

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

**MINUTES OF REGULAR MEETING,
May 18, 2011 at 7:30 p.m.**

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

Members Present: Jack Mannette, Danelle E. Godeck, Jason Bowsza, Kathleen Pippin, and Marie DeSousa (arrived at 7:35 p.m.)
Members Absent: Robert Little
Alternates Present: None
Alternate Absent: Jamie Daniel and Thomas Baker
Others: Denise Menard, Catherine Cabral, Richard Pippin, Paul Anderson, E. Arthur Enderle, III, Samantha Lee, Edward Alibozek, Tom Davis, and others
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.

II. Appointment of Alternates

Chairman Jack Mannette indicated that Ms. Marie DeSousa will be late and Mr. Robert Little will not be attending this meeting, all other 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

A. Minutes of April 12, 2011 Budget Workshop Meeting

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of April 17, 2011 Budget Workshop Meeting, as presented.

B. Minutes of April 15, 2011 Budget Workshop Meeting

Mr. Mannette indicated this meeting was cancelled; therefore, no minutes have been presented.

C. Minutes of April 19, 2011 Budget Workshop Meeting

It was **MOVED** (Bowsza) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the minutes of April 19, 2011 Budget Workshop Meeting, as presented.

D. Minutes of April 20, 2011 Budget Workshop Meeting

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of April 20, 2011 Budget Workshop, as presented

E. Minutes of April 20, 2011 Regular Meeting

An error was noted in the April 20, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI., Subparagraph b., Paragraph 1 is noted.

“Ms. Kim Scavatto gave to all the...”

to

“Ms. Catherine Cabral gave to all the...”

An error was noted in the April 20, 2011 Regular Meeting Minutes. An amendment to the minutes in Section VI., Subparagraph d., Paragraph 10 is noted.

“...in the Capital projects section of the budget for the spending of...”

to

“...in the Capital Projects Fund for the spending of...”

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of April 20, 2011 Regular Meeting, as amended.

Ms. Marie DeSousa entered the meeting at 7:35 p.m.

F. Minutes of May 10, 2011 Special Meeting

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of May 10, 2011 Special Meeting, as presented.

IV. Public Input

Mr. Paul Anderson of 89 Main Street addressed the Board. He thanked the Board for their efforts in putting a budget together that was able to pass on the first referendum. It is a benefit having a budget for the next fiscal year so early.

V. Communications

Board Member Mr. Jason Bowsza indicated he had received an email dated May 5, 2011 from Chief James Barton of Warehouse Point Fire Department asking why in the budget the fire departments are combined; however, the libraries have two separate lines. Board Member Ms. Marie DeSousa commented that she attended the meeting at the firehouse when this issue was discussed. She subsequently emailed First Selectwoman Denise Menard and Treasurer Catherine Cabral regarding the issue. She has been informed they are working on the issue and Chief Barton has been made aware of it.

VI. Monthly Reports**a. Tax Collector's Report**

Ms. Samantha Lee, Tax Collector gave to all the Board Members a report entitled "Tax Collector's Report to Board of Finance 7/1/2010 through 04/30/2011". She briefly discussed the figures on the report comparing tax collection of the current year versus the three previous years. The percentage of tax collection is approximately 97.32% which is slightly higher than last year's collection. A brief discussion regarding the report was held regarding the tax collection and delinquent tax collection to date.

b. Tax Collector Suspense List

Ms. Samantha Lee began discussing a memorandum she sent to the Board of Finance dated May 12, 2011 regarding suspense transfers. She indicated that every year the tax collector is obligated in accordance with Section 12-165 of the Connecticut General Statutes; to transfer to the Suspense Tax Book any unpaid accounts deemed to be uncollectible. Transferring unpaid accounts to Suspense is not an abatement of any such taxes but a mechanism by which taxes, interest, and penalties remain collectible for the remainder of their fifteen years yet do not represent inflated assets. A Collector's Certification containing a breakdown of the unpaid accounts which the tax collector is recommending to be transferred was given to the Chairman for his signature. The breakdown is as follows: \$21,334.04 (Personal Property), \$35,792.54 (Motor Vehicle), and \$3,915.31 (Motor Vehicle Supplemental). The total transfer is in the amount of \$61,041.90. Mr. Mannette asked if anyone had any questions regarding this document and if they had any objection to same. No objection or questions were entertained and Mr. Mannette signed the Collector's Certification as requested.

c. Assessor's Report

Ms. Cabral gave to all the Board Members a report dated May 16, 2011 from the Assessor, Ms. Caroline Madore. The report indicates the 2012 Revaluation delay has been attached to a bill at the Legislative level according to information from Senator Gary LeBeau. The outcome will not be known until after the first full week of June. Meanwhile, the Assessor's Office is proceeding with the processing of transfers, changes and bill set-up and preparation for issuance of same. The Grand List of October 1, 2011 is fast approaching and preparation for this process is also in the works.

d. Treasurer's Report

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated May 13, 2011 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of April 30, 2011, the cash position of the Town is as follows: Webster Bank \$5,093,446; New England Bank (formerly Enfield Federal Savings) \$757,162; TD Banknorth \$572,083; STIFF \$2,956,298; and MBIA Class \$36,558.

e. 2010-2011 Budget Expenses/Discussion on YTD Expenses

Ms. Catherine Cabral gave to all Board Members a report of 2010-2011 Budget Expenses for their review.

f. Added Appropriations/Transfers

▪ **WPCA**

The first transfer being requested is WPCA/Pump Station from CNR/North Road in the amount of \$1,731.31 for existing pump station repairs. The second transfer is to WPCA/Pump Station from CNR/WPCA Pump Station in the amount of \$4,868.95 for existing pump repairs.

Mr. Edward Alibozek and Mr. E. Arthur Enderle, III of the WPCA were there to discuss this transfer request. They both indicated the funds which were being requested for transfers would be placed into the WPCA/Pump Station Account so the funds can be used if and when there is an emergency which needs to be addressed.

Mr. Paul Anderson, Chairman of the WPCA, also gave an update of the North Road Sewer Project to the Board. He indicated the project is moving forward, but had to start at a different location due to easement complications which are being worked on presently and hopefully be resolved shortly.

A brief discussion was held.

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$1,731.31 to the WPCA/Pump Station Account No.: 1-11-30-0210-4-438 from CNR/North Road Account No.: 1-08-55-1025-7-799-0718-0, as presented, and recommends to a town meeting if necessary.

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$4,868.95 to the WPCA/Pump Station Account No.: 1-11-30-0210-4-438 from CNR/WPCA Pump Station Account No.: 1-11-30-0210-4-438, as presented, and recommends to a town meeting if necessary.

- **Fire Department/Physical & Immunizations**

The transfer is being requested is from the fire departments for physicals and immunizations. The figures are estimates of what the cost of the remaining physicals for the firemen until the end of the fiscal year. It has been requested physicals to take place between July 1 and December 31.

A brief discussion was held.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$4,759.00 to the FD/Physicals & Immunizations Account No.: 1-01-15-2150-3-330-0000-0 from Section 8-5(B)(4) Account No.: 1-01-50-8410-8-899-0000-0, as presented, and recommend to a town meeting if necessary.

- **Advertising and Printing**

The transfer is being requested to Advertising and Printing from Contingency/Section 8-5(B) (4) in the amount of \$2,500. The line inadvertently was overspent

A discussion was held regarding the overspent line and due to the amount of transfers and town meetings to approve same, advertising expenses has increased.

It was **MOVED** (Bowsza) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$2,500.00 to the Advertising and Printing (1070/540) from Contingency/Section 8-5 (B) (4), as presented, and recommend to a town meeting if necessary.

g. Invoices

- **Robinson & Cole, LLP**

Ms. Cabral gave to all Board Members a copy of an invoice from Robinson & Cole, LLP for legal services in regards to the OPEB Trust in the amount of \$198.00. A brief discussion was held. Mr. Mannette signed the invoice for payment in the amount of \$198.00 for legal services.

VII. Old Business**a. Discussion of Budget Overruns and Added Appropriations
General Rules**

Ms. Danelle Godeck indicated she has contacted a gentleman from CCM regarding the Overruns and Added Appropriations General Rules and wanted his opinion of the policy which is presently in effect. She indicated some changes were made to the policy. She began explaining those changes to the Board Members. The first change was in Paragraph I entitled "Budget Overruns and Added Appropriations". She read the paragraph which indicates with the exception of the Board of Education and Police Department, it is the First Selectman's and/or the Treasurer's responsibility to address potential budget overruns. It is the Police Commission's responsibility to address any potential overruns. It is the Board of Education's responsibility to handle any internal transfers; however, any potential budget overruns of the Board of Education shall be brought to the Board of Finance.

Ms. Godeck then discussed the definitions as listed in the policy. In regards to the transfer definitions, transfers within the general fund budget, allocating funds from one line to another line requires Board of Selectmen approval and recommendation to the Board of Finance and town meeting if necessary. The word "or" was listed in the steps and it was decided to take out the word "or" and list the transfer requests which are done in steps.

The section entitled "Department Budget Management" was discussed. It was decided to take out the word "for" which was listed in each step listed as a., b., c., and d.

The last section discussed was "unpaid invoices". It was decided to add the word "and" where it says "...over \$200 and over forty-five (45) days..." A discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (4-0) (J. Mannette abstained) that the Board of Finance approves the Revised

Budget Overruns and Added Appropriations General Rules as submitted by Ms. Danelle Godeck with the changes recommended this evening.

b. 2011-2012 RFP's Town Auditor

Ms. Catherine Cabral gave to all Board Members documentation regarding the RFP for auditing services along with reference checks on two of the top three bidders. The Town of East Windsor solicited proposals from qualified firms to complete the town audit for the year ending June 30, 2011 and for as many as two subsequent years. Currently, the town audit is performed by BlumShapiro. The companies that responded to the RFP were: Marcum, LLP; Kostin, Ruffkess & Co., LLC; CCR, LLP; O'Connor, Davis, Munns, and Dobbin; and BlumShapiro. The fees for services ranged from \$37,000 to \$48,000.

A lengthy discussion was held. Mr. Mannette indicated that Mr. Robert Little has sent an email, which he shared with all Board Members, on his thoughts of the RFP. It was his opinion to stay with BlumShapiro considering the current working relationship the town has with the firm. The discussion continued.

It was **MOVED** (Bowsza) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance appoints the firm CCR, LLP as the Town Auditor for the next three years beginning for the year ending June 30, 2011.

Chairman Jack Mannette began speaking of the process of sending out the RFPs and opening those bids. He indicated the bids were to be opened on April 29, 2011 and then the lists of names are to be given to the Board of Finance for approval. He indicated those sealed bids were sent to the Treasurer's office and opened. He indicated he received an email from Leslie of BlumShapiro indicating that she had spoken to the First Selectwoman and it was indicated another firm had bid lower than BlumShapiro by approximately \$2,000. His concern was that this information was given to Leslie before the Board of Finance was given the information.

First Selectwoman Denise Menard interjected and indicated to the Board of Finance that she did speak to Leslie and she did tell her that there was a firm who bid lower than BlumShapiro. However, those sealed bids were opened on April 29, 2011 and are public knowledge. Ms. Menard inquired with Mr. Mannette if she should have referred the phone call to the Board of Finance. Mr. Mannette did not answer Ms. Menard, but indicated he was concerned of an ethics violation. Again, Ms. Menard, Ms. DeSousa, and Ms. Cabral all indicated to Mr. Mannette, the sealed bids were opened on April 29, 2011 and that information is public knowledge. Mr. Mannette was asked the date of the email. He indicated it was dated May 12, 2011. Mr. Mannette's concern was that the Board of Finance did not have the information before the bidders did.

Ms. Godeck confirmed that she had all the information from the RFP before the May 12, 2011 email. Ms. DeSousa wanted to put on the record that the email communication from Leslie was not given to the Board; however, the Board did have all of the information from the RFPs and there was no ethics violation. Ms. Godeck again reiterated the Board had access to the bids on May 10, 2011. Ms. DeSousa then read from the email dated May 12, 2011 from Leslie Zoll to Jack Mannette. Ms. Cabral and Mr. Anderson began to explain the bidding process again to the Board of Finance and indicated that once those bids are opened, they are public knowledge.

VIII. New Business

None.

IX. Adjournment

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the May 18, 2011 Regular Meeting at 9:02 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary