

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

**MINUTES OF REGULAR MEETING
Wednesday, July 15, at 7:00 p.m.**

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

Members Present: Sharon Trip, (Vice Chairman); Cindy Herms, Robert Maynard, and Kathy Pippin.

Members Absent: Jerilyn Corso, and Robert Little

Alternate Present: Paulette Broder and Gil Hayes.

Alternate Absent: See attendance above.

Others: **Town Treasurer:** Kim Lord.

Press: No one from the press was present.

I. Call to Order:

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

II. Time and Place of Meeting:

Wednesday, July 15, 2015 at 7:00 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

III. Appointment of Alternates:

Vice Chairman Tripp noted the absence of Regular Members Robert Little and Jerilyn Corso; she called for a motion to appoint Alternates to fill the vacancies.

MOTION: To **APPOINT** Alternate Member Paulette Broder and Gil Hayes as voting members for the July 15, 2015 Regular Meeting of the Board of Finance to replace Robert Little and Jerilyn Corso.

Hermes moved/Pippin seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

IV. Approval of Minutes – Regular Meeting, June 17, 2015:

MOTION: To **ACCEPT** the Minutes of the Regular Meeting of the Board of Finance dated July 15, 2015 as presented.

Pippin moved/Broder seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

V. Public Participation:

Steve Smith, 7 Cobblestone Drive: Mr. Smith questioned – of the \$13 million Town side of the budget what is taken up by salaries, and how much is that? Mr. Maynard guestimated approximately 80%. Mr. Smith questioned at what level is the pension funded? Treasurer Lord suggested approximately 90% of the pension is funded. Mr. Smith questioned if we will ever reach full funding? Treasurer Lord suggested the Town is working via an amortization schedule; the pensions should be fully funded in about 7 years. Mr. Smith questioned how the Board of Finance plans to “grow the Town” with the 2% increases; how do we “grow the expenses down the road on 2%?”

Discussion followed clarifying Mr. Smith’s definitions.

VI. Communications: None.

VII. Monthly Reports:

a. Treasurer:

Treasurer Lord presented the Board with the standard reports

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

Tax Collector:

Treasurer Lord presented the Board with the standard reports submitted by the Tax Collector:

- Cumulative Report of Cash – End of Month Report for July 1, 2015 -See Attachment B.
- Report of the Tax Collector – See Attachment C.

Assessor’s Report:

Treasurer Lord presented the following monthly report submitted by the Assessor:

- Memorandum dated July 9, 2015.- Assessor’s Status Report – See Attachment D.

MOTION: To ACCEPT the Monthly Reports as presented.

Hayes moved/Broder seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

b. Line-Item Transfer Requests

Treasurer Lord reviewed the following line item transfers: See Attachment E and F.

Parks and Recreation:

MOTION: To ACCEPT Transfer #61.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

MOTION: To ACCEPT Transfer #62.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

MOTION: To ACCEPT Transfer #63.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

Building Committee:

MOTION: To ACCEPT Transfer #64.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

Public Works:

MOTION: To ACCEPT Transfer #57.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

MOTION: To ACCEPT Transfer #58.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

Debt Service:

MOTION: To ACCEPT Transfer #59.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE:In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

Fire Departments:

MOTION: To ACCEPT Transfer #60.

Hermes moved/Pippin seconded/

DISCUSSION: This is an annual request made by the Incentive Committee

VOTE: In Favor: Broder/Hayes/Hermes/Pippin

Opposed: Maynard

Abstained: No one

VIII. Unfinished Business: None.

IX. New Business:

Mr. Maynard reported he and BOF Liaison to the Capital Improvement Plan Committee. Hermes attended the CIP Meeting held this Monday evening. He suggested the CIP Committee spent their time deciding how to spend the \$660,000.00+/- allocated to CIP expenditures after the 2% budget increase. Mr. Maynard felt there was no plan in place to decide how to fund additional road improvement projects. To assist the CIP Committee Mr. Maynard proposes the following:

MOTION: To CREATE a BOF Subcommittee to look into road improvements.

Maynard moved/Hayes seconded for discussion/

DISCUSSION: Mrs. Hermes questioned what other committees already exist that would be addressing this issue? Mr. Pippin (member of CIP Committee) speaking from the audience and Mr. Hayes reminded Mr. Maynard the process is to go to the Board of Selectmen to request the creation of an ad hoc committee, which should include Town Engineer Norton and Joe Sauerhoefer of the Public Works Department. Treasurer Lord clarified there is already a plan in place to send road projects and some building maintenance projects to referendum next year. Town Engineer Norton is already working with J. R. Russo to design projects. She also noted the projects undertaken must be able to be managed within the next budget year.

Maynard amended his motion/Hayes amended his second/

AMENDED MOTION: To REQUEST OF THE BOARD OF SELECTMEN that an ad hoc committee be created to investigate a schedule for road improvement and facilities projects via bonding.

DISCUSSION: Mrs. Pippin was opposed as she felt the Town had excellent employees addressing these projects; they don't need to be micromanaged. Commissioner Broder

and Herms opposed creating another committee to oversee projects already under consideration.

VOTE: **In Favor:** **Maynard and Hayes**
 Opposed: **Broder/Herms/Pippin**
 Abstained: **No one.**

X. Board Members Comments:

Mr. Maynard felt more money than is needed remains in the fund balance; he would like to consider spending some of those funds on facilities. Mr. Maynard questioned when that process would start? Treasurer Lord suggested she would like to see what the actual ending fund balance is before initiating other expenditures.

Mrs. Hermes reported as the BOF's Liaison to the CIP Committee she attended their meeting Monday night. They took money from roads again to give it to the fire departments for rescue equipment. The Police video equipment request and the Dial-A-Ride request didn't make it.

Mrs. Pippin noted she is in favor of the police cameras but felt the Police Department themselves wanted to wait until better equipment is available. Mrs. Pippin also felt the overtime budget needed to be reviewed as it appears high.

XI. Invoice Authorization:

MOTION: **To AUTHORIZE payment of Peg's invoice.**

Herms moved/Hayes seconded/

DISCUSSION: Vice Chairman Tripp suggested this invoice is a regular bill to be paid; she would like to remove authorization from the agenda items.

VOTE: In Favor: Unanimous (Broder/Hayes/Hermes/Maynard/Pippin)

XII. Adjournment:

MOTION: **To ADJOURN this Meeting at 7:45 p.m.**

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

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

BOARD OF FINANCE - 7/15/2015
ATTACHMENT A

CASH FLOW REPORT - WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE June 1, 2015	OUTFLOWS				
	PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO OTHER/ TO DEBT SERVICE BOUNCE (\$992)
\$3,324,144	(\$493,512)	(\$734,000)	(\$415,860)		(\$54,190)

ENDING BALANCE June 30, 2015	INFLOWS			
	LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN WPCA IN
\$3,019,902	\$184,320	\$60,537	\$231,762	\$750,000
				\$167,692

7/15/2016

ATTACHMENT 8

CUMULATIVE REPORT OF CASH

End of Month Report of	NET CASH COLLECTION		BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
	JUN 2015			
Current Taxes	\$123,722.27	\$27,744,438.81	\$27,789,172.00	(44,733.19)
MV Supplemental	\$7,860.02	\$315,646.94	\$250,000.00	65,646.94
Interest and Fees	\$48,941.13	\$339,779.49	\$225,000.00	114,779.49
Prior Year Taxes	\$37,447.49	\$494,307.07	\$300,000.00	194,307.07
Total Tax Collector Report	\$217,970.91	\$28,894,172.31	\$28,564,172.00	299,376.64
Sewer Benefit Assessment	\$0.00	\$12,433.33		\$12,433.33
Sewer Facility Connection Charge	\$7,744.00	\$168,068.11		\$168,068.11
Aircraft Registration		\$3,740.00	\$4,800.00	(\$1,060.00)
Total Deposit	\$225,714.91	\$184,241.44	\$28,568,972.00	\$179,441.44

% OF BUDGET COLLECTED

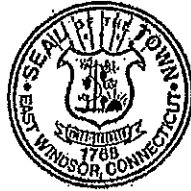
101.16%

BOARD OF FINANCE- 7/15/2015 - ATTACHMENT A

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	28,570,650.87	32,050.43	129,199.29	36,517.01	29,116.32	28,473,502.01	1,259.34	365.73	28,069,090.55	119,304.14	21,021.79	385,295.14	387,235.27
2012	517,851.28	2,021.52	45,625.03	5,986.04	50,388.46	574,247.77	1,102.65	371.14	330,843.68	62,516.19	16,931.66	193,015.61	193,259.61
2011	227,862.86	1,068.25	8,691.49	62.95	10,390.83	229,239.38	2,995.34	1,372.85	54,604.35	23,846.27	1,929.76	145,243.70	145,315.70
2010	155,612.92		7,763.90	36.56	4,967.85	147,849.02	1,553.62	1,010.14	25,810.25	14,359.71	1,245.06	117,070.92	117,406.92
2009	141,054.94	212.49	4,610.45		5,603.37	136,656.93	1,060.03	1,087.65	16,516.96	13,142.91	144.00	114,536.35	114,560.35
2008	114,792.59		4,178.62		1,873.60	110,613.97	384.51	379.29	18,030.26	26,382.70	4,015.08	90,710.11	90,734.11
2007	81,820.03		3,508.80		553.18	78,313.23	680.51	784.18	18,454.25	13,598.58	120.00	59,305.80	59,353.80
2006	20,475.02	113.32	2,938.50		471.15	17,645.84	430.95	683.09	6,627.82	8,131.30	72.00	10,550.87	10,574.87
2005	12,514.00		2,928.09		475.38	9,585.91	1,276.00	1,866.90	1,936.55	954.32	48.00	7,173.38	7,173.38
2004	7,576.43		2,842.35		494.08	4,734.08	588.44	751.29	201.37	3.02		4,038.63	4,038.63
2003	7,259.44		2,757.82			4,501.62	182.50	302.58				4,501.62	4,501.62
2002	7,081.80		2,600.43		236.64	4,481.37	285.15	610.59				4,244.73	4,244.73
2001	5,589.49		2,646.23		406.44	2,943.26	579.18	1,273.32				2,535.82	2,535.82
2000	4,396.01		2,529.03		398.44	1,866.98	35.62	85.49				1,478.54	1,478.54
1999	4,057.21		2,449.44		175.77	1,607.77	159.35	648.74				1,432.00	1,432.00
TOTAL	29,978,594.61	35,466.05	225,267.47	42,602.56	105,542.33	29,788,793.19	12,583.19	11,605.99	28,542,116.64	282,339.14	45,527.35	1,141,134.22	1,143,846.35
CREDIT BALANCES													
DATE	7/1/2015					2013	(1,940.13)						
						2012	(244.00)						
						2011	(72.00)						
						2010	(336.00)						
						2009	(24.00)						
						2008	(24.00)						
						2007	(48.00)						
						2006	(24.00)	(2,712.13)					

BOARD OF FINANCE - 7/15/2015



ATTACHMENT D

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: July 9, 2015
RE: Assessor's Status Report

MEMORANDUM

We are now in the middle of collection month - taxpayers pursue the processing of motor vehicle adjustments in order that their bills may be reduced or completely abated. Most have been addressed and any additional changes to the assessments must be accomplished with Certificates of Change through our administrative system which is then shared with our Collector.

Motor Vehicle hearings (for the 10/1/2014 Grand List and the Motor Vehicle Supple of 10/1/2013) will be held by the Board of Assessment Appeals on September 15, 2015 at 6 p.m. The forms and information are available on the Assessor's website.

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

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

- The Appellate Court oral argument session was held on April 8, 2015. We are on hold with this matter until we are advised of the Court's decision.
- Following this year's Board of Assessment Appeals hearings, a second appeal was filed by the Plaintiffs in order to solidify their appeal stand for the future, in case the Appellate Court decision is not in their favor.

State Reports --

The Owners Program Report has been filed = 155 real estate accounts. The total reimbursement requested is \$86,128.87. This is not a solid figure until after the State's audit and, of course, if property owners on this program pass or transfer title prior to the end of August, 2015.

The Annual Report to the State Division of Forestry was filed 6/2/2015. Farm Land Classified as PA 490 is 4,977.56 acres and Forest Land Classified as PA 490 is 518.80 acres.

Grand List of October 1, 2015 --

We are now in the search mode for real estate and personal property changes and updates. This process will be on-going until the Grand List is filed in January, 2016.

Field work continues to address Certificates of Occupancy and updates to real estate values for the upcoming Grand List.

Thank you.

BOARD OF FINANCE - 7/15/2015
ATTACHMENT E



Town of East Windsor Transfer Request Form

FY 14-15



Department Parks and Recreation (710200) Date 6/30/2015
Transfer Amount \$1,099.03
Line Item FROM Site Improvement (55510) Line Item TO Supplies and Equip (52200)
Reason for Transfer Dept, overexpended line

61 Approved Denied

Department Parks and Recreation (710200) Date 6/30/2015
Transfer Amount \$217.58
Line Item FROM Education and Dues (52400) Line Item TO Supplies and Equip (52200)
Reason for Transfer Dept. overexpended line

62 Approved Denied

Department Parks and Recreation (710200) Date 6/30/2015
Transfer Amount \$112.37
Line Item FROM Travel (52300) Line Item TO Professional Services (52100)
Reason for Transfer Dept. overexpended line

63 Approved Denied

Department Building Committee Date 6/30/2015
Transfer Amount \$160.00
Line Item FROM Elderly Committee (Recording Sec) Line Item TO Recording Sec (51900)
Reason for Transfer Surplus funds to pay for overexpended line

64 Approved Denied

First Selectman
Board of Finance

Danise Menard

Date
Date

7/13/2015

BOARD OF FINANCE - 7/15/2015
ATTACHMENT F



Town of East Windsor Transfer Request Form

FY 14-15



Department Public Works (610100) Date 6/25/2015
Transfer Amount \$242.91
Line Item FROM Road Maintenance (55500) Line Item TO Overtime (51630)
Reason for Transfer To balance Public Works overtime line

57 Approved Denied

Department Public Works (610100) Date 6/25/2015
Transfer Amount \$75.00
Line Item FROM Professional Services (52100) Line Item TO Education and Dues (52400)
Reason for Transfer _____

58 Approved Denied

Department Debt Service (910800) Date 6/25/2015
Transfer Amount \$15,048.36
Line Item FROM Interest (61200) Line Item TO Principal (61100)
Reason for Transfer To bring Debt Service Department in balance.

59 Approved Denied

Department Fire Departments (511000) Date 6/30/2015
Transfer Amount \$25,941.00
Line Item FROM Incentives (51810) Line Item TO Annuities (51820)
Reason for Transfer Surplus in Incentives to offset underfunded annuity plan.

60 Approved Denied

First Selectman
Board of Finance

Danese Menard

Date
Date

7/13/2015