

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

**MINUTES OF REGULAR MEETING,  
December 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: None  
Alternate Absent: Jamie Daniel and Thomas Baker  
Others: Catherine Cabral, Dale Nelson, and Richard Pippin  
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. Alternate Member, Jamie Daniel, had emailed the Chairman indicating she was unable to attend and Alternate Member, Thomas Baker was unable to attend as well due to work obligations.

**III. Approval of Minutes**

**Minutes of November 17, 2010 Regular Meeting**

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the minutes of November 17, 2010 Regular Meeting, as presented.

**IV. Public Input**

None.

## **V. Communications**

Ms. Catherine Cabral gave to all Board Members a memorandum from the First Selectwoman Denise Menard dated December 15, 2010 regarding budget guidelines.

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance agrees to add the following agenda item: VII. New Business C. Memorandum of First Selectwoman regarding Budget Guidelines 2011-2012 dated December 15, 2010.

## **VI. Monthly Reports**

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

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated December 10, 2010 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of November 30, 2010, the cash position of the Town is as follows: Webster Bank \$3,815,731; New England Bank (formerly Enfield Federal Savings) \$639,425; TD Banknorth \$574,363; STIFF \$570,363; and MBIA Class \$36,529. She also discussed the Revenue Comparison Report for the month of November. The tax collection percentage was very good.

### **b. Assessor's Report**

Ms. Catherine Cabral indicated that the Assessor did not have a report to give to the Board at this meeting and the Assessor will have a report and will be present at the next meeting in January.

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

Ms. Catherine Cabral indicated the report "Tax Collector's Report to Board of Finance 7/1/2010 through 11/30/2010" 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. The current year tax collection is at approximately 54.17% and overall collection is approximately 55.73%.

Mr. Mannette indicated the Revenue Comparison Report which was emailed is dated November 30, 2010. He requested that he would like a more up-to-date Revenue Comparison Report. Ms. Cabral commented that due to the

audit, she was unable to produce such a report currently, but she will try to compile that report for the Board's review.

**d. 2009-2010 Budget Expense Report Update**

Ms. Cabral gave to the Board Members a report entitled "Budget by Department Town of East Windsor 2009-2010" for their review which is no different than the report the Board Members received last month. The reason for this is that the audit is being completed and therefore, this report will probably not change unless specific transaction as to be changed. She indicated the report is never exact and there are some little differences. If you look at the draft, it is strictly off a few dollars here and there due to rounding numbers. The adjustments are between \$1.00 and \$3.00. Mr. Mannette indicated he understood the differences.

**e. 2010-2011 Budget Expenses/Transfers/Appropriations**

▪ **2010-2011 Budget Expenses**

Ms. Cabral indicated copies of the 2010-2011 Budget Expense Report have been given to all Board Members for their review. Mr. Mannette wanted to talk about the report given to the members and to particularly look at the spending. He understands that some of the expenses were one time only; however, in looking at the report he is concerned the Town will be running out of funds in certain accounts before the end of the fiscal year. He noted the Legal Accounts which is at 64% spent. He has recently spoken to the Chief of Police who has indicated another lawsuit is pending in the Courts currently and if the Town will have to pay a judgment in that case could be devastating to that account. Another account which Mr. Mannette raised concerns about was the Registrars Account, which is already overspent. He is concerned because there are referendums which will have to take place in the upcoming months and that will have an impact on that account, which may not have enough funds to make it to the end of the year. He asked the Board Members to review the report carefully and it will be discussed in much more detail at the next meeting in January, 2011. Ms. Cabral wanted to remind the Board that the 2010-2011 budget does not obligate out salary increases. The funds still need to be allocated for those salaries. Mr. Mannette indicated those obligations will be added appropriations and those funds will have to come from somewhere because there is not much money left in the contingency accounts. Ms. Cabral indicated that money was allocated. Mr. Jason Bowsza indicated it would be helpful if everyone took a look at those reports and the contingency accounts to understand where the Town stands financially and to have a conversation at the next meeting as to what needs to be done. Ms. Cabral commented at the next

meeting she will bring the old budget reports from last year wherein it was requested those contractual obligations were put into the budget.

- **Transfers**

Ms. Cabral indicated there is only transfer which needs to be discussed. Originally, the transfer request of \$20,000 from the Warehouse Point Fire Truck Interest to Bond Issuance Cost was submitted to the Board of Selectmen and it was recommended by the Board of Selectmen to the Board of Finance. Since that meeting, the Treasurer's Office has received an IRS report indicating a more accurate number of \$14,426. Therefore, the transfer request is \$14,426 rather than \$20,000.

A brief discussion was held between Mr. Mannette and Ms. Cabral discussing the bond issuance costs and the accounting procedure of the transfer.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$14,426.00 to Bond Issuance Costs (Account 9445/0125) from WHP Fire Truck Interest (Account 9500/9011).

## **VII. Old Business**

### **a. 2009-2010 Annual Report Update**

Mr. Mannette began speaking of the annual report. He has spoke with Judy and once the audit is received, the report will be ready to be sent to the printer. He has also spoken to the auditor and the audit should be ready by Wednesday of next week. At that point, it will be sent to Judy for printing. Mr. Mannette inquired if the Board would like to meet to approve the annual report. However, in the past the Board has never met for a Special Meeting to approve the annual report. The annual report is supposed to be available for the public for the Annual Town Meeting. Mr. Mannette indicated the Annual Town Meeting usually takes place between the Christmas and New Years Holidays, but last year it was postponed until January. He would contact Ms. Menard to discuss the Annual Town Meeting date. He did indicate that the First Selectman's Office has been very helpful getting all the information needed for the report.

A discussion was held regarding which Board is responsible for compiling the Annual Report. It was indicated according to the Charter, the Board of Finance has that responsibility. Ms. Cabral indicated the report will contain the letter from the auditors with the financials. Mr. Mannette also commented that the response letter from Ms. Cabral with a date of June, 2010, will also be included in the report, since it is required by State Statute and the Charter.

Ms. Cabral, Mr. Mannette, and Ms. DeSousa had a discussion regarding the response letter and the reasons why it should be a part of the annual report.

**b. 2009-2010 Audit Update**

Mr. Mannette indicated that all Board Members received an email regarding the draft of the audit report. The complete and final audit report should be available by Wednesday, December 22, 2010.

**c. Discussion of Budget Overruns and Added Appropriations  
General Rules**

Mr. Mannette indicated that Ms. Godeck has sent to all Board Members copies of the proposed revisions. The changes of which have been made were in blue and yellow. She indicated she has met with Ms. Menard and Ms. Cabral working on the revision of the policy. She indicated wording changes have been made to make the definitions clear in the first paragraph, but the content is basically the same. The changes made in the “General Rules” section of the policy were also discussed. The first paragraph of that section was still the same but the second paragraph entitled “Department Budget Management” was also reworded and taken from the original approved policy. The changes were listed to be more specific. Mr. Mannette questioned No. 3 of the policy regarding unpaid invoices, which was No. 5 in the approved policy, that all unpaid invoices over \$200 over forty-five days must be encumbered until paid. Ms. Godeck indicated that when meeting with Ms. Menard and Ms. Cabral, a discussion regarding the problem of year end expenses. Ms. Godeck is presenting the revisions and is open to any suggestions or discussions regarding same.

A discussion was held regarding the revisions to the policy. Ms. DeSousa indicated the policy, in essence, hasn't really changed. Mr. Little and Ms. Pippin felt that 45 days was a lot of time and thought it should be 30 days. Ms. Godeck indicated that Ms. Menard and Ms. Cabral referred to the Purchase Order Policy when unpaid invoices were discussed. Mr. Mannette commented that the reason for 30 days would be to keep a closer eye on expenses. The discussion continued. Mr. Mannette also had made some changes and gave to all Board Members a copy of his revisions. He discussed those revisions. Including in the first paragraph he added that the Police Commission shall have the responsibility to “first” address any potential overruns. He also added to that paragraph, the Board of Education is responsible for “budget overruns within their allocated total” budget. Within the “General Rules” section of the policy, the first paragraph he added the language the last sentence, “Added appropriation requests shall be presented to the Board of Selectmen for approval or rejection recommendation before being forwarded to the Board of Finance.” One more additional change he discussed was in the second paragraph entitled “Department Budget

Management”, which stated “the Treasurer and/or Department Head and/or Board or Commission Head shall present justification to the Board of Selectmen, and if recommended, to the Board of Finance for approval and reallocation of budget line item amounts and/or appropriate funds in accordance with Additional Appropriations Rule No. 1”. One other topic of discussion was the amount of money transferred which would require to be reviewed by the Board of Selectman, Treasurer, and eventually, the Board of Finance. The original policy required line item transfers are not required for line item overruns of less than \$1000 and departments other unexpended line item accounts can cover the short fall.

At the end of the discussion, Ms. Godeck indicated she would take her notes and revisit the policy with Ms. Menard and Ms. Cabral and present the changes at the next meeting.

It was **MOVED** (Little) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance postpone the discussion of the Budget Overruns and Added Appropriations General Rules Policy until the next Regular Meeting.

## **VIII. New Business**

### **a. Set Regular Meeting Dates for 2011**

Mr. Mannette commented the Board must schedule a meeting calendar for the year 2011. He indicated the meetings have been held on every third Wednesday at 7:30 p.m. at the Town Hall. Those dates are as follows: January 19, 2011, February 16, 2011, March 16, 2011, April 20, 2011, May 18, 2011, June 15, 2011, July 20, 2011, August 17, 2011, September 21, 2011, October 19, 2011, November 16, 2011, and December 21, 2011. Those meeting will begin at 7:30 p.m.

A brief discussion was held and it was agreed on those dates. Mr. Mannette indicated he would contact the Town Clerk’s Office with those dates.

### **b. Set 2011 Finance Board’s 2011-2012 Budget Hearings, Workshops and Referendum Dates**

Mr. Mannette indicated he has sent to all Board Members an email with the proposed dates for budget hearings, workshops and referendum dates. He indicated the three dates for the referendums are May 10, 2010, May 24, 2010, and June 14, 2010. The Board of Selectmen and Board of Education will present their budgets on March 22, 2011. Mr. Bowsza inquired about the public hearings which have to be scheduled. Mr. Pippin indicated Ms. Menard would like to talk to Mr. Mannette so they can coordinate all these dates and be on the same page.

A brief discussion was held regarding the public hearings and those dates. Mr. Mannette commented he would meet with Ms. Menard to discuss those dates.

**c. Memorandum of First Selectwoman regarding Budget Guidelines  
2011-2012 dated December 15, 2010**

Mr. Jason Bowsza indicated a memorandum was received by the Board of Finance from the Board of Selectmen regarding the 2011-2012 Budget Guidelines. It indicates that the Board of Selectmen had a Special Meeting on December 14, 2010 and agreed to a budget guideline memo for the 2011-2012 fiscal year. With the approval of the Board of Finance, it is the goal to send the memorandum to all departments.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance adopts the memorandum dated December 16, 2010 entitled "Budget Requests for Fiscal Year 2011-2012", however, the date of January 21, 2011 deadline maybe insufficient time.

**IX. Adjournment**

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the December 15, 2010 Regular Meeting at 9:03 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary