

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

**MINUTES OF SPECIAL MEETING  
Wednesday, August 28, 2013 at 7:00 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 (arrived at 7:26 p.m.), Kathleen Pippin, and Sharon Tripp.  
**Members Absent:** All members were present; see attendance notation above.  
**Alternate Present:** Paulette Broder; Gilbert Hayes (arrived at 7:31 p.m.)  
**Alternate Absent:** See Alternate attendance notation above.  
**Others:** Denise Menard, First Selectman; Selectmen: Dale Nelson and Richard Pippin; Broad Brook Volunteer Fire Department: Thomas Arcari, Chief; Gerald Bancroft; Warehouse Point Fire District: James Barton, Chief.  
**Press:** No one.

**I. Call to Order:**

Chairman Bowsza called the Meeting to Order at 7:01 p.m. Chairman Bowsza noted that Cathy Cabral, Treasurer for the Town of East Windsor, is absent this evening; First Selectman Menard will assist with discussions in Ms. Cabral's absence.

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

7:01 p.m., Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**III. Attendance/Appointment of Alternates:**

Chairman Bowsza noted Mr. Pellegrini was absent at the Call to Order; he requested a motion to appoint an Alternate member until Mr. Pellegrini arrived, or for the duration of the meeting if necessary.

**MOTION: To APPOINT Alternate Paulette Broder as a voting member until Mr. Pellegrini arrives.**

**Corso moved/Tripp seconded/**

**VOTE: In Favor: Unanimous (Corso, Godeck, Pippin, Tripp, Broder)  
(No opposition/No abstentions)**

**IV. Approval of Minutes/ DRAFT Special Meeting Minutes of July 29, 2013:**

**MOTION: To APPROVE the Minutes of the Board of Finance Special Meeting dated July 29, 2013 as presented.**

**Tripp moved/Corso seconded/**

**VOTE: In Favor: Unanimous (Corso, Godeck, Pippin, Tripp, Broder)  
(No opposition/No abstentions)**

**V. Public Participation:**

No one requested to speak.

**VI. Communications:**

- Chairman Bowsza shared his receipt of e-mail from Linda Sinisgallo, Republican Registrar of Voters, citing frustration at the lack of a pay increase since 2005. Discussion deferred to the Board's next meeting to enable the Treasurer to offer input on payment history.

Chairman Bowsza noted the presence of members of the Broad Brook Volunteer Fire Department in the audience; he suggested the Board consider changing the Agenda order to take Item X. New Business/a. Broad Brook Fire Department Budget Discussion at this time.

**MOTION: To GO OUT OF THE POSTED AGENDA ORDER to discuss Item X. New Business/a. Broad Brook Fire Department Budget Discussion.**

**Broder moved/Godeck seconded/**

**VOTE: In Favor: Unanimous (Corso, Godeck, Pippin, Tripp, Broder)  
(No opposition/No abstentions)**

**X. New Business/a. Broad Brook Fire Department Budget Discussion:**

Chief Arcari and Assistant Chief Bancroft joined the Board. Chief Arcari presented the Board a document entitled "Profit & Loss Budget vs. Actual July 2013 through June 2014". Chief Arcari reported the department incurs a significant amount of its expenses in the first quarter. After today they have \$1300 left to carry them through the next six weeks; they anticipate the receipt of two large bills this week. Chief Arcari noted the Town is now assisting the Broad Brook Fire Department (BBFD) with some of the bill payment for the current budget; the BBFD is requesting two semi-annual payments rather than four quarterly payments.

Discussion followed regarding the revision in the bill payment process, the significant expenditures required for equipment during the first quarter of the fiscal year and the mutual cooperation between the BBFD and the Town while the new payment process is worked out. First Selectman Menard noted that since the Town is paying a portion of the BBFD's bills they are also now getting a smaller portion of their annual funding for their

in-house expenditures. As larger bills come in it requires a larger portion of the allocation. They are not asking for additional funding, but are instead asking for two payments rather than the usual four.

Discussion followed regarding the concern for setting precedent for upfront funding requests. It was noted the request made by the BBFD was a public safety issue.

**MOTION: To CHANGE THE PAYMENT STRUCTURE for the Broad Brook Fire Department to two (2) semi-annual payments to be paid in the first and third quarter.**

**Tripp moved/Broder seconded/**

**VOTE: In Favor: Unanimous (Corso, Godeck, Pippin, Tripp, Broder)  
(No opposition/No abstentions)**

**MOTION: To RETURN TO THE CALL OF THE AGENDA.**

**Godeck moved/Tripp seconded/ VOTE: In Favor: Unanimous  
(No opposition/No abstentions)**

**VII. Monthly Reports:**

**a. Treasurer/ Assessor's Report/ Tax Collector:**

It was noted the monthly reports had been provided to the Board as packet information prior to the meeting. Discussion was deferred; any questions and concerns should be sent to Treasurer Cabral.

**b. Budget Transfers/Added Appropriations:**

**1) 2012 – 2013:**

First Selectman Menard reported these transfers were not listed on the Board of Finance's (BOF) July Special Meeting Agenda and were therefore not acted on by the Board of Finance at the July Meeting. They had been approved by the Board of Selectmen (BOS) but were not approved by the BOF for the reason stated. As the documentation of the transfers was not included in the Board's packets received prior to this meeting discussion was deferred until First Selectman Menard could make copies for this present discussion.

**2) 2013 – 2014:**

No additional transfers, other than those approved during the July Board of Finance Special Meeting, have been approved.

**Added Appropriations:**

No added appropriations were presented for approval.

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

Nothing presented this evening.

**IX. Unfinished Business:**

Chairman Bowsza noted representatives for the Warehouse Point Library were present; he requested the Board consider changing the Agenda order to take Item IX. Unfinished Business/b. Warehouse Point Library – Request for advance of second quarter payment at this time.

**MOTION: To GO OUT OF THE POSTED AGENDA to discuss Item IX. Unfinished Business/b. Warehouse Point Library – Request for advance of second quarter payment at this time.**

**Broder moved/Tripp seconded/**

**VOTE: In Favor: Unanimous (Corso, Godeck, Pippin, Tripp, Broder)  
(No opposition/No abstentions)**

**b. Warehouse Point Library – Request for advance of second quarter payment:**

Cindy Miller, Treasurer of the Warehouse Point Library Association, and Vincent Bologna, Librarian, joined the Board. Chairman Bowsza noted the Board discussed this request at the July Meeting and had asked them to come in to present additional information.

Ms. Miller reported that review of the expenses for the library has found that prior to the receipt of the next payment from the Town the library will be coming up short of the required expenses. Those expenses include \$22,000 per month in salary, \$10,000 for property insurance, and \$21,000 for the automated circulation system. Ms. Miller reported that the library had been paying for the automated circulation system in incremental payments but are now being charged interest on the outstanding balance; they would like to avoid the interest charges as that money could then be spent for additional books.

LET THE RECORD Mr. Pellegrini arrived at 7:26 p.m. and will now become a voting member of the Board.

Ms. Miller reported the library has \$8,000 to \$9,000 in expenses per month. Mr. Bologna noted that in the past the library had money left over from the rental of 99 Main Street but that was not the case presently. Ms. Miller noted the library is responsible for payment of all expenses on the library properties.

Discussion followed regarding the unusual expenses referenced in the original letter, the interest charges on the automated circulation system, possible advance vs. anticipated shortfall, and alternative payment options on the part of the library. Mrs. Tripp suggested they are not asking for additional funding but are asking for a change in the Town's payment allocation. Ms. Corso concurred but noted concern for setting precedent for advanced payments.

LET THE RECORD SHOW Mr. Hayes arrived at 7:31 p.m.

Discussion continued. Mr. Bologna suggested the Warehouse Point Library is probably the only library not funded by a town; others are able to pay upfront for their expenses. Mr. Bologna noted the cost of the employees include the costs associated with any employee, such as social security taxes, etc. Discussion continued.

**MOTION: To allow an advance payment of \$20,000 at this time to the library.**

**Tripp moved/Corso seconded/**

Discussion followed. Ms. Tripp suggest it seemed the only reason not to advance the money was it would set a precedent, but, as the Board saw this evening, the groups need to come before the Board and make a case, and this is someone who is a small non-profit who gets hit with the same expenses as the larger for-profit. This is typical for a non-profit to have this experience. Ms. Corso countered that in any small business from month to month the expenses vary and often funding isn't available; a business must figure out how to deal with it. Ms. Pippin concurred, noting it's a good business that can stand on its own feet. Ms. Godeck felt it isn't that they can't stand on their own feet, they are telling us what they are being charged and to a small business \$400 can make a difference. Ms. Godeck cited her concern is being able to budget so this doesn't happen again. Discussion continued, with members seeing both sides of the issue.

Ms. Tripp offered this amended motion:

**AMENDED MOTION: To allow a payment of \$20,000 at this time to the library amortized over the next three quarters.**

**Tripp moved/Corso withdrew her second to the original motion, Bowsza seconded the amended motion/**

**VOTE: In Favor: Godeck/Tripp  
Opposed: Corso/Pellegrini/Pippin**

The motion failed.

**MOTION: To RETURN to Item VII. Monthly Reports/ b) Budget Transfers/Added Appropriations/1) 2012 - 2013 Transfers:**

**Tripp moved/Corso seconded/ VOTE: In Favor: Unanimous  
(No opposition/No abstentions)**

**VII. Monthly Reports/ b) Budget Transfers/Added Appropriations/1) 2012 - 2013 Transfers:**

First Selectman Menard provided the Board with copies of ten transfers for the fiscal year 2012 – 2013 which were previously approved by the BOS to go to the BOF and to Town Meeting. She suggested these transfers had not been approved by the BOF as they had not appeared as an Agenda item for the BOF's Special Meeting on July 29, 2013. The Board reviewed these transfers against the list of multiple transfers approved at the BOF's July Special Meeting. It was determined that these transfers had been included in list of multiple transfers approved; no further action was taken on these ten transfers.

**IX. Unfinished Business:**

**a. East Windsor Veterans Commission:**

Chairman Bowsza recalled that the Board had acknowledged receipt of correspondence from the Veterans Commission at the previous meeting; he was not aware further action was necessary. The Board concurred; no action was taken.

**c. Annual Report:**

Discussion followed regarding revising the informational request to Boards/Commissions and Departments. The Board suggested each entity could offer not only financial information for the previous year but also offer goals for the future. Members were asked to consider suggestions for the next Meeting.

**X. New Business:**

**b. Fire Department Volunteer Incentive:**

No discussion; the Agenda item had been added at the request of the Treasurer.

**XI. Invoice Authorization:**

Chairman Bowsza signed/approved payment of invoices for secretarial support.

The Board set their next meeting for Wednesday, September 18<sup>th</sup>, at 7:30 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**XII. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 8:10 p.m.

Board of Finance Special Meeting  
August 28, 2013

**Godek moved/Pellegrini seconded/VOTE: In Favor: Unanimous**

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