associations - 910100:

The total Budget request for the American Heritage River Commission for FY 2018 – 2019 was \$3,500, which results in a 0.00 % increase.

Barbara and Richard Sherman, Chairman and Secretary of the American Heritage River Commission respectively, joined the Board.

Mrs. Sherman reported that the 2018 – 2019 Budget Request is \$3,500, which is the same funding request as last year. The budget covers the salary for a recording secretary for 12 months at \$100/month, and \$1400 to 1700 for testing the Scantic River for e-coli at several locations from May to October. Mrs. Sherman reported the testing has been done at 5 locations; they plan to add 2 more locations this year. Mr. Sherman gave a summary of the process, when the results of the testing are received Mr. Sherman posts advisory signs at the various locations to indicate the quality and the usability of the water. Mrs. Sherman noted the information received is also reported to UMASS to be included in a study on climate change.

Discussion continued regarding the impact on the Scantic River by events originating in towns other than East Windsor. Selectman Szymanski questioned that the State doesn't pay for this testing? Mr. and Mrs. Sherman replied negatively.

Mrs. Sherman reported that this budget also pays for printing "river guides" for people walking the trails along the river.

The Board thanked the Shermans for their presentation.

**PRESENTATION/b. Planning and Development - 411100:
ALSO: PZC (Planning and Zoning) – 810200; ZBA (Zoning Board of Appeals) – 810200;
EDC (Economic Development) – 810500; IWWA (Inland Wetlands and Watercourse
Agency) – 810600.**

The total Budget request for the Planning Department for FY 2018 – 2019 was \$287,386, which results in a 28.16 % increase.

Town Planner Laurie Whitten joined the Board.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

Town Planner Whitten reported the department is currently staffed by three full-time employees and one part-time employee. She indicated the full-time salary line includes salary for an additional staff member to handle zoning enforcement and blight issues. Town Planner Whitten noted she began her employment in 2004, she cited that East Windsor's population has increased from 9,818 residents in 2000 to 11,162 residents in 2010 and is headed towards a projected population of 12,650 in 2020 – an increase of more than 2800 residents in 20 years. Town Planner Whitten indicated that housing has experienced a similar increase, with 4,078 units/dwellings in 2000 to 4,933 units in 2015 and 213 additional units already approved and in various stages of construction, including West River Farms (Scantic Road) containing 69 single family dwelling units, Harvest View (Middle and East Road) containing 44 single family dwelling units, and Calamar (North Road) containing 120+ age-restricted residential apartments.

Town Planner Whitten reported that 5 years ago the title of Zoning Enforcement Officer was changed to include the duties of Assistant Town Planner to have someone on staff to provide back-up to the Planner position. The Zoning Enforcement Officer handles zoning violations; she cited the process is long and involved and includes delays as the ZEO works with the violator to seek compliance. Town Planner Whitten suggested there currently seems to be more interest in seeking resolution to blight issues. While the blight issues are more of a Building Department issue (abandoned buildings, roofs missing, grass excessively high, excessive trash in or around the home) she and Building Official Stanley felt the two positions could be combined into one position to work towards resolution of both problems. The person filling the position needs to be able to respond to the public as well as be detailed in following the violation process.

Rand Stanley, Building Inspector, joined Town Planner Whitten to offer his views on the problems. Building Inspector Stanley cited the property maintenance code hasn't been updated in 20 years; it's a broad ordinance with no provisions other than writing a letter or seeking assistance through the Town Attorney. Building Inspector Stanley suggested the blight issues are driven by people dealing with drug or alcohol problems, mental illness reflected in the accumulation of garbage or hoarding, or economics; staff must be sensitive to what's going on in people's lives when dealing with these issues. Selectman Szymanski didn't see blight as a widespread problem; he questioned the number of properties involved? Building Inspector Stanley cited 15 locations which have been repetitive but there are many other properties which are borderline. He suggested much of what they deal with is to prevent problems. Building Inspector Stanley suggested most of the problems are residential, as businesses realize they must have a clean environment to attract customers.

Discussion continued regarding the identification of the problems, and alternative options to the full-time employee, including contracting the work out or reducing the position to part-time. Town Planner Whitten reported the Zoning Enforcement Officer must be CAZEO certified. She and Building Inspector Stanley cited the difficulty finding qualified people willing to work part-time. Building Inspector Stanley noted that everything they do is regulated by ordinance or regulations so the person must understand those requirements; they need to follow the law and

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

follow a specific process; they must also be sensitive to the public associated with the violation or blight issue.

Discussion continued regarding the need to update the property maintenance code, how the combined position can address the different problems, the anticipated increase of the existing workload due to the TOD (Transit-Oriented Development) in Warehouse Point already underway and the casino, and the potential salary for the position. Selectman Szymanski requested detailed information on the current workload.

Town Planner Whitten reported that the request for funding for Professional Services includes the cost of legal advertisements which are statutorily required for public hearings, printing of photos to document site conditions, and membership in the NCCD (North Central Conservation District) which supplements the Inland Wetlands Agent on issues associated with that function. Town Planner Whitten noted compensation for the Economic Development Director has previously been in this budget line as a part-time consultant; she has removed that compensation from the line for this budget year as First Selectman Maynard has included salary for a full-time Economic Development Director in his salary line. Should that not happen Town Planner Whitten would like the part-time salary for the Economic Development person returned to this budget line.

Town Planner Whitten noted Supplies and Equipment is the same funding request as last year.

Town Planner Whitten noted that during the previous year the department was given a travel allocation but Education and Dues was reduced. Her job description requires that she maintain her AICP (American Institute of Certified Planners) certification; that requires 32 credits of continuing education every 2 years. She was unable to get any of the credits last year so will need to acquire all 32 credits this year. The National Conference is held in different regional locations; when she attends the conferences she attends as many sessions as she can. The Assistant Planner must receive training as well; staff attends webinars as much as possible. Both the Planner and the Assistant Planner require membership in many organizations as the Planning Office deals with many functions – planning, zoning, wetlands, working with DEEP (Department of Energy and Environmental Protection); training opportunities should be available for Planning and Zoning, Inland Wetlands, and Zoning Board of Appeals commissioners as well. Education and Dues was cut drastically last year, but it's a necessary department cost.

Town Planner Whitten suggested that the request for Capital Purchases would fund renovation and redesign/reorganization of the department layout. The Planning Office and the Building Department are the only offices that haven't undergone renovation. Town Planner Whitten referenced various layouts prepared by the consultant who did all the other office renovations. Selectman Hoffman cited that the Planning Office and the First Selectman's Office are the first offices people who would be considering relocating their business to East Windsor visit; the Planning Office is not attractive in its present state. He questioned if the renovations could be done incrementally? Town Planner Whitten noted that to paint the office the furniture needs to be removed, and replaced; the thought was to have the new furniture, which is actually used

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

furniture, be returned to the office after the painting. She noted the renovation also includes a reallocation of the existing floor space to provide a spot for the public, and the potential for the additional staff member. Town employees would do the work; the furniture would be used units but would be new to the department. She cited the chairs in her office that accompany the conference table are furniture she grabbed out of the garbage; they don't match but they provide seating for groups of people meeting in her office.

First Selectman Maynard suggested funding the renovation via a supplemental appropriation.

Selectman Szymanski suggested contacting other office supply companies for price comparisons. Town Planner Whitten noted this is the same company that's done the renovations of the other offices but she can contact other companies as well.

Town Planner Whitten requested to review her Commission Budgets as well: **PZC (Planning and Zoning) – 810200; ZBA (Zoning Board of Appeals) – 810200; EDC (Economic Development) – 810500; IWWA (Inland Wetlands and Watercourse Agency) – 810600.**

Town Planner Whitten noted all Commission requests fund the salaries of recording secretaries which are required statutorially. She noted the salaries depend on the type of meetings worked, PZC and IWWA are \$125/meeting, ZBA is \$100/meeting, and EDC is \$75/meeting. Those fees are paid if the meeting is 5 minutes or 5 hours.

Selectman Szymanski questioned the Education and Dues for Commission members. Town Planner Whitten noted the numbers are reversed in this budget documentation; the requests should be \$500 for PZC and \$200 for ZBA as there are more opportunities for classes for the Planning and Zoning Commission.

Selectman Hoffman questioned the Professional Services request for the EDC? Town Planner Whitten reported that line funds the Commission's annual Meet and Greet, which is a opportunity for businesses to meet and get to know each other and the services each business provides. The Meet and Greet is typically held at a local banquet facility; light food is served; often a speaker is hired. Selectman Hoffman reported that many other towns hold similar meetings monthly; they maintain that you build up a cadre of people who are interested in what the Town is doing. Town Planner Whitten felt the Meet and Greets are successful; it gives people an opportunity to get to know each other and the Selectmen. She would like to host a Meet and Greet this year.

The Board thanked Town Planner Whitten for her presentation.

PRESENTATION/c. Building Department - 411300:

The total Budget request for the Building Department for FY 2018 – 2019 was \$308,304, which results in a 104.81 % increase.

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

Rand Stanley, Building Inspector, rejoined the Board.

Building Inspector Stanley advised the Board the good news is we are growing and growing. He noted his budget request at just under 105% increase, many of the increases are associated with inspections of Calamar; he also noted that having received \$318,000 in revenue the department has generated 159% of the projected revenue of \$200,000 for the current fiscal year. Building Inspector Stanley noted the revenue includes \$124,00 in permit fees for Calamar, the 120 unit senior apartment building being constructed on North Road. Building Inspector Stanley noted permit fees for large buildings often come under-estimated; he felt there may be another \$40,000 in permit fees for Calamar but they wouldn't come in this fiscal year. He noted that ongoing inspections of Calamar will require a couple of additional inspectors. Calamar will be a 3 story building containing mixed uses, as the project will include a salon, chapel, billiard room, community room, and commercial kitchen in addition to the 1 and 2 bedroom apartments. Building Inspector Stanley reported the developer has submitted Building Permit Application documents which include advisement of special inspections needed for the project; the developer bears the cost of those inspections.

Selectman Szymanski questioned the occupancy of Calamar, and the Scantic Road (West River Farms) development; his concern is the ability of the sewer plant to handle these projects and the casino as well. Building Inspector Stanley reported Calamar includes 121 one and two bedroom apartments for an estimated occupancy of 160 to 180 residents; a property manager will be onsite during business hours. Building Inspector Stanley reported the 69 residential dwellings on Scantic Road could result in an additional 224 residents. Building Inspector Stanley cited the pre-construction meetings which occur with developers; staff from the WPCA are involved and weigh in on sewer capacity. With the inclusion of the units mentioned 40% capacity remains at the sewer plant; it could easily handle something like the Enfield Mall and have capacity left. Discussion continued regarding the WPCA process for approving sewer capacity/connections and payment/management of sewer connection fees. Discussion continued comparing the construction of the Walmart Superstore and the Mansions to the construction/inspection process for Calamar and/or the casino.

Building Inspector Stanley reiterated the need within the next 60 days for additional staff to handle the Calamar project.

Building Inspector Stanley reported the funding request for Education and Dues funds the requirement that he have 90 hours of continuing education every 3 years to maintain his license.

Building Inspector Stanley noted he is requesting funding for a full-time Assistant Aide; he currently has a part-time Permit Clerk now at a salary of approximately \$16,000 per year. Selectman Szymanski questioned the increase in the part-time salary line? Building Inspector Stanley reported he is seeking 2 part-time licensed inspectors at an anticipated hourly rate of \$30/hour, without benefits. Building Inspector Stanley clarified that he would be taking the part-time Permit Clerk salary and moving it to the full-time salary line. He clarified that these staff

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

increase requests have nothing to do with casino; these requests would assist with the work currently on the plate for the Building Department – 25 units which remain to be constructed at Newberry Village, Calamar, HarvestView Estates on East and Middle Road, and West River Farms on Scantic Road

Selectman Hoffman questioned the \$25,000 funding request for Professional Services. Building Inspector Stanley reported that would be funding for an outside firm to perform plan review and analysis for the casino; he's performing those functions for Calamar himself. Selectman Szymanski requested anything associated with the casino to be a supplemental page to be reviewed separately.

Building Inspector Stanley reported the line item for Capital Purchases will provide funding for an onsite trailer for the casino. He noted he has recognized the need to reconfigure the Building Office as attitudes have changed, the office space should be more secure. He noted the Building Office was previously painted 15 years ago; he would also use the same firm as the Town Planner.

Building Inspector Stanley noted that over the past 3 years the Building Department has handled Town managed Town and Board of Education building projects in excess of \$8 million; permit fees are not charged on Town managed projects but projects of that value would have resulted in \$124,000 in permit fees.

Building Inspector Stanley suggested he would like to see an increase in Building Permit Fees. Discussion continued regarding comparable permit fees in other towns. Building Inspector Stanley suggested he would like to see fees comparable to Windsor Locks and South Windsor. Selectman Szymanski and Hoffman requested a monthly report of the number of zoning permits, building permits, inspections, etc.

Building Inspector Stanley reported the funding for Emergency Repair funds situations such as a car breaching a building; this line item gives him the ability to secure the building for public safety. He noted that often much of that money would be recoverable from an insurance company.

The Board thanked Building Inspector Stanley for his presentation.

NEW BUSINESS/Acceptance of OPM's Transit-Oriented Development and Responsible Growth Grant Program and Certified Resolution:

Town Planner Whitten rejoined the Board. She reported that last July she applied for a grant request for TOD (Transit-Oriented Development) and Smart Growth development for a stormwater drainage plan for the proposed mixed use development in Warehouse Point. Town Planner Whitten referenced a motion made on July 18, 2017 by the Board of Selectmen authorizing submission of the grant and agreeing to provide \$7,500 in matching funds. Town

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
Budget Workshop Meeting – March 5, 2018
WORKSHOP MINUTES -**

Planner Whitten reported the Town has received a grant in the amount of \$123,000; the Board of Selectmen must now approve a certified resolution agreeing to provide the matching funds. Town Planner Whitten reported that the majority of the matching funding will be in-kind services performed by staff at their hourly rate, as well as Commissioners work on this project.

Discussion followed regarding the purpose of the grant. Town Planner Whitten reported the grant will provide funding to perform a stormwater management plan for the additional development within the village of Warehouse Point. The grant will also provide funding for a consultant to write regulations for the mixed use development within Warehouse Point. Town Planner Whitten reported she'll host workshops as she has in the past to familiarize residents and businesses with the continuing project.

MOTION: MOVE that the Board of Selectmen authorize a supplemental appropriation of \$7,500 to fulfill the cash match for the Transit-Oriented Development and Responsible Growth Grant Program and forward to the Board of Finance.

Maynard moved/Hoffman seconded/DISCUSSION: None.

VOTE: In Favor: Maynard/Hoffman/Szymanski

(See Attachment A)

PUBLIC PARTICIPATION:

No one requested to speak.

EXECUTIVE SESSION/Pursuant to C.G.S. Section 1-200 (6) (E) – Action Possible:


No Executive Session was held this evening.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 9:45 p.m.

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

Respectfully submitted



Peg Hoffman, Recording Secretary, East Windsor Board of Selectmen

Attachment A

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, Joanne Slater, Town Clerk, certify that below is a true and correct copy of a resolution duly adopted by the Town of East Windsor at a special meeting of its Board of Selectmen duly convened on Monday, March 5, 2018, and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.

(Date)

(Signature and Title of Official)



WHEREAS, pursuant to **Public Act 14-98 Sec. 2(d)** the Connecticut Department of Economic and Community Development through the power granted by the Office of Policy and Management (OPM) is authorized to extend financial assistance for projects under the **Responsible Growth Incentive Fund** program; and

WHEREAS, it is desirable and in the public interest that the Town of East Windsor make an application to the State for \$123,800.00 in order to undertake the Warehouse Point (WHPT) Village/TOD Revitalization Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE **Board of Selectmen**

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by **Public Act 15-1, Sec. 32 (a)(2) of the Connecticut General Assembly, and the Guidelines of the Responsible Growth Incentive Fund** program;
2. That the filing of an application for State financial assistance by the Town of East Windsor **in an amount not to exceed** \$123,800.00 is hereby approved and that Robert Maynard, First Selectman is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and

revisions thereto, and to act as the authorized representative of the Town of East Windsor.

3. That it agrees to fulfill the 10% local cash match as presented in the Application submitted by the Town of East Windsor to the OPM in response to the competitive Request for Applications for the TOD and Responsible Growth Incentive Fund program and to complete the project as specified in OPM's Award Letter and Scope of Work.