

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

**MINUTES OF REGULAR MEETING
Wednesday, November 20, 2013 at 7:30 p.m.**

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

Members Present: Jerilyn Corso, Cynthia Herms, Robert Little, Robert Maynard, Joseph Pellegrini, and Sharon Tripp (see appointment below).
Members Absent: All members were present.
Alternate Present: Paulette Broder
Alternate Absent: All Alternate Members present.
Others: Catherine Cabral, Town Treasurer; Denise Menard, First Selectman; Selectmen: Jason Bowsza (arrived at 8:50) and James Richard,
Press: No one from the Press was present.

I. Call to Order:

Secretary Pellegrini called the Meeting to Order at 7:32 p.m.

II. Time and Place of Meeting:

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

MOTION: To MOVE Agenda items 11a and 11b under New Business prior to Appointment of Alternates.

Corso moved/Hermes moved/

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini
(No one opposed/no abstentions)

XI. New Business/a. Fill Vacancy on Board of Finance:

MOTION: To RETURN Sharon Tripp as a full member of the Board of Finance.

Corso moved/Herms seconded/

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini
(No one opposed/no abstentions)

First Selectman Menard swore Ms. Tripp in as a member of the Board of Finance.

b. Election of Officers:

MOTION: To NOMINATE Joe Pellegrini for the office of Chairman

Corso moved/Tripp seconded

DISCUSSION: Mr. Pellegrini questioned if there were any other nominations for the office of Chairman? No one made any other nominations.

No vote necessary; Mr. Pellegrini takes the office of Chairman as an affirmation.

MOTION: To NOMINATE Jerilyn Corso for the office of Secretary.

Tripp moved/Broder seconded

DISCUSSION: Mr. Pellegrini questioned if there were any other nominations for the office of Secretary? No one made any other nominations.

No vote necessary; Ms. Corso takes the office of Secretary as an affirmation.

MOTION: To MOVE BACK INTO THE POSTED AGENDA ORDER.

Little moved/Corso seconded/

**VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp
(No one opposed/no abstentions)**

III. Appointment of Alternates:

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

IV. Added Agenda Items:

Mr. Maynard requested the addition of the following Agenda items: XII. e. Agenda Process; XII f. Board of Finance web page; XII. g. Smartboard; and XII. h. Line Item Budget.

MOTION: To ADD to XII. New Business, the following discussion items: e. Agenda Process; f. Board of Finance web page; g. Smartboard; and h. Line Item Budget.

Maynard moved/Tripp seconded/

**VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp
(No one opposed/no abstentions)**

MOTION: To ADOPT the AMENDED Agenda for the November 20, 2013 Regular Meeting of the Board of Finance.

Tripp moved/Maynard seconded/

**VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp
(No one opposed/no abstentions)**

V. Approval of Minutes/DRAFT Regular Meeting Minutes of October 16, 2013:

MOTION: To APPROVE the Minutes of the Regular Meeting of the Board of Finance dated October 16, 2013 with the following amendments:

Page 3: Treasurer's Report, "Webster General Fund cash as of September 30, 2013 is ~~\$743,725~~ 743,715"

Page 2: Public Participation: "Selectman Dale Nelson: reported the Board has ~~does~~ DONE a good job."

Tripp moved/Corso seconded/

VOTE: In Favor: Corso/Herms/Maynard/Pellegrini/Tripp

Opposed: No one

Abstained: Little

VI. Public Participation:

No one requested to speak.

VII. Communications:

Chairman Pellegrini noted receipt of the following correspondence:

- Letter of resignation from the Board of Finance from Selectman Bowsza which was read at the Board of Selectman's meeting held on Tuesday, November 19, 2013 and acknowledged with regrets.
- Public Act No. 13-60 – "An Act concerning the consolidation of noneducational services." Discussion followed regarding the effect of this PA on the Town's budget process.

VIII. Monthly Reports:

Chairman Pellegrini noted the Assessor and the Tax Collector have been asked to attend the BOF's December Meeting so new Commissioners can present any questions they may have.

a. Treasurer:

Treasurer Cabral provided the Board her memo dated November 14, 2013, which reflects an update of Revenue receipts for the month of October, 2013:

- Overall revenues received year to date are at 49.97%
- Revenue received for Fiscal 2013 – 14 for October was \$1,817,449.
- State Revenue as of October 31, 2013 was \$1,457,877.

- Local revenue increased by \$52,026 as of October 31, 2013, of which \$24,192 was from Building Permit Fees, \$2,837 from Planning – Zoning, and \$18,426 from Town Clerk fees.
- General Fund cash position as of October 31, 2013 is \$11,255,952.
- Webster General Fund cash, which is part of the \$11,255,952 General Fund cash, is \$1,364,084 as of October 31, 2013.
- Tax Collections, net of refunds for the month of October are \$307,546.

Discussion followed regarding the anticipated State funding for East Windsor.

Tax Collector:

Treasurer Cabral explained the monthly reports submitted by the Tax Collector for the new Board members. She noted the following:

- Tax collections, net of refunds, are \$13,496,666.61 for October, 2013
- The Tax collection rate year to date is 55.38%
- Gross Collectible is \$15,820,981.09.

Discussion followed regarding past and present collection practices.

Assessor's Report:

Treasurer Cabral noted the Board has not received reports from the Assessor for a couple of months as she has been involved in preparation of personal property packets, updating the Grand List, and department data maintenance. Treasurer Cabral provided the Board with a written memo from the Assessor dated 11/6/2013 which reported the following:

- Appeals have been filed on 8 properties which carry an assessed value of \$16,101,890. The appeals represent \$479,499.79 in tax dollars.
- The Board of Assessment Appeals granted decisions in favor of reduction for 14 motor vehicles. The reductions granted represent values totaling \$46,880 for a tax loss of \$1,396.04.
- 1300 packets were sent to personal property owners.

b. 2012-2013 Budget added appropriations/transfers:

Ms. Cabral reported there are no added appropriations or transfer requests for October 2013.

IX. Matters referred from the Board of Selectmen:

First Selectman Menard updated the Board on the following:

- Future request will come forward for transfer of \$35,000 for Annex roof repair
- CIP (Capital Improvement Projects) Committee will begin work again shortly. All previous members will continue their service on the current Committee. The funding

allocation process worked well this budget season; it's anticipated this process will continue.

- The WPCA (Water Pollution Control Authority) will not be part of the CIP budget process going forward as the WPCA has developed their own capital improvement funding process.
- The Charter Revision Commission has been formed and is already meeting. A Public Hearing will be held this Thursday.

Treasurer Cabral and First Selectman Menard advised the Board that any exchange of information between BOF members should be directed to the Chairman via Town sponsored e-mail addresses which are being provided for all members.

X. Unfinished Business:

a. East Windsor Housing Authority Payment:

First Selectman Menard explained the PILOT payment in which the Housing Authority makes a reduced payment in lieu of taxes. She gave a brief history of the current disagreement regarding an outstanding amount owed. An agreement has been reached; a payment is expected within the next week or two.

b. Annual Reports for FY 2012 – 2013 Update:

Ms. Corso reported she has received several reports from various commissions and boards; several reports remain outstanding. The reports will be reviewed prior to forwarding to the printer. Discussion followed regarding inclusion of the audit information. Treasurer Cabral reported the audit is in process currently. She noted the entire audit is also provided as a separate financial document which is posted to the Town website.

XI. New Business:

a. Fill Vacancy on the Board of Finance:

Agenda item moved forward; see appointment of Ms. Tripp as a full member of the Board.

b. Election of Officers:

Agenda item also moved forward; see election of Mr. Pellegrini as Chairman and Ms. Corso as Secretary.

c. 2014 BOF Proposed Meeting Dates:

Meeting dates for the Board of Finance for 2014 have been proposed to be held on the third (3rd) Wednesday of each month; the current Meeting inception time of

7:30 p.m. has been continued. The Board reviewed the proposed dates; discussion included starting budget workshops earlier. It was noted the Meeting dates proposed are for the monthly Regular Meetings; budget workshops would be scheduled as Special Meetings to be held on the dates and times as needed.

MOTION: To ACCEPT the Board of Finance Meeting dates as proposed.

Tripp moved/Little seconded/

**VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp
(No one opposed/no abstentions)**

d. 2014 – 2015 Budget Letter – Discussion:

Treasurer Cabral provided the Board with a copy of the previous year's budget letter, which is a joint correspondence generated via the Board of Selectmen and the Board of Finance. The Board reviewed the letter and proposed minor changes at the meeting. Chairman Pellegrini requested members to offer further revisions to him via e-mail.

MOTION: To AUTHORIZE Chairman Pellegrini to work with First Selectmen Menard to make the proposed changes and to disseminate this letter to all Town departments, organizations, and agencies.

Tripp moved/Little seconded/

**VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp
(No one opposed/no abstentions)**

New Business Agenda Additions:

e. Agenda Process:

Mr. Maynard asked for an explanation of the process for preparing the Board's Agenda. Chairman Pellegrini noted items I through IX are standard agenda items, item XII – Other is rarely used, and items XIII and XIV are also standard items. Agenda additions can be requested by any Board member; requests should be directed to Chairman Pellegrini via e-mail. Discussion continued regarding the preparation and posting timing, and the specifics of regular vs. special meetings. It was noted the preference would be to include additional items prior to posting the agenda to give staff the opportunity to provide support documentation as necessary.

f. Board of Finance web page:

Mr. Maynard suggested updating of the Board of Finance's Commission's webpage on the Town website. First Selectman Menard suggested adding a link on the Board's page to the Financial Information Page.

g. Smartboard:

Mr. Maynard questioned if he could use the Smartboard during meetings; First Selectman Menard explained to process.

h. Line Item Budget:

Mr. Maynard and Mr. Little requested a line-item copy of the budget; Treasurer Cabral indicated that a copy of the General Fund budget is provided to Board members monthly prior to the scheduled meeting date. Mr. Maynard requested an Excel spreadsheet of the budget; Treasurer Cabral and First Selectman Menard noted the documentation provided is a pdf file which maintains the authenticity of the information. Chairman Pellegrini clarified that any personal information referenced must be noted as such and highlighted so the Board can differentiate official town budget information from other information.

XII. Other:

Nothing presented this evening.

XII. Invoice Authorization:

Chairman Pellegrini noted receipt of invoices for Recording Secretarial Services, and a third installment of \$12,500 from Mahoney & Sabol for year-end audit services. Discussion followed regarding both invoices. Chairman Pellegrini queried members for additional comments regarding the bills submitted; as no further questions or comments were raised Chairman Pellegrini signed the invoices for payment.

XIII. Adjournment:

MOTION: To **ADJOURN** this Meeting at 9:05 p.m.

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

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