

TOWN OF EAST WINDSOR
BOARD OF FINANCE Minutes
August 19, 2009

Ms. DeSousa called meeting to order at 7:30 At the East Windsor Town Hall 11 Rye Street.

Attendance:

Marie DeSousa, Chairman
Jason Bowsza
Al Floyd
Robert Little
Jack Mannette
Kathy Pippin, Alternate
Adam Mehan, Alternate

Unable to attend: Joanne Kubick (scheduled)

Also in attendance: Cathy Cabral, Treasurer
Denise Menard, First Selectman

I. APPOINTMENT OF ALTERNATES

Motion: To appoint Adam Mehan a full member for this meeting
Made by: J. Bowsza, seconded by: A. Floyd
All in favor. Motion carried

II. PREVIOUS MINUTES

A. MINUTES OF July 15, 2009

Correction: Bowsza needs name corrected on the motion under II Special minutes.

Cathy Cabral corrections will be made during the Treasurer's report.

Motion to approve the regular meeting minutes of July 15, 2009 as amended
Made by: J. Bowsza, seconded by: A. Mehan
In favor: Bowsza, Little, Mannette, Mehan Motion carried
Abstain: A. Floyd
All in favor. Motion carried

III. PUBLIC INPUT

Bob Maynard from 7 Heron Way commented on the North Road sewer project that will cost 3.6 million. Mr. Maynard expressed his concerns about this project and that there is not one person in charge of this.

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Mr. Maynard stated that an inquiry was made regarding Federal money and wanted to give the Board a heads up about this. Discussion continued with Mr. Maynard detailing the budget specifics regarding the proposed sewer project.

IV. COMMUNICATIONS

The following were for the Boards information and discussion if any, took place as follows.

- A. LEGAL BILLINGS
- B. JACK MANNETTE'S MEMORANDUM OF JULY 22, 2009

Ms. DeSousa corrected date to July 1, 2009.

- C. JACK MANNETTE'S MEMORANDUM OF JULY 27, 2009
- D. JACK MANNETTE 'S MEMORANDUM OF JULY 30, 2009
- E. E-MAIL CATHERINE CABRAL 8/06/09 REGARDING ABOVE FOI REQUEST 7/30/09

Acknowledgment of Mr. Mannette's request.

F. AUGUST 14, 2009 RESPONSE TO FOI REQUEST DATED JULY 30, 2009
Response to Mr. Mannette's FOI request was shared with Board. Package shared with Board included detailed proposed salary amounts as April 2009.

- G. RURAL DEVELOPMENT PROGRAMS

V. RECOMMENDATIONS FROM THE BOARD OF SELECTMAN

- A. TO ADDRESS ANY ITEMS FROM THEIR MEETING OF AUGUST 18, 2009 (I.E. YEAR END TRANSFERS, ETC)

Denise Menard distributed and provided details of transfers

This year's transfers are different than other years

Ms. DeSousa explained that the Board discussed the transfers at last meeting.

Discussion ensued about the Board's of Selectman's philosophy of transferring from one account to the next

1. Legal

Motion: To approve the transfers and forward to town meeting, detailed as follows:

\$1500 from acct # 1-01-10-1195-2-200-0000-0 to acct# 1-01-10-1015-3-351-0000-0;

\$3,000 from acct #1-01-10-1195-2-201-0000-0 to acct# 1-01-10-1015-3-351-0000-0

Made by J. Bowzsa, seconded by A. Mehan

All in favor : Motion Carried

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2. Fire Protection Transfer

Motion: To approve the transfers and forward to town meeting, detailed as follows:
\$200 from acct # 1-01-10-1010-5-545-0000-0 to acct # 1-01-15-2160-5-544-0000-0;
\$700 from acct # 1-01-10-1010-5-580-0000-0 to acct ## 1-01-15-2160-5-544-0000-0
By J. Bowsza, seconded by A. Mehan
All in favor. Motion carried

3. Heating oil and unleaded gas (diesel included)

Motion: To approve the transfers and forward to town meeting, detailed as follows:

\$12,000 from acct #1-01-15-2145-6-620-0000-0 to acct #1-01-25-3180-6-61-0000-0;
\$16,000 from acct #1-01-25-3185-5-546-0000-0 to acct #1-01-25-3180-6-61-0000-0;
\$ 9,000 from acct #1-01-10-1085-6-621-0000-0 to acct #1-01-25-3180-6-61-0000-0;
\$ 4,000 from acct#1-01-10-1130-6-620-0000-0 to acct #1-01-25-3180-6-672-0000-0;
\$22,000 from acct#1-01-15-2195-2-200-0000-0 to acct #1-01-25-3180-6-672-0000-0;
\$ 2,000 from acct#1-01-40-6315-6-620-0000-0 to acct #1-01-25-3180-6-672-0000-0;
\$ 5,500 from acct#1-01-50-8410-8-890-0000-0 to acct #1-01-25-3180-6-672-0000-0
By J. Bowsza, seconded by A. Mehan
All in favor: Motion carried

The Board made clear that they are aware of the issue of this buy out as discussed in the past meetings. Ms. Menard discussed a new procedure is in place and in the future transfer will have to go through her.

Mr. Mannette inquired about the history and how far back this goes. Ms. Menard explained the history and situation regarding gas prices and over commitment.

Mr. Mannette also questioned the agreement and who signs them. First Selectman is now part of the agreement signing. Mannette questioned the procedure going from one person signing to two signatures. It was explained that it will remain one contract and one document with two signatures. Ms. Menard detailed change in procedure which includes Tim Howes, Superintendent of Schools signature and should help any future transfer procedures. Ms. Menard offered to bring a copy for next meeting.

Discussion about last years transfers. Mr. Mannette questioned the Town Auditor recommendations in connection with these transfers as these are different from previous years. Ms. Cabral referenced GASB 34.

Probate Court

M. DeSousa inquired if this budget was part of First Selectman's budgets and if this \$21 is the only remaining transfer. There is no need for this transfer to go to town meeting.

**Motion: To approve the transfer and forward to town meeting, detailed as follows:
\$21.00 from acct # 1-01-1010-3-390-0000-0 to acct# 1-01-10-1055-8-802-0000-0
Made by Bowsza, seconded by A. Floyd
All in favor. Motion carried**

VI. TREASURER'S REPORT

B. MONTHLY REPORT

Ms. Cabral detailed the account balances which were outlined in her memo distributed to the Board. Mr. Bowsza made an inquiry regarding whether the lack of State budget will have a significant impact on the Town and when should the Town expect it. Ms. Cabral informed the Board that there is still some money. It will be more of concern as time goes on. Right now it does not affect the town.

B. YEAR END TRANSFERS

All are in request to transfer of balance of \$18,242.69 to CNR. Project is not completed yet

**Motion: to transfer following from CIP to CNR the following:
\$18,242.69 from Acct. # 1-01-55-9447-7-799-0701-0 TH Windows to Acct.#1-08-55-1025-7-799-0640-0 TH Renovations
Made by A. Floyd, seconded by J. Bowsza
All in favor. Motion carried**

2008/09- 2009/10 Fire fighters physicals.

Ms. Menard detailed the changes in procedure of firefighter physicals and the different types of physicals. These are done at St. Francis Occupational Health standardized physicals and set cost. When Ms. Menard gets billed, now she knows how much she is being charged.

In March she asked the Fire Fighters if they won't mind waiting until after this fiscal year to get on a better schedule because the physicals were being done in Jan /Feb. She asked to schedule physicals in Aug/Dec so that when budget time comes they know what they have and how much they need to budget for. Physical needs were postponed. They were not paid for fiscal year 08/09.

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Mr. Mannette stated that this can not be done. He states they were told that bills had to be paid during that fiscal year. Last year budget should pay for last year's bills.

Ms. Menard stated it was up to the Board of Finance and wanted to make sure the Board understands it was a directive. Concerned that they had a small contingency. Discussion continued. Bowsza agrees with Mannette that last year's money can not be spent this year.

Ms. DeSousa explained that the only money that can be rolled over is CIP into CNR or transfer to pay outstanding bills.

Ms. Cabral clarified that in terms of transactions it is appropriate to ask for an appropriation that comes from fund balance.

No action taken

Consensus: that the medical transfer request to Board of Finance in amount of \$10,500. No action on transfer by the Board of Finance as it is not in line with any fiscal procedure.

C. TRANSFER CORRECTIONS

Transfers have been approved

Corrections on transfer request dated 6/17/09

Transfer CIP truck replacement to CNR \$33,359.34.

Corrections on 7/15/09 meeting transfers:

Acct. #1-01-55-9445-7-799-0226-0 should read Acct#1-01-55-9445-799- 0227-0

Acct# 1-01-55-1025-7-799-0135-0 should read Acct# 1-08-55-1025-7-799-0135-0.

Motion to make the above corrections

Made by A. Floyd, seconded by J. Bowsza

All in favor. Motion Carried

D. BLUM SHAPIRO INVOICE

New BlumShapiro bill

Ms. DeSousa needs correct mailing address. Ms. Cabral will get address

Motion: To pay BlumShapiro in the amount of \$7,000.00

Made by J. Mannette, seconded by R. Little

All in favor: Motion carried

E. CHRISSY CARUOLE, WEBSTER BANK, BONDING ISSUES

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Ms. DeSousa put in agenda because it needs to be dealt with . All issues are preliminary. There was discussion about the stimulus options.

Ms. Cabral distributed graphs that detail Mill impact of proposed debt. The outstanding debt includes all.

Should this come into play this fiscal year, the % rate on short term is 1%. It can be rolled into the next fiscal year like the fire truck and it could be bonded on the next. The fire truck is currently on order. This information is in anticipation of the sewer project.

B. CCM BUDGET RELATED MATERIAL

Jason sent an email re. CCM analysis of potential budget for the State aide.

Ms. DeSousa read email regarding and the discrepancies in state funding between Ellington and EW August 17 a response came from Ted Graziani.

Was stimulus used for stimulus or help budget? We now know that stimulus is being used to balance budget. Discussed stimulus package and where it will be spent.

Ms. Cabral shared an ECS document regarding the board of education state funding

VII. OLD BUSINESS

B. DISCUSSION OF 2008-2009 ANNUAL REPORT

It was Suggested that last years memo be used with correct dates. If Anyone wants information on the annual report let Marie know.

Motion to authorize M. DeSousa to sit with First Selectman and draft an annual report memo for the Town Departments, Boards, Commission, and Agencies and Organizations.

Made by J. Bowsza, seconded by A. Floyd

All in favor: Motion carried

B. *REVALUATION (10/01/2012) – PENDING FOLLOW-UP INFORMATION FROM THE

ASSESSOR CAROL MADORE

C. DISCUSSION REGARDING DOCUMENT REQUEST FROM JACK MANNETTE – (TITLE UNKNOWN) FROM 7/15/09 MEETING

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Mr. Mannette stated that there is no accountability regarding where current salaries are. Details of salary lines were discussed. The salary lines that are associated do not truly reflect what is there. And it is important to know what makes up that salary line. Mr. Mannette states it was a different figure and that the Board needs to understand why the salaries were jacked up for last year and not reflecting the increase. This needs to be correct. Union contingency need to be made.

Discussion continued regarding the first year money was set aside in case they were not satisfied with who was hired so money was put away. Last year another unique year where negotiations were not completed therefore money was set aside so that if Union went into contract the money would be available. It was known from that sheet if negotiations went how we anticipated. Arbitration are in final stages of with the Union. The Board needs to know where the \$76,000 is going. This is the reason why the document was requested by Mr. Mannette.

Ms. Cabral discussed in last meeting the time frame of salary increase. There are still ongoing negotiations and she needs to close out this year.

Discussion regarding the \$76,000 continued and Mr. Mannette continued with his reasons for wanting the information.

Ms. DeSousa feels it is premature to act on this.
Mr. Mannette stated he needs to know by employee

Mr. Bowsza feels knowing employee by employee is micro-managing. He feels it's not needed. Mr. Mannette stated that the problem of where the money is going will be questioned by people. Ms. DeSousa and Mr. Bowsza both agreed that the information was not needed in the past.

Ms. DeSousa stated she has the information she needs of what each position received and explained that the monthly budget report get compared

Mr. Mannette inquired on what % comes out of contingency.

Ms. Cabral states that last spread sheet was approved by Board of Selectman
Discussion ensued regarding salaries

Mr. Mannette again stated that the previously requested document is necessary. He also informed the Board that contingency II was to reserve money but we can not tell by person where it's going and that is the Board of Finance responsibility. He goes on to say that the information given at the meeting and the reason why it was being transfer was not accurate. K. Pippin asked if it would it be helpful for the Board to have an update every time it is negotiated

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Mr. Bowsza stated that the same information can be found in salary line budget for each .

Ms. DeSousa agreed and clarified that the responsibility of the Board is to make sure that the transfer are done appropriately. She wants all contracts to be done so that they know what the true dollar amount is.

Mr. Bowsza assured that the \$76,000 can not move until they bring it to the Board of Finance

Mr. Mannelle stated that he will pursue the information that he is looking for.

Mr. Mannelle mentioned that during the last meeting minutes it was stated that the information was public information.

Ms. DeSousa has to make sure there is not overspending.

When money is ready for transfer it has to go in front of BOF and when negotiations are completed and allocations are made is when Ms. DeSousa wants to know about the transfer.

Ms. DeSousa explained that she did not want Mr. Mannelle with documents and not have support from the Board because a decision has not been made or action not taken.

Mr. Mannelle stated that he has the right to get that information.

K. Pippin stated she would like to see that information every month as well.

VIII. NEW BUSINESS – NONE

IX. EXECUTIVE SESSION - NONE

X. ADJOURMENT

Motion: To adjourn at 9:30pm
Made by J. Bowsza, seconded by A. Mehan
All in favor. Motion carried

Respectfully submitted,

Carmen Garcia
Recording Secretary