

**BOARD OF FINANCE
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT 06016**

**MINUTES OF REGULAR MEETING
Wednesday, March 18, 2015, at 7:00 p.m.**

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

Members Present: Jerilyn Corso (Chairman); Cindy Herms, Robert Maynard, Kathy Pippin, and Sharon Tripp.
Members Absent: Robert Little
Alternate Present: Paulette Broder and Gilbert Hayes...
Alternate Absent: Both Alternate Members were present.
Others: **Town Treasurer:** Kim Lord; **First Selectman:** Denise Menard; **Deputy First Selectman,** Jason Bowsza; **Selectmen:** Dale Nelson, and James Richards; **East Windsor Public Schools:** Dr. Theresa Kane, Superintendent; **Board of Education:** Chris Mickey, Chairman;
Press: Kyle Penn, Journal Inquirer.

I. Call to Order:

Chairman Corso called the Meeting to Order at 7:00 p.m.

II. Time and Place of Meeting:

Wednesday, March 18, 2015 at 7:00 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

III. Appointment of Alternates:

Chairman Corso noted the absence of Regular Member Robert Little; she called for a motion to appoint an Alternate to fill the vacancy.

MOTION: To APPOINT Alternate Member Paulette Broder as a voting member for the March 18, 2015 Regular Meeting of the Board of Finance.

Tripp moved/Pippin seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

IV. Approval of Minutes/February 18, 2015

MOTION: To ACCEPT the Minutes of the Regular Meeting of the Board of Finance dated February 18, 2015 as presented.

Tripp moved/Maynard seconded/DISCUSSION: None
VOTE: In Favor: Unanimous;

V. **Public Participation:**

Andy Heath, 15 Steeple Chase Road: reported he attended the Board of Selectmen's Meeting the prior evening; during that meeting a funding request was made by the East Windsor Youth Committee. He questioned the outcome of that request; he felt it was worth adding funding to the budget for the program going forward.

VI. **Communications:**

- School Safety Report

MOTION: To MOVE MONTHLY REPORTS to after New Business;

Tripp moved/Pippin seconded/DISCUSSION: None
VOTE In Favor: Unanimous

VIII. **Unfinished Business/a Modular Project Update:**

Dr. Kane advised the Board she has recently met with Richard LaBrie and Jim Guilano (of Education Futures) regarding the modular project. If the project goes to referendum and if it's approved, ModSpace, the company previously awarded the bid for construction of the modulars, has submitted a written agreement to hold their price through the end of May. Dr. Kane did not have a schedule for construction of the modular units at present.

Dr. Kane felt there was no need to rebid the project as the scope of the project hasn't changed. Assuming the question regarding the modulars would appear on the budget referendum, it would have to pass on the first or second referendum. The Board of Selectmen and the Board of Finance would have to meet after the referendum passage to enable the Board of Education to file a revised ED049R with the State.

Deputy Selectman Bowsza explained the discussion which occurred at the Board of Selectmen's (BOS) meeting the previous evening. The question was considered if the proposal for the 10 modular classrooms met the intention of the 2012 referendum. A motion was ultimately made to send to referendum the question of funding the 14 classrooms at a cost of \$5.5 million. Discussion continued regarding project costs, revised timing of the project, and the specifics of the referendum process. See Attachment A –BOE Modular project Financing Information, Page 1; BOE Modular Project \$3,770,000 Total Cost, Page 2; and Expense Detail – BB Elementary Modular Project, Page 3.

IX. **New Business/a. Board of Education FY 16 Budget presentation:**

Dr. Kane, Superintendent of the East Windsor Public Schools, and Chris Mickey, Chairman of the Board of Education (BOE) joined the Board of Finance (BOF) members at the table. Mr. Mickey and Dr. Kane presented the FY 16 Budget Request, which requests a 7.04% increase to provide level services. . The Town Funding Request for FY 16 is \$22,685,854, which represents an increase of \$1,491,732 over the FY 15 Budget. The BOF was provided with a Budget Guidelines Summary for FY 16 –(See Attachment B, Pages 1 through 4), which presents the specific funding requests in an abridged format.

The BOF was also provided with a “Needs List” which further outlines BOE funding requests – See Attachment C, Pages 1 and 2.

Discussion followed which expanded on the summarized documentation. Dr. Kane noted the school system is making a change in their health carrier as health care costs increased under the current provider, Anthem. They have presented the change to their union employees; all participants have agreed to go with Cigna. The reduction in health care costs is reflected in the proposed budget.

MOTION: To TAKE A FIVE MINUTE BREAK.

Tripp moved/Herms seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

The Board RECESSED at 8:05 p.m. and RECONVENED at 8:13 p.m.

New Business/b. Board of Selectmen FY 16 Budget presentation:

First Selectman Menard, Deputy First Selectman Bowsza, Selectman Nelson, and Selectman Richards joined the BOF. First Selectman Menard presented the BOF with a document which is a letter to the residents (See Attachment D, Pages 1 through 4). The letter will precede the Budget documentation placed on the Town website, and summarizes the budget process, and the financial considerations which go into the budget proposal. First Selectman Menard provided the BOF the BOS FY 16 Budget request, which calls for an increase of 9.22%. See Attachment E, East Windsor Budget FY 15 – 16, Pages 1 through 6

Discussion followed which expanded on the items presented in the summarized documents. First Selectman Menard noted the Town has also investigated options for reducing health care costs while maintaining levels of care, but they have not yet been able to present their findings to unionized employees. Therefore, the higher health care costs are reflected in the budget presented to the BOF this evening. Discussion followed regarding the effect of the health care costs on the budget. The Selectmen felt it was appropriate to reflect the current/higher cost as union members have not yet approved any proposed changes.

Chairman Corso announced a Public Hearing will be held next Wednesday evening, March 25th, at 7:00 in the Town Hall Meeting Room to take comments from the public regarding the BOS and BOE Budget proposals.

MOTION: To TAKE A FIVE MINUTE BREAK.

Tripp moved/Herms seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

The Board RECESSED at 9:27 p.m. and RECONVENED at 9:33 p.m.

VII. Monthly Reports:

a. Treasurer:

Treasurer Lord presented the Board with the standard reports – See Attachments:

- Cash Flow Report – Webster Bank General Fund Cash Account – See Attachment F.

Tax Collector:

Treasurer Lord presented the Board with the Reports of the Tax Collector – See Attachments:

- Cumulative Report of Cash – See Attachment G.
- Report of the Tax Collector – See Attachment H.

Assessor's Report:

Treasurer Lord presented the Board with the following reports from the Assessor:

- Assessor's Status Report – See Attachment I..

b. Line-Item Transfer Requests

Treasurer Lord reviewed Line Item Transfers 22, 23, 24, 25, 26, and 27 – See Attachment J, Pages 1 and 2; and Transfers 28 and 29 – See Attachment K..

MOTION: To APPROVE Transfers 22, 23, and 24.

Tripp moved/Broder seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

MOTION: To APPROVE Transfers 25 in the amount of **\$8,000.00.**

Tripp moved/Broder seconded/

DISCUSSION: It was noted this Winter season has caused significant overtime expenses in the Public Works Department due to the number of storms incurred, many of which occurred on weekends; it's hoped the amount requested will take the Town through the end of the storm season. Rather than approving the \$25,000.00 requested the Commission preferred approving overtime expenditures in smaller increments.

VOTE: In Favor: Unanimous

MOTION: To APPROVE Transfers 26.

Broder moved/Herms seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

Transfer #27 – To close out old performance bond accounts and use the funds for POCD and Economic Development:

Treasurer Lord had noted that money held from performance bonds acquired in the 80s for road projects had been retained in the Client Fund. As performance bonds are initiated in the Planning Department any excess of those funds should be returned to that department. Discussion followed; Treasurer Lord was requested to ask Town Planner Whitten to attend the next BOF Meeting to discuss the bonding process.

MOTION: To TABLE Transfer request 27.

Tripp moved/Herms seconded/

DISCUSSION: See above.

VOTE: In Favor: Unanimous

MOTION: To APPROVE Transfers 28.

Herms moved/Broder seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

MOTION: To APPROVE Transfers 29.

Herms moved/Pippin seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

X. Board Member Comments:

The Board considered the following potential schedule for Budget Workshops:
Wednesday, March 25, at 7:30 following Public Hearing:

Physical Services, Sanitation, and Public Works.:

Thursday, March 26, at 6:30:

Administrative Services, Emergency Services

Friday, March 27, at 6:30:

Boards and Commissions, and General Government

Monday, April 6th, at 6:30:

Board of Education, Culture and Leisure, Senior Center, Parks & Recreation,
and Libraries.

XI. Invoice Authorization:

Chairman Corso noted receipt of an invoice for recording secretarial services.

MOTION: To pay the invoice for recording secretarial services.

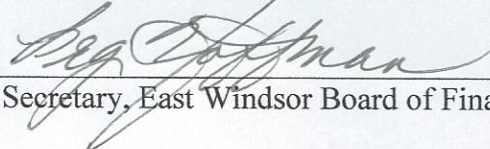
Tripp moved/Herms seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

XII. Adjournment:

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

Broder moved/Pippin seconded/VOTE: In Favor: Unanimous

Respectfully submitted: 

Peg Hoffman, Recording Secretary, East Windsor Board of Finance

BOARD OF FINANCE - 3/18/2015
ATTACHMENT A - PAGE 1

BOE Modular project- Financing Information

The total cost of the project, approved at referendum is \$3,770,000.

The resolution calls for the replacement of eight classrooms with fourteen permanent modular classrooms.

The Town will be responsible for financing \$1,588,678 of the total cost of the project.

The State will reimburse the other \$2,181,322- a 57.86 % reimbursement rate.

The Town is responsible for all debt repayment.

The Town's portion of debt will be paid from the Debt Service line in the operating budget.

The Board of Education's budget will decrease by the cost of leasing the modulars.

The current cost to lease the modulars is \$116,000 per year.

The Town will work with our financial advisors to determine the most cost-effective plan for repayment.

The options include a standard, twenty- year bond issuance, taking out a ten-year note with limited disclosure, or ten-year public sale open to the market.

The cost of each type of financing is listed below:

All amounts are preliminary, and based upon current market information.

Town of East Windsor Connecticut
\$1,588,000 Bonds, Issue 2015
Cost of Issuance

Item	Preliminary Estimate		
	20 Yr Bond Sale	10 Yr Bond Sale	10 Yr Direct Loan
Total Cost of Issuance	\$ 56,000	\$ 54,000	\$ 36,000
Total Estimated Interest	\$ 428,954	\$ 150,609	\$ 172,125
Total Estimated Cost	\$ 484,954	\$ 204,609	\$ 208,125
Debt Service FY 16-17	\$ 120,248	\$ 189,364	\$ 193,130
Savings: 10 Yr Public Sale vs 20 Yr Public Sale		\$ 280,345	

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ATTACHMENT A - PAGE 2

BOE MODULAR PROJECT
3,770,000 TOTAL COST

	REVENUE	EXPENDITURE
1/21/2014 STATE OF CT	101,964.00	
3/24/2014 STATE OF CT	17,864.00	
3/27/2014 STATE OF CT	78,053.00	
6/5/2014 STATE OF CT	35,619.00	
6/27/2014 TOWN OF EAST WINDSOR BAN	3,700,000.00	
7/24/2014 STATE OF CT	24,717.00	
TOTAL	3,958,217.00	

Total Received from State of CT:
258,217.00

SUB-TOTAL 185,732.00
185,732.00

6/27/2014 PLAN/DESIGN EXPENSE

SUB-TOTAL 10,929.08
19,915.67
30,844.75

7/2/2014 PLAN/DESIGN EXPENSE
7/2/14- preser PLAN/DESIGN EXPENSE

216,576.75

TOTAL

REMAINING BALANCE AVAILABLE

3,553,423.25

Once the project is complete, we will bond for the amount of the project, minus the reimbursement from the state
Total project cost cannot exceed 3,770,000.

Total Cost \$ 3,770,000.00
Less state reimbursement \$ (2,181,322.00)
Town Bond \$ 1,588,678.00

2013-14

2014-15

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ATTACHMENT A - PAGE 3
Expense Detail- BB Elementary Modular Project

Vendor	Date	Payment	Service Provided
CREC (Capitol Region Ed Council)	6/10/2013	\$ 5,250.00	Project Management
Richard Labrie, Consultant	8/31/2013	\$ 5,157.30	Technical Assistance
Richard Labrie, Consultant	9/30/2013	\$ 1,390.75	Technical Assistance
Roy S. Brown, Architect	10/15/2013	\$ 30,460.00	Architectural Services
Richard Labrie, Consultant	10/31/2013	\$ 3,769.70	Technical Assistance
Roy S. Brown, Architect	11/1/2013	\$ 26,420.00	Architectural Services
Roy S. Brown, Architect	11/18/2013	\$ 31,240.00	Architectural Services
Richard Labrie, Consultant	11/30/2013	\$ 3,087.80	Technical Assistance
Roy S. Brown, Architect	12/2/2013	\$ 6,300.00	Architectural Services
CREC	12/6/2013	\$ 22,449.02	Project Management
CREC	12/16/2013	\$ 4,224.24	Project Management
Richard Labrie, Consultant	12/31/2013	\$ 2,568.65	Technical Assistance
Richard Labrie, Consultant	1/31/2014	\$ 565.70	Technical Assistance
Richard Labrie, Consultant	2/28/2014	\$ 825.00	Technical Assistance
Henry M. Miga, Building Official	3/3/2014	\$ 600.00	Plan review
CREC	3/18/2014	\$ 4,032.00	Project Management
Richard Labrie, Consultant	3/31/2014	\$ 1,666.65	Technical Assistance
CREC	4/14/2014	\$ 4,032.00	Project Management
Richard Labrie, Consultant	4/30/2014	\$ 2,148.19	Technical Assistance
Richard Labrie, Consultant	5/31/2014	\$ 2,865.08	Technical Assistance
CREC	6/6/2014	\$ 4,028.00	Project Management
CREC	6/30/2014	\$ 4,028.00	Project Management
Richard Labrie, Consultant	6/30/2014	\$ 3,707.55	Technical Assistance
ModSpace	7/1/2014	\$ 8,202.00	Modular Rental
Richard Labrie, Consultant	7/31/2014	\$ 1,068.30	Technical Assistance
Richard Labrie, Consultant	8/31/2014	\$ 565.70	Technical Assistance
Roy S. Brown, Architect	9/24/2014	\$ 18,674.24	Architectural Services
Richard Labrie, Consultant	9/30/2014	\$ 1,090.70	Technical Assistance
CREC	10/23/2014	\$ 4,032.00	Project Management
Richard Labrie, Consultant	10/31/2014	\$ 1,970.33	Technical Assistance
Roy S. Brown, Architect	11/10/2014	\$ 2,000.00	Architectural Services
To Design, LLC	11/13/2014	\$ 1,500.00	Design Services
Roy S. Brown, Architect	11/26/2014	\$ 3,528.25	Architectural Services
Richard Labrie, Consultant	11/30/2014	\$ 3,129.60	Technical Assistance
		\$ 216,576.75	

Total paid to Richard Labrie	\$ 35,577.00	
Total paid to CREC	\$ 52,075.26	
Total paid to Roy Brown, Architect	\$ 118,622.49	Total Spent
Total paid to Misc	\$ 10,302.00	\$ 258,517.00
	\$ 216,576.75	

Prior expenditures paid from BOE funds

FY 12	\$15,005.43	Rich Labrie
FY 13	\$8,759.62	Rich Labrie
FY 14	\$8,300.85	Rich Labrie
	\$9,874.35	Invoices paid in previous year
	\$41,940.25	



East Windsor

PUBLIC SCHOOLS

Inspiring Growth. Achieving Success.

BUDGET GUIDELINES for FY2016

MARCH 18, 2015

Town Parameters:

The Board Of Education is submitting a budget of \$22,685,854. This figure represents a net increase of \$1,491,732 over the FY15 budget, \$21,194,122.

The Breakdown

Current Budget - FY15 (includes Town/Grants/Revenue)		Increase	%	FY16 All Funds Est	Town Funds Request
Utilities	\$484,613	\$69,326	14.3%	\$553,939	\$553,939
Personnel	\$16,820,608	\$968,796	5.8%	\$17,789,404	\$16,509,869
Expenses	\$5,478,804	\$677,184	12.4%	\$6,155,988	\$5,622,045
Total	\$22,784,025	\$1,715,306	7.5%	\$24,499,331	\$22,685,854
Town Funded in FY15		\$21,194,122			
Town Request for FY16		\$22,685,854			
Increase		\$1,491,732		7.04%	

Expenses

Personnel Costs:

Current Budget - FY15 (includes Town/Grants/Revenue)		Increase	%	FY16 All Funds Est	Town Funds Request
Salaries	\$13,982,685	\$663,814	5.8%	\$14,646,499	\$13,579,915
Benefits	\$2,837,923	\$304,982	10.7%	\$3,142,905	\$2,929,955

- EWPS estimates \$1,279,534 of salaries and benefits will be funded through grants and other funds in FY16.

The Board of Education is responsible for 1,114 students, 242 employees and four (4) buildings; three schools and the BOE office.

Personnel Breakdown:

Broad Brook Elementary – 55 Full time personnel
East Windsor Middle School – 52 Full time personnel
East Windsor High School – 48 Full time personnel
Board of Education Office – 8 Full time personnel
District Wide – 5 Full time personnel

In addition, there is approximately 74 staff who works part-time as hourly/per diem personnel (tutors, paraprofessionals, substitutes).

District Enrollment: 1,114, as of October 1, 2014, as follows:

East Windsor High School	333
East Windsor Middle School	311
Broad Brook Elementary School	470

Utility Expense:

Utilities include gas heat, oil heat, electricity and water for each of our 4 buildings.

Current Budget - FY15 (includes Town/Grants/Revenue)	Increase	%	FY16 All Funds Est	Town Funds Request
Utilities	\$484,613	\$69,326 14.3%	\$553,939	\$553,939

Other Expenses:

Other expenses include maintenance and operation of buildings, equipment, grounds, school transportation (see details below), Health, Technology, building based budgets (school budgets for textbooks, pencils, paper, etc), special education tuitions and out-of-district tuitions for vocational schools and magnet schools.

Current Budget - FY15 (includes Town/Grants/Revenue)	Increase	%	FY16 All Funds Est	Town Funds Request
Other Exp	\$5,478,804	\$677,184 12.4%	\$6,155,988	\$5,622,045

Transportation:

East Windsor Public Schools provide transportation to students K-grade 12. Currently, there are 1114 students who ride school buses.

Regular Transportation to and from school requires 13 buses over three tiers each day, i.e. high school, middle school, and elementary school runs. The cost also includes transportation for athletic teams and field trips.

Cost of Regular Transportation \$1,079,536

Special Education Transportation provides busing for our students who attend schools within our district and outside our town. This transportation includes 11 small vehicles.

Cost of Special Education Transportation **\$599,116**

Revenues

Anticipated Federal Revenues:

At this time we have received no guidance on how to budget for Federal Grants in FY16. The current budget proposal assumes level funding.

Federal Grants Received by the East Windsor Public Schools:

Special Education Grant (94-142) - pays for special education personnel including speech/language pathologists and 1:1 paraprofessionals.

Title 1 - pays for salaries of the literacy coach and reading program tutors.

Title IIA Teacher Quality - funds professional development for teachers and administrators.

Title III - funds planned program improvements for TESOL teachers co-teaching with general education teacher.

Perkins - provides Tech. Ed. Automotive, Business & Finance and Family & Consumer Science program support.

Federal grants total \$465,117 this year (FY15)

Anticipated State Revenues:

At this time, we have not received information regarding the funding levels for the FY16 grants.

State Grants Received by East Windsor Public Schools:

Sheff Grant – provides social, emotional and cultural support for students, parents and families of CHOICE students.

Alliance Grant – provides 3 reading teacher salaries at Broad Brook Elementary School

Adult Education Grant – funds East Windsor's participation in the Vernon Regional Adult Based Education (VRABE). VRABE offers educational opportunities for adults 16 and older such as GED Prep, College Transition, etc.

Immigrant Grant – provides translation services and professional development regarding cultural awareness and instructional strategies for English as Second Language (ESL) students.

State grants total \$444,252 this year (FY15)

Excess Cost Revenues:

\$259,350 is the anticipated Excess Cost Grant revenue for FY15. These funds are designed to reimburse school districts for a percentage of the costs associated with high cost special education students.

School Choice Revenues:

We currently have 46 Choice students enrolled in our schools. Because that number represents over 4% of our district enrollment, we are reimbursed \$8,000 per student for a total of \$416,000 in FY15. We declared 54 seats for 2015-2016.

School Breakfast and Lunch:

The school breakfast/lunch program operates independently from the Board of Education budget. It does not receive funds or contribute to the BOE budget.

Early Childhood Tuition:

East Windsor Public Schools provides families the opportunity to send their child to Pre-K for \$1,000 per year. East Windsor Public Schools anticipates receiving revenue in the amount of \$25,000 from this source for FY16. This amount may vary based on family need, i.e. free/reduced lunch status. These funds are used to pay Pre-K teacher salaries.

Special Education Tuition Revenue:

In FY15 East Windsor estimates \$54,531 in tuition revenue for special education students attending East Windsor Public Schools. The tuition revenue was used to offset the special education expenses of these students. East Windsor Public Schools anticipates a similar amount for FY16.

East Windsor Public Schools FY16 Proposed Budget		Proposed Needs	
	Budget Needs		Total
Account Number			
	Central Services/Business Office		\$ 20,690
1-10-121-2510-10-00113	Business Office - Bookkeeper @ 15 hrs.	\$	20,690
	Technology		\$ 13,600
1-10-730-1000-01-00730	Service on main distribution switches @ BB	\$	10,000
1-10-690-2500-10-00143	Technology supplies for all schools	\$	3,600
	Curriculum & Instruction		\$ 85,212
1-10-113-1000-51-00212	Need to pick up prior grant costs ELL staff	\$	6,062
1-10-113-1000-61-00212	Instructional coach/secondary	\$	79,150
	Special Education		\$ 39,535
1-10-113-2150-27-00213	.37 FTE SLP for EWHS or SLPA	\$	31,535
	3 PLC SpED positions, LEA funding as grant sunsets	\$	8,000
	Broad Brook Elementary School		\$ 56,823
1-10-430-2600-01-00721	Replace air conditioner in reading center	\$	2,000
Varies	Summer school salaries and bus	\$	15,000
1-10-430-2600-01-00720	Wall speakers for office, nurse, conference room, OT room	\$	5,000
1-10-611-1000-01-00240	Increase instructional supplies	\$	5,000
1-10-611-2400-01-00220	Increase office supplies	\$	6,623
1-10-730-2500-01-00731	Replace carpets and bookcases	\$	11,000
1-10-690-2500-01-00142	SMART board projector replacements	\$	12,200
	East Windsor Middle School		\$ 123,613
1-10-113-1000-51-00212	Add Library-Media Specialist	\$	75,313
1-10-730-2500-51-01231	Install electrical poles in library for computer access	\$	3,300
1-10-118-1200-51-00218	Summer school for regular ed students	\$	10,000
Varies	EWMS sports program	\$	35,000
	East Windsor High School		\$ 45,419
1-10-613-2600-61-00742	Athletic fields upgrades	\$	37,500
1-10-690-2900-61-01020	Additional athletic supplies	\$	7,919

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ATTACHMENT C - PAGE 2

East Windsor Public Schools FY16 Proposed Budget		Proposed Needs	
	Budget Needs		Total
Account Number			
	Health		\$ 23,442
1-10-123-2130-01-00410	Part-time nurse to full-time	\$	22,442
1-10-690-2130-10-00430	Wheelchairs @ HS and BB (pediatric)	\$	1,000
	Maintenance		\$ 33,285
1-10-430-2600-01-00721	Master clock system @ BB	\$	8,400
1-10-430-2600-01-00721	Sink & counter replace @ BB	\$	2,800
1-10-430-2600-51-00721	Men's,Ladies' lav stalls @ MS	\$	4,265
1-10-430-2600-51-00721	Girl's lav. Privacy doors @ MS	\$	2,520
1-10-430-2600-51-00721	Replace lights Lobby @ MS	\$	2,300
1-10-430-2600-61-00721	Men's lav. Partitions @ HS	\$	2,500
1-10-430-2600-61-00721	Carpet Chorus Room @ HS	\$	5,000
1-10-613-2600-61-00742	TruGreen treatment of athletic fields	\$	5,500
	EWPS District Total	\$	441,619

March 18, 2015

Office of the First Selectman
11 Rye Street
Broad Brook, CT 06016

Dear East Windsor Resident,

The FY 15-16 Town Budget is hereby submitted. The budget process for the town begins each year in December, with town departments submitting budget requests to my office. This year, we have asked each department to submit a uniform and detailed request, which includes information about the department; its achievements in FY 15; and its goals for the next fiscal year. In addition, each department was asked to submit detailed information to support every line-item request. It is my hope that this detailed budget format will help you to be as informed as possible about the budget, which is not only a listing of appropriations, but a public document that guides the Town's policies and planning for the immediate future. Once I reviewed the department requests, I presented it to the Board of Selectmen. In the month of February, we held several public budget workshop meetings, to review department budgets, listen to the public and town administrators, and make recommendations on the department requests.

This budget reflects many hours of hard work on behalf the Board of Selectmen, and includes several areas of cost savings, along with needed funding increases in infrastructure, economic development and capital purchases.

The Town provides a full range of municipal services, including public safety (police, fire, animal control and emergency preparedness), public works (roads, building and grounds, waste management, engineering, and building inspections), health, sanitation, zoning compliance, senior citizen services, youth services, social services, recreation, library, education and schools and general government administrative services.

Economic Condition and Outlook

The prime location and available resources of the Town of East Windsor have provided the impetus for steady growth in the residential and commercial sectors of the Town. East Windsor has been designated the "fastest growing town in Connecticut". It is a suburban community with a diversified tax base consisting of four million square feet of commercial and industrial development, diversified housing, and an active farming industry.

The Town's available resources include a detailed capital improvement plan, ample public safety services, availability of labor supply, and competitive local taxing structure. As a result, a brand new Super Walmart has been built on Prospect Hill Road, joining the Comfort Inn, Baymont Inn and Suites, Burlington Coat Factory, Cracker Barrel Restaurant and other commercial enterprises that have built facilities in East Windsor.

East Windsor is a member of the MetroHartford Alliance, so that Town officials can take an active role in regional efforts to promote economic development and to educate and train a workforce to meet the needs of area businesses. Regular public transportation via the bus system and ready access to the Town via Interstate 91 and State Route 5 make it convenient for the workforce to commute to and from work sites.

Despite the global economic downturn, East Windsor has maintained an active capital improvement plan, while keeping the mill rate lower than surrounding towns. Recent projects include: an expansion of the North Road Sewer Project; \$700,000 in improvements to the Park Hill Senior Housing complex, funded by a Small Cities Block Grant; reconstruction of Prospect Hill Road, funded mostly by three Small Cities Block Grants; sidewalks in Broad Brook funded by an Economic Development Grant; repair of Springdale Cemetery, funded by a FEMA grant and a complete overhaul and upgrade of the town-wide computer system funded by budgeted capital improvement money.

The Town has taken a pro-active approach to guiding its future. It is currently updating its 2014 Plan of Development which provides for tax base diversity while maintaining a clear balance between residential and commercial growth and the Town's rural atmosphere. The Town clearly wants to preserve the character of the community and keep it a desirable place for residents to live, work, and play.

Financial Information

Town management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from losses, theft, or misuse to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Budgeting Controls

In addition to internal accounting controls, the Town maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget for the General Fund approved at Referendum, and as may be amended by the Boards of Selectmen and Finance or a Special Town Meeting during the fiscal year. The General Fund level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is the departmental level. The Town maintains annual budgets for other funds, such as the Sewer Usage Fund, Sewer Assessment Fund, Police Private Duty Fund, and the Dog Fund, as approved by State Statute or Special Town Meeting. The Town also maintains project-length budgets for all capital projects approved by Special Town Meetings.

General Fund Balance

The unassigned, or available, General Fund fund balance increased by \$1,178,870 during the last fiscal year. This amount, \$7,094,098, is equivalent to about 2.36 months of operating expenditures and is 19.6% of the adopted 2014 budget. A favorable result from budgetary operations, as well as other financing sources and uses, including a transfer from the Sewer Assessment fund, resulted in a net increase in fund balance.

The Town of East Windsor's General Fund fund balance has historically been used to prefund reimbursement-type grant opportunities. During the current fiscal year, there was an additional appropriation from fund balance, totaling \$85,000 approved at Special Town Meeting for the

purpose of replacing outdated police dispatch equipment. This is in keeping with the Board of Finance's historical practices and philosophy.

The proposed budget reflects an ^{9.22%}~~8.26%~~ increase over last year's Town budget. Last year, we were able to avoid a tax increase due to refinancing of old debt. This year we would like to continue to build on the strides the Town has made in addressing crumbling infrastructure, which resulted from years of deferred maintenance, and to add part-time staff and consultants to improve the Town's economic development potential and increase services. Some highlights of this year's budget items are listed below.

Revenue Budget:

- The Governor's proposed budget includes level funding of State Aid. However, the State's budget will not be finalized until the summer. We will continue to closely monitor any proposed changes, and advocate for a reduction in unfunded state mandates.
- The Town's Grand List saw a slight decrease this year (-.052), due to reductions in the personal property and motor vehicle lists.
- A detailed analysis of local revenue (fees for permits, park admissions, etc.) for the past three years resulted in a slight decrease of \$7,505 in this year's budget.
- Based upon an auditor's recommendation, State of Connecticut Town Aid to Roads grant money was included as General Fund revenue, rather than being accounted for in its own special revenue fund. This money will be used to offset the increase in the Road Maintenance budget.

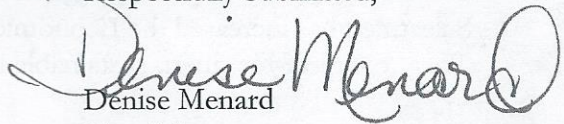
Expenditure Budget:

- The Town of East Windsor has taken the lead in municipal budgeting by adopting the State of Connecticut's Universal Chart of Accounts in its new financial accounting software. The State has approved a \$15,000 grant for the Town to help pay for the cost of conversion. This has caused several significant changes to the appearance of expenditure budget requests. Departments now have uniform line-items, making it easier to compare and contrast historical expenditures between departments. Lines, such as postage; gasoline; vehicle expenses and building maintenance have been centralized, increasing internal control, and reducing expense estimates.
- Town leaders have recognized several priorities for the next fiscal year. There is an increased focus on planning and economic development in conjunction with the ten-year Plan of Development currently being written by Town Planner Laurie Whitten. The Board of Selectmen has increased the Economic Development Consultant line by \$10,000 to help the Town compete for smart, sustainable business growth in our business corridors.

- As our town grows, the need for public safety improvement constantly increases. We have very active police and fire departments. The Warehouse Point Fire District is seeking to expand its part-time firefighter program, with a full year of funding of \$86,000 this year.
- In the past, there was no mechanism for departments to request one-time capital items less than \$20,000. All requests over \$20,000 are approved by the CIP committee, and become part of the Capital Planning budget request. This year, several departments have included long-needed one-time purchases in their own department budget. For example, the Tax Office has requested a new, secure and handicapped accessible collection counter. The Senior Service department would like to replace broken tables and chairs. There are several of these one-time budget items throughout the budget, and detailed explanations by the department heads have been included.
- Town libraries have been hit hard by minimal town funding and shrinking endowments. The Board of Selectmen has increased the library budgets this year, in an attempt to help keep these vital public institutions available to residents.
- The rising cost of employee health insurance benefits has been addressed by sending out proposal requests to every insurance carrier in the State. The results have been favorable, and the town is in the beginning stages of switching to a more cost-effective carrier. The savings will be updated in the budget request as the conversion moves forward.
- The Board of Selectmen has renewed its commitment to major capital improvements to Town facilities. The Capital Improvement Plan for FY 16 has increased by 50% to meet the needs of crumbling town buildings and antiquated equipment. Years of lackluster funding has resulted in a long list of needed improvement and repairs. The CIP request also addresses the Pavement Management Plan and includes \$500,000 for needed road improvements.
- Debt Service has also seen an increase, due to financial planning needs, and the cost of the North Road Sewer expansion and Broad Brook School's classroom expansion.
- This year's budget includes lease-purchase payments for an energy-efficient HVAC system in Town Hall, and the purchase of two heavy-duty plow trucks.

Town leaders were faced with very difficult decisions this year, due to shrinking revenues, ever-increasing State mandates and immediate needs to address facility and equipment issues. I am confident that the proposed budget is a financially responsible plan to meet the needs of the Town in the coming fiscal year.

Respectfully Submitted,


Denise Menard
First Selectman

EAST WINDSOR BUDGET FY 15-16

BUDGET PROCESS

The Boards of Selectmen and Education hold a public hearing at the beginning of the budget process in February.

The Board of Selectmen and Board of Education present their budgets to the Board of Finance in March.

A public hearing is held by the Board of Finance once both budgets have been submitted.

The Board of Finance holds budget workshops to finalize a proposed budget for referendum.

Once the budget is approved, the Board of Finance sets the mill rate for tax bills due July 1.

FY 2016 BUDGET CALENDAR

2/3/2015	First Selectman presents budget request to BOS
2/11/2015	BOS Public Hearing
3/18/2015	BOE presents budget to BOF
3/18/2015	BOS presents budget to BOF
3/25/2015	BOF Public Hearing
4/8/2015	BOF approve final budget for Referendum
5/12/2015	1st Budget Referendum
5/13/2015	Public Hearing, if needed, or BOF to set mill rate
5/26/2015	2nd Budget Referendum (if needed)
5/27/2015	Public Hearing, if needed, or BOF to set mill rate
6/9/2015	3rd Budget Referendum (if needed)
6/15/2015	BOF to set mill rate

TOWN OFFICIALS

Board of Selectmen

Denise Menard, First Selectman
Jason E. Bowsza
Steve A. Dearborn
Dale Nelson
James C. Richards

Board of Finance

Jerilyn K. Corso, Chairman
Kathleen Pippin
Cynthia Herms
Robert N. Little
Robert L. Maynard
Sharon Tripp
Paulette Broder, Alternate
Gilbert Hayes, Alternate

Board of Education

Christopher Mickey, Chairman
George Michna
Scott Morgan
Kathleen Bilodeau
Catherine A. Simonelli
Nichole DeSousa
Randi Reichle
Patti Nelson

GENERAL FUND REVENUE AND EXPENDITURE SUMMARY

REVENUES	FY 14-15 APPROVED	FY 15-16 PROPOSED	INCREASE (DECREASE)	PERCENT INC (DEC)
Taxes	28,568,972	31,640,323	3,071,351	10.8%
Local	486,885	479,380	(7,505)	-1.5%
State	6,388,014	6,611,220	223,206	3.5%
Use of Fund Balance	200,000	200,000	-	
TOTAL REVENUES/TRANSFERS	35,643,871	38,930,923	3,287,052	9.22%
EXPENDITURES/APPROPRIATIONS				
Administrative Services	1,479,853	1,569,519	89,666	6.1%
Public Safety	3,592,989	3,866,791	273,802	7.6%
Physical Services	1,934,948	2,408,559	473,611	24.5%
Culture and Leisure	651,954	679,011	27,057	4.2%
Boards and Commissions	83,637	75,307	(8,330)	-10.0%
General Government	4,725,800	4,900,525	174,725	3.7%
TOTAL TOWN	12,469,181	13,499,712	1,030,531	8.26%
Capital Improvement	892,426	1,345,357	452,931	50.8%
Debt Service	1,088,142	1,400,000	311,858	28.7%
Board of Education	21,194,122	22,685,854	1,491,732	7.0%
TOTAL EXPENDITURES	35,643,871	38,930,923	3,287,052	9.22%

GENERAL FUND SUMMARY OF REVENUES

DESCRIPTION	FY 14-15 APPROVED	FY 15-16 REQUEST	INCREASE (DECREASE)	PERCENT INC (DEC)
TAXES				
Current Levy	27,789,172	30,861,963	3,072,791	11.06%
MV Supplemental	250,000	275,000	25,000	10.00%
Prior Year Taxes	300,000	275,000	(25,000)	-8.33%
Interest and Fees	225,000	225,000	-	0.00%
Aircraft-Copy Fees-Parking Tickets	4,800	3,360	(1,440)	-30.00%
TOTAL TAX REVENUE	28,568,972	31,640,323	3,071,351	10.75%
LOCAL REVENUE	APPROVED		INC (DEC)	INC (DEC)
Transfer from Fund Balance	200,000	200,000	-	0.00%
Assessor	750	400	(350)	-46.67%
Building	180,000	180,000	-	0.00%
Town Clerk	177,425	179,700	2,275	1.28%
Land Use Permits	15,800	17,700	1,900	12.03%
Dial-A- Ride & Perpetual Care	3,000	3,200	200	6.67%
Police Department	8,000	8,000	-	0.00%
Recycling	20,000	21,000	1,000	5.00%
Treasurer	26,410	31,880	5,470	20.71%
Greater Hartford Transit District	5,000	6,000	1,000	20.00%
Park and Recreation	30,500	21,500	(9,000)	-29.51%
Interest on Investments	20,000	10,000	(10,000)	-50.00%
TOTAL LOCAL REVENUE	686,885	679,380	(7,505)	-1.09%
STATE REVENUE	APPROVED		INC (DEC)	INC (DEC)
Educational Cost Sharing	5,743,473	5,789,350	45,877	0.80%
School Transportation	93,570	114,678	21,108	22.56%
School Construction	147,846	141,253	(6,593)	-4.46%
Adult Education	15,734	16,355	621	3.95%
CT Fines	2,000	3,000	1,000	50.00%
Tax Relief- Elderly	80,100	90,000	9,900	12.36%
Tax Exempt- Disabled	2,000	1,800	(200)	-10.00%
Tax Relief- Veterans	6,500	7,000	500	7.69%
Miscellaneous State	3,500	1,000	(2,500)	-71.43%
TAR (to replace LOCIP)	132,000	267,394	135,394	102.57%
Pequot	43,800	48,673	4,873	11.13%
PILOT	97,491	111,317	13,826	14.18%
Telecommunications Tax	20,000	19,400	(600)	-3.00%
TOTAL STATE REVENUE	6,388,014	6,611,220	223,206	3.49%
EXPENDITURE BUDGET FY 15-16	38,930,923	MILL RATE: FY 14-15		29.78
LESS: TOTAL NON-TAX REVENUE	8,068,960	MILL RATE: FY 15-16		33.08
AMOUNT TO BE RAISED BY TAXES	30,861,963	CHANGE IN MILL RATE		3.30
GRAND LIST	951,995,751			
GL X 98% COLLECTION FACTOR	932,955,836			

GENERAL FUND SUMMARY OF EXPENDITURES

FUNCTION

		FY 14-15 APPROVED	FY 15-16 REQUESTED	INCREASE (DECREASE)	PERCENT INC (DEC)
ADMINISTRATIVE SERVICES					
First Selectman	\$	271,791	285,586	\$ 13,795	5.08%
Town Clerk		126,265	130,407	\$ 4,142	3.28%
Treasurer		212,037	214,193	\$ 2,156	1.02%
Assessor		179,160	184,256	\$ 5,096	2.84%
Tax Collector		98,922	114,325	\$ 15,403	15.57%
Town Planner		210,908	245,384	\$ 34,476	16.35%
Building		144,384	147,375	\$ 2,991	2.07%
Registrar of Voters		60,613	56,650	\$ (3,963)	-6.54%
Human Services		175,773	191,343	\$ 15,570	8.86%
SUBTOTAL	\$	1,479,853	\$ 1,569,519	\$ 89,666	6.06%
PUBLIC SAFETY					
Fire Departments		714,795	782,258	\$ 67,463	9.44%
Police Department		2,796,369	3,004,576	\$ 208,207	7.45%
Emergency Management		14,325	15,225	\$ 900	6.28%
Communications		67,500	64,732	\$ (2,768)	-4.10%
SUBTOTAL	\$	3,592,989	\$ 3,866,791	\$ 273,802	7.62%
PHYSICAL SERVICES					
Public Works Department		669,774	761,551	\$ 91,777	13.70%
Town Property		985,174	1,047,008	\$ 61,834	6.28%
Road Improvements		280,000	600,000	\$ 320,000	114.29%
SUBTOTAL	\$	1,934,948	\$ 2,408,559	\$ 473,611	24.48%
CULTURE AND LEISURE					
Senior Center		209,168	222,930	\$ 13,762	6.58%
Parks and Recreation		202,634	202,331	\$ (303)	-0.15%
Libraries		240,152	253,750	\$ 13,598	5.66%
SUBTOTAL	\$	651,954	\$ 679,011	\$ 27,057	4.15%
GENERAL GOVERNMENT					
Activities, Agency Fees and Assoc.		129,089	134,689	\$ 5,600	4.34%
Legal Expense		140,000	150,000	\$ 10,000	7.14%
Insurance and Pension		3,349,337	3,458,045	\$ 108,708	3.25%
Information Technology		166,974	192,691	\$ 25,717	15.40%
Sanitation		870,400	895,100	\$ 24,700	2.84%
Contingency Fund		70,000	70,000	\$ -	0.00%
SUBTOTAL	\$	4,725,800	\$ 4,900,525	\$ 174,725	3.70%

GENERAL FUND SUMMARY OF EXPENDITURES

FUNCTION		FY 14-15 APPROVED	FY 15-16 REQUESTED	INCREASE (DECREASE)	PERCENT INC (DEC)
BOARDS AND COMMISSIONS					
Board of Finance		62,870	54,260	\$ (8,610)	-13.69%
Planning and Zoning Commission		3,050	3,050	\$ -	0.00%
Zoning Board of Appeals		1,350	1,350	\$ -	0.00%
Board of Assessment Appeals		1,650	1,400	\$ (250)	-15.15%
Economic Development Commission		5,337	5,337	\$ -	0.00%
Inland, Wetlands, and Waterways		1,950	1,950	\$ -	0.00%
Police Commission		1,600	1,700	\$ 100	6.25%
Building Committee		720	960	\$ 240	33.33%
Elderly Commission		600	600	\$ -	0.00%
Charter Revision Commission		3,000	3,000	\$ -	0.00%
Ethics Commission		10	200	\$ 190	1900.00%
Historical Commission		1,500	1,500	\$ -	0.00%
SUBTOTAL	\$	83,637	\$ 75,307	\$ (8,330)	-9.96%
CAPITAL IMPROVEMENT					
		892,426	1,345,357	\$ 452,931	50.75%
SUBTOTAL		892,426	1,345,357	\$ 452,931	50.75%
TOWN ADMINISTRATION					
	\$	13,361,607	\$ 14,845,069	\$ 1,483,462	11.10%
DEBT SERVICE					
	\$	1,088,142	\$ 1,400,000	\$ 311,858	28.66%
TOTAL TOWN		14,449,749	\$ 16,245,069	1,795,320	12.42%
BOARD OF EDUCATION					
	\$	21,194,122	\$ 22,685,854	\$ 1,491,732	7.04%
GRAND TOTAL	\$	35,643,871	\$ 38,930,923	\$ 3,287,052	9.22%

CAPITAL IMPROVEMENT PLAN

Listed in order of CIP Committee project ranking

RANK		
1	Facilities Equipment	\$ 20,000
2	Revaluation for 10/1/17	50,000
3	Generators: High School, BB Fire, Town Hall Annex	80,000
4	Town-Wide Drainage	50,000
5	Pavement Management Plan	500,000
6	Chip Sealing Roads	75,000
7	Police Cruisers and Cruiser Equipment	113,310
9	Town Hall Renovations	22,000
10	Vehicles & Equipment	25,000
11	Dial-A-Ride Vehicle-grant funded (Town's Portion)	23,000
12	Engineering/Architect Study- Town Hall Annex	30,000
13	Engineering/Architect Study- Public Works Garage	57,750
14	BBFD: Bunker Gear Replacement	24,450
15	WHPFD: Hurst Rescue Cutters and Spreaders	20,000
16	Aux gym connector and cross bracing- EW High School	125,800
17	Town Hall Annex and PD Renovations	30,000
		<u>1,246,310</u>
	Lease/Purchase Payment- HVAC, Snow Plows	<u>99,047</u>
		<u>1,345,357</u>

DEBT SERVICE

	Principal	Interest
WPCA Clean Water	\$ 633,718	\$ 16,560
WPCA North Road Ph. 1	\$ 33,204	\$ 57,360
WPCA North Road Ph. 2		\$ 59,610
2014 General Obligation- 2004 Re-Fi	\$ 225,000	\$ 72,375
BOE Modular		\$ 75,000
Level Debt Service Funding	\$ 227,173	
	<u>\$ 1,119,095</u>	<u>\$ 280,905</u>
Total:	\$ 1,400,000	

BOARD OF FINANCE - 3/18/2015
ATTACHMENT F

CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE		OUTFLOWS					ENDING BALANCE	
January 1, 2015		PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	TRANSFER TO OTHER/ BOUNCE	ANNUAL OPEB PAYME
\$3,232,090		(\$489,418)	(\$264,000)	(\$556,571)		(\$450,451)	(\$145,415)	
		INFLOWS						
		LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN		
		\$178,979	\$426,564	\$634,492	\$435,677	\$149,788		
							\$3,151,735	

BOARD OF FINANCE - 3/18/2015
ATTACHMENT 9

CUMULATIVE REPORT OF CASH

	FEB 2014	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
End of Month Report of				
Current Taxes	\$1,077,642.63	\$27,173,152.09	\$27,789,172.00	(616,019.91)
MV Supplemental	\$61,590.31	\$277,021.49	\$250,000.00	27,021.49
Interest and Fees	\$30,613.67	\$211,268.24	\$225,000.00	(13,731.76)
Prior Year Taxes	\$24,959.48	\$400,101.03	\$300,000.00	100,101.03
Total Tax Collector Report	\$1,194,806.09	\$28,061,542.85	\$28,564,172.00	(502,629.15)
Sewer Benefit Assessment	\$0.00	\$9,060.29		\$9,060.29
Sewer Facility Connection Charge	\$2,597.00	\$150,335.72		\$150,335.72
Aircraft Registration	\$90.00	\$3,740.00	\$4,800.00	(\$1,060.00)
Total Deposit	\$1,197,493.09	\$163,136.01	\$28,568,972.00	\$158,336.01

98.24%

% OF BUDGET COLLECTED

BOARD OF FINANCE - 3/8/2015
ATTACHMENT H.


TOWN OF EAST WINDSOR
REPORT OF TAX COLLECTOR

TOWN OF EAST WINDSOR													
LIST YEAR	BEGINNING BALANCE	ASSESSMENT INCREASE	ASSESSMENT DECREASE	TAXES REFUNDED	TO SUSPENSE	ADJUSTED COLLECTIBLE	SUSPENSE PAID TAX	SUSPENSE PAID INTEREST	TAXES PAID	INTEREST	LIEN	NET BALANCE	GROSS BALANCE
2013	28,570,650.37	28,383.04	113,124.69	31,971.61		28,485,909.22			27,462,521.31	63,524.87	13,236.02	1,023,387.91	1,025,355.48
2012	617,851.28	1,373.36	35,617.01	5,760.63		583,507.53	396.48	110.66	269,819.69	46,319.28	15,585.52	313,787.94	314,051.94
2011	227,862.58	1,068.29	4,794.18	62.95		224,136.69	2,178.34	933.20	49,505.92	15,884.93	1,621.27	174,630.77	174,702.77
2010	155,612.82		4,576.76	36.56		151,036.16	1,026.12	675.99	23,219.76	11,061.28	1,197.06	127,816.40	128,152.40
2009	141,054.94		1,472.91			139,582.03	447.89	443.41	12,499.90	8,934.35	96.00	127,082.13	127,106.13
2008	114,792.59		1,334.94			113,457.65	83.69	90.47	12,600.92	11,612.12	3,967.08	100,856.73	100,880.73
2007	81,820.03		1,283.68			80,536.35	412.70	489.71	6,406.23	4,859.39	96.00	74,130.12	74,154.12
2006	20,475.02	113.32	1,023.22			19,565.12	162.16	206.75	4,562.38	5,221.58	48.00	15,002.74	15,002.74
2005	12,514.00		1,019.61			11,494.39	894.03	1,270.03	1,936.65	954.32	48.00	9,557.74	9,557.74
2004	7,576.43		989.75			6,586.68	438.46	482.14	201.37	3.02		6,385.31	6,385.31
2003	7,259.44		960.32			6,299.12	107.58	201.32				6,299.12	6,299.12
2002	7,081.80		905.51			6,176.29	197.71	406.58				6,176.29	6,176.29
2001	5,589.49		890.95			4,698.54	579.18	1,273.32				4,698.54	4,698.54
2000	4,396.01		851.49			3,544.52	35.62	85.49				3,544.52	3,544.52
1999	4,057.21		824.70			3,232.51	40.52	329.68				3,232.51	3,232.51
TOTAL	29,978,594.61	30,938.01	169,669.72	37,831.75	-	29,839,852.90	7,000.48	5,998.65	27,843,274.13	168,374.64	35,894.95	1,996,588.77	1,999,300.34
CREDIT BALANCES													
DATE	3/3/2015					2013	(1,967.57)						
						2012	(284.00)						
						2011	(72.00)						
						2010	(336.00)						
						2009	(24.00)						
						2008	(24.00)						
						2007	(2,711.57)						



TOWN OF EAST WINDSOR

Caroline G. Madore, CCMA II - Assessor
11 Rye St. - Broad Brook, CT 06016-9553
cmadore@eastwindsorct.com
860-623-8878 / (Fax) 860-623-4798

TO: Board of Finance / Board of Selectmen
FROM: Caroline G. Madore, CCMA II - Assessor 
DATE: March 11, 2015
RE: Assessor's Status Report

MEMORANDUM

This is a very busy time of year and although this report is brief, the office remains busy with taxpayer requests for adjustments to their past and future motor vehicle bills as well as the processing of benefit claims, State reports and audits.

Real Estate Appeals - Grand List of October 1, 2012:

123 Phelps Rd. (Residence)

The Stipulation of Judgment has been signed off by the Court. Certificates of Change have been processed in accordance with the Stipulation which equal a tax refund of \$106.30 for the 2012 Grand List and \$106.32 for the 2013 Grand List.

171 Main St. & 96 Prospect Hill Rd. (Nursing Homes)

The Appellate Court has notified counsel to select dates within 4/6/2015 through 4/24/2015 for formal oral arguments relating to these cases.

Grand List of October 1, 2014 -

Board of Assessment Appeals

The Board is currently dealing with 63 Real Estate and 28 Personal Property tax appeals. Their duties will be completed by the end of this month.

Real Estate

Homeowners, veterans & disabled individuals are applying for their benefits via office visits and/or home visits. We have had more interest in these programs and have had quite a few new applicants. We will give you a count on homeowners in June following the closeout of applications on May 15th, 2015.

Thank you.



Town of East Windsor Transfer Request Form

FY 14-15



Department Tax Collector (410900) Date 2/19/2015
Transfer Amount \$90.00
Line Item FROM Part-time Wages (51620) Line Item TO Professional Services (52100)
Reason for Transfer To pay for legal ads for collection periods

22

(Approved)

Denied

Department Tax Collector (410900) Date 2/19/2015
Transfer Amount \$320.00
Line Item FROM Part-time Wages (51620) Line Item TO Travel (52300)
Reason for Transfer Mileage reimbursement for Assistant to take CCMC Certification classes

23

(Approved)

Denied

Department Tax Collector (410900) Date 2/19/2015
Transfer Amount \$100.00
Line Item FROM Part-time Wages (51620) Line Item TO Supplies and Equipment (52200)
Reason for Transfer To replace depleted office supplies

24

(Approved)

Denied

Department Public Works (610100) Date 2/23/2015
Transfer Amount ~~\$25,000.00~~ \$8000.00
Line Item FROM Road Maintenance (610300-55500) Line Item TO Overtime (610100-51630)
Reason for Transfer Extremely busy winter storm season, Storm Emergency Fund of \$36,000 has been depleted.
Overtime is in the red- this amount should cover a few more storms, if needed.

25

(Approved)

Denied

First Selectman
Board of Finance

Danese Monard

Date
Date

3/11/2015



Town of East Windsor Transfer Request Form

FY 14-15



Department Human Services (411700) Date 3/4/2015
Transfer Amount \$300.00
Line Item FROM Education and Dues (52400) Line Item TO Travel (52300)
Reason for Transfer Line was budgeted too low for number of staff requesting reimbursement.

26

Approved

Denied

Department Client Fund to CNR Fund Date 3/5/2015
Transfer Amount \$25,811.99
Line Item FROM Fund 8415 Line Item TO 3005 411100 81080
Reason for Transfer To close out old performance bond accounts (\$ was expended from general fund, but never applied to the bond \$) and use the funds for POCD and Economic Development

27

Approved

Denied

Department _____ Date _____
Transfer Amount _____
Line Item FROM _____ Line Item TO _____
Reason for Transfer _____

Approved

Denied

Department _____ Date _____
Transfer Amount _____
Line Item FROM _____ Line Item TO _____
Reason for Transfer _____

Approved

Denied

First Selectman

Board of Finance

Date

Date

3/11/2015

BOARD OF FINANCE - 3/18/2015
ATTACHMENT K



Town of East Windsor Transfer Request Form

FY 14-15



Department Public Works (610100) Date 3/16/2015
Transfer Amount \$15.23
Line Item FROM Professional Services (52100) Line Item TO Education and Dues (52400)
Reason for Transfer To pay for CT Protective Tree Services Association Dues
28 Approved Denied

Department Information Technology (910400) Date 3/5/2015
Transfer Amount \$8,150.00
Line Item FROM CNR- IT GIS (300591040081070) Line Item TO Software Licencing (59010)
Reason for Transfer To pay for software licencing costs- View Permit, Accufund - included in original budget
but many three -year licences became due this year and we had no IT manager last budget.
29 Approved Denied

Department _____ Date _____
Transfer Amount _____
Line Item FROM _____ Line Item TO _____
Reason for Transfer _____
_____ Approved Denied

Department _____ Date _____
Transfer Amount _____
Line Item FROM _____ Line Item TO _____
Reason for Transfer _____
_____ Approved Denied

First Selectman

Board of Finance

Danise Monard

Date

Date

3/16/2015