

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

**MINUTES OF REGULAR MEETING**

**Wednesday, October 16, 2013, 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.  
**Members Absent:** Sharon Tripp.  
**Alternate Present:** Paulette Broder.  
**Alternate Absent:** Gilbert Hayes  
**Others:** Catherine Cabral, Town Treasurer; Selectmen: Dale Nelson; Richard Pippin,  
**Press:** No one from the Press attended this Meeting.

**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 Ms. Tripp 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 Sharon Tripp as a voting member for this meeting.**

**Pellegrini moved/Pippin 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 October 16, 2013 Regular Meeting of the Board of Finance as presented.**

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

**V. Approval of Minutes:**

**MOTION: To APPROVE the Minutes of the Regular Meeting of the Board of Finance of September 18, 2013 as presented.**

**Pellegrini moved/Broder seconded/**

**DISCUSSION: None.**

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

**VI. Public Participation:**

**Selectman Dale Nelson:** reported the Board has does a good job. She knows the make-up of the Board will change considerably; she wanted to thank the Board for making this a good working relationship with the Board of Selectmen.

**Selectman Richard Pippin:** agreed with Selectman Nelson's comments; well said.

Chairman Bowsza addressed members Kathy Pippin and Danielle Godeck, whose terms were expiring. He wished to thank them very much for their participation, and wished good luck to both of them in whatever you do next.

**VII. Communications:**

- Chairman Bowsza advised the Board of new Statutory requirements which the next Board of Finance will have to consider. In addition to preparing a line by line budget for the Town the BOF must now prepare a line by line budget for non-educational spending for the Board of Education.

**VIII. Monthly Reports:**

**a. Treasurer:**

Treasurer Cabral provided the Board her memo dated October 10, 2013, which reflects the following update of Revenue receipts for the month of September, 2013:

- Overall revenues received year to date are at 43.36%
- Revenue received for Fiscal 2013 – 14 for September was \$337,078.
- No State Revenue was received for September, 2013.

- Local revenue increased by \$50,779 as of September 30, 2013, of which \$29,549 was from Building Permit Fees, and \$15,284 from Town Clerk fees.
- General Fund cash position as of September 30, 2013 is \$10,685,064.
- Webster General Fund cash as of September 30, 2013 is \$743,725
- Tax Collections, net of refunds for the month of September are \$286,300.

**Assessor's Report:**

Treasurer Cabral reported there is no Assessor's Report this evening, as the Assessor is still working on Personal Property bills.

**Tax Collector:**

Treasurer Cabral referenced the Tax Collector's monthly reports, noting the following:

- Tax collections, net of refunds, are \$15,221,582.01 for September, 2013
- The Tax collection rate for 2013 – 2014 is 54.40%
- Gross Collectible is \$13,757,427.

Treasurer Cabral reported the Tax Collector is doing a very good job; she's brought in a lot of motor vehicle taxes.

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

**Transfer #59 – Board of Selectmen:**

**MOTION: To APPROVE Transfer #59 for \$1,500 for Fiscal Year 2012 – 2013 from Account #1-01-30-4205-5-547 – Collection to Account #01-10-1015-3-350 – Legal Fees – to cover short fall, and to send Transfer #59 to Town Meeting.**

**Pellegrini moved/Godeck seconded/**

**DISCUSSION: None.**

**VOTE: In Favor: Unanimous  
(No opposition/no abstentions)**

**Transfer #69 – Board of Selectmen:**

**MOTION: To APPROVE Transfer #69 for \$239,345 for Fiscal Year 2013-2014 from Account #1-01-15-2150-8-862 – Warehouse Point Fire Department to Account #1-01-15-2155-8-862 – Warehouse Point Fire District – WHPFD –**

**as recommended by the Town Attorney, and to send Transfer #69 to Town Meeting.**

**Pellegrini moved/Godeck seconded/**

**DISCUSSION:           None.**

**VOTE:           In Favor:     Unanimous  
                  (No opposition/no abstentions)**

**Transfers #70 - #81 – Capital Improvement Committee:**

Discussion followed regarding the budgeting process for CIP projects, both prior to and after the budget referendum votes. Mr. Pellegrini noted the CIP Committee had prioritized projects, and used that rating system to make funding recommendations to the Board of Selectmen; those recommendations are now before the Board of Finance for approval. Selectman Nelson praised the process by which the current CIP Committee considered budget requests, and then worked collectively to allocate funds after passage of the budget. She noted the cooperation within the CIP members to transfer money from Building Committee Projects and Pavement Improvement Projects to the Fire Departments for equipment. Selectman Nelson felt this was a great process for considering project funding. Selectman Pippin also noted the Board of Education has applied for grants to fund the security upgrades; any funds reimbursable from those projects may be available for future CIP projects.

**MOTION:    To APPROVE Transfers #70 through #81 for Fiscal Year 2013 – 2014 for Capital Improvement Projects totaling \$340,390 from Account #1-01-50-8410-8-895 Contingency Fund 2 to Capital Improvement Projects as follows: Account #1-01-55-9445-7-799-0101 CIP-BOE-Security Upgrades \$91,529; Account #1-01-55-9445-7-799-0144 CIP-FD – Thermal Image Cameras \$14,000; Account #1-01-55-9445-7-799-0582 CIP-Park & Recreation Equipment Purchase \$3,580; Account #1-01-55-9445-7-799-0628 CIP– Public Safety Generators \$52,000; Account #1-01-55-9445-7-799-0665 CIP-Treasurer-Financial Software \$26,000; Account 1-01-55-9445-7-799-0727 CIP– Town of Plan of Conservation \$8,281; Account #1-01-55-9447-7-799-0110 CIP Reserve-Assessor Revaluation \$10,000; Account #1-01-55-9447-7-799-0584 CIP Reserve-Park and Recreation Reservoir Projects \$25,000; and Account #1-01-55-9447-7-799-0632 CIP Reserve-Public Works Drainage \$20,000; Account #1-01-55-9447-7-799-0680 CIP Reserve- Public Safety Facility Equipment \$10,000; Account #1-01-55-9447-7-799-0681 CIP Reserve-Public Works Road Upgrades \$40,000; and Account #1-01-55-9447-7-799-0700 CIP Reserve-Town Hall Boiler Replacement \$40,000; and to send Transfers #70 through #81 to Town Meeting.**

**Pellegrini moved/Pippin seconded/**

**DISCUSSION:** Money is being taken from the Contingency 2 Fund and being re-allocated to various projects within the Capital Improvement Budget.

**VOTE:** In Favor: Unanimous  
(No opposition/no abstentions)

**Transfers #82 - #88 – Capital Improvement Committee:**

**MOTION:** To APPROVE Transfers #82 through #88 for Fiscal Year 2013 – 2014 for \$154,000 for Capital Improvements Projects: Transfer #82 from Account #1-01-55-9445-7-799-0145 Capital Improvement Projects-Fire Department Replace SCBA Bottles/Packs to Account #1-01-55-9445-7-799-0736 Capital Improvements Projects-Town GIS System \$10,000; Transfer #83 through Transfer #88 from Account #1-01-55-9445-7-799-0737 CIP-Town IT HDW/SFTW \$144,000 as follows: to Account #1-01-55-9445-7-799-0156 CIP-Fire Department Washer/Dryer \$19,000; to Account 1-01-55-9445-7-799-0157 CIP-Fire Department Supply Hose \$8,200; to Account #1-01-55-9445-7-799-0375 CIP-Highway Replace Truck/Plow/Sanders \$80,000; to Account #1-01-55-9445-7-799-0582 CIP-Park & Recreation Equipment \$16,420; to Account #1-01-55-9445-7-799-0637 CIP-Police Replace Cruiser/Equipment \$380; and to Account #1-01-55-9445-7-799-0640 CIP-Police ACO Vehicle \$20,000, and to send Transfers #82 - #88 to Town Meeting.

Pellegrini moved/Broder seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous  
(No opposition/no abstentions)

**Transfer #89 – Charter Revision Commission:**

**MOTION:** To APPROVE Transfer #89 for \$10 from Account #1-01-30-4205-5-547-000-0 – Collection – to Account #1-01-10-1144-8-828-000-0 Charter Revision Commission to open the account.

Pellegrini moved/Pippin seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous  
(No opposition/no abstentions)

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

Nothing presented this evening.

**X. Unfinished Business:**

**a. Annual Report:**

Chairman Bowsza reported the letter requesting the departments, boards, and Commissions to submit a report for the Annual Town Report has been distributed. Reports are filtering in to the Selectmen's Office, and will be discussed at future Board of Finance Meetings.

**XI. New Business:**

**a. Town Credit Card Policy:**

Treasurer Cabral reported that the Town Credit Card Policy had been approved at the November 21, 2012 Meeting of the Board of Finance; that policy was attached to the December 19, 2012 Board of Finance Meeting Minutes. Language within the policy approved at that time required review of the use of Town credit cards. Treasurer Cabral reported departments are just beginning to use the credit cards; they are particularly useful for departments such as the Parks & Recreation and Senior Services which must pay up front for program supplies or program fees and would have then had to request reimbursement several weeks after the expenditure. Treasurer Cabral reported another potential use of a Town credit card was for payment of expenses associated with emergency situations, however, those expenditures have not been necessary at present.

Discussion followed regarding the short history of department use, and the need for further periodic review of useage.

**MOTION: To RENEW the Town of Eat Windsor Credit Card Policy, but remove the last two bolded sentences, which read: "The above Policy is a subject to review. At the end of six months from the date noted above, this Policy is considered revoked if not approved by the Board of Finance."**

**Pellegrini moved/Broder seconded/**

**DISCUSSION: None.**

**VOTE: In Favor: Unanimous  
(No opposition/no abstentions)**

**XII. Other:**

Nothing presented.

**XIII. Invoice Authorization:**

Chairman Bowsza was presented with a bill for the second of three installments of \$12,500 to Mahoney & Sabol for the year end audit, and an Invoice for Recording Secretarial services. Discussion followed regarding the delay of Grant Thornton preparing the audit, and the separation of Mahoney & Sabol from the previous firm. Chairman Bowsza queried members for additional comments or concerns; as no further concerns were raised Chairman Bowsza signed the invoices for payment.

**XIV. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 8:03 p.m.

**Godek moved/Pippin seconded/**

**DISCUSSION:** Ms. Pippin reported she has been gifted with six beautiful years serving on this Board. She noted she was allowed to make comments. The most difficult decision she faced was between Jason and Joe for the Chairmanship; it was difficult for her to abstain. Ms. Pippin indicated she is proud to have been a part of this Board.

**VOTE:** In Favor: Unanimous  
(No opposition/no abstentions)

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