

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

**MINUTES OF SPECIAL MEETING,
BUDGET WORKSHOP
April 12, 2011 at 7:00 p.m.**

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

Members Present: Jack Mannette, Danelle E. Godeck, Robert Little, Marie DeSousa, Jason Bowsza, and Kathleen Pippin
Members Absent: None
Alternates Present: None
Alternate Absent: Jamie Daniel and Thomas Baker
Others: Catherine Cabral and Richard Pippin
Press: None

I. Call to Order

Chairman Jack Mannette called the Special Meeting – Budget Workshop to Order at 7:02 p.m., at the Scout Hall, East Windsor, Connecticut.

II. Appointment of Alternates

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

III. Budget Presentations

Mr. Mannette wanted to review what the Board has discussed in previous meetings. He indicated it was decided to take \$50,000 out of the legal account and put it into the contingency account. Ms. Cabral indicated she has spoken to Ms. Menard regarding this recommendation. Ms. Menard indicated there are three contracts which will need to be negotiated in the upcoming year and tax sales are anticipated next year as well. Ms. Menard is asking the Board to reconsider this recommendation and place the \$50,000 back into the legal line.

A lengthy discussion was held regarding costs of contract negotiations and the cost of transferring monies from one account to another and the possible revenue which could be raised with the tax sales. After the discussion, it was the general consensus to put \$50,000 back into the Town Counsel/Legal Account to make it a total of \$150,000.

The next subject reviewed was the \$16,000 taken from the Fund 8. Ms. Cabral gave a brief explanation that the line in the Fund 8 is for GASB fee which has to be paid every year to Millman for the contract. Mr. Mannette and Mr. Bowsza discussed the pros and cons of taking the money out of the line. Ms. DeSousa indicated she wanted to table this subject and talk about it later in the meeting. Mr. Bowsza suggested funding \$4000 over four years. Ms. Godeck indicated the Board is trying to find ways to cut the budget and believes cutting the \$16,000 this year and funding it next year because next year there will be no contract negotiations and the monies reserved for that could be used. Mr. Little indicated it would be less bookkeeping if the \$16,000 was taken in a lump sum and possibly next year more revenue will be made. Ms. Pippin thought that the money should be cut.

Mr. Mannette indicated that \$500 was cut from the Building Committee. The Senior Center was also cut in a few areas, \$6,000 from salaries, \$250 was cut from printing, and there was a cut of \$2,465 from the driver's salary. The Police Department was cut \$35,000 from variable over-time. The Ethics Commission was cut \$100 and the Charter Revision Commission was cut \$100. Mr. Mannette indicated that the Board decided to add \$2,900 to the EDC.

The discussion then turned to the remaining departments which have not been reviewed. They began discussing Engineering (3190). Mr. Mannette questioned the salary line. Ms. DeSousa indicated that a zero percent increase across the board. A question regarding conference and training and only \$22.00 has only been expended to date. It was indicated that certifications are usually done in the spring. A question of why the salary line was not increased. Ms. Cabral commented that the salary line is not showing an increase due to the fact the transfers have not been done. Public Works/Employee Benefits (3195) no changes or comments were made. The next department discussed was Collection and Disposal (4205) which is down by 4%. The next department discussed was WPCA/Sinking Fund (4220). Ms. Cabral explained that the sinking fund is used as a savings account. Money is put into the account with anticipating of repairs which will be needed to sewer lines. Mr. Paul Anderson has indicated that there is a plan in place for 2012-2013 wherein the line will not have to be funded; the WPCA is currently working on a plan. Mr. Mannette indicated the WPCA has used \$16,000 of the fund this year and currently has \$12,000 out there. Vital Statistics/Miscellaneous Health (5210), Water Purification (5222), and E.W.V.N.A. (5225) no comments or changes were made.

The next department discussed was Human Services (5235). A question of what a longevity payment was. It was explained that longevity has been in contracts for years and when an employee hits a certain benchmark, the employee gets rewarded for their years of service. The reason for these payments was to retain employees. The other question in this department was the travel line. To date,

the travel is only expenses at \$19.00 and only \$94.00 was expensed for 2009-2010. The line is being requested at \$1000. Mr. Mannette indicated he has spoken to Betsey and she refuses to ask for reimbursement for travel. Ms. Cabral indicated that the policy for reimbursement is that it has to be submitted within 30 days or the expense does not get paid. Mr. Little, Ms. Godeck, and Mr. Mannette suggested cutting the request in half to \$500. Ms. Pippin agreed.

The General Assistance (5236) department was next discussed. Mr. Bowsza indicated a line had to be added to this department, which was inadvertently not added by the Board of Selectmen. The line which needed to be created is for tax relief. He indicated he has a letter from the Board of Selectmen to the Board of Finance regarding this error. He gave a copy of that letter to all of the Board Members, which is also attached hereto and marked as Exhibit A. The line is to be funded at \$10,000. Ms. Cabral indicated it should have its own department, maybe in the 10s. Mr. Bowsza indicated that it allows senior homeowners and disabled homeowners offset the tax increases. This ordinance was passed at a Town Meeting. Mr. Mannette indicated the line would be funded and asked Ms. Cabral to find the appropriate place within the budget.

The Ambulance Association (5240) department was discussed. Mr. Bowsza indicated this line was cut in half due to the contract. Mr. Mannette mentioned that in Fund 8 there is \$25,000 for the ambulance, and it has been in there for a while. Also, he indicated there is approximately \$281,000 in Fund 8 which is unassigned and he is recommending the Board take \$37,500 out of Fund 8 and put it into the Ambulance line. Ms. Cabral indicated the purpose of Fund 8 and if the money is not for a specific purpose, the funds go to the CNR fund for emergency purposes. She gave an example of how that would work. Mr. Mannette indicated he has spoken with Leslie Zoll for an hour and she indicated that it was smart option. Ms. Cabral indicated she will check what the purpose of the \$25,000. She indicated she would speak to Ms. Zoll to see if this can be accomplished. Ms. Pippin agreed with Mr. Mannette's suggestion.

The Board Recessed at 7:50 p.m.

The Board Reconvened at 7:55 p.m.

The Conservation of Health /Employee (5295) and Libraries (6305) were mentioned and no changes were made. Community Activities (6310) was briefly discussed and a question regarding the Four Town Fair arose and why it is not funded. Ms. Cabral, Ms. DeSousa and Mr. Bowsza indicated it was funded earlier in the budget in the department of Other Services.

The Parks and Recreation (6315) department was the next topic of discussion. Mr. Mannette questioned \$25,000 in Fund 8 account for a purchase for Park and Recreation. It was indicated it was for fertilizer which hasn't yet been purchased. Mr. Mannette remarked that there is an additional monies in the fund for site improvements. Ms. Cabral indicated if the project has been completed, any

monies left over will go to CNR. Mr. Mannette questioned the procedure. Ms. Cabral indicated she would review the Fund 8, check spending, check each department and if any money is available it goes to unassigned. No other questions or comments were made regarding Parks and Recreation.

Insurance and Benefits (7345) and Unemployment Compensation (7350) was next discussed. Ms. Pippin inquired if the Town still had people collecting unemployment benefits. She was told no. A question arose regarding the heart and hypertension claims and funding of same at \$131,000. Ms. Cabral indicated the line needs to be at least \$92,000. She has talked to CIRMA and it is estimated payments to be more than \$20,000. Mr. Mannette then suggested taking \$39,000 out of this line. A short discussion was held between Mr. Bowsza and Mr. Mannette regarding this category.

A motion was entertained by Mr. Robert Little and seconded by Ms. Kathleen Pippin to remove \$39,000 from the heart and hypertension line and funding the line at \$92,000. A discussion was held between the Board Members. A vote was taken.

In favor: Robert Little and Kathleen Pippin

Opposed: Danelle Godeck, Jason Bowsza and Marie DeSousa

A discussion after the vote was held.

The Contingency Fund (8410) was next discussed. Mr. Mannette reminded the Board that \$50,000 was taken out of this line and put back in the legal account. This would leave this account approximately \$86,000. It was the consensus of the Board to consolidate contingency I and II into one account and make that line \$86,000.

Cemeteries (8415) was the next department discussed. A discussion was held regarding the cemeteries and their assets. It also was discussed how much it costs for services the cemeteries provide and the maintenance of same. Mr. Mannette reminded the Board that in the past, the cemeteries were being funded at \$30,000 and were recently cut to \$18,000.

Information Technology (8425) was the next department discussed. Questions regarding the increase for purchased services. Ms. Cabral indicated the increase is due to contractual obligations, not new purchases. Mr. Mannette inquired as to \$20,000 in software. Ms. Cabral indicated it is due to upgrades and compliance for FOI and HIPPA. Mr. Pippin indicated that the Board of Selectmen did take a hard look at those increases during their workshop meetings. Mr. Mannette looked at the minutes from the Board of Selectmen meeting and it was indicated the two increases were for the NCIC for the police department in the amount of \$10,000 and another \$4,600 would be for GWBA, which is for email server which would be FOI compliant. Communications/Phone/Fax was mentioned and

nothing was changed. The next department discussed was Miscellaneous/Other (8440). A question of why American River Heritage is asking for an increase of \$950. The increase is for the recording secretary. They have monthly meetings and have been very involved working for the Town.

The capital improvement budget was discussed. Ms. Cabral indicated a meeting of the committee is scheduled for Wednesday, April 13, 2011. At that meeting, the projects which are going to be proposed will be voted on. Mr. Mannette inquired about the capital improvement reserve accounts and would like those accounts to be reviewed.

Mr. Mannette remarked that before the budget process began, it was requested to all departments that a zero spending increase. Ms. Cabral has given to all Board Members a sheet wherein it shows a zero tax increase which is approximately .7% spending increase. The Town Government side has only asked for a total increase of \$229,468. However, the Board of Education is requesting an increase of \$900,000, even though through concessions they have absorbed \$240,000 savings within their budget. Ms. Godeck indicated she would like to follow up with Ms. Carol Fox, Interim Superintendent regarding the accreditation and how much money will be going toward those recommendations for the accreditation process. Mr. Mannette indicated he has been told there is no problem with the accreditation.

A lengthy discussion was held regarding the Board of Education budget and passing the budget at the first referendum. Ms. Godeck reminded the Board Members that the Special Education budget is a huge piece of the Board of Education budget.

Ms. Cabral indicated that at the next meetings, she will have the information from the CIP meeting and the projects they are requesting. Mr. Bowsza and Ms. DeSousa indicated they could not attend the meeting on Friday and would request the meeting be rescheduled either to Saturday, Sunday, Monday or Tuesday of next week. A discussion was held.

A motion was entertained by Mr. Bowsza and seconded by Ms. DeSousa to cancel the Budget Workshop Meeting on Friday, April 15, 2011. A vote was taken.

In Favor – Jason Bowsza and Marie DeSousa
Opposed – Robert Little
Abstained – Danelle Godeck and Kathleen Pippin.

The motion passes.

Mr. Mannette inquired when a meeting could be held again. He indicated the Board could meet early on Wednesday before their Regular Meeting at 6:00 p.m.

It was decided the meeting will take place on Wednesday, April 20, 2011 at 6:00 p.m.

Ms. Cabral indicated she would have all of the information which has been discussed and all the reports needed for that meeting.

VI. Adjournment

No motion was made to adjourn the April 12, 2011 Special Meeting. The meeting ended at 9:15 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT
A

Friday, April 08, 2011

To: Members, East Windsor Board of Finance
c/o: Jack Mannette, chairman
From: Members, East Windsor Board of Selectmen
RE: Budget funding oversight

Honorable members of the Board of Finance,

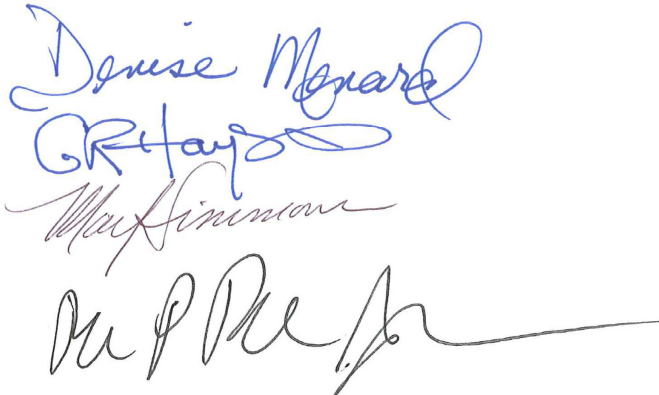
We write to you today to inform you that, after submission of our recommended budget, it was pointed out that a line had not been created in the submitted budget to fund the Property Tax Relief Program for the Elderly and Permanently Disabled.

As you know, this revolving property tax relief program was created and favorably accepted at a town meeting last spring with the intention of being funded in the budget currently under consideration.

During the working group that was tasked with drafting the ordinance, and in discussions at public Board of Selectmen meetings, the intent had been to designate the amount of not more than \$10,000 in an account to be created in the new budget.

We would favorably support adoption and implementation of the new revolving loan program, as it provides a means by which disadvantaged seniors and disabled residents may offset some costs associated with increased property tax rates.

Respectfully,



The block contains four handwritten signatures. The top signature is in blue ink and appears to read 'Denise Menard'. Below it is another signature in blue ink, possibly 'G. R. Hayes'. The third signature is in black ink and appears to read 'Max Simonson'. The bottom signature is in black ink and is a long, stylized signature, possibly 'Du P. P. P.'.