

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

**MINUTES OF REGULAR MEETING,
April 20, 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, Marie DeSousa, Jason Bowsza, and Kathleen Pippin

Members Absent: None

Alternates Present: Jamie Daniel

Alternate Absent: Thomas Baker

Others: Denise Menard, Catherine Cabral, Richard Pippin, Elizabeth Burns, Dale Nelson, Joseph Sauerhoufer, Alan Baker, Leslie Hunt, Chief DeMarco, Laurie Whitten, Paul Anderson, E. Arthur Enderle, III, Patrick Mulkern, Edward Alibozek, Tom Davis, and others

Press: Larry (Patch.com)

I. Call to Order

Chairman Jack Mannette called the Regular Meeting to Order at 7:33 p.m., in the East Windsor Town Hall.

II. Appointment of Alternates

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

III. Approval of Minutes

A. Minutes of March 16, 2011 Regular Meeting

An error was noted in the March 16, 2011 Regular Meeting Minutes. A misspelling of Board Member Danelle E. Godeck was noted. It was improperly spelled Daneli-le E. Godeck.

An error was noted in the March 16, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subparagraph f, Section Registrar is noted.

“...the transfer of \$100 from to the Office Supplies Account No.: 1-01-10-1050-6-610-0000-0 to Local Primary Account No.: **1-01-10-1050-8-811-0000-0**...”

to

“...the transfer of \$100 from the Office Supplies Account 1-01-10-1050-6-610-0000-0 to Registrar of Voters/Local Primary **1-01-10-050-8-811-0000-0**”

and

“...transfer of \$1,146 from Public Safety/Pension Account No.: 1-01-15-2195-2-203-0000-0 to Supplies (Elections) Account No.: 1-01-10-1050-6-615-0000-0....”

to

“...transfer of \$1,145 from Public Safety Pension Plan Account No. 1-01-15-2195-2-203-0000-0 to Registrar of Voters Account No.: 1-01-10-1050-6-615-0000-0...”

An error was noted in the March 16, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VIII, Subparagraph a, Paragraph 1 is noted.

“...indicates she is **comfortable** with the firm..”

to

“...indicates she is **comfortable** with the firm...”

and

“...changes in **Gaspe** and other..”

to

“...changes in **GASB** and other...”

It was **MOVED** (DeSousa) and **SECONDED** (Little) and **PASSED** (U) that the Board of Finance approves the minutes of March 16, 2011 Regular Meeting, as amended.

B. Minutes of March 22, 2011 Special Meeting

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of March 22, 2011 Special Meeting, as presented.

C. Minutes of March 23, 2011 Special Meeting

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the minutes of March 23, 2011 Special Meeting, as presented.

D. Minutes of April 5, 2011 Public Hearing

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the minutes of April 5, 2011 Special Meeting, as presented

E. Minutes of April 6, 2011 Budget Workshop

It was **MOVED** (DeSousa) and **SECONDED** (Little) and **PASSED** (U) that the Board of Finance approves the minutes of April 6, 2011 Special Meeting-Budget Workshop, as presented

F. Minutes of April 8, 2011 Budget Workshop

An error was noted in the April 8, 2011 Special Meeting-Budget Workshop Meeting Minutes. An amendment to the minutes in Section II, Paragraph 1 is noted.

“...except for Ms. Godeck who has indicated she will be late...” should be deleted. Ms. Godeck was at the meeting at the scheduled time.

It was **MOVED** (DeSousa) and **SECONDED** (Little) and **PASSED** (U) that the Board of Finance approves the minutes of April 8, 2011 Special Meeting-Budget Workshop, as amended.

IV. Public Input

Mr. Paul Anderson, Chairman of the WPCA wanted to present some information to the Board of Finance regarding the WPCA Sinking Fund. He thought this information would be beneficial to the Board during their budget discussions.

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (5-1)(M. DeSousa dissenting indicating that maybe the presentation should go before the Board of Selectmen before coming to the Board of Finance.) that the Board of Finance add an agenda item entitled “Presentation of WPCA of Budget Proposed.

Mr. Alan Baker, 43 Spring Street, addressed the Board. He wanted to voice his concerns about the budgets of the Board of Education and Board of Selectmen

and cautioned the Board of Finance not to be a pennywise and a pound short when it comes to cutting the budgets.

V. Communications

None.

A motion was entertained by Mr. Bowsza and seconded by Ms. DeSousa to move the agenda items out of order and to hear VI. Old Business B. 2011-2012 Proposed Budget. Mr. Mannette recommended that the Board stick to the agenda items as listed. Mr. Bowsza withdrew his motion and Ms. DeSousa withdrew her seconded.

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 April 15, 2011 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of March 31, 2011, the cash position of the Town is as follows: Webster Bank \$4,315,317; New England Bank (formerly Enfield Federal Savings) \$554,732; TD Banknorth \$572,925; STIFF \$1,255,141; and MBIA Class \$36,458.

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 03/31/2011". She briefly discussed the figures on the report comparing tax collection of the current year verses the three previous years. The percentage of tax collection is approximately 98.63%. A brief discussion regarding the report was held regarding suspense collections and refunds.

c. Assessor's Report

Ms. Cabral gave to all the Board Members a report dated April 15, 2011 from the Assessor, Ms. Caroline Madore. The report indicates her office is very busy preparing for the upcoming Grand list, processing changes on real estate, personal property, and motor vehicle issues on the Grand List of 10/01/2010 as well as reflecting updates for the upcoming Grand List. The 2012 Revaluation is still scheduled and the Request for Proposal will be released shortly. There is a move to delay the Revaluation to 2013 which requires a legislative change. The Board of Assessment Appeals' decisions were released on 23 Appeals relating to the Real Estate and Personal Property matters. The 23 Appeals files heard equaled total assessment of 30,839,010.

13 Appeals were granted and 10 denied which reduced assessments by 338,660. Using the 2010/2011 mill rate, this assessment reduction equals a tax figure of \$8,126.62, which is a 1.0982% drop.

d. Added Appropriations/Transfers

▪ **Assessor**

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$164.50 from Advertising Account No.: 1-01-10-1035-5-540-0000-0 to Office Equipment Account No.: 1-01-10-1035-7-700-0000-0 and forward to a Town Meeting if necessary.

▪ **WPCA**

Mr. Edward Alibozek, Chief Operator introduced himself to the Board. He gave to the Board Members an eight page presentation, including photographs and maps for their review as he conducted the presentation. The project which is being proposed is to acquire a software program (GIS) to digitize the sewer maps of the Town. He has checked with the Treasurer's Office regarding any monies available in the CNR accounts from projects which have been completed. Monies have been found and at this time, it is being asked to use those monies to fund this project. The software program would be beneficial not only to the WPCA, but other Town departments as well. He discussed the handout page by page.

A discussion was held regarding the preserving of the Town maps with the use of the software and using cameras in the sewer lines to see prospective problems with those lines. A sample of those maps using the software was shown to the Board. It was noted those maps are constantly updated and show great detail, which will benefits many Town Departments, such as, Assessor and Planning Offices.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the request to transfer in the amount of \$19,733.23 to Town Document Fund Account No.: 1-08-55-1025-7-799-0630-0 from WPCA/Prospect Hill Account No.: 1-08-55-1025-7-799-0724-0, and to a Town Meeting if necessary.

▪ **Building Department**

The transfer is being requested from the Building Department to make needed repairs to a truck that is available from the Highway Department prior to being used by the Building Inspector.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$3,000 to the Building Department/Vehicle Maintenance (1125/430) from Section 8-5 (b) (4) (8410/899), as presented, and recommend to a town meeting if necessary.

▪ **Planning Department**

Ms. Laurie Whitten, Town Planner, is requesting a transfer. The sewer expansion along Route 140 is in the works. It is now in the best interest for the Town to continue in a collaborative fashion regarding development of this business corridor. It was indicated this request is not for additional funding. This is only a request to re-appropriate funds within the existing approved Planning budget.

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (5-1) (M. DeSousa dissenting) that the Board of Finance approves the transfer of \$4,400 from the Planning Part Time Salary Line Item 1-01-10-1124-1-101 to Professional Line Item 1-01-10-1124-3-330 and recommend to a Town Meeting, if necessary.

Ms. Cabral indicated an expenditure account needs to be set-up for the State in order to have the funds reimbursed for the Industrial Park Roads Improvement Project.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the setting up an expenditure account (1-42-55-9445-7-700- 0170-0) in the Capital projects section of the budget for the spending of the \$600,000 to be reimbursed through a grant for the East Windsor Industrial Park Roadway Improvement Project.

e. Invoices

• **Journal Inquirer**

Ms. Cabral gave to all Board Members a copy of an invoice from the Journal Inquirer for advertising expenses in the amount of \$52.25. Mr. Mannette signed the invoice for payment in the amount of \$52.25 for advertising.

• **Millman**

Ms. Cabral gave to Mr. Mannette two invoices from Millman for GASB45 valuation in the amount of \$7,750 and OPEB evaluation in the amount of \$1,685.00. Ms. Cabral and Mr Mannette had a brief

discussion and eventually, Mr. Mannette signed the invoice for payment.

VII. Old Business

a. Discussion of Budget Overruns and Added Appropriations General Rules

Mr. Mannette indicated he would assume this subject can be postponed until the next regular meeting due to the budget discussions which need to be completed.

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

b. 2011-2012 Proposed Budget

Mr. Paul Anderson, Chairman of the WPCA, addressed the Board. He gave to all the Board Members a letter dated April 20, 2011. The letter indicated that recently the WPCA had a meeting with Mr. Dennis Greci at DEP. The purpose of the meeting was to outline the WPCA budget, methods of funding and how these funds can be used. Since the DEP is the source of interpretation of Connecticut General Statutes as they pertain to the WPCA, concerns were brought to Mr. Greci. Mr. Greci advised the WPCA to stop taking funds from the Town for the contingency fund, that is jointly funded by the Town and WPCA. He further suggested that the existing funds be divided and returned to the Town and the WPCA. It was his opinion that the WPCA should be funding all sewer repairs and, if necessary, funding this through our contingency fund and through the FCC monies collected. Therefore, the WPCA is asking that the Town stop its annual contribution of \$5,000 to the WPCA Sinking Fund (1-08-55-1025-7-799-0723-0) and that the funds in this account, currently \$12,215.88 be divided, equally, and return to both the Town and WPCA. He hopes this savings will help the town in the current budget process.

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (4-2)(M. DeSousa and J. Bowsza dissenting) that the Board of Finance reduces the WPCA Sinking Fund \$5,000 Account No.: 1-08-55-1025-7-799-0723-0) as requested.

Board Recessed at 8:30 p.m.

Board Reconvened at 8:39 p.m.

A motion was entertained by Ms. DeSousa and seconded by Ms. Godeck to reduced the Board of Education budget by \$320,000. A discussion was held.

Ms. DeSousa indicated she thinks this proposal is suitable and to get the proposed budget any lower, another \$71,000 will need to be cut from the budget and she doesn't see where those cuts can be had. Mr. Mannette felt it could be done through Fund 8. Ms. DeSousa disagreed indicating next year, they will have to make up that money. Mr. Mannette indicated he is against a 1.5% tax increase and insisted it has to be less. Ms. DeSousa indicated that figure is a lot better than 2.2% which was presented last year and failed. Mr. Mannette remarked that the Board is not listening to the majority of voters who do not want an increase. She reminded the Board that last year's budget process after the three referendums reverted to the 2% default budget, which caused many, many transfers, confusion, and Town Meetings. She believes if the budget proposal is under the 2%, the townspeople will pass same. Mr. Mannette disagreed. Mr. Bowsza commented that before the Board just cuts monies from the Board of Education budget, maybe the Board should explain where it thinks the money can be cut from and try to have a dialog with the Board Education.

Ms. DeSousa agreed and began explaining where she believes the monies can be cut. She believes \$25,000 can be cut from the Central Office budget in a line entitled 'substitutes'. She also believes \$191,000 can be cut from the 27th payroll and can be absorbed within their budget. The other suggesting she had was to negotiate a better health insurance rate, because she believes the quote that is given in their budget of \$324,000 is rather high. Mr. Bowsza indicated those suggestions are totally reasonable. Mr. Little indicated that the 27th payroll was discussed last year with Tim Howes, and he indicated it was already included. Ms. Pippin indicated she still believes the budget should be at a 1.7% spending increase. Ms. DeSousa insisted that another \$70,000 in cuts will hurt the town dramatically.

Ms. DeSousa wanted the Board to do the math so everyone would be on the same page. The starting budget was \$33,667,825 minus the agreed reductions of \$206,159 totaling \$33,461,666 minus the reductions of BOE of \$320,000 totals \$33,141,666, which is 1.9% increase. If the Board wants to get the budget down to \$33,052,271, which is a 1.7% increase, the Board will have to come up with an additional \$71,145.

A brief discussion was held. A vote took place.

In favor: Jason Bowsza, Danelle Godeck, and Marie DeSousa

Opposed: Robert Little

Abstained: Kathleen Pippin

Motion passed.

After the motion passed, Ms. Cabral indicated with the reduction of the BOE of \$320,000 the budget as it stands right now is at \$33,141,666, or an 1.58% tax increase and a 1.95% spending increase.

Ms. DeSousa entertained a motion to pass the budget as presented. No one seconded the motion. Mr. Little suggesting taking some projects out of the CIP to come up with the \$71,000. He suggested taking out the Scott Packs for the Fire Department at \$24,000 and taking out a truck from the Public Works Department in the amount of \$45,000 and take those monies out of the reserves.

A motion was entertained by Ms. DeSousa and seconded by Ms. Godeck that the Board of Finance presents a proposed budget to a Town Referendum with reductions of \$206,159 from General Government and \$320,000 from Board of Education, a total budget proposal of \$33,141,666 or an 1.58% tax increase. The increase would be split \$578,245 for Board of Education and \$61,680 for General Government.

Mr. Little indicated he was not in favor of this proposal. Mr. Mannette commented he is concerned because last year, the taxpayers rejected the proposed budgets three times overwhelmingly. He indicated that back in December the Board of Finance and Board of Selectmen requested all departments have a zero growth budget. He explained the Board of Education wherein they requested approximately \$900,000 and that includes the concessions that were given in the amount of \$270,000.

The discussion continued regarding operating budgets and historically what the town has voted as their budgets and tax breaks for farmers.

A vote was taken:

In favor: Marie DeSousa, Jason Bowsza, Danelle Godeck, and Jack Mannette
Opposed: Kathleen Pippin and Robert Little

Motion passed.

Before Mr. Mannette made his vote, he indicated he wanted this budget to pass on the first referendum; however, he warned the Board Members if it doesn't pass at the first referendum, he promises no further concessions will be made on his part.

Mr. Bowsza entertained a motion to adjourn and it was not seconded.

Ms. Cabral confirmed all of the figures with the Board Members.

VIII. New Business

None.

IX. Adjournment

A motion to adjourn was never made. The April 20, 2011 Board of Finance Regular Meeting ended at 9:31 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary