

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

**MINUTES OF REGULAR MEETING  
Wednesday, September 18, 2013 at 7:32 p.m.**

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

**Members Present:** Jason Bowsza, Jerilyn Corso, Joseph Pellegrini, Kathleen Pippin, and Sharon Tripp.  
**Members Absent:** Danelle Godeck  
**Alternate Present:** Paulette Broder  
**Alternate Absent:** Gilbert Hayes  
**Others:** Catherine Cabral, Town Treasurer; Denise Menard, First Selectman; Selectmen: Dale Nelson; Richard Pippin; Joseph Sauerhoefer, Public Works.  
**Press:** No one from the press was present.

**I. Call to Order:**

Chairman Bowsza called the Meeting to Order at 7:32 p.m.

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

Meeting opened at 7:32 p.m., Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

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

Chairman Bowsza noted Ms. Godeck is not present tonight; he called for a motion to appoint an alternate member to join the Board as a voting member this evening.

**MOTION: To APPOINT Alternate Member Paulette Broder to replace Regular Member Danelle Godeck as a voting member for this meeting.**

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

**IV. Added Agenda Items:**

No Added Agenda Items this evening.

**MOTION: To ADOPT the Agenda for the September 18, 2013 Regular Meeting of the Board of Finance as posted.**

**Broder moved/Pellegrini seconded/VOTE: In Favor: Unanimous  
(No opposed/no abstentions)**

**V. Approval of Minutes/DRAFT Special Meeting Minutes of August 28, 2013:**

**MOTION: To APPROVE the Minutes of Board of Finance Meeting dated August 28<sup>th</sup>, 2013, as amended: Listing of residents/members present: “Others:.....Broad Brook Volunteer Fire Department: Thomas Arcari, Chief; GERRY Gerald Bancroft, ASSISTANT CHIEF,;.....”**

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

**VI. Public Participation:**

No one requested to speak.

**VII. Communications:**

Chairman Bowsza noted receipt of memo from The Management Solution which was presented during a meeting with the Board of Education, Treasurer Cabral, and First Selectman Menard which summarizes the end of year closeout figures for Fiscal Year 2013.

**VIII. Monthly Reports:**

**a. Treasurer:**

Treasurer Cabral provided the Board her memo dated September 16, 2013, which reflects the following update of Revenue receipts for the month of August, 2013:

- Overall revenues in the amount of 1,956,931, which is at 43.36%.
- State Revenue in the amount of \$134,514.
- Local revenue increased by \$51,608 of which \$23,161 from Building Permit Fees, \$15,055 from Town Clerk fees, \$3,389 from Planning/Zoning Fees, and \$4,626 from Parks Department fees.
- General Fund cash position as of August 31, 2013 is \$15,842.696.
- Webster General Fund cash as of August 31, 2013 is \$2,905,552.
- Tax Collections, net of refunds for the month are \$1,770,810.

**Assessor’s Report:**

Assessor’s Report not available this evening.

**Tax Collector:**

- Tax collections, net of refunds, are \$1,770,810 for August, 2013

- The Tax collection rate for 2013 – 2014 is 53.17%

**b. Budget added appropriations/transfers:**

**1) 2012 – 2013 Transfers:**

**Transfer #54 – Public Works:**

**MOTION:** To APPROVE Transfer #54 which transfers \$13,713,70 from Account #1-01-25-3183-7-799-0600 – Public Works/Rd Improvements – Road improvements to Account #1-08-55-1025-7-799-0484 – Capital Non-recurring – Public Works Road Improvements as a 2012-2013 Year end transfer to CNR, and send Transfer #54 to Town Meeting.

**DISCUSSION:** Mr. Pellegrini questioned if this was last year's money that was being rolled into a new project? Treasurer Cabral reported money is consistently being added to the CNR for road improvements.

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

**Transfer #55 - Fire Marshal:**

**MOTION:** To APPROVE Transfer #55 which transfers \$10.00 from Account #1-01-15-2165-8-800 – Fire Marshal – Other to Account #1-01-15-2160-5-544 Public Fire Protection to cover the shortfall in the Public Fire Protection line for Fiscal Year 2012 – 2013, and to send Transfer #55 to Town Meeting.

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

**Transfer #56 - Selectmen:**

**MOTION:** To APPROVE Transfer #56 which transfers \$500.00 from Account #1-01-10-1010-1-110 – Selectmen – Recording to Account 1-01-10-1015-3-350 – Legal Fees to cover the shortfall in the legal line for Fiscal Year 2012 - 2013, and to send Transfer #56 to Town Meeting.

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

**Transfer #57 and Transfer #58 – Selectmen:**

**MOTION: To APPROVE Transfer #57 for \$1,000.00 from Account #1-01-10-1010-5-580 – Selectmen – Travel Expenses to Account #1-01-10-1085-5-590 Town Property – Facilities Repair for Fiscal Year 2012 - 2013 to cover the shortfall in the Town Property – Facilities Repair Account, and to APPROVE Transfer #58 for \$2,000.00 from Account #1-01-25-3185-5-546 Streetlights to Account #1-01-10-1085-5-590 – Town Property- Facilities Repair for Fiscal Year 2012- 2013 to cover the shortfall in the Town Property – Facilities Repair, and to send Transfer #57 and Transfer #58 to Town Meeting.**

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

**2) 2013 – 2014 Transfer:**

**Transfer #68 – Public Works:**

Treasurer Cabral reported the following transfer was allocated in FY 2012 – 2013 after June 15<sup>th</sup>. This transfer will open the line item for the FY 2013 – 2014.

**MOTION: To APPROVE Transfer #68 which transfers \$10.00 from Account #1-01-25-3180-1-101-0011-0 Public Works – P/T Salary to Account #1-01-25-3180-1-101-0012-0 – Public Works – P/T Inspection Salary to fund an unfunded budget line for Fiscal Year 2013-2014, and send Transfer #68 to Town Meeting.**

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

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

First Selectman Menard reviewed the following items:

- 1) The Building Committee is reviewing funding options for two projects:
  - replacement of the heating/cooling system for the Town Hall
  - renovation vs. demolition/replacement of Town Hall Annex
- 2) The Board of Selectmen have decided to initiate another Charter revision.

**X. Unfinished Business:**

**a. Annual Report:**

Chairman Bowsza provided the members a draft memo to be sent to departments, boards, commissions, and agencies regarding their respective annual reports for

Fiscal Year 2012 – 2013. This year each entity is being asked to provide their anticipated future goals as well as their respective accomplishments. The Selectman's Office will assist with referral of the memo to the various entities.

**XI. New Business:**

**a. Town Engineer – Security Cameras in Town Garage:**

First Selectman Menard reported money is available in the CNR – Highway Fire Detection System account to fund a project to replace the gates and install security cameras at the Town Garage. Town Engineer Norton will be coming in shortly to request a transfer of funds for this project.

**MOTION: To RENAME Account #1-08-55-1025-7-799-0278-0 CNR – Highway Fire Detection System Account to the CNR – Town Garage Security Account.**

**Pellegrini moved/Pippin seconded/VOTE: In Favor: Unanimous  
(No opposition/no abstentions)**

**XII. Other:**

No additional items presented for discussion.

**XIII. Invoice Authorization:**

Chairman Bowsza noted receipt of Invoices for Milliman, and for recording secretarial services. Chairman Bowsza queried the Members for comments/objections regarding payment of these Invoices. No one raised any opposition; Chairman Bowsza signed/authorized the Invoices as presented.

**XIV. Adjournment:**

**MOTION: To ADJOURN this Meeting at 8:25 p.m.**

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

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