

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

**MINUTES OF REGULAR MEETING  
Wednesday, June 19, 2013 at 7:30 p.m.**

**DRAFT DOCUMENT** – *These minutes are not official until approved at a subsequent meeting*

**Members Present:** Jason Bowsza, Jerilyn Corso, Danelle Godeck, Joseph Pellegrini, Kathleen Pippin, and Sharon Tripp.  
**Members Absent:** All members were present.  
**Alternate Present:** Gilbert Hayes  
**Alternate Absent:** Paulette Broder  
**Others:** Catherine Cabral, Town Treasurer; Denise Menard, First Selectman; Selectmen: Dale Nelson; Richard Pippin; Water Pollution Control Authority: E. Art Enderle, III, Superintendent; Paul Anderson, Chairman, WPCA Commission.  
**Press:** No one from the press was in attendance.

**I. Call to Order:**

Chairman Bowsza called the Meeting to Order at 7:30 p.m.

**II. Time and Place of Meeting:**

Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**III. Appointment of Alternates:**

Chairman Bowsza noted all members are present this evening; it will not be necessary to appoint an Alternate member for this meeting.

**IV. Added Agenda Items:**

**MOTION:** To ADD under New Business, Item b) Discussion of Veterans Commission request.

Godeck moved/Tripp seconded/VOTE: In Favor: Unanimous

**MOTION:** To ADD under New Business, Item c) Mahoney & Sabol engagement letter.

Godeck moved/Tripp seconded/VOTE: In Favor: Unanimous

**MOTION:** To ADOPT the Agenda for the June 19, 2013 Regular Meeting of the Board of Finance as amended,

Pellegrini moved/Godeck seconded/VOTE: In Favor: Unanimous  
(No one opposed/No abstentions)

**MOTION:** To GO OUT OF THE POSTED AGENDA ORDER and hear New Business, Item a) North Road Sewer Expansion Phase II next.

Godeck moved/Tripp seconded/VOTE: In Favor: Unanimous  
(No one opposed/No abstentions)

**XI. New Business/a) North Road Sewer Expansion Phase II:**

E. Art Enderle, III, Superintendent of the Water Pollution Control Authority (WPCA), and Paul Anderson, Chairman of the WPCA Commission advised the Board that as they did with Phase I of the North Road Sewer Expansion Project, it is the intent of the WPCA to lend money to the Town to minimize the amount of short-term financing for Phase II. Mr. Enderle referred to his memo dated June 19, 2013 which summarizes the status of the WPCA's previous funding, and confirms the WPCA's intent to provide additional funding for Phase II at this time. All money lent to the Town would be returned to the WPCA when the USDA begins its reimbursement process.

Mr. Enderle and Mr. Anderson reiterated they represent the WPCA's support of this proposal.

Treasurer Cabral reported a Resolution has previously been approved to authorize she and First Selectman Menard to seek funding; this proposal – to transfer \$160,000 from the Sewer Assessment Fund and to transfer \$300,000 from Capital Projects – is interim funding until the USDA reimburses the Town for the project.

Chairman Bowsza questioned that this money will not be going into the General Fund, and will have no impact on the current budget? Treasurer Cabral concurred, the proposal will have no impact on the current budget; money is being transferred specifically to the North Road Sewer Expansion Phase II project. These transfers are being done on a short-term basis until approximately July 13<sup>th</sup>; short term financing will be acquired at that time and the transferred funds will be returned to the WPCA. USDA will provide their funding when the project is 75% completed. .

**MOTION:** To APPROPRIATE \$300,000 from Capital Projects to the North Road Sewer Expansion Phase II. All funds will be returned to the appropriate coffers once the USDA begins the reimbursement process.

Pellegrini moved/Godeck seconded

DISCUSSION: None

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

**MOTION:** To APPROPRIATE \$160,000 from the Sewer Assessment Fund to the North Road Sewer Project, Phase II. All funds will be returned to the appropriate coffers once the USDA begins the reimbursement process.

Pellegrini moved/Godeck seconded

DISCUSSION: None

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

**MOTION:** To RETURN TO THE REGULAR AGENDA ORDER.

Pellegrini moved/Godeck seconded

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

**V. Approval of Minutes:**

- **DRAFT Special Meeting Minutes of May 13, 2013:**

**MOTION:** To ADOPT the Minutes of the Board of Finance Special Meeting dated May 13, 2013, as amended: to correct the spelling of Ms. Godeck's name from Godek to Godeck wherever it appears in the Minutes.

Godeck moved/Tripp seconded/VOTE: In Favor: Unanimous

- **DRAFT Public Hearing Minutes of May 13, 2013:**

**MOTION:** To ADOPT the Minutes of the Board of Finance Public Hearing dated May 15, 2013, as amended: to correct the spelling of Ms. Godeck's name from Godek to Godeck wherever it appears in the Minutes.

Pellegrini moved/Tripp seconded/VOTE: In Favor: Unanimous

- **DRAFT Regular Meeting Minutes of May 15, 2013:**

**MOTION:** To ADOPT the Minutes of the Board of Finance Regular Meeting dated May 15, 2013, as amended: to correct the spelling of Ms. Godeck's name from Godek to Godeck wherever it appears in the Minutes, and to correct the identification of the Alternate Member as Paulette Broder rather than Pauline Broder.

Pellegrini moved/Tripp seconded/VOTE: In Favor: Unanimous

- **DRAFT Public Hearing Minutes of May 29, 2013:**

**MOTION:** To ADOPT the Minutes of the Board of Finance Public Hearing dated May 29, 2013, as amended: to correct the spelling of Ms. Godeck's name from Godek to Godeck wherever it appears in the Minutes.

Pellegrini moved/Tripp seconded/VOTE: In Favor: Unanimous

- **DRAFT Special Meeting Minutes of May 29, 2013:**

**MOTION:** To ADOPT the Minutes of the Board of Finance Special Meeting dated May 29, 2013, as amended: to correct the spelling of Ms. Godeck's name from Godek to Godeck wherever it appears in the Minutes.

Pellegrini moved/Corso seconded/VOTE: In Favor: Unanimous

- **DRAFT Special Meeting Minutes of June 11, 2013:**

**MOTION:** To ADOPT the Minutes of the Board of Finance Special Meeting dated June 11, 2013, as presented.

Pellegrini moved/Tripp seconded/VOTE: In Favor: Unanimous

**VI. Public Participation:**

No one requested to speak.

**VII. Communications:**

Chairman Bowsza acknowledged receipt of the following correspondence:

- E-mail from Deanna and Rob Elliott expressing support of a higher budget
- E-mail from Dr. Teresa Kane, Superintendent of the East Windsor School System, regarding the projected surplus.
- Memo from Brian Mahoney, Chief Finance officer, State of Connecticut – Division of Finance and Internal Operations regarding state reimbursement of public school transportation. Chairman Bowsza suggested the State will be flat-funding transportation costs; for the Fiscal Year 2013 the State's funding to East Windsor was \$87,169; that same amount will be received for the next two years.
- Document reflecting itemization of State funding for Fiscal Year 2013 to 2015 after the State budget was passed.

**VIII. Monthly Reports/a. Treasurer:**

Treasurer Cabral provided the Board her memo dated June 13, 2013, which reflects the following update of Revenue receipts for the month of May, 2013:

- Overall revenues in the amount of \$363,955, which is at 102.29% Treasurer Cabral indicated the Excess Cost Grant for the Board of Education has not yet been taken out as agreed to in Fund 67.
- State Revenue in the amount of \$206,444.
- Local Revenue increased by \$56,412 of which \$29,604 from Building Permit Fees, \$10,910 from Town Clerk fees, and \$2,462 from Planning/Zoning Fees.

- General Fund cash position is \$9,433,729.
- Webster General Fund cash is \$2,600,568.

**Assessor's Report:**

Treasurer Cabral reported the Assessor's Report remains pending at this time.

**Tax Collector:**

Treasurer Cabral provided the Board with a report from the Tax Collector which indicates that the percentage of revenue received for 2012-2013 is 101.099%.

**b. 2012-2013 Budget added appropriations/transfers:**

- **Public Works Department:**

Treasurer Cabral indicated this transfer is to open this line item.

**MOTION:** To APPROVE Transfer 26 for \$10.00 from Acct #1-01-25-3180-1-101-0011-0 Public Works – P/T Salary Office to Acct #1-01-25-3180-1-101-0012-0 Public Works – P/T Salary Inspection, and send Transfer 26 to Town Meeting.

Pellegrini moved/Godeck seconded

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

- **Assessor's Office:**

Treasurer Cabral indicated \$3,700 of this transfer request provides funding for the final bill for the real estate subcontractor for the revaluation and additional associated administrative costs, while \$7,700 represents funding to cover contractual payroll obligations.

**MOTION:** To APPROVE Transfer 27 for \$3,700.00 from Acct #1-01-50-8410-8-890-0000-0 Contingency to 1-01-10-1035-3-390-0000-0 Other Purchased Services, and to APPROVE Transfer 28 for \$7,700.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefit-Health/Life Insurance to Acct #1-01-10-1035-1-100-0000-0 Salary – Full Time, and to send Transfers 27 and 28 to Town Meeting.

Pellegrini moved/Godeck seconded

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

- **Registrars of Voters:**

This transfer represents the costs associated with two referendums held on May 28, 2013, and June 11, 2013.

**MOTION:** To APPROVE Transfer 29 for \$4150 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #01-01-10-1050-8-812-0000-0 Registrar Referendum to cover 5/28/2013 Referendum, and to APPROVE Transfer 30 for \$4150 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #01-01-10-1050-8-812-0000-0 Registrar Referendum to cover 6/11/2013 Referendum, and to send Transfers 29 and 30 to Town Meeting.

Pellegrini moved/Corso seconded

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

- **Treasurer's Office:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 31 for \$4,900.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-10-1025-1-100-0000-0 Treasurer's Office – Salary F/T, and to send Transfer 31 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Pellegrini/Corso/Godeck/Tripp  
Opposed: Pippin  
Abstained: No one

- **Building Department:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 32 for \$3,500.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-10-1125-1-100-0000-0 Building Department Salary F/T, and to send Transfer 32 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Pellegrini/Corso/Godeck/Tripp  
Opposed: Pippin  
Abstained: No one

- **Public Works Department:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 33 for \$18,000.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-25-3180-1-100-0000-0 Public Works Salary, and to send Transfer 33 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Pellegrini/Corso/Godeck/Tripp  
Opposed: Pippin  
Abstained: No one

- **Town Clerk's Office:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 34 for \$4,600.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-10-1030-1-100-0000-0 Town Clerk Salary Full Time, and to send Transfer 34 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Pellegrini/Corso/Godeck/Tripp  
Opposed: Pippin  
Abstained: No one

- **Planning & Development Department:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 35 for \$8,500.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-10-1124-1-100-0000-0 Planning Salary Full Time, and to send Transfer 35 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Pellegrini/Corso/Godeck/Tripp  
Opposed: Pippin  
Abstained: No one

- **Parks & Recreation Department:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 36 for \$7,000.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-40-6315-1-100-0000-0 Parks & Recreation Full Time Salary, and to send Transfer 36 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Pellegrini/Corso/Godeck/Tripp  
Opposed: Pippin  
Abstained: No one

- **CIP Reserve:**

This transfer represents on-going funding for the project specified.

**MOTION:** To APPROVE Transfer 37 for \$50,000.00 from Acct #1-01-55-9447-7-799-0700-0 Town Hall Boiler to Acct #1-08-55-1025-7-799-0662-0 CNR – Town Boiler Renovation, and to send Transfer 37 to Town Meeting.

Pellegrini moved/Tripp seconded/

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

- **Human Services:**

This transfer represents the cost to fund contractual obligations.

**MOTION:** To APPROVE Transfer 38 for \$19,500.00 from Acct #1-01-10-1195-2-200-0000-0 Town Government/EE Benefits Health/Life Insurance to Acct #1-01-20-5235-1-100-0000-0 Human Services Salary F/T, and to send Transfer 38 to Town Meeting.

Pellegrini moved/Godeck seconded/

VOTE: In Favor: Unanimous (No one opposed/No abstentions)

**IX. Matters referred from the Board of Selectmen:**

First Selectman Menard advised the Board regarding the following items:

- Warehouse Point Fire Department – update on moving expenditure payments into the Treasurer's Office.
- Freedom-of-Information request from resident Josh Kapelner regarding employee salary and benefit information as of June, 2013.
- Park Hill LOCIP payment outstanding.
- Request for discussion from resident Jim Richards regarding long-term pension ordinance.
- Continuing discussion of 2% default budget process.

**X. Unfinished Business/a) 2013 – 2014 Budget Discussion:**

Funding for the 2013 – 2014 Budget is 2% over the recommended amount as of June 15, 2013. Discussion followed. The Capital Improvement Projects (CIP) Commission will be asked to make recommendations at their July, 2013 Meeting.



**XI. New Business/a) North Road Sewer Expansion Phase II:**

See earlier discussion and action.

**New Business/b) Discussion of Veterans Commission request:**

Discussion of request for payment of outstanding bill for use of contractor's bucket truck to install flags along Main Streets in Broad Brook and Warehouse Point. The Board of Finance recommended the bill be paid from the Veterans Commission Trust Account.

**New Business/c) Mahoney & Sabol engagement letter.**

Discussion of authorization for engagement letter between the Town of East Windsor and Mahoney Sabol & Company, LLC.

**MOTION:** To AUTHORIZE the Chairman of the Board of Finance to sign the engagement letter with Mahoney Sabol & Company, LLP.

Pellegrini moved/Corso seconded

VOTE: In Favor: Unanimous (No one opposed/no abstentions)

**XII. Invoice Authorization:**

Chairman Bowsza signed/approved payment of the advertisement for the recent Board of Finance public hearings

**XIII. Adjournment:**

**MOTION:** To ADJOURN this Meeting at 9:45 p.m.

**Corso moved/Godeck seconded/VOTE: In Favor: Unanimous**

Respectfully submitted: \_\_\_\_\_  
Peg Hoffman, Recording Secretary, East Windsor Board of Finance