

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

**MINUTES OF REGULAR MEETING,
February 16, 2011 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, Jason Bowsza,
and Kathleen Pippin
Members Absent: Marie DeSousa (arrived at 7:46 p.m.)
Alternates Present: None
Alternate Absent: Jamie Daniel and Thomas Baker
Others: Kim Scavotto, Catherine Cabral, Mark Simmons, Richard Pippin,
and Carol Madore
Press: None

I. Call to Order

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

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance recess said meeting until such time Ms. Marie DeSousa arrives.

Board Recessed at 7:31 p.m.
Board Reconvened at 7:46 p.m.

II. Appointment of Alternates

Chairman Jack Mannette indicated that all Regular Members are in attendance at this time; however, Alternate Member, Jamie Daniel and Alternate Member Thomas Baker were unable to attend this meeting.

III. Approval of Minutes

Minutes of January 19, 2011 Regular Meeting

Mr. Robert Little indicated an error was made in the January 19, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VII, Subparagraph f, Paragraph 1 wherein statements of Mr. Jason Bowsza were not included. A brief discussion was held.

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance postpone the approval of the January 18, 2011 minutes until such time the Recording Secretary and review her notes regarding that section.

IV. Public Input

None.

V. Communications

Chairman Jack Mannette indicated that he wanted to share an organization called Yankee In Public Policy which are working with the States and Towns to compile data of amounts paid to individuals for certain jobs. Suffield now participates and East Windsor has been asked if it wants to participate. Mr. Mannette gave a website to all Board Members to log on and look at to determine at the next meeting if East Windsor would like to participate.

Mr. Jason Bowsza gave to each of the Board Members a packet which give estimates of how Governor Malloy's budget affects the Town of East Windsor in terms of revenue. He thought it would be helpful during the upcoming budget season.

VI. Monthly Reports

a. Treasurer's Report

Ms. Kim Scavatto, Assistant Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated February 11, 2011 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of January 31, 2011, the cash position of the Town is as follows: Webster Bank \$8,259,958; New England Bank (formerly Enfield Federal Savings) \$690,706; TD Banknorth \$574,663; STIFF \$1,745,875; and MBIA Class \$36,547.

b. Tax Collector's Report

Ms. Kim Scavatto gave to all the Board Members a report entitled "Tax Collector's Report to Board of Finance 7/1/2010 through 01/31/2011". She asked the Board if they had any questions regarding the contents of the report.

c. Assessor's Report

Ms. Carol Madore, Assessor, gave to all the Board Members a report dated February 10, 2011. She indicated the Grand List for October 1, 2010 was filed and the totals were released to the First Selectman. Copies have also been sent to the Board of Selectmen and Board of Finance. She also gave to

the Board Members copies of the Grand List and Top Ten Taxpayer List for their review. A brief discussion was held regarding the Top Ten Taxpayer List.

Ms. Madore indicated the final 2009 based Appeal case which was heading to pretrial this month has reached final settlement stage and the proposed settlement has been presented to the Board of Selectmen and approved at the last meeting on February 15, 2010.

Ms. Madore began discuss reevaluation and how it would effect the 2011-2012 budget. Questions of delaying the reevaluation and legislative requirements were discussed. Ms. Madore indicated the field work would begin in the summer months and the cost of the reevaluation would be approximately \$248,000. If the reevaluation is done in-house, it would save some money. Mr. Mannette asked if the Assessor's Office has some money for this project. Ms. Madore indicated approximately \$100,000 has been put aside. Ms. Madore's biggest concern was the future and how the reevaluation will affect the property values. If the property values go down, the mill rate will have to increase. Mr. Little indicated the end result would be the same. Ms. Madore indicated if they delay the reevaluation until 2013, it doesn't delay the next reevaluation. Mr. Mannette expressed his concern if the reevaluation is delayed, it might affect the development of Route 140.

d. 2010-2011 Budget Expenses

Mr. Mannette indicated that all Board Members have been emailed previous to this meeting the Budget Expense Report. However, Ms. Cabral is not in attendance at this meeting and therefore, some questions may not be able to addressed, unless Ms. Scavatto feels she can answer those questions. Mr. Little inquired as to the revenue portion of the report and a rental income line which has only \$1.00. Mr. Mannette indicated the total rental income is \$3,700. Ms. Scavatto indicated the \$1.00 is rental income for Scout Hall. Mr. Little inquired as to the two town sheds on Rye Street and Chamberlain Road. Mr. Richard Pippin indicated those sheds have collapsed recently due to the snow. Mr. Mannette asked if Ms. Cabral could give them a list of what the \$3,700 is received for. He would like to a list of what properties and their rental income. Mr. Mannette's personal belief is that those properties are worth more than the \$3,700. Mr. Mannette also spoke briefly about the recycling revenue of \$4,300. He indicated he thought that would be much larger due to the new system the town has in place. A brief discussion was held regarding the trash and recycling.

Mr. Mannette began speaking about the Expense Report. He has looked at the report and notes that the Registrar budget and the IT Consultant will not have enough money in it to make it until the end of the year. Mr. Mannette indicated he has concerns about the budget itself. Later in the meeting, there

are transfers which need to be discussed; however, recently the town had to remove snow from roofs and he is concerned about that cost. When he looked at the contingency line balance, it is approximately \$11,000. He does know how much the snow removal is going to cost. He believes each Board Member should look at the reports carefully, look at the requested transfers and see how all of these expenses are going to be paid. Mr. Mannette indicated at the last meeting he would like the Treasurer to go through the budget to see how much money will be available to allocate to all of these expenses. Mr. Mannette listed the amounts of money which have been transferred to various departments in the past six months. He indicated he was concerned over the snow removal fees. Mr. Mannette recommends that the Board take action tonight regarding this issue. Ms. Marie DeSousa disagreed. She has attended the last Board of Selectmen Meeting that it was discussed where the funds will be coming from and she has confidence in the Selectmen's Office that they are looking at expenses very carefully. Mr. Mannette inquired how much the snow removal will cost. Mr. Mark Simmons, Deputy First Selectman who was in attendance, indicated the cost is estimated at approximately \$20,000 for the removal and an additional \$5,000 for the cost of inspections; but it is believed it will be much less than \$25,000. Mr. Mannette indicated that he needed official input from the Board of Selectmen. He then inquired about the Board of Education snow removal expenses. Mr. Mannette indicated he believes no appropriations for salary contractual increases should be entertained until the Board of Finance has the complete picture of the expenses. He indicated there is still five months before the end of the year. Ms. Kathleen Pippin agreed indicating she would like to see where the excess was and it was very concerning not knowing the bottom lines. Ms. Danelle Godeck indicated that the transfers that are being requested tonight are approximately \$130,000 and not knowing where the contingency account sits, she doesn't disagree with holding off on transfers until the whole picture is put into place. She does not disagree with Ms. DeSousa that believes the Board of Selectmen has done their research. Mr. Simmons indicated that Ms. Denise Menard is home ill this evening, but he did speak to her and she has indicated there is no urgency in the transfers presented tonight. Mr. Little agreed with Mr. Mannette. Mr. Bowsza reminded the Board that there is a strong likelihood that the Town could receive funds from FEMA for the snow removal.

A motion was entertained by Ms. Kathleen Pippin and seconded by Mr. Robert Little that the Board of Finance to table the added appropriations request and direct Ms. Catherine Cabral, Treasurer, to report to the Board of Finance where the additional funds will be taken from to pay for all of the additional appropriations.

Mr. Little indicated the Registrar is requesting a transfer for supplies and believes it is one should be paid. Ms. DeSousa indicated the transfer is for the

maintenance contract. Mr. Mannette indicated that the Registrar's budget is so far behind; it can wait when all of the other transfers are considered.

A vote was taken:

In Favor – Kathleen Pippin, Jason Bowsza, Robert Little, and Danelle Godeck

Opposed – Marie DeSousa

Motion passed.

e. Invoices

Mr. Mannette indicated he has received an invoice from Anything Printed for the printing of the annual report. He signed the invoice and gave it to Ms. Scavatto. The second invoice was from BlumShapiro in the amount of \$4,500 to complete the audit. Mr. Mannette questioned the invoice and would like to have Ms. Cabral to pull all those invoices for the audit to make sure this isn't a double payment.

Mr. Bowsza questioned the legal accounts and when CIRMA settled a claim and the town was to be reimbursed \$15,000. He did not see that addition in the reports and was wondering if it was reimbursed. Mr. Mannette indicated he would email Ms. Cabral and ask her about this issue. Ms. Godeck agreed.

VII. Old Business

a. 2009-2010 Budget by Department and Revenue Reports

Ms. Kim Scavatto gave copies of the reports to all the Board Members for their review. Mr. Mannette indicated he would like a final revenue report.

b. Officially Appoint BOF Members to the Pension Board

Mr. Mannette wanted to confirm with all the Board Members that Mr. Jason Bowsza and Ms. Kathleen Pippin have been appointed to the Pension Board. All concurred.

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

Ms. Godeck indicated there has been so much lost time in between meetings but she does have notes that were sent to her by Mr. Bowsza and Ms. DeSousa regarding changes to the policy. She has been unable to meet with Ms. Menard and Ms. Cabral. She will contact CCM and discuss the changes which have been requested and will work on the policy to be discussed further

at the next meeting. She indicated she will try to send a copy to all members for the next meeting so it will give them a chance to review the proposed changes.

VIII. New Business

a. Review 2011 Finance Board's 2011-2012 Budget Hearings and Set Workshop Meeting Dates for 2011

Mr. Mannette gave to all Board Members the Revised Budget Schedule which is a combination of Board of Selectmen budget meetings and deadlines and Board of Finance budget meetings and deadlines. Some of the budget workshops held for the Board of Finance will be held at Park Hill and Scout Hall.

A brief discussion was held regarding the legal notices.

IX. Adjournment

It was **MOVED** (Little) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the February 16, 2011 Regular Meeting at 8:46 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary