

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

**MINUTES OF REGULAR MEETING, September 15, 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, Marie DeSousa, and Jason Bowsza  
Members Absent: None  
Alternates Present: Jamie Daniel and Thomas Baker  
Alternate Absent: None  
Others: Catherine Cabral, Denise Menard, Richard Pippin, John Burnham, Gilbert Hayes, Craig Wentworth, and others  
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 all Board Members were in attendance.

**III. Approval of Minutes**

**Minutes of August 18, 2010 Regular Meeting**

An error was noted in the August 18, 2010 Regular Meeting Minutes. An amendment to the minutes in Section VIII, Subsection c, Paragraph 1 is noted.

“It was agreed further research would be done on this issue.” This sentence should be deleted.

Mr. Mannette indicated this discussion did not happen until after the meeting was adjourned, Ms. DeSousa disagreed. (The recording secretary reviewed her notes of that particular meeting, a copy of that page has been given to all Board Members for their review, and the discussion of doing further research was done before the adjournment of that meeting.)

Mr. Mannette also asked that his memorandum dated “August 18, 2010” be attached to the minutes which were not. Therefore, the memorandum dated August 18, 2010 will be attached as Exhibit A.

Ms. Catherine Cabral, Treasurer, indicated she had a correction to the minutes and asked the Board if she could bring those corrections to the Board. There was no objection.

An error was noted in the August 18, 2010 Regular Meeting Minutes. An amendment to the minutes in Section VII, Subsection B, and Paragraph 4 is noted.

“...USDA, no short term financing can be used and the loan has to be used after the monies have been expended from the grant.”

to

“...USDA, short term financing can be used until the loan portion is available and has to be used after the loan monies have been expended then grant funds can be used.”

It was **MOVED** (Little) and **SECONDED** (Pippin) and **PASSED** (3-1) (K. Pippin, R. Little, J. Bowsza in favor and M. DeSousa opposed) (D. Godeck abstained) that the Board of Finance approve the minutes of August 18, 2010 Regular Meeting, as amended.

A motion was entertained by Mr. Robert Little and seconded by Ms. Kathleen Pippin to add an item to the agenda in II. Previous Minutes B. Minutes of Emergency Meeting September 17, 2010.

A discussion was held. Ms. Marie DeSousa indicated this item is not on the agenda and there are no “added agenda items” listed on the agenda, and therefore, the motion should not be approved. The agenda has been published for the public without the approval of the Minutes of the Emergency Meeting on September 7, 2010. Mr. Mannette indicated he did not agree.

A vote was taken:

In Favor: J. Bowsza, K. Pippin, D. Godeck, and R. Little

Opposed: M. DeSousa

Motion passed.

It was **MOVED** (Little) and **SECONDED** (Pippin) and **PASSED** (4-1) (K. Pippin, R. Little, J. Bowsza, and D. Godeck in favor and M. DeSousa opposed) that the Board of Finance approve the minutes of September 7, 2010 Emergency Meeting.

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

None.

## **V. Communications**

Chairman Jack Mannette remarked about an email he received from the First Selectwoman regarding at CCM Convention and there are two tickets available if any Board Members would like to attend. Those members interested can contact Ms. Becky MacDonald.

Mr. Mannette then began reading from a group of letters beginning with a letter dated August 15, 2010 addressed to the Board of Selectmen from John D. Mannette regarding a telephone call from Denise Menard on August 13, 2010. That letter indicated Mr. Mannette received a telephone call from Ms. Menard regarding an Executive Session during the Board of Selectmen Meeting on August 17, 2010 which was addressing alleged misconduct by himself as Chairman of the Board of Finance. The letter also indicated that Ms. Menard indicated the Board of Selectmen has determined that he, Mr. Mannette, had committed certain acts of misconduct as Chairman of the Board of Finance which requires an Executive Session under Connecticut General Statutes 1-200(6). The letter requests from the Board of Selectmen provide to Mr. Mannette (1) the place, time and attendees of the meeting which the Board of Selectmen discussed the acts of alleged misconduct; (2) recorded minutes and actions resulting from the meeting; (3) special details of each alleged act of misconduct; and, (4) names of the person or persons who has made such accusations.

The second letter Mr. Mannette read was dated August 17, 2010 addressed to Mr. Jack Mannette, Chairman of the Board of Finance from the Board of Selectman responding to Mr. Mannette's letter dated August 15, 2010. In that letter, it was explained that the Board of Selectmen met to discuss a recent written complaint involving the behavior of Mr. Mannette at the Board of Finance Regular Meeting of July 21, 2010 and Mr. Mannette's treatment of certain Town employees. The Board of Selectmen reviewed the video of that meeting, and others have attended meetings and observed Mr. Mannette's behavior. A number of concerns have been raised regarding Mr. Mannette's behavior when he is acting on behalf of the Town of East Windsor. Mr. Mannette's behavior and demeanor at these meetings is condescending and overly aggressive. It is apparent that Mr. Mannette does not know how to properly run a meeting by respecting Robert's Rules of Order, parliamentary procedure or the Freedom of Information Act. Training has been made available regarding these procedures, but apparently it has not been utilized. The letter then goes on to say these behaviors have been brought up in the past in a letter from Attorney John McKenna dated October 30, 2009, which a copy was attached. The Board of Selectmen's belief that Mr. Mannette's behavior may have overstepped the bounds of civility and common decency and may exceeded the responsibilities as a Board of Finance Member and/or Chairman of the Board of Finance. Therefore, the Board of Selectmen has agreed to provide Mr.

Mannette with sensitivity training, training regarding parliamentary procedure, and Robert's Rules of Order, training relating to government finance and any other training that may assist to properly perform the job of Chairman of the Board of Finance. Regarding the abusive behavior of Town staff, if the Board of Selectmen finds the behavior of Mr. Mannette outside the scope of his responsibilities, the Board of Selectmen will not condone this behavior and will not support Mr. Mannette in any fashion. If Mr. Mannette is sued individually for this inappropriate behavior, the Town does not intend to provide any defense to that legal action nor indemnify Mr. Mannette if found liable. Additionally, all communications to Town staff needs to go through the First Selectman. Lastly, Mr. Mannette is not to contact any Town attorneys on his own. He does not have approval or authority to hire, retain or communicate with the Town's attorneys. If Mr. Mannette feels that he cannot comply with the terms of the letter, the Board of Selectmen feel he should step down as Chairman of the Board of Finance.

The third letter which Mr. Mannette read from was dated September 8, 2010 addressed to the Board of Selectmen from Mr. John D. Mannette. The letter was in response to the Board of Selectmen letter dated August 17, 2010. The letter indicated that Mr. Mannette had reviewed the letter dated August 17, 2010 and disagrees with the characterization of his demeanor at Town Meetings, and that his behavior is detrimental to the Town of East Windsor. He acknowledged the videotape and was thankful to have said videotape so anyone who is interested in viewing same, may. The letter then discussed the letter of Attorney John McKenna dated October 30, 2009 which contained similar allegations about conduct at a meeting on October 21, 2009. Mr. Mannette denied those allegations back in 2009 and attached a letter dated November 9, 2009 wherein he responded to Attorney McKenna's letter. According to Mr. Mannette, other members of the Board of Finance at that time agreed with Mr. Mannette's position. In regard to the Town of East Windsor not supporting him if he is sued individually as a Board Member of the Board of Finance, it is Mr. Mannette's position that his conduct has been taken within the capacity as an elected member of the Board of Finance and his actions are not willful, wanton, or malicious. Mr. Mannette's believes the Board of Finance is in charge with the duty of providing the necessary funds for town expenditures and seeing that the expenditures are kept within reasonable bounds in view of the available financial resources. The Board of Finance has the function of eliminating wasteful or extravagant expenditures by considering the financial aspects of the municipal government as a whole rather than from a limited viewpoint of any particular department. The Board of Finances uses Budget by Department Monthly reports to monitor budget activity and this report has been subject of continued discussion concerning its accuracy and timeliness since 2009. Mr. Mannette has expressed his concerns about the unavailability and accuracy of this information and must continue to do so. Mr. Mannette apologized if he has offended anyone while exercising his responsibilities as member and Chairman of the Board of Finance. The last paragraph of the letter indicated the Board of Selectman has no right to dictate to whom he can communicate. In regard to the Town Attorney, Mr. Mannette

indicated Town Charter, Section 6-6(2) clearly states that the Chairman of any board may contact the Town Counsel in all matters affecting the Town. At the letter's end, Mr. Mannette commented if any town employee or staff member has a problem with addressing the Board of Finance, maybe the First Selectman or another staff member should be authorized to do same.

## **VI. Monthly Reports**

### **a. Treasurer's Report**

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She discussed the memorandum dated September 9, 2010 to all Board Members. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of August 31, 2010, the cash position of the Town is as follows: Webster Bank \$10,367,973; New England Bank (formerly Enfield Federal Savings) \$584,927; TD Banknorth \$573,862; STIFF \$560,162; and MBIA Class \$36,513. She also discussed the Revenue Comparison Report for the month of August. The tax collection percentage was good.

A discussion among Ms. Cabral, Mr. Mannette, Ms. DeSousa and Mr. Bowsza was held regarding the reports regarding the different percentages from prior years to the current year.

### **b. Tax Collector's Report**

Ms. Catherine Cabral indicated the report "Tax Collector's Report to Board of Finance 7/1/2010 through 8/30/2010" was emailed to all Board Members. She asked the Board if they had any questions regarding the contents of the report. She indicated the report shows percentage of collection for the fiscal years 2008-2009 through 2010-2011 and the corresponding grand list years.

### **c. Assessor's Report**

Ms. Catherine Cabral addressed the Board in behalf of Ms. Caroline Madore, who was not in attendance, regarding a memorandum dated September 9, 2010 entitled "Assessor's Status Report". The report indicates that three pretrials were held on August 26, 2010. Agreements have been made on all accounts and area awaiting the agreement on resulting valuation numbers which will be presented to taxpayer's Attorney and the settlement figures once agreed upon by all parties, which will be reviewed at the next Board of Selectmen meeting on September 21, 2010.

The Board of Assessment Appeals is scheduled for hearings on Monday, September 13, 2010 at 5:30 p.m. at this session is to hear appeals on motor

vehicle issues only as they relate to the 10/01/2009 Regular Grand List and the 10/01/2008 Motor Vehicle Supplemental List.

#### **d. Expense Report**

Mr. Mannette indicated that at the last meeting, he was given a preliminary end of the year expense report dated August 18, 2010. Ms. Catherine Cabral remarked that a new preliminary final expense report has been prepared dated September 15, 2010. Mr. Mannette asked if anyone had any questions regarding this report. Ms. Cabral reiterated that this report is all preliminary and the year end expense report is still being computed. Mr. Robert Little had a concern those certain expenses which have approved by Town Meeting, has not yet been applied to this report. Ms. Cabral indicated this is only a preliminary report and some of the transfers have not yet been applied. Mr. Mannette inquired as to why the transfers from CIP did not equal \$219,000. Ms. Cabral indicated the timing of the report and the timing of posting such transfers is the reason they are not showing in the report. Again, she reiterated the report which has been given to the Board is only preliminary still many postings have to be made.

Mr. Mannette then started talking about an email regarding negative balances in the salary lines. There are many transfers to be made in salary lines from \$0.55 to \$1.77. In talking to Leslie, in the past came gone over minimum amounts with Leslie and she did not care if accounts had zero balances. Ms. Catherine Cabral asked if Ms. Denise Menard could discuss the telephone call Ms. Cabral and Ms. Menard had with Leslie regarding negative salary lines. Mr. Mannette indicated that ten departments had full time salary lines over and those departments were asking for transfers. Ms. Cabral indicated this process happens every month. She also indicated she has spoken to Leslie wherein it was indicated the transfers need to be done before the audit or the town will be in non-compliance. Mr. Mannette indicated four accounts have budget overruns, those accounts are legal, probate, fire protection, and capital revenue. Ms. Cabral indicated those accounts have been explained month after month. Mr. Mannette began speaking about the General Statutes and overrun budgets. When a department has overrun its budget and has already spent the money before acquiring appropriations is a violation of the General Statute which is a serious matter. Ms. Cabral began explaining the fire protection account and the reason why the budget has an overrun. She indicated she had asked for a transfer but that transfer was denied. Mr. Mannette disagreed. He indicated the bill has already been paid before the process which is according to the General Statutes. The department's accounts are over and are made whole after the fact. If allow the transfers, budgets are being overrun.

Mr. Mannette began discussing the legal account. He indicated the report of August 18, 2010 indicated \$11,000 in that account; however, \$28,000 has

been spent and therefore, the budget is overrun. Ms. Cabral tried to explain the report is not final until the year is closed out. Mr. Mannette and Ms. Cabral held a brief discussion regarding this issue. Ms. Marie DeSousa called a point of order.

**e. 2009-2010 Transfers**

▪ **Public Works**

Mr. Mannette asked for an explanation of the transfer being requested. The request is to transfer \$81,516.83 from Road Improvements Account to PW Road Improvements Account. Ms. Cabral explained to Mr. Mannette this transfer is done every year because if that money stays it will go to the general fund and she is not sure what will happen with those funds. Therefore, the money from Road Improvements is transferred into CNR for roads. Mr. Mannette wanted that explanation to be written onto the Transfers/Appropriation Request Form.

It was **MOVED** (DeSousa) and **SECONDED** (Bowsza) and **PASSED** (U) that the Board of Finance approves the transfer of \$81,516.83 from Road Improvements Account No.: 1-01-25-3183-7-799-0600-0 to PW Road Improvements Account No.: 1-08-55-1025-7-799-0484-0, as presented.

▪ **Probate Court/Fire Protection**

Mr. Mannette indicated the next transfer request is in the amount of \$10.00 from CRCOG to Probate Court. Mr. Mannette indicated the Probate Court's budget is overrun.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfer of \$10.00 from CRCOG Account No.: 1145/1006 to Probate Court Account No.: 1055/8021, as presented. A discussion was held wherein Mr. Mannette indicated the budget overrun in the Probate Court in violation of the overrun policy. In July the department asked for \$470, in August \$394 and in September the department is asking for \$10.00. Ms. Cabral explained to Mr. Mannette additional invoices have be received which have to be paid.

A vote was taken:

In favor: D. Godeck, M. DeSousa, J. Bowsza, and K. Pippin

Opposed: R. Little

Motion passed.

The next transfer listed was in the amount of \$12,683.00 from PS/Workers' Compensation to Fire Protection.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfer of \$12,683.00 from PS/Workers' Compensation Account No.: 2195/202 to Fire Protection Account No.: 2160/544. A discussion was held. Mr. Mannette indicated this is another department which went over budget. Mr. Mannette asked Ms. Cabral why she was taking it from workers' compensation rather than contingency. She indicated to him she could take from contingency, however, there is extra money in workers' compensation and that is her recommendation. She felt contingency account should be used for emergency purposes and there is left over money in workers' compensation.

A vote was taken:

In favor: J. Bowsza, M. DeSousa, and D. Godeck

Opposed: None

Abstained: R. Little and K. Pippin

Motion passed.

▪ **Police Department**

Mr. Mannette indicated the next transfer is for \$1.00 from a part-time salary line to a clerical salary. Ms. Cabral commented that the transfer will put the salary line in the positive and not negative.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza to approve the transfer of \$1.00 from Part-time Salary Line Account No.: 1-01-25-2145-1-101-0000-0 to Clerical Salary Account No.: 1-01-25-2145-1-124-0000-0. A discussion was held. Mr. Mannette indicated the auditor in the past would allow a negative balance, but presently they have no choice. Mr. Bowsza indicated a transfer of \$1.00 is micromanaging.

A vote was held:

In Favor: J. Bowsza, D. Godeck, K. Pippin, R. Little and M. DeSousa

Opposed: None

Motion passed.

Mr. Thomas Baker left the meeting at 8:34 p.m.

▪ **Selectmen**

Mr. Mannette indicated the next two transfers are from the Selectmen's office one transfers for \$35.00 from Longevity Account to Salary Full time and the other for \$45.00. However, the request of the \$45.00 was not specific as to which account the monies would be transferred from. A short discussion between Mr. Mannette and Ms. Cabral was held regarding which account these monies should be coming from. Mr. Mannette felt the money should come from the Contingency II account. Ms. Cabral commented it is the Board of Finance which would make the ultimate decision of where the funds come from. They transfer requests are just suggestions.

It was **MOVED** (Little) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the transfer of \$35.00 from Contingency II Account No.: 895 to Selectmen Salary FT Account No.: 1010/100 and approve transfer of \$45.00 from Contingency II Account No.: 895 to Selectmen Salary PT Account No.: 1010/100.

▪ **Insurance & Benefits/Town Counsel/Probate**

Mr. Mannette indicated the next transfer request is in the amount of \$9,769.50 from Heart and Hypertension to Town Counsel.

A motion was entertained by Mr. Robert Little and seconded by Ms. Kathleen Pippin to approve the transfer of \$9,769.50 from Heart & Hypertension Account No.: 1-01-35-7345-2-210-0000-0 to Town Counsel Account No.: 1-01-10-1055-8-802-0000-0. A discussion was held. Mr. Mannette indicated he is concerned about moving money into accounts in violation of the General Statutes. He also indicated that back in June, \$28,500 was spent in legal fees. He is also concerned that the total amount of legal fees is unknown.

A vote was taken:

In favor: J. Bowsza, D. Godeck, and M. DeSousa

Opposed: R. Little and K. Pippin

Ms. DeSousa questioned if Mr. Little moved the motion, if he can vote against same. Mr. Bowsza also questioned this. A discussion began regarding the Robert Rules of Order and if a member who moved a motion, if that member can vote against said motion. Mr. Mannette indicated it did not matter since the vote at this juncture is 3-2. Meanwhile, Mr. Bowsza was looking up the rule in the Robert Rules of Order. Ms. Godeck commented about the problems of having negative balances with the audit. Mr. Mannette commented that last year that money consistently cannot be spent without

going through the process as described in the General Statutes. Ms. Cabral indicated the transfer is for legal services. Ms. DeSousa called a point of order that a motion was on the floor. Mr. Mannette indicated he will vote and he was vote opposed.

The motion fails.

Ms. Marie DeSousa wanted to see the Robert Rules of Order.

Mr. Mannette indicated the next transfer request is in the amount of \$394.00 from Heart & Hypertension to Probate Court. Ms. DeSousa indicated she wanted to look through the Robert Rules of Order before any other motion is entertained.

A motion was entertained by Mr. Jason Bowsza and seconded by Ms. Marie DeSousa to take short recess so the Board Members could look at the Robert Rules of Orderan.

Vote was taken:

In Favor: J. Bowsza, D. Godeck, M. DeSousa, and J. Mannette  
Opposed: R. Little

Motion passed.

The Board Recessed at 8:55 p.m.

The Board Reconvened at 9:05 p.m.

After looking at the Robert Rules of Order, it was determined to be acceptable to move a motion and second a motion and then vote against.

A motion was entertained by Ms. DeSousa and seconded by Ms. Godeck to approve transfer of \$394.00 from Heart & Hypertension Account No.: 1-01-25-7345-2-210-0000-0 to Probate Court Account No.: 1-01-10-1055-8-802-0000-0.

A vote was taken:

In favor: J. Bowsza, D. Godeck, and M. DeSousa  
Opposed: R. Little, K. Pippin and J. Mannette

Motion failed.

Mr. Bowsza commented that by voting no against the transfers, those voting are knowingly screwing up the audit. Ms. DeSousa indicated it is vindictive. Mr. Mannette indicted they were out of order.

- **Assessor**

Mr. Mannette indicated the next transfer request is from the Assessor's Office. The transfer is \$50.00 from Part Time Salary to Full Time Salary and the other transfer in the amount of \$100.00 is from Conference Training to Postage.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza to approve the transfer in the amount of \$50.00 from Part Time Salary Account N.: 1-01-10-1035-1-101-0000-0 to Full Time Salary Account No.: 1-01-10-1035-1-100-0000-0. A discussion was held and Mr. Jason Bowsza again commented that a no vote will knowingly screw up the audit. Mr. Mannette disagreed indicating that going in the negative in a salary line would be a cause to be written up. Mr. Bowsza insisted that voting no is intentional to screw the audit.

A vote was taken:

In favor: J. Bowsza, D. Godeck, and M. DeSousa  
Opposed: None  
Abstain: R. Little and K. Pippin

Motion passes.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza to approve the transfer in the amount of \$100.00 from Conference Training Account No.: 1-01-10-1035-3-325-0000-0 to Postage Account No.: 1-01-10-1035-5-545-0000-0. A discussion was held. Mr. Mannette indicated according to the new policy effective July 1, 2010, no budget overruns. Ms. Cabral indicated the line is not in the negative and it was for a beginning balance. She indicated this subject has been discussed a previous meetings.

A vote was taken:

In favor: J. Bowsza, D. Godeck, M. DeSousa, and K. Pippin  
Opposed: None  
Abstain: R. Little

Motion passes.

- **Tax Collector**

Mr. Mannette indicated the next transfer was in the amount of \$2,712.93; however, no account was given to transfer from. Ms. Cabral indicated no account was listed so it has to be determined. It may be taken from the contingency account. Mr. Mannette indicated that this transfer to be

withdrawn. Ms. DeSousa indicated this transfer was recommended by the Board of Selectmen.

It was MOVED (Bowsza) and SECONDED (DeSousa) and PASSED (U) that the Board of Finance approves taking an agenda item out of order, transfer of funds from the Fire Department.

▪ **Fire Department**

Fire Department is requesting to transfer a total of \$27,991 from the CIP budget. It was discussed by two gentlemen representing the Fire Departments the reason for the requested transfer. The transfer is for Broad Brook Fire Department extrication equipment. The current extrication equipment is outdated and needs to be replaced.

A discussion was held among the Board Members regarding fire department equipment, transfer process, and availability of grants.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza to approve the transfer of \$27,000 for extrication equipment from CIP 2010-2011, as presented. A discussion was held between the firemen and Ms. Kathleen Pippin regarding the transfer.

A vote was taken:

In favor: M. DeSousa, J. Bowsza, and D. Godeck  
Opposed: K. Pippin  
Abstain: R. Little

Motion passed.

▪ **Town Property**

The next transfers listed are both for \$10.00 from facilities repair to vehicle maintenance and facilities repair to gas and oil. The explanation of the transfer is to close out zero budget.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfers of \$10.00 from Facilities Repair Account No.: 1-01-10-1085-5-590-0000-0 to Vehicle Maintenance Account No.: 1-01-10-1085-4-430-0000-0 and \$10.00 from Facilities Repair Account No.: 1-01-10-1085-5-590-000-0 to Gas and Oil Account No.: 1-01-10-1085-6-620-0000-0.

Vote was taken:

In favor: D. Godeck, M. DeSousa, and J. Bowsza  
Opposed: None  
Abstain: R. Little and K. Pippin

Motion passes.

▪ **Building Department**

The transfer of \$60.00 from Office Supplies Account to Vehicle Maintenance was next. The explanation of the transfer was that department has a beginning balance of zero.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfers of \$60.00 from Office Supplies Account No.: 1-01-10-1125-6-610-0000-0 to Vehicle Maintenance Account No.: 1-01-10-1125-4-430-0000-0.

Vote was taken:

In favor: M. DeSousa, J. Bowsza, D. Godeck, and K. Pippin  
Opposed: None  
Abstain: R. Little

Motion passes.

▪ **Senior Center**

The next group of transfers is in the amount of \$22.00, \$79.00, and \$177.00. All the transfers are for salary lines.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfers of \$22.00 from drivers Account No.: 1-01-10-1130-1-121 to Full time Salary Account No.: 1-01-10-1130-1-100; \$79.00 from Gas and Oil Account No.: 1-01-10-1130-6-620 to Part Time Salary Account No.: 1-01-10-1130-1-101; and, \$177.00 from Gas and Oil Account No.: 1-01-10-1130-6-620 to Nutrition Account No.: 1-01-10-1130-1-122. A discussion was held.

A vote was taken:

In favor: D. Godeck, J. Bowsza, and M. DeSousa  
Opposed: None  
Abstain: R. Little and K. Pippin

Motion passes.

- **Public Works**

The next set of transfers comes from the Public Works Department requesting transfers of \$5.10, \$45.53, \$69.28, and \$56.61.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfers of \$5.10 from PW Dept Overtime Account No.: 1-01-25-3180-1-102-0000-0 to PW Dept Salary Account No.: 1-01-25-3180-1-100-0000-0; \$45.54 from PW Dept Overtime Account No.: 1-01-25-3180-1-102-0000-0 to PW Dept Longevity Account No.: 1-01-25-3180-1-106-0000-0; \$69.28 from PW Dept Overtime Account No.: 1-01-25-3180-1-102-0000-0 to PW Dept Salary – P&R Grounds Account No.: 1-01-25-3180-1-111-0000-0; and, \$56.61 from PW Dept Longevity –P&R Grounds Account No.: 1-01-25-3180-0000-0 to PW Dept Overtime-P&R Grounds Account No.: 0-01-25-3180-1-112-0000-0.

- A discussion was held. Mr. Bowsza inquired as to why some members have been abstaining. Ms. Cabral indicated the transfers are due to contractual increases.

A vote was taken.

In favor: D. Godeck, M. DeSousa, J. Bowsza, R.Little, and K. Pippin  
Opposed: None

Motion passes.

- **Engineering**

The next transfer is \$44.00 from Engineering Part-Time Salary to Engineering Salary.

A motion was entertained by Mr. Jason Bowsza and seconded by Ms. Danelle Godeck that the Board of Finance approves the transfer of \$44.00 from Engineering Part-Time Salary Account No.: 1-01-25-3190-1-101-0000-0 to Engineering Salary Account No.: 1-01-25-3190-1-100-0000-0.

A vote was taken.

Motion was passed unanimously.

- **Collection and Disposal**

The next transfer is in the amount of \$2253.00 from Life/Health Insurance to Collection.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfer of \$2,253.00 from Life/Health Insurance Account No.: 1-01-25-2195-2-200-0000-0 to Collection Account No.: 1-01-30-4205-5-547-0000-0.

A discussion was held. It was questioned why this transfer was being made. Ms. Menard and Ms. Cabral indicated it was because of additional invoices in waste disposal. Mr. Mannette indicated this invoice should not be paid until the process is complete pursuant to the General Statutes.

A vote was taken:

In favor: J. Bowsza, D. Godeck, and M. DeSousa  
Opposed: R. Little, K. Pippin, and J. Mannette

Motion failed.

Ms. Cabral indicated this transfer will come up again because it needs to go through due to the audit. A discussion was held between Mr. Mannette, Ms. Cabral, Ms. DeSousa, and Mr. Bowsza regarding the transfer process and audit process.

- **Human Services**

The last transfer request for 2009-2010 was for \$67.00 to be transferred due to contractual obligations in the salary line.

A motion was entertained by Mr. Jason Bowsza and seconded by Ms. Marie DeSousa that the Board of Finance approves the transfer of \$67.00 from No.: 1-01-20-5235-8-800 to Full time Salary Account No.: 1-01-20-5235-1-100.

A discussion was held and Mr. Bowsza indicated if the motion is voted down, the ramifications of that vote will affect the audit.

Vote was taken and passed unanimously.

A comment was made by Ms. Cabral that some or all of the above transfers, if approved, may have to go to a Town Meeting for final approval.

It was **MOVED** (Little) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance recommends that any and all transfers for 2009-2010 which require Town Meeting, be recommended for Town Meeting.

**f. 2010-2011 Transfers**

- **Information Technology**

The first transfer requested is for \$14,000 transfer from IT/Purchase 425/390 to IT/Police 8435/0007.

A motion was entertained by Mr. Jason Bowsza and seconded by Ms. Danelle Godeck that the Board of Finance approves the transfer of \$14,000 from IT/Purchase Service Account No.: 8425/390 to IT/Police Account No.: 8425/0007.

A discussion was held among the Board Members regarding if this expense was previously budgeted.

A vote was taken and it was passed unanimously.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance recommends the transfer of \$27,000 requested by the Fire Department be recommended to Town Meeting for approval.

**g. Registrar Local Primary**

A discussion was held regarding a \$10.00 transfer which was carried over from the last meeting. The transfer would be \$10.00 from supplies to local primary. A discussion was held among Board Members. Mr. Jack Mannette indicated \$5,600 was recently transferred into this account and doesn't understand why an additional \$10.00 is needed. Ms. Cabral explained it to Mr. Mannette.

A motion was entertained by Ms. Marie DeSousa and seconded by Mr. Jason Bowsza that the Board of Finance approves the transfer of \$10.00 to Registrar.

A discussion was held. Mr. Mannette wanted to transfer more money into the account so the line would be fully funded. Ms. Cabral indicated there is no beginning balance for this line, nothing was budgeted last year.

A vote was taken.

In favor: J. Bowsza, M. DeSousa, D. Godeck, and K. Pippin

Opposed: R. Little. Mr. Little agrees with Mr. Mannette in transferring more money into the account.

Motion passes.

**VII. Old Business**

**a. 2009-2010 Annual Report**

Chairman Jack Mannette indicated the annual report has to be completed. At the last meeting, Mr. Mannette appointed Ms. Godeck to be responsible for

the report. Ms. Godeck indicated she would need help due to the time constraints and the size of the report. A discussion was held among the Board Members and no one was willing to volunteer to help Ms. Godeck with the report. It was suggested that a special meeting be called and all Board Members will help with compiling the report.

### **VIII. New Business**

#### **a. Budget Overrun and Added Appropriations Policy Discussion**

Mr. Mannette indicated it was asked to have a policy in place and Ms. Godeck, Ms. Cabral, and Ms. Menard had written a policy which was approved. It has been suggested to take a second look at this policy to make sure any glitches have to be worked out.

A brief discussion among Mr. Mannette, Ms. Godeck, Ms. Cabral and Ms. Menard took place regarding the policy and what the Board of Finance is trying to avoid.

### **IX. Adjournment**

It was **MOVED** (Little) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the September 15, 2010 Regular Meeting at 10:14 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

## EXHIBIT A

Jack's Personal Notes: Wednesday, August 18, 2010-09-22

### **Agenda Item V-B(1) & Item V-C-(1)**

#### **2009/2010 Adjusted Budget Contingency 8410-8-890**

May budget by department show \$40,077.12 as the adjusted budget. The July 2010/2011 report shows the Original budget as \$35,886.12

It appears that the 2009/2010 transfers 74 thru 77 from Contingency have been reduced from the 2009/2010 Contingency adjusted budget. If so, these transfers, which did not get town meeting approval until July 7<sup>th</sup> need to be added back to the 2009/2010 Contingency adjusted budget and added to the 2010/2011 Contingency Adjusted Budget.

### **Agenda Item V-C-(1)**

#### **2010/2011 Budget by Department Report**

##### Account 1085-5-545 Postage

Last month we transferred \$100 from 2% contingency.

July report shows a negative (\$823.76) in Ytd expended thus reflecting as an increase balance.

##### Account 1085-6-62 Gas & Oil

Last month we transferred \$100 from 2% contingency.

July report shows a negative \$1,195.75 in Ytd expended thus reflecting a negative balance.

##### Account 5236-8-851 Utilities

No budget with Ytd expended \$220. Requires added appropriation for September?