

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

**MINUTES OF SPECIAL MEETING
Tuesday, September 29, 2015, at 8:00 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.

Alternate Absent: Gilbert Hayes

Others: **Town Treasurer:** Kim Lord; **Selectman:** Dale Nelson

Press: Kyle Penn, Journal Inquirer.

I. Call to Order:

Chairman Corso called the Meeting to Order at 8:02 p.m.

II. Time and Place of Meeting:

Tuesday, September 29, 2015 at 8:00 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 September 29, 2015 Special Meeting of the Board of Finance.

Herms moved/Tripp seconded/**DISCUSSION:** None.

VOTE: In Favor: Unanimous

IV. Approval of Minutes/Special Meeting September 14, 2015:

Minutes not available for approval; table until next Board of Finance Meeting.

V. Public Participation:

No one requested to speak.

VI. Unfinished Business: None.

VII. New Business/a) Discuss year-end audit:

- 1 Town:** Treasurer Lord indicated that most of the Town financial information has been sent to the auditors; the checking accounts have been completely reconciled. Treasurer Lord noted that there were a couple of Town departments for which funds were not encumbered; those requests were denied.
- 2. BOE:** See discussion during Joint Board of Finance/Board of Education Meeting regarding general accounting practices related to funding requests.
- 3. WPCA:** Treasurer Lord noted they are still working on the WPCA collections as their user fees have a different payment cycle.

VII. New Business/b) Discuss dating of invoices and modified accrual accounting:

See discussion during Joint Board of Finance/Board of Education Meeting regarding encumbrance policy and vendor acknowledgement.

X. Adjournment:

MOTION: To **ADJOURN** this Meeting at 8:15 p.m.

Tripp.moved/Broder seconded/VOTE: In Favor: Unanimous

Respectfully submitted:_____

Peg Hoffman, Recording Secretary, East Windsor Board of Finance