

**BOARD OF FINANCE
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Wednesday, March 21, 2012 at 7:30 p.m.

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

Members Present:	Jason Bowsza, Joseph Pellegrini, Jerilyn Corso, and Kathleen Pippin
Members Absent:	Marie DeSousa and Danelle E. Godeck
Alternates Present:	Paulette Broder and Sharon Tripp
Alternate Absent:	None
Others:	Catherine Cabral, Denise Menard, Richard Pippin, Kim Lord, Jack Mannette, Robert Little and a few others
Press:	None

I. Call to Order

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

II. Appointment of Alternates

Chairman Jason Bowsza indicated that two Regular Members were absent and the two Alternate Members are present.

It was **MOVED** (Pippin) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance appoints Ms. Sharon Tripp a voting member to replace the Regular Member, Ms. Marie DeSousa which will not be attending said meeting.

It was **MOVED** (Corso) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance appoints Ms. Paulette Broder a voting member to replace the Regular Member, Ms. Danelle E. Godeck until such time Ms. Godeck arrives.

III. Added Agenda Items

Chairman Jason Bowsza indicated he would like to add the approval of the Joint Meeting Minutes of February 7, 2012 between the WPCA, BOS and BOF as item IV. Approval of Minutes, b. Joint Meeting Minutes of February 7, 2012.

It was **MOVED** (Tripp) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance accepts the Agenda as amended.

IV. Approval of Minutes

a. Minutes of Regular Meeting of February 15, 2012

An error was noted in the February 15, 2012 Regular Meeting Minutes. An amendment to the minutes in Section V, Subparagraph a, Paragraph 2 is noted.

“...is referring to.”

to

“...is referring to in the September 2011 General Fund Report.”

It was **MOVED** (Pippin) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the minutes of February 15, 2012 Regular Meeting, as amended.

b. Minutes of Joint Meeting of February 7, 2012 (WPCA, BOS, & BOF)

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the minutes of February 7, 2012 Joint Meeting, as presented.

IV. Public Input

Mr. Jack Mannette of Old Ellington Road, Broad Brook, addressed the Board. He mentioned that he attended the Board of Selectmen Meeting last evening and discussed this issued. He indicted that during a February 7, 2012 Regular Board of Selectmen Meeting, the Board came out of Executive Session and voted unanimously to increase the Director of

Public Works/Town Engineer salary to \$94,600 effective next pay period. This action was done even though several members of the Board of Selectmen are aware of the following:

- The Charter Section 4-8 Compensation says that the members of the Board of Selectmen, its employees and appointed personnel shall receive such compensation as may be determined by the budget submitted to and adopted as a result of the approved Annual Town Budget.
- The budget, as submitted and approved had the following statement included in the 2011-2012 salary analysis backup sheet provided to the Board of Finance. “There are no budgeted increases for non-union personnel”.
- The detail budget by department reflects that the Director of Public Works/Town Engineer salary was approved at \$84,689. This increase

salary represents an annual increase of \$9,911 (\$826 per month) or an 11.7% increase.

This action by the Board of Selectmen reflects a disregard for the Town Charter, a disregard for following the approved budget, poor fiscal judgment with regard to employment compensation in economic hard times, and poor management by setting an annual increase of 11.7% when the Town is in union negotiations with Public Works, Police and Supervisors Unions and will shortly in negotiations with the Clerical Union. He would recommend that the Board of Finance guide the Board of Selectmen.

V. Communications

Chairman Jason Bowsza gave copies of all budget related materials to the Board Members for their review.

VI. Monthly Reports

a. Tax Collector's Report

Ms. Cabral introduced to all of the Board Members the new Tax Collector, Kim Lord. Ms. Lord gave a copy of her reports to the Board Members for their review; the reports were entitled "Town of East Windsor Report of Tax Collector Monthly Collectible" and "Cumulative Report of Cash". A brief discussion was held regarding the reports and how to read same. There was also a brief discussion of the collection of delinquent taxes, using services of collection agencies, marshals, and an attorney to collect those taxes.

A brief discussion regarding the report was held regarding the revenue comparison report and the building department already collected above from last year.

b. Treasurer's Report

Chairman Jason Bowsza commented that Ms. Cabral has been revamping the reports. Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated March 15, 2012 for their review. Ms. Cabral indicated that as of February 29, 2012, the State Revenue increased by \$230,071, due mainly to the ECS monies and tax relief. She indicated that the local revenue increased by \$26,493. The total general cash position as of February 29, 2012 is \$11,116,932, an increase from January due to tax collections.

A brief discussion was held.

c. Assessor's Report

Ms. Cabral discussed the report of Ms. Carol Madore, Assessor, dated addressed the Board regarding her report dated March 15, 2012. In that report, Ms. Madore attached the Top Ten Taxpayer List for the Board to review for the Grand List of October 1, 2011. Currently, applications are being accepted for the Homeowners, Additional Veterans, and Disabled benefits. She attached a Memorandum which was delivered to the Board of Selectmen on March 6, 2012 for the Board to review. New real estate software delivery, training, and updating will begin sometime in April. The Board of Assessment Appeals has begun their Hearings. Hearing began on March 5, 2012, with decisions to be made by the end of March. In all, 84 Appeals were filed: 1 motor vehicle, 2 personal property, and 56 real estate.

d. Added Appropriations/Transfers (2011-2012 Budget)

- **Assessor**

Ms. Cabral gave a copy of the transfer request form signed and asked for by the Assessor's Office. She explained that the transfers are to the Assessor's office to fund revaluation portion of sub-contractors work and for salary overtime to fund revaluation portion of staff work.

A lengthy discussion was held regarding the transfers and the reason why the transfers were needed.

It was **MOVED** (Pellegrini) and **SECONDED** (Broder) and **PASSED** (U) that the of Board of Finance approves the transfer of up to \$17,000 to the Assessor/Purchased Services (1035/390) from CNR (1025/0110), as presented, and recommend to a town meeting if necessary.

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the of Board of Finance approves the transfer of up to \$45,000 to the Assessor/Salary Overtime (1035/102) from CIP (9447/0110), as presented, and recommend to a town meeting if necessary.

- **Capital & Non-recurring**

Ms. Cabral indicated the monies are being taken from the CNR in various lines is due to the fact that the projects have been completed and the balance is being transferred to other projects which have recently been requested. All of the transfers are related to the CIP projects. For example, she indicated since the money is available, why wait to get the locker room project at the police station until July 1, it can begin now another project she mentioned were the doors at the Broad Brook Elementary School.

It was **MOVED** (Pellegrini) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the transfers of \$24,725.00 to the CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0 from CNR-BBFD/SC Energy Conservation Account No.: 1-08-55-1025-7-799-0135-0; and, \$16,163.24 to the CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0 from CNR-P.W. Annex Renovations Account No.: 1-08-55-1025-7-799-0482; and, \$17,187.32 to the CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0 from CNR-Town Public Safety Plan Account No.: 1-08-55-1025-7-799-0653-0000-0; and, \$16,105.56 to the CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0000-0 from CNR-Treasurer GASB Account No.: 1-08-55-1025-7-799-0666-0, as presented. Total amount being transferred into the Unassigned is \$74,181.22. Also recommend to a town meeting if necessary.

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance approves the transfers of \$15,000.00 to the CNR-Town GIS Account No.: 1-08-55-1025-7-799-0657-0 from CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0; and, \$10,000.00 to the CNR-FD Replace Vehicle Account No.: 1-08-55-1025-7-799-0139-0 from CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0; and, \$25,000.00 to CNR-Police Department Renovations Account No.: 1-08-55-1025-7-799-0469 from CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0; (1025/0110), as presented. Total amount being transferred out of the Unassigned is \$60,000.00. Also recommend to a town meeting if necessary.

It was **MOVED** (Pellegrini) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the transfers of \$16,8000.00 to CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0 from CNR-BOE Educational Special Study; and, \$30,000.00 to the CNR-BOE BB/MS Exterior Doors Remove/Install Account No.: 1-08-55-1025-7-799-0133-0 from CNR Unassigned Account No.: 1-08-55-1025-7-799-0658-0, as presented, and recommend to a town meeting if necessary.

- **Parks and Recreation**

Mr. Bowsza referred everyone to the memorandum he spoke about in the Communications portion of the meeting. The memorandum is from Ms. Melissa Maltese, Director of Parks and Recreation regarding the transfer of monies to the Parks and Grounds Line within the Department of Public Works budget. The request is to transfer \$2,500 from the Parks and Recreation Part-Time Salary Account to Public Works – Overtime Parks and Recreational Grounds.

A lengthy discussion was held.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (5-1)(K. Pippin dissenting) that the Board of Finance approves the transfer of \$2,500 from Account No.: 1-01-40-6315-1-101-0000-0 Parks and Recreation Part-Time Salary to Account No.: 1-01-25-3180-1-112-0000-0 Public Works – Overtime Parks and Recreational Grounds as presented and recommend to a Town Meeting if necessary. .

VII. Matters referred from the Board of Selectmen

Chairman Jason Bowsza indicated nothing was referred to this Board from the Board of Selectmen Meeting of March 20, 2012 other than the transfers that were previously discussed in the meeting.

VIII. Unfinished Business

a. Review 2012 Finance Board's 2012-2013 Budget Hearings and Workshop Dates

Mr. Bowsza gave to all Board Members copies of the notices for all budget workshop meetings scheduled, times of meetings and locations of the meetings. He reminded everyone of the Public Hearing scheduled tomorrow evening at 7:30 p.m. It will take place at the Town Hall. He reminded everyone that there is another Public Hearing scheduled for April 11th and suggested having another budget workshop meeting with all three Boards, Board of Selectmen, Board of Education and Board of Finance to discuss how to move forward before the referendum scheduled for May 8th. It was suggested the joint meeting be held on April 12, 2012 at 7:00 p.m. at the Town Hall. Mr. Bowsza indicated he would notice all of the Boards and the Town Clerk of that meeting.

There was a discussion regarding when the notice of the referendum and the proposed budgets were due at the Town Clerk's Office. It was believed the date was April 26, 2012, but Ms. Cabral and Ms. Menard would confirm that date.

VIII. New Business

a. Budget Presentation Review

Ms. Cabral gave to all Board Members a copy of the presentation which will be used at the Public Hearing on March 22, 2012. Mr. Bowsza briefly discussed how the proposed budget will be presented. Mr. Pellegrini has agreed to explain the MBR and Mr. Bowsza will explain the revenue portion. Mr. Pellegrini rehearsed his presentation in front of the Board.

A brief discussion was held.

IX. Invoice Authorization

Ms. Cabral indicated there was an invoice which needed to be authorized and sign, however, it was for the North Road Sewer Project funding and she indicated it did not have to be done until April.

A brief discussion was held.

It was **MOVED** (Corso) and **SECONDED** (Broder) and **PASSED** (3-2) that the Board of Finance postpone signing an invoice in regards to the North Road Sewer Project until the next regular meeting in April.

X. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance adjourns the March 21, 2012 Regular Meeting at 9:09 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary