

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

MINUTES OF REGULAR MEETING

Wednesday, February 20, 2013 at 7:30 p.m.

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

Members Present:	Jason Bowsza, Joseph Pellegrini, Danelle E. Godeck, Kathleen Pippin, Jerilyn Corso, and Sharon Tripp
Members Absent:	None
Alternates Present:	Gilbert Hayes
Alternate Absent:	Paulette Broder
Others:	Catherine Cabral, Denise Menard, Richard Pippin, and James Barton
Press:	Doug Maine (Journal Inquirer)

I. Call to Order

Chairman Jason Bowsza called the Regular Meeting to Order at 7:31 p.m., in the East Windsor Town Hall.

II. Appointment of Alternates

Chairman Jason Bowsza indicated that all regular members of the Board are present.

III. Added Agenda Items

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance adopts the Agenda as presented.

IV. Approval of Minutes

Regular Meeting of January 16, 2013

An error was noted in the January 16, 2013 Regular Meeting Minutes. An amendment to the minutes in Section IV., last paragraph was noted. The following is the amendment:

“...that the Board of **Selectmen** approves the minutes...”

to

“...that the Board of **Finance** approves the minutes...”

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of January 16, 2013 Regular Meeting, as amended.

IV. Public Participation

None.

V. Communications

Mr. Bowsza indicated that he forwarded an email to all Board Members from Chief Clynch from the East Windsor Ambulance, attached in the email was the audit of East Windsor Ambulance.

Mr. Bowsza commented on a letter he has received a FOI request formally requesting any and all documents associated with the purchase of a 2009 Pierce Pumper Fire Truck for the Warehouse Point Fire District. This request came from James Barton as an individual and citizen. Mr. Bowsza indicated the letter was also sent to the First Selectman's Office and that office will respond to same.

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 February 14, 2013 for their review. Ms. Cabral indicated that as of January 31, 2013, the revenue received was \$10,356,113. Overall the revenues received for the month of January are at 86.83%. She indicated that the local revenue increased by \$38,867 this month of which \$12,416 is from the Town Clerk fees and \$10,667 is from Building Permit fees. The total general cash position as of January 31, 2013 is \$14,491,396. Webster General Fund cash as of January 31, 2013 is \$3,728,479. Tax Collections net of refunds for the month are \$8,946,712.

A brief discussion was held.

b. Assessor's Report

Ms. Cabral indicated that in the Board Member's packets is the Assessor's Report dated February 14, 2013. In that report, the Assessor discusses the Motor Vehicle Supplemental (Grand List of October 1, 2010) that has been completed and billed. The Revaluation of October 1, 2012, the vendor is currently working on setting up the new real estate software for East Windsor's use. Training will begin shortly following the Grand List in order that we may continue to process in two systems, old vs. new. Board of Assessment Appeals will have a special meeting to be held sometime soon which the new Board will select a Chairman and will begin the appeal set up for hearing in March of 2012.

It was asked if Ms. Madore could attend the next meeting to give the Board a run down on the implications the revaluation has on the budget.

c. Tax Collector's Report

Ms. Cabral gave a copy of the Tax Collector's 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". Ms. Cabral indicated the Tax Collector has been doing a great job in collection of delinquent taxes which shows in the reports.

A brief discussion was held regarding the reports.

d. 2012-2013 Budget Added Appropriations/ Transfers**▪ Parks and Recreation (Transfer No. 15)**

Ms. Cabral indicated this is a transfer to designate the part time grounds salaries as its own separate line to be titled Ground Salaries within the Parks and Recreation Budget.

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$10.00 from Account No.: 1-01-40-6315-1-101-0000-0 (Part Time Salary) to Account No.: 1-01-40-6315-1-128-0000-0 (Part Time Ground).

▪ Selectman (Transfer No. 16 and 17)

Ms. Cabral indicated these two transfers are in relation to employee benefits, one is a retired employee the other is a deceased employee.

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$1,700.00 from Account No.: 1-01-50-8410-8-890-0000-0 (Contingency) to Account No.: 1-01-10-1195-2-204-0000-0 (Retirement Enhancement) and to transfer \$8,175.00 from Account No.: 1-01-50-8410-8-890-0000-0 (Contingency) to Account No.: 1-01-25-3195-2-2041-0000-0 (Retirement Enhancement) and refer said transfer to a Town Meeting.

▪ **Emergency Management (Transfer No. 18)**

The next transfer is for Emergency Management in the amount of \$725.00. It was explained by the Ms. Cabral and Ms. Menard that due to the fact the Town does not currently have a shelter which could house people during an emergency, the Emergency Management Team decided during the last storm to rent a generator in the anticipation of the storm. The generator was picked up by the Public Works Department, so the Town would not be responsible for a delivery charge. In order to reserve the generator, the cost is \$725.00.

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance a transfer in the amount of \$725.00 from Account No.: 1-01-50-8410-8-890-0000-0 (Contingency) to Account No.: 1-01-15-2170-7-701-0000-0 (Emergency Management – Equipment) and recommends to a Town Meeting, if necessary.

▪ **Police (Transfer Nos. 19 and 20)**

The next transfers discussed were from the Police Department. It was explained by the Ms. Menard and Ms. Cabral due to the recent retirements and/or resignations and injuries sustained by police officers which are out on long term sick leave, the overtime salary line is very low (approximately \$8,000). However, the overtime salary line will have to be used most likely until the end of the year when the three new police officers, who are in the academy, will be working full time at the police department. The police are requesting a transfer in the amount of \$74,000 to the overtime line. An additional \$6,000 is being requested to the gas and oil line due to the fact that gas prices have exceeded their projection. Consumption is as projected, but the overall price per gallon has increase beyond expectation.

A brief discussion was held.

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance a transfer of \$40,000.00 from Account No.: 1-01-15-2195-2-200-0000-0 (Public Safety Health/Life Insurance) and transfer of \$34,000.00 from Account No.: 1-01-15-2195-1-103-

0000-0 (Public Safety Workers' Compensation) to Account No.: 1-01-15-2145-1-103-0000-0 (Salary – OT Variable) and recommends to a Town Meeting and transfer \$6,000.00 from Account No.: 1-01-15-2195-2-202-0000-0 (Public Safety Worker's Compensation) to Account No.: 1-01-15-2145-6-620-0000-0 (Gas & Oil) and recommends to a Town Meeting.

▪ **Selectman (Transfer No. 21)**

It was explained that this transfer is in relation to gas and oil used by the past IT person.

It was **MOVED** (Tripp) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the transfer of \$245.00 from Account No.: 1-01-25-3180-6-620-0000-0 (Public Works – Gas and Oil) to Account No.: 1-01-50-8425-6-620-0000-0 (I.T. Gas and Oil) and recommends to a Town Meeting, if necessary.

VII. Matters referred from the Board of Selectmen

Ms. Menard addressed the Board. She indicated that at the last Board of Selectmen Meeting it was discussed on how to explain to the general public about the revaluation process and how it affects taxes and the mill rate. She has met with the Treasurer, Tax Collector and Assessor. They have composed a few paragraphs which explain the how the process works and how it will affect the taxes and/or mill rate. She gave a copy of the explanation to all of the Board Members for their review. She indicated that the Board of Selectmen would like this to be done in letter form and sent to the newspapers as a letter to the editor to get the information out to the public. It was also suggested that a presentation be done at the Senior Center. Mr. Pellegrini suggested making the explanation done by way of illustration vs. words because some people would be turned off on reading the lengthy explanation, but would look at an illustration.

A brief discussion was held and it was the general consensus that the Board would endorse this letter.

The next matter which was discussed was the budget process. Ms. Menard indicated that all of the Board Members were given their budget books for the upcoming budget discussions for fiscal year 2013-2014. She also gave to the Board a draft of the proposed calendar for the budget process. She suggested to the Board to make the process easier, if a department or commission is not asking for an increase, that those departments and/or commissions would have the option to present their budget to the Board. She gave an example of the VNA, which doesn't ask for an increase, yet presents every year. She did suggest that complex budgets, such as, police and fire departments, come and give a presentation to the Board discussing their budget proposal.

She invited to the Board of Finance Members to attend the budget workshops that are scheduled to hear presentations. The schedule of the Board of Selectmen budget workshops are for Monday, February 25, 2013; Tuesday, February 26, 2013; Wednesday, March 6, 2013; and Thursday, March 7, 2013. The budget workshop meetings will take place at the Town Hall beginning at 5:30 p.m. It was the general consensus that the Saturday, March 9, 2013 budget workshop will be scheduled if needed.

Board Recessed at 8:32 p.m.

Board Reconvened at 8:37 p.m.

Ms. Danelle Godeck left the meeting at 8:32 p.m.

Chairman Jason Bowsza indicated that Ms. Danelle Godeck has left the meeting and a motion would be in order appointing an alternate as a voting member.

It was **MOVED** (Tripp) and **SECONDED** (Corso) and **PASSED** (U) that Mr. Gilbert Hayes be appointed as a voting member in place of Regular Member, Ms. Danelle Godeck.

VIII. Unfinished Business

a. EW Housing Authority Payment

It was indicated that the last regular meeting of the Housing Authority was cancelled.

It was **MOVED** (Tripp) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Finance postpones the discussion regarding the East Windsor Housing Authority Payment until the next regular meeting scheduled in March.

b. Audit Update

It was asked if the audit was complete. Ms. Cabral indicated that she has emailed the auditors asking for the letter which needs to be approved at a Town Meeting. A Town Meeting has been scheduled for March 5, 2013 for the acceptance of the transfers along with the approval of the auditor's letter. Ms. Menard asked Ms. Cabral if she could call the auditors and that letter before the scheduled meeting.

IX. New Business**a. Board of Education Pension Fund Contribution**

Ms. Cabral indicated that the Board of Education has paid their pension fund contribution. She has seen the check register this week and it was in that register.

b. Budget Timelines/Schedule FY 2013-2014

Mr. Bowsza gave to all Board Members a copy of the anticipated time line for the budget process. He indicated that budget workshops for the Board of Finance will begin around April 16, 2013. The Board of Selectmen and Board of Education will be presenting their budgets on March 19, 2013. Ms. Cabral and Mr. Bowsza commented that they will be inquiring to places where the Board can meet to discuss the budget. It was suggested having the meetings at Scout Hall. The meetings will be approximately 2 hours long. Mr. Bowsza indicated he would contact the Chairman of the Board of Education to inform him that the presentation of the Board of Education budget will be March 19, 2013.

X. Invoice Authorization

One invoice was given to Mr. Bowsza for signature. The invoice was in the amount of \$705.00 for the printing of the annual report. Mr. Bowsza signed the invoice, no objections were heard.

XI. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance adjourns the February 20, 2013 Regular Meeting at 8:50 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary