

**Board of Finance  
Town of East Windsor  
11 Rye Street  
East Windsor, CT**

**MINUTES OF REGULAR MEETING, May 19, 2010 at 7:30 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Jack Mannette, Danelle E. Godeck, Robert Little, Kathleen Pippin, Jason Bowsza and Marie DeSousa  
Members Absent: None  
Alternates Present: Jamie Daniel and Thomas Baker  
Alternate Absent: None  
Others: Richard P. Pippin, Jr., Catherine Cabral, Caroline Madore, Dale Nelson, and other townspeople  
Press: K. Loucks (Journal Inquirer)

**I. Call to Order**

Chairman Jack Mannette called the Regular Meeting to Order at 7:30 p.m., in the East Windsor Town Hall.

**II. Appointment of Alternates**

Chairman Jack Mannette indicated that all Board Members are in attendance and no appointment of an alternate will be necessary.

Chairman Jack Mannette indicated that alternate member Ms. Jamie Daniel has an excused absence; however, he was unsure about alternate member Thomas Baker, he maybe working.

**III. Approval of Minutes**

• **Minutes of March 24, 2010 Public Hearing**

Chairman Jack Mannette indicated at the last meeting it was requested that the recording secretary review the video of that evening to clarify if Ms. Kathleen Pippin voted to adjourn the meeting and if Ms. Marie DeSousa or Mr. Jason Bowsza vote against the adjournment. Based upon the recording secretary's review, Ms. Kathleen Pippin did vote for the adjournment and Ms. DeSousa and Mr. Bowsza did not vote. Ms. DeSousa and Ms. Bowsza indicated they would like the minutes to reflect they did not vote for adjournment.

It was **MOVED** (DeSousa) and **SECONDED** (Bowsza) and **PASSED** (U) that the Board of Finance approve the minutes of March 24, 2010 Public Hearing, as amended, to include the attached memorandum dated May 19, 2010 as Exhibit A.

- **Minutes of April 13, 2010 Budget Workshop – Special Meeting**

Chairman Jack Mannette indicated at the last meeting it was requested to check the record to confirm if Mr. Robert Little attended the meeting, if he arrived late, or was absent. Based upon the recording secretary's review, Mr. Little arrived at the meeting at 7:36 p.m. and the meeting was adjourned at 8:03 p.m.

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (U) (R. Little abstained) that the Board of Finance approve the minutes of April 13, 2010 Budget Workshop – Special Meeting as amended, to include the attached memorandum dated May 19, 2010 as Exhibit A.

- **Minutes of April 14, 2010 Budget Workshop – Special Meeting**

Chairman Jack Mannette indicated those minutes were approved at the meeting of April 21, 2010.

- **Minutes of April 21, 2010 Regular Meeting**

An error was noted in the April 21, 2010 Budget Workshop Special Meeting Minutes. An amendment to the minutes on Page 4, Paragraph 1 is noted. The following is the noted amendment:

“...approves the minutes of **March 26, 2010** Budget Workshop Meeting as amended.”

to

“...approves the minutes of **April 14, 2010** Budget Workshop Meeting as amended.”

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approve the minutes of April 21, 2010 Regular Meeting, as amended.

- **Minutes of April 26, 2010 – Public Hearing**

An error was noted in the April 26, 2010 Public Hearing Minutes. An amendment to the minutes on Page 5, Paragraph 1 is noted. The following is the noted amendment:

“**John** Balch and Cher Balch of 200 South Main Street...”

to

“**James** Balch and Cher Balch of 200 South Main Street...”

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approve the minutes of April 21, 2010 Public Hearing, as amended.

- **Minutes of April 27, 2010 – Budget Workshop – Special Meeting**

An error was noted in the April 27, 2010 Budget Workshop – Special Hearing Minutes. An amendment to the minutes on Page 3, Paragraph 1 is noted. The following is the noted amendment:

“It was her opinion the 2% budget should be put forth.”

to

“It was her opinion to reduce the current proposed budget by 2%.”

It was **MOVED** (Godeck) and **SECONDED** (Little) and **PASSED** (U) that the Board of Finance approve the minutes of April 27, 2010 Budget Workshop – Special Meeting, as amended

#### **IV. Public Input**

Ms. Dale Nelson of 51 Omelia Road addressed the Board. She indicated she saw in the body of the agenda for this evening’s meeting the correction of the 3.2% budget motion of the May 13, 2010 Budget Workshop Special Meeting. She is concerned about this subject. She indicated that at that meeting, Ms. Catherine Cabral, Treasurer, mentioned to the Board when figuring the percentage increase the .5% tax revenue was not included in her figures. She, as a citizen of East Windsor, does not want to see that .5% tax revenue added to the current proposed budget. It is her opinion that she does not want to have to pay more taxes due to the fact others are not paying their taxes.

No other public input was given.

#### **V. Communications**

Chairman Jack Mannette remarked about a letter which was sent by the East Windsor Public Schools regarding a community conversation which is scheduled in the near future. All Board Members were given a copy of the letter.

Chairman Jack Mannette indicated an invitation from the East Windsor Police Department was received. There will be a ceremony for the East Windsor Police Awards on May 20, 2010 at 11:00 a.m. at the Boy Scout Hall on Abby Road.

Chairman Jack Mannette also discussed a brochure he received regarding a financial services conference in Chicago. If anyone is interested, they can review the materials he has received.

Mr. Mannette also discussed the latest civil summons which was received regarding the Board of Assessment Appeals.

Ms. Catherine Cabral, Treasurer, remarked about a letter received from Attorney Steven G. Mednick regarding questions First Selectwoman Denise Menard had in connection with the new Charter rules. The letter was just received by the First Selectwoman this afternoon. The question was how the 2% increase is allocated. Ms. DeSousa commented that at the last public hearing, Ms. Menard had questioned if the budget fails at the third referendum, what the intent of the Charter and how is that increase allocated. Ms. Cabral gave a copy of the letter to all Board Members for their review. Chairman Jack Mannette indicated this letter was not on the agenda for discussion and the Board had not been able to review same, therefore, it will not be discussed at this meeting. It was suggested this item be placed on the next Special Meeting for May 26, 2010. Ms. Cabral also asked if she could add the appointment of auditors to the May 26, 2010 meeting. She was instructed by Mr. Mannette the special meeting is for budget business and the appointment of auditors can be placed on the agenda for the next Regular Meeting in June.

## **VI. Monthly Reports**

### **a. Assessor's Report**

Ms. Caroline Madore, Assessor, addressed the Board. She gave to all Board Members a memorandum regarding grand list/revenue status report. She asked the Board if they had any questions regarding the contents of the memorandum. She indicated the Board of Assessment Appeals completed hearing on Applications for Appeals on the regular grand list of October 1, 2009. Eighty-two accounts were heard: fifty real estate, thirty-two personal property, and no motor vehicle. Changes were approved and processed on twenty-two accounts: two real estate and twenty personal property accounts were reduced to equal total assessment reduction of \$750,564 or a tax loss of \$16,323.87.

To date, one taxpayer has taken the next step to the Superior Court, A and D Balis Enterprises LLC, owner of 4 Prospect Hill Road (retail-office strip plaza). The Town Attorney has been notified and is in constant communication with the Assessor during the process. Another appeal may be filed and that must be done by June 25, 2010.

Mr. Mannette questioned if the \$16,000 figure was the only reduction. Ms. Madore explained to Mr. Mannette that she ran all the figures and believes an

additional \$13,000 or slightly more may be needed. She also mentioned that additional revenue from supplemental tax bills should be approximately \$194,000, but she couldn't confirm those figures as of yet. Ms. Cabral indicated those monies are billable and not considered collectable and are not listed in the current revenues and she would get a history of those funds. Ms. DeSousa commented those monies could offset the .5% tax revenue.

Ms. Madore began discussing the assessor's computer-assisted mass appraisal system. In anticipation of the upcoming revaluation of 2012, she has researched the cost of other vendors and software. She has made the decision that the Assessor's Office should remain with the current vendor (Total Valuation Services LLC) and acquire their updated software for the future revaluation work. The cost for the upgrade of the software has been negotiated to roughly \$16,250 from the original quote of \$19,250. The status of the revaluation account is as follows: \$19,974.44. The last revaluation was done as of October 1, 2007. The upcoming revaluation will not be a "full" revaluation. The statuses of the Assessor-Revaluation Accounts for 2012 Revaluation are as follows: \$50,000 CIP Reserve and \$50,000 2010-2011 Capital Improvement Program Budget. The last figure was originally budgeted at \$75,000 but reduced by \$25,000 in the last round of budget cuts following the May 11, 2010 referendum.

A discussion was held among Board Members and Ms. Madore regarding the upcoming revaluation process.

#### **b. Treasurer**

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She discussed the memorandum dated May 13, 2010 to all Board Members and Ms. Denise Menard, First Selectman. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of April 30, 2010, the cash position of the Town is as follows: Webster Bank \$539,212; New England Bank (formerly Enfield Federal Savings) \$578,054; TD Banknorth \$573,090; STIFF \$3,392,135; and MBIA Class \$36,464.

Mr. Mannette had questions regarding the cash balance and monthly expenses. Ms. Cabral indicated to him that the monthly expenses average approximately \$2 million. Ms. Cabral continued to talk about the Revenue Comparison report dated April 30, 2010. She mentioned the town is still waiting for the State funds of approximately \$370,000 which includes the special education transportation and the Pequot grant. She discussed the tax collector collections which indicated collections are at 97.48%. Mr. Mannette had questions regarding the tax collections and Ms. Cabral indicated she would have the tax collector attend the next meeting so she could address those questions.

**c. 2009/2010 Budget by Department Report**

Ms. Cabral gave a sheet to all Board Members entitled “Revenue Comparison” which broke down State Funds, Town Clerk, Building Department, Tax Collector, and Total Fiscal Year from years 2005-2006 through 2009-2010. She discussed the Town Clerk Revenue which has been down since 2008. On April 20, 2010, the percentage of revenue received is approximately 71.49% up from the same time last year which was only 56.29%. The Building Department is also up from the figures from last year.

Ms. Cabral then gave all Board Members a copy of the latest Tax Collector Report prepared by Ms. Samantha Lee, Tax Collector. She indicated the report gives more information on collections. She indicated the town is at a better position this month than last month.

**d. Monthly Transfers**

Chairman Jack Mannette began discussing the requests to transfer funds.

It was **MOVED** (Little) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance recommends the following transfers to a Town Meeting for approval:

\$1,485.60 from Account No.: 1-01-50-8410-8-890-000-0 Contingency to Account No.: 1-01-10-1070-5-550-0000-1 Advertising. This expense is to cover expenditures to end 2009-2010 fiscal year.

\$1,014.40 from Account No.: 1-01-50-8410-8-890-000-0 Contingency to 1-01-10-1070-5-550-0000-0 Printing. This expense is to cover expenditures to end 2009-2010 fiscal year.

\$891.00 from Account No.: 1-01-50-8410-8-890-000-0 Contingency to 1-01-10-1020-4-336-0000-0 GASB 45 -OPEB. This expense is to cover Robinson & Cole Invoice No.: 477224451.

**d. Monthly Invoices**

Ms. Catherine Cabral submitted to the Board of Finance an invoice of Robinson & Cole dated April 23, 2010 in the amount of \$891.00. The invoice is in regard to the OBEB Trust.

It was **MOVED** (Little) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance accepts the invoice of Robinson & Cole dated April 23, 2010 in the amount of \$891.00.

Ms. Cabral indicated the invoice cannot be paid until the transfer is approved at the Town Meeting. She will hold this invoice until that time.

**e. Expense Report – Budget by Department**

Ms. Marie DeSousa commented that at the Board of Selectmen Meeting, First Selectwoman Denise Menard indicated that she has spoken to all department heads and have instructed them to keep a close eye on expenses. Mr. Robert Little was concerned with a few line items which seem be less than last month's report. Ms. Cabral indicated some lines have been re-classified. Some expenses change month to month.

A discussion was held among Mr. Mannette, Mr. Little and Ms. Cabral regarding the different lines and their totals. The specific line questions which were brought out by Mr. Mannette and Mr. Little, will be addressed by Ms. Cabral and she will send them an email in the upcoming days to explain those differences.

**f. Budget Overruns and Added Appropriations Policy**

Board Secretary Danelle Godeck passed out to all Board Members a proposed policy for Budget Overruns for their review. She indicated she has been working with First Selectwoman Denise Menard and Treasurer Catherine Cabral regarding this policy. The policy, if approved, would go into effect on July 1, 2010, the beginning of the new fiscal year. The policy would apply to all departments with the exception of Board of Education and the Police Department. The Police Commission would have the responsibility to first address the potential budget overruns to the Police Department. The Board of Education would be responsible for any internal transfers, however any potential budget overruns of the Board of Education would be brought to the Board of Finance. The document also discusses definitions of added appropriations, reimbursement appropriations, and transfers.

The general rules which are included in this policy are: (1) Additional Appropriations. In accordance with State Statute and Town Charter, only the Board of Finance has ability to approve added appropriations and recommend said appropriations to a Town Meeting. Added funds shall not be expended prior to such approvals. (2) Department Management. A new line item or unfunded line items which require funding, the Board of Selectmen shall recommend to the Board of Finance reallocation of budget line item funds and/or appropriate the funds. The Treasurer shall present to the Board of Selectmen the recommended transfers on a monthly basis for approval. Those approved transfers then will be recommended to the Board of Finance. With the exception of salary lines, line item transfers are not required for line item overruns of less than \$1000 and/or where the departments other unexpended

line item accounts can cover the shortfall. Within a department budget, if a non-salary account has an overrun in excess of \$1000 of its allocated amount, after review by the Treasurer and First Selectwoman, said overrun will be presented to the Board of Finance for discussion. (3) If there is no budgeted line item there should be not be an over expenditure. Approval must be obtained from the Board of Finance before expenditures happen, unless there is an emergency or threat to public safety. (4) Any salary expenditure that is anticipated or goes into the negative shall be discussed by the Board of Selectmen and the Board of Finance. (5) All unpaid invoices over \$200 over forty-five days must be encumbered until paid.

Ms. Godeck indicated she made the slight change as requested by the Board and will present this policy to the Board of Selectmen at their next Regular Meeting.

It was **MOVED** (Godeck) and **SECONDED** (Little) and **PASSED** (U) that the Board of Finance accepts and forwards to the Board of Selectmen for their consideration, as modified, the policy regarding Budget Overruns and Added Appropriations General Rules effective July 1, 2010.

Ms. DeSousa commented that she would like the policy stamped draft until such time it is approved by the Board of Selectmen.

## **VII. Old Business**

None.

## **VIII. New Business**

### **a. Correction to the May 12, 2010 3.2% Budget Motion**

Chairman Mannette discussed the Special Budget Workshop Meeting which was held on May 12, 2010 wherein it was decided to present a proposed budget for the next referendum of a 3.2% spending increase and/or 11.96% tax increase. Mr. Mannette indicated after looking at his notes, the .5% tax revenue was taken out of the proposal. Therefore, he believes the motion needs to be modified as a 3.2% spending increase and/or a 12.53% tax increase. Ms. Godeck wanted to review the minutes of that meeting to see when the motion was made if the .5% tax revenue was included or not. Mr. Bowsza reviewed the minutes and on Page 4 it indicates the .5% tax revenue was not included.

Ms. Marie DeSousa made a motion to accept the 3.2% proposed budget, a tax increase of 11.96% as approved to include 100% tax collection based upon the \$194,000 supplemental tax revenue in January 2010. Motion was seconded by Ms. Godeck. A discussion was held. Mr. Bowsza indicated those figures



were based upon last year's budget and therefore the .5% tax revenue was not taken. Mr. Mannette did not agree that the .5% tax revenue was defeated and wanted to add that to the current proposal which would increase the tax increase from 11.96% to 12.53%. He insisted the tax collections are not going to be at a 100% and history shows tax collection only at 97 to 98%. He is very concerned about the revenue estimates. Ms. DeSousa rectified her earlier motion to include the acceptance of reductions presented by the First Selectwoman Denise Menard on May 12, 2010 which .5% tax revenue was taken off. Ms. Godeck indicated the businesses have clearly indicated they do not wish to pay additional taxes. She indicated she did not disagree with the accounting practices; however, it should not be done this year.

The vote was taken:

In Favor – Mr. Jason Bowsza, Ms. Marie DeSousa, and Ms. Danelle Godeck

Opposed – Mr. Robert Little, Ms. Kathleen Pippin, and Mr. Jack Mannette

The motion failed.

Mr. Mannette commented he is concerned with the general fund balance and any revenue shortfall which the town may experience. His opinion that the town is being put into jeopardy if money is being taken from the general fund to pay for expenses and he wants to protect the town and its' bond rating particularly if the town goes looking for bonding for the sewer project on North Road. Mr. Bowsza commented as an accounting practice, it is not fair to taxpayers to pay extra taxes for those who are not paying their taxes.

A heated discussion among Mr. Mannette, Mr. Little, Mr. Bowsza, and Ms. Godeck regarding accounting procedures, tax revenues, and the motion which approved the proposed budget of 3.2% for the next referendum on May 25, 2010.

Mr. Mannette asked Mr. Little and Ms. Pippin if they wished to change their vote on the above motion entertained by Ms. DeSousa. Both indicated they did not. Mr. Mannette indicated a stalemate.

Mr. Bowsza remarked it remained at a 11.96% tax increase due to the fact the motion was already passed on May 12, 2010. Ms. Godeck commented the motions that were made during the May 12, 2010, the figures that were being used were taken from last year's budget and last year's budget did not include the .5% tax revenue. Mr. Mannette disagreed. Ms. Godeck continued to explain the events of the Special Meeting Budget Workshop and she agreed that the .5% tax revenue was never addressed or discussed, as an oversight. Ms. Cabral commented she reviewed the tape and agreed with Ms. Godeck. Ms. DeSousa was concerned with the message sent to the public. Mr.

Mannette said he would indicate there is no change to the budget proposal other than the .5% tax revenue should be added. Ms. Godeck indicated it was an oversight because the figures they were working with were from last year's budget. Ms. DeSousa wanted this issue resolved, so the Board can be united to support the proposed budget before the next referendum. Mr. Bowsza read from the Minutes of the May 12, 2010 meeting on Page 9 wherein it was indicated Ms. Cabral indicated to the Board the figures given did not include the .5% tax revenue.

Another discussion was held among Ms. DeSousa, Mr. Little and Ms. Pippin regarding the current proposed budget and the .5% tax revenue.

Board Recessed at 9:04 p.m.

Board Reconvened at 9:09 p.m.

Conversations between Board Members took place.

Mr. Robert Little entertained a motion to include the .5% tax revenue of \$135,000 in the proposed budget of 3.2% spending increase or 12.53% tax increase. Mr. Bowsza remarked a point of order. Mr. Mannette indicated Mr. Little is just modifying the original Motion of May 12, 2010. Ms. Cabral gave copies of a report of the detailed budget. Ms. Godeck indicated she doesn't understand why the Board is spending so much time on this subject, since the referendum is six days away and the proposed budget has already been posted. She does not feel the motion can be modified due to the legal notice requirements. As she has stated in the past, this Board needs to have better practices during the budget season. Mr. Mannette commented he assumed the .5% tax revenue was included and he just wanted to have the figures changed due to the assumption he had during the May 12, 2010 meeting.

A motion to adjourn was entertained by Mr. Little, but not seconded.

Mr. Little indicated both sides of this vote are not going to move. He feels that those who are against the .5% tax revenue are going against the auditor's recommendations. Ms. DeSousa indicated the auditor recommended the .5% tax revenue and it was not a mandate. Ms. Cabral agreed with Ms. DeSousa, as did Mr. Mannette. However, Mr. Mannette indicated his concern with a shortfall of revenue and the decline in the general fund.

Another heated discussion was held among Mr. Little, Mr. Bowsza, Mr. Mannette and Ms. DeSousa regarding tax collection, delinquent tax collection, and expense overruns.

Chairman Jack Mannette indicated the Board of Finance was at a dead-lock concerning this motion. Therefore, he would rescind his vote and vote to abstain. Therefore, the motion would pass. He feels it is a very poor decision

on behalf of the Board not to show fiscal responsibility. Ms. DeSousa wanted the record to show that the statement of Mr. Mannette is very insulting and offensive, and it is a one sided opinion.

**IX. Adjournment**

It was **MOVED** (Little) and **SECONDED** (Pippin) and **PASSED** (3-2) (Little, Pippin, Godeck – In Favor) and (Bowsza and DeSousa – Oppose) that the Board of Finance adjourns the May 19, 2010 Regular Meeting at 9:26 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

## Exhibit A

May 19, 2010

### Minutes of March 24, 2010 Public Hearing

As requested, I called the local access unit at Cox Cablevision at 860-698-6120. I spoke to Lynn who handles all of East Windsor broadcasts. She indicated to me that she was the person who transferred the video to DVD for the broadcast and for the library. I told her I was told the DVD was cut off at the end. She informed me it was not and the same copy of they have at the library is the same copy she has at Cox.

I called Warehouse Point Library and asked if I could view the DVD. I was told I could check it out and look at it and return it. I picked up the DVD and watched it, paying particular attention to the end of the meeting wherein a question of who voted for the adjournment of that meeting.

From what I saw, Kathleen Pippin did vote for adjournment. She nodded her head and can be heard saying yes (although very softly). However, I was incorrect by stating the minutes that Marie DeSousa and Jason Bowsza voted against adjournment. I will correct the minutes as noted.

### Minutes of April 13, 2010 – Budget Workshop

I reviewed my notes as requested by the Board. Ms. DeSousa is correct by saying she motioned the board and for some reason I didn't put it in the minutes. It is completely my error. This paragraph should go on Page 2, Paragraph 5. It should be added after Jack Mannette inquires if there are any other proposals. No response was made.

The motion was entertained by Ms. Marie DeSousa that the proposed budget in the amount of \$33,766,497 with a mill rate of 25.29 put forth for consideration at a public hearing on April 26, 2010 at the East Windsor Middle School. A discussion was held after the motion was made to discuss other savings by the Board of Education before the budget is put forth to the public. The motion was not seconded.

I was also asked to check my notes on what time Mr. Robert Little arrived to the meeting on April 13, 2010. It was questions if he attended this meeting. Looking through my notes, Mr. Robert Little arrived at 7:36 p.m. and the meeting adjourned at 8:03 p.m.

I can amended the minutes to Page 2 on the bottom after the motion was passed is when Mr. Little arrived according to my notes. I can offer my notes for proof if need be.