

TOWN OF EAST WINDSOR
BOARD OF FINANCE MEETING MINUTES (unapproved)
November 18, 2009

Ms. DeSousa called meeting to order at 7:33pm at the East Windsor Town Hall, 11 Rye Street.

In Attendance:

Marie DeSousa, Chairman
Jason Bowsza
Danelle Godeck
Robert Little
Jack Mannette
Kathy Pippin
Tom Baker, Alternate
Jamie Daniel, Alternate

Also in Attendance:

Cathy Cabral, Treasurer
Denise Menard, First selectwoman

I. APPOINTMENT OF ALTERNATES

No appointments necessary

II PREVIOUS MINUTES

A. MINUTES OF OCTOBER 21, 2009

Corrections are as follows:

On page 4 of last meeting minutes the motion was to transfer \$6,700 from the contingency account not \$67,000.

On top of page 7 it should read that R. Little questioned the budget.

**Motion to approve minutes as amended
Made by J. Bowsza, seconded by K. Pippin
All in favor. Motion carried.**

III. PUBLIC INPUT

NONE

IV. COMMUNICATIONS

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M. DeSousa stated she only received personal letters, No other communications.

Motion to go out of agenda order to item VIII
Made by R Little, Seconded by K. Pippin
All in favor. Motion Carried

Motion to add section E. BUDGET PROCESS 2010/2011 to agenda item VIII
Made by Mannette, Seconded by Little
All in favor. Motion carried.

VIII. NEW BUSINESS

A. ELECT CHAIRPERSON

Motion to elect Jack Mannette as the new Chairperson
Made by, R. Little, seconded by K. Pippin
In favor: Little, Pippin, Godeck,
Opposed: Bowsza
Motion carried

M. DeSouza wanted on record that if she were a voting member she would vote “no” since K. Pippin received the highest number of votes.

B. ELECT SECRETARY

Motion made to elect K. Pippin as Secretary
Made by DeSousa, seconded by J. Bowsza
Pippin did not accept nomination

Motion to elect K. Pippin was withdrawn

Motion to elect D. Godeck as Secretary
Made by J. Bowsza, seconded by R. Little
All in favor. Motion Carried

C. SET BOARD OF FINANCE MEETING DATES FOR THE YEAR 2010

J. Mannette inquired whether the Board had an objection to continue on Wednesdays
The 4th Wednesday was suggested. The calendar was checked to make sure that it does not conflict with any other meetings. The room is available. The BOF will continue on the 4th Wednesday
No problem with any of the days as far as holidays from January through December in 2010
J. Mannette will send dates to the Town Clerk.

A request had been made to change the time of the meeting to 7:00pm. Bowsza expressed his concern of not being able to make it to the meeting at 7pm due to his job schedule. The majority of the Board would like to continue at 7:30pm.

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D. BOARD OF FINANCE LIAISONS/APPOINTMENTS TO VARIOUS COMMITTEES

J. Mannette informed the BOF that they have four members in the **Pension Board** and asked if anyone else was interested. K. Pippin would like to participate.

D. Menard stated that there is a certain number from the BOF that can participate.

D. Menard stated that there are gaps about how the pension board is made up she is conducting a research on what Boards are being represented on the Pension Board, four (4) from the BOF and two (2) from the BOS.

The BOF will wait until such research is conducted by the Board of Selectman

D. Menard stated she will get that information and send it to J. Mannette.

J. Mannette and M. DeSousa have been attending the **Shared Services** meetings and inquired if any one else was interested.

J. Mannette explained the function of Shared Services. Shared services started several years ago to look at ways towns can share different functions with different departments. D. Godeck, R. Little and T. Baker expressed interest in Shared Services. D. Menard stated that there can only have two (2) from BOF and two (2) from BOS and Education, so the two that are already attending will remain. This will be subject to the allowance of people in there

CIP M. DeSousa and C. Cabral will continue in the CIP
 M. DeSousa will also remain on the Volunteer Incentive Committee

E. BUDGET PROCESS 2010/2011

J. Mannette wants to discuss the new Charter. The Charter has changed and some things have changed.

Guidelines have to be developed and issued by Dec. 1 by the BOF and BOS. Each of us will have to think about what we feel should go into the guidelines and then marry them with the BOS.

D. Menard informed the BOF that the next meeting is on December 1st. She spoke with Becky to go through the charter that deals with the budget so that they can be within the parameters. It has not been cleared with the Town Clerk.

BOF and BOE are obligated to have a public hearing about the budget. Since April 1st the completed First Selectman's budget should be provided to the BOF. Now it states that we are obligated to present it to Public and it dictates what we tell the public with more detail.

A budget process was suggested.

The First Selectman's budget should be done by BOF by Dec. 1st.

As soon as D. Menard meets with recording secretary for the Charter and get the information, she will share with the BOF.

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J. Mannette shared his thoughts on a document called the Guide of participation that he has been looking at "What we are doing and why we are doing it". He feels it is a very good document and will send it to D. Menard to read.

Motion to go back to agenda order
Made by J. Bowsza, seconded by R. Little
All in favor. Motion carried

V. **RECOMMENDATIONS FROM THE BOARD OF SELECTMAN**

NONE

VI. **TREASURER'S REPORT**

C. Cabral distributed information on educational opportunities

C. Cabral explained what she does every month to the new members. She clarified that there are several things that happen in the budget. As long as the department is not in the negative its ok. Salary item can not go in the negative. If they are there needs to be a transfer.

There are things with the budget that occur in the budget. One item accounts like the communications at times there will be budget that look higher
 She also explained that encumbrances will make percentages look high

D. Godeck asked whether or not we close this at the end of this month.

C. Cabral explained that the Phoenix system closes at the end of the month but it is not a normal practice. It depends on the departments and when they submit information

D. Menard gave an example of parks and Recreation that it has a big lag. Unless they get someone to sign the bill they, have to wait about a month before it is received.

C. Cabral explained that the current financial program is unique.

A question was asked if there is training in the system. C. Cabral stated that training on this program is done by Phoenix and they charge.

A question was asked about the September report of the First Selectman's salary is the YTD spending \$11, 000 included in the \$38,000. C. Cabral stated it should be included.

J. Mannette inquired whether the YTD expended correction was made in the report by the programmer.

It has been a program issued since before C. Cabral. There is a meeting with Phoenix to find out how they can fix these problems

It was brought to the Board's attention that is \$15, 000 is added to \$28,000 does not come up with \$50,000. We don't know if this document is correct.

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C. Cabral recommended that if they are not satisfied with the program that they should think about getting another program

J. Mannelle stated that the errors that they have experienced in the last two months have not happened in the past and would like to attend the meeting with C. Cabral and Phoenix. Since they have told us that he anomalies with the budget are a result of this program than we can identify this in the meeting.

R. Little expressed his willingness to also be present at the meeting. First Selectman stated that it would be sufficient for the Chairperson to be part of the meeting..

J. Mannelle would like to talk about the closing out of the budget. He expressed his concern about the YTD salaries of \$16,700 do not make sense. We are getting #'s we don't understand.

C. Cabral stated that the process of getting the reports has not changed.

C. Cabral suggested that Mr. Mannelle send her an email with any questions or concerns he has so that she is able to research the information and have the information for him.

D. Godeck when she looks at YTD there is 16,000 on "other" if we have so much under other why don't we have another account?

D. Menard explained that this was a short term account. The Charter revision was one of the "others".

R. Little suggested that when they are put things under "other" the BOF should have details.

D. Menard stated that she can get the details for them.

D. Menard stated that when she and Becky go over what dollars we spend and what category goes in. She has an extreme close handle on that

J. Mannelle asked if it was possible to get a summary about the bills.

D. Menard stated that if there was a way to get that information without disclosing confidential information and/or creating extra work for her office she will figure out how she can get the information for the BOF. If you change the process we can get. The bill will have to be in a separate the report.

M. DeSousa asked whether that it the BOF's role to get that information and details.

J. Mannelle said his concern is with line item "other" he would like to get the information before they put anything into "other" so that we can determine as to where else we can put in.

J. Mannelle questioned the town property -postage
BOF has a postage machine. Where is the credit for the negative in postage?

The \$19,000 YTD expended from gas and oil was also questioned Can not find where there is a central Gas and oil line.

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C. Cabral will get details for the next meeting. She explained that it goes into postage and/or gas and oil and then it gets dispersed into different departments.

There has to be a series of checks and balances and expected that the Treasurer be the first check and balances. That when there is an error the BOF should know at the time of an error occurring.

Again C. Cabral asked J. Mannette that if he had a specific area of concern he should send it to her via email .

J. Mannette referred to page 12 under workers compensation. Why is there \$3,000 in YTD expended?
J. Mannette also referred to page 15.

There is a negative amount in that area.

R. Little stated that the previous month there was a pay out and this month there's a negative.

D. Godeck suggested that maybe C. Cabral will go over the "negatives "and have the information for the next meeting .

J. Mannette asked if we are current on our closing. He stated he was having trouble as to why we are Not closing out at the end of the month.

M. DeSousa we used to get it randomly. Now we get it at the beginning of the month so that everyone get the same version . Maybe J. Mannette can get it so that he can review it.

It should not be the job of the members of this Board and we should not have to look for these flags.

Once the audit is done C. Cabral will give the BOF a copy. There are still adjustments being done and it has not been finalized. It will show the YTD expenditures in the individual accounts. We will see the particular budget.

J. Mannett - we had concerns about taking expenses form other accounts.

D. Menard explained that after the last meeting when checked with the ladies in the Treasurers office And asked if they had issued with the program and everyone agreed with the problems. She asked them for And example and one the ladies explained that she put in a number and within ½ hour the # had changed.

What time is the meeting on Friday? 10am

J. Bowzsa asked if other municipals use the Phoenix finance software.

C. Cabral stated that very little municipals use it now.

It could be \$100, 000 depending on the vendors for another system.

- A. MONTHLY REPORTS – UPDATE/CONCERN ANSWERS TO THE OCTOBER 21, 2009 BUDGET BY DEPARTMENT REPORT

C. Cabral gave a financial update on the following:

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Webster Bank
Enfield Federal
TD Banknorth
STIFF
MBIA Class

Tax collector will be receiving a report from them every month.
Reviewed the Tax collectors report with the BOF

No reports from the Assessors

The tax collector will have a meeting about possible suggestions on the next level on collecting back taxes.

Close out a US bank bill of \$500 signed by J. Mannette
Close out a Robinson and Cole for \$12,121.51 signed by Mannette.

The police Department's contract was ratified by the troops and they had a special meeting that concluded and they then had it signed by the Town.

The officers were already paid.

They were paid retro-pay from July. There was also a change in pay rate.

That money that we anticipated was a contingency

J. Mannette -We had reserved the money in the contingency II. How much? In the police contract they are not completed with all the money. Once the police commissioner submits all the figures it will be provided to the BOF.

J. Mannette stated that there are rule about paying something from somewhere else.

D. Menard stated that the Officers had to get paid otherwise they would have grieved it. The contract was signed they had to get paid.

J. Mannette expressed his concern and that it should be a concern to the Board about not knowing how much money because they could have not had enough money.

Conversation ensued about the Police Departments contract. The BOS is the one who approves the contract and they have to get paid.

It has been paid, but it was not budgeted.

R. Little a mistake stated that there should have been a special meeting.

D. Menard stated that Mr. Mannette sat on the negotiating meeting with her and if he had a problem with it he should have told her. She stated that he should have told them then that it should go to the BOF

C. Cabral stated that police commissioner needs to approve it. J. Mannette stated that he had a

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conversation with the police commissioner and he also did not know that they had been paid.

J. Mannette feels that it is a problem not having the figures first.

D. Godeck also expressed her concern and could not understand how we pay if we don't have figures

D. Menard explained that payment was made on retro pay from last year.

D. Godeck asked if the Chief had an amount yet. If he knows what he has to pay out he should have met with the Commissioner and had a special meeting. How could we have paid if he has not submitted an amount?

J. Bowsza stated that the salary can be paid because it was a set amount

We can not do anything until the police commissioner does what they need to do.

J. Mannette maybe the town could have told the police that they will not pay out until they get the information.

C. Cabral stated that once the contract is signed we have an obligation. J. Mannette stated this was not good practice.

M. DeSousa suggested that procedures may need to be put in place.

M. DeSousa inquired about the number of contracts the BOF had done and why this issue has not been brought up with the others.

Conversation ensued regarding the practice of paying departments without getting a final figure.

It was also discussed that if the BOF plans to change the procedure.

C. Cabral suggested that if the was going to be considered, the BOF should talk to the first.

This year the BOS gave raises. D. Menard stated they made them from contingency. It will need to make transfers from contingency to salary of Assessor, salary of town engineer and salary of Town Clerk and salary of Police Commissioner.

Next month we can do all of them and get it set up for a Town Meeting.

B. ANY OTHER INFORMATION DEEMED APPROPRIATE

VII. OLD BUSINESS

A. DISCUSSION OF 2008-2009 ANNUAL REPORT

J. Bowsza complimented Jennifer Brown for her diligent work in getting the work done. All of the reports are in. They are just waiting on the auditor #s.

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

Nothing received from Carol the grand list has changed. Challenges to the bill. We are trying to Find out where we are compared to where we anticipate being.

C. *OPEB TRUST – JOINT MEETING BOF/BOS

Other post employment benefit when people retire early it comes out of assessor. The new rule states that we have to identify liability. We need to decide the next few months on how and how much. We need to have a board designated

**Motion to have the OPEB component overseen by the Pension Board
Made by, J. Bowsza, seconded by k. Pippin
All in favor. Motion carried**

D. Menard stated that the ordinance needs to rescinded and make one for OPEB. She stated that she will See how she can legally get it done so that when we meet we are ready to go.

D. Menard has been requested to set a joint meeting with the BOF and The BOS.

VIII. NEW BUSINESS

Addressed above –out of order

IX. EXECUTIVE SESSION

None

X. ADJOURNMENT

**Motion to adjourn meeting at 9:41pm
Made by: J. Bowsza, seconded by R. Little
All in favor. Motion carried**

Respectfully submitted by,

Carmen Garcia
Recording Secretary

