

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

**MINUTES OF REGULAR MEETING  
Wednesday, December 18, 2013, 7:30 p.m.**

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

**Members Present:** Joseph Pellegrini (Chairman), Jerilyn Corso, Cynthia Herms, Robert Little, Robert Maynard, and Sharon Tripp.  
**Members Absent:** All members were present.  
**Alternate Present:** Paulette Broder and Gilbert Hayes  
**Alternate Absent:** Both Alternates were present.  
**Others:** Catherine Cabral, Town Treasurer; Dale Nelson, Selectman; Kim Lord, Tax Collector; and Carol Madore, Assessor.  
**Press:** No one from the press was present.

**I. Call to Order:**

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

Chairman Pellegrini welcomed Mr. Hayes return to the Board as an Alternate. As Mr. Hayes had not been sworn in he will limit his participation to discussion during this Meeting.

**IV. Added Agenda Items:**

Mr. Maynard asked for the following Agenda additions:

- Discussion of the line item budget – Chairman Pellegrini suggested this be discussed during the **Treasurer's Report**.
- Town website – to be added under **Unfinished Business**.
- Grants – Town aid for road funding to be discussed **Communications**.

**MOTION: To ACCEPT the Agenda of the December 18, 2013 Board of Finance Meeting as AMENDED.**

**Little moved/Tripp seconded/**

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

**V. Approval of Minutes/DRAFT Regular Meeting Minutes of November 20, 2013:**

**MOTION: To APPROVE the Minutes of the November 20, 2013 Regular Meeting of the Board of Finance as presented.**

**DISCUSSION:** None.

**Tripp moved/Corso seconded/**

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

**VI. Public Participation:**

No one requested to speak.

**VII. Communications:**

- 1) Communications provided by Treasurer Cabral:
  - Copy of letter from State of Connecticut regarding reimbursement for Regular Education Transportation, and a synopsis of Municipal aid for FY 2013 – 2015.
  - Documentation providing Estimates of Statutory Formula Grants for FY 2013, 2014, and 2015.

Chairman Pellegrini requested Board members review these documents for discussion at the January, 2014 BOF Meeting.

- 2) Copy of e-mail correspondence received by Ms. Herms from the East Windsor Condo Association inviting she and Mr. Maynard to two upcoming condo association meetings.

Chairman Pellegrini noted while Ms. Herms and Mr. Maynard have individual perspectives as condominium owners he clarified that they should not make statements to the condo association on behalf of the Board of Finance.

- 3) Letter from the attorney for the school board regarding Public Act 13-60. Chairman Pellegrini suggested this correspondence will be discussed under **New Business, Agenda Item a. – Public Act 13-60: Discussion.**

**VIII. Monthly Reports:**

As the Tax Collector and the Assessor were present at the request of the Board, the order of report presentation was altered as follows:

**a. Tax Collector:**

Ms. Lord gave the Board an explanation of the reports which she submits monthly; both give a snapshot of financial activity within the area of tax collectibles. The first report gives a summary of the outstanding receivable taxes to be collected, while the second report is a cumulative report of the cash status of tax owed and collected. Ms. Lord reported that in her 20 months employment for East Windsor she has collected \$1.8 million in back taxes and interest. Regarding the Cumulative Report of Cash she has collected 56.16% of the budgeted revenue.

Discussion followed regarding past history of collection vs. current practices, and collection options.

**b. Assessor:**

Mrs. Madore referenced her report dated 12/12/2013 which summarizes the status of what's going in the Assessor's Office. She noted her department continues to work on updating the Grand List. The recent re-evaluation process resulted in appeals submitted for approximately 8 properties. Mrs. Madore reported she attended pre-trial sessions at the Superior Court today; six properties are still under appeal while one appeal was settled.

Mrs. Madore reported that a new database vendor - Viewpoint - will shortly be servicing the Town's permitting fee process. The previous vendor filed bankruptcy; IT upgrades were also necessary to enable the Town to support the new vendor software. Various departments within the Town are working with the new vendor to get the database functional.

Mrs. Madore reported that the Assessor's Office is completing the Personal Property Filings, while the Motor Vehicle Filings have just begun. Mrs. Madore offered the Board members a department brochure which offers various questions and answers relative to several exemptions available to residents. The brochure is available in the Assessor's Office as a hand-out to the public.

Mrs. Madore then reviewed the budget process, noting the presentations made by various departments. She noted that the Board of Selectmen and the Board of Education send recommendations in mid-March to the Board of Finance. Mrs. Madore also spoke to the effect of the re-evaluation on the mill rate and associated tax valuations.

The Board RECESSED at 8:08 p.m. and RECONVENED at 8:13 p.m.

**c. Treasurer:**

Treasurer Cabral provided the Board with her memo dated December 9, 2013, which summarized an update of Revenue receipts for the month of November, 2013:

- Overall revenues received year to date are at 50.63%
- Revenue received for Fiscal 2013 – 14 for November was \$230,227.
- State Revenue as of November 30, 2013 was \$1,175.
- Local revenue increased by \$33,131 as of November 30, 2013, of which \$9,594 was from Building Permit Fees, \$2,544 from Planning – Zoning fees, and \$17,501 from Town Clerk fees.
- General Fund cash position as of November 30, 2013 is \$8,329,369.
- Webster General Fund cash is \$1,234,598 as of November 30, 2013.
- Tax Collections, net of refunds for the month of November are \$195,920.

Mr. Maynard raised questions regarding the various accounts managed through the Treasurer's Office, their function/purpose, comparison of Town accounts to Board of Education accounts, and the review process for the Board of Selectmen and the Board of Finance.

Mr. Maynard addressed financial information reported on the Town Website noting differences in Fiscal Year information listed under different links. Mr. Maynard was advised the information is not posted to the Town Website through the Treasurer's Office; updating of information will be discussed with appropriate Staff. (See additional discussion under **X. Unfinished Business**.)

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

**1) Transfers 2013 – 2014:**

**Board of Finance Transfer #90 – Emergency Management:**

**MOTION: To APPROVE Board of Finance Transfer #90 for \$75.00 from Acct #1-01-15-2170-6-610-0000-0 – Emergency Management to Acct #1-01-15-2170-8-800-0000-0 – Emergency Management – Other.**

**Tripp moved/Maynard seconded/**

**DISCUSSION: Deletion of line item #1-01-15-2170-4-432-0000-0, which currently carries no fund balance, has been requested to be deleted. Mr. Little questioned the purpose of the new/"other" line item. As support documentation had not been provided the Board decided to table this request at this time.**

**Ms. Tripp withdrew her motion for approval**

**MOTION:** To TABLE the request for approval of Board of Finance Transfer #90 for \$75.00 from Acct #1-01-15-2170-6-610-0000-0 – Emergency Management to Acct #1-01-15-2170-8-800-0000-0 – Emergency Management – Other.

Little moved/Corso seconded/

**DISCUSSION:** None.

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

**Board of Finance Transfer #91 – Charter Revision:**

**MOTION:** To APPROVE Board of Finance Transfer #91 for \$3,000.00 from Acct #1-01-10-1195-2-200-0000-0 – Town Government/Employee Benefit, Health/Life Insurance to Acct #1-01-10-1144-8-828-0000-0 – Charter Revision to cover the cost of Charter Revision Recording Secretary fees.

Tripp moved/Maynard seconded/

**DISCUSSION:** Mr. Little questioned why the transfer is being made from the Employee Benefit account; Treasurer Cabral explained the funding process for this new position.

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

**Board of Finance Transfer #92 – Town Hall Annex:**

**MOTION:** To APPROVE Board of Finance Transfer #92 for \$35,000.00 from Acct #1-01-55-9445-7-799-0628-0 – Public Safety – Generator to Acct #1-01-55-9447-7-799-0702-0 – Town Hall Annex – to cover the cost of Roof Repairs at the Town Hall Annex.

Tripp moved/Maynard seconded/

**DISCUSSION:** Treasurer Cabral requested the name of the account to be revised to “Town Hall Annex Renovations” as other repairs are anticipated to be made to the annex as well.

**AMENDED**

**MOTION:** To APPROVE Board of Finance Transfer #92 for \$35,000.00 from Acct #1-01-55-9445-7-799-0628-0 – Public Safety – Generator to Acct #1-01-55-9447-7-799-0702-0 – Town Hall Annex Renovations – to cover the cost of Roof Repairs at the Town Hall Annex, and to send BOF Transfer to Town Meeting.

Tripp moved/Maynard seconded/

**DISCUSSION:** Mr. Little questioned the reason for a different funding amount for Public Safety in the budget? Treasurer Cabral and Chairman Pellegrini noted the different figure represents the amount of the Capital Improvement Committee recommendation to fund a new generator and underground pipe to retro-fit the existing generator. The request being made this evening is to fund the cost of roof repairs.

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

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

Selectman Nelson indicated there were no items referred from the Board of Selectmen to discuss this evening.

**X. Unfinished Business:**

**a. East Windsor Housing Authority Payment:**

The outstanding PILOT payment due from the East Windsor Housing Authority has been received; the full payment of 10%, which represented an amount of \$27,383, has been made. Everything has been caught up through 2013. Moving forward a single payment of 7% will be made at the beginning of the next fiscal year.

**b. Annual Reports for FY 2012 – 2013 Update:**

Chairman Pellegrini reported the Annual Report for FY 2012 – 2013 has been completed and is now in the hands of the printer. The report will include financial

information, as well as recommendations made by the auditors. The report will include reports from all departments which responded to requests for information.

**c. 2014 – 2015 Budget Letter – Discussion:**

Chairman Pellegrini reviewed the budget letter – including minor revisions - being sent to various departments and agencies. The letter has been signed and is being forwarded shortly; budget requests have been requested to be submitted no later than January 18<sup>th</sup>, 2014.

**d. Town Website:**

Mr. Maynard offered the following observations regarding the Board of Finance Home Page:

- Mr. Maynard would like his e-mail address listed on the web page. It was suggested if someone clicked on their name the e-mail address would be available.
- Mr. Maynard felt presentation of financial information is confusing as different information appears in different locations. It was noted if the link on the bottom of the BOF Home Page is clicked the current financial information is presented; on a web page for “Town Financial Information” on the Town of East Windsor Home Page menu is clicked past financial information is also available.
- Ms. Herms suggested her political affiliation is incorrect.
- Ms. Corso suggested the year of her term expiration is incorrect.

Treasurer Cabral reiterated updating of the BOF Home Page is not done through the Treasurer’s Department; she will pass the request for correction of the information regarding political affiliations and term of service along.

**XI. New Business:**

**a. Public Act 13-60 - Discussion:**

Mr. Little felt PA 13-60 calls for the cost of maintenance of public schools to be itemized; he suggested the Board of Education (BOE) will want a submission date identified. Discussion followed regarding interpretation of the legislature’s intent by the passage of PA 13-60, the potential for shared services to minimize maintenance costs, communication with other towns regarding their intent for handling the new process, and comparison of the previous process between the East Windsor BOE/BOF regarding presentation and consideration of financial data and how that timeframe may change under the requirements of PA 13-60.

At the conclusion of discussion Chairman Pellegrini suggested adding review of the BOE financial maintenance requests to the agenda for the BOF February

Regular Meeting. Chairman Pellegrini will communicate with the BOE regarding submission of data.

**XII. Invoice Authorization:**

Chairman Pellegini noted receipt of an invoice for secretarial services. Chairman Pellegrini queried members for additional comments regarding the bill submitted; as no further questions or comments were raised Chairman Pellegrini signed the invoice for payment.

**XIII. Adjournment:**

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

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

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