

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

**MINUTES OF REGULAR MEETING  
Wednesday, November 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, Kathy Pippin, and William Syme.  
**Members Absent:** Robert Little, Robert Maynard.  
**Alternate Present:** Paulette Broder, and Luis Valdez.  
**Alternate Absent:** Both Alternates in attendance  
**Others:** **Town Treasurer:** Kim Lord; **Deputy First Selectman** Richard P. Pippin; **Selectman** Jason Bowsza; Denise Menard; see other members of the public under Public Participation.  
**Press:** No one from the Press was present.

**1. Call to Order:**

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

**2. Time and Place of Meeting:**

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

**3. Attendance/Appointment of Alternates:**

Chairman Corso noted Election of Officers for this new Board will occur later in this meeting. In the interim she suggested the Board should appoint a temporary Chairman.

**MOTION:** To APPOINT Jerilyn Corso as Temporary Chairman for the November 18, 2015 Regular Meeting of the Board of Finance.

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

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

**MOTION:** To APPOINT Alternate Member Luis Valdez to replace Robert Maynard as a voting member for the November 18, 2015 Regular Meeting of the Board of Finance.

Board of Finance Regular Meeting  
November 18, 2015  
DRAFT MEETING MINUTES

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

Chairman Corso also noted the absence of Robert Little; she called for a motion to appoint an Alternate to fill this vacancy as well.

**MOTION:** To APPOINT Alternate Member Paulette Broder to replace Robert Little as a voting member for the November 18, 2015 Regular Meeting of the Board of Finance.

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

4. **Approval of Minutes/a. Regular Meeting, October 21, 2015:**

**MOTION:** To APPROVE the Minutes of the Regular Meeting of the Board of Finance Meeting dated October 21, 2015 as AMENDED as follows:  
**Page 1, Attendance: Delete Robert Little; Page 1, Members Absent: Add Robert Little.**  
**Page 3, Item 7b. Transfer Requests:** "LET THE RECORD SHOW Board of Finance Member ~~Hermes~~ **HERMS** arrived.  
**Page 3, MOTION to APPROVE** Transfer #1, VOTE: Abstained: ~~Hermes~~ **HERMS**  
**Page 4. MOTION to APPROVE** that the check registers in question be posted to the school year 2015. DISCUSSION: Line 4, ".....\$800,000 in expenditures were submitted by the BOE in August 2015 **for FY ENDING JUNE 2015**....."

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

5. **Public Participation:**

Temporary Chairman Corso advised the audience she would take public comments but would not respond this evening as often comments require research.

**Steve Smith, 7 Cobblestone Drive:**

- Kim Lord is the Treasurer, is she considered the Chief Financial Officer for the Town, and does she do budgetary analysis?
- There was discussion at a previous Board of Selectmen's Meeting of outsourcing the Wetlands Enforcement Officer position. The Building Department has been outsourced in the past. Mr. Smith would like a cost study/benefit analysis on outsourcing the Building Department
- The Building Department is a revenue source for the Town. It takes up to 30 days to issue a Building Permit; could outsourcing the Building Department increase the

revenue? Is reduced processing time/increased revenue included in the cost analysis? If so, what's the increased efficiency/revenue?

•  
**Denise Menard, 73 Miller Road:** She is present this evening because, up until today, the financial information has been on her watch; she is present tonight to offer any assistance if needed.

**Bob Leach, 39 Church Street:** wants to welcome both the old and new members to the Board this evening. He is sorry to not see Sharon Tripp amongst the members.

**Jason Bowsza, 34 Rye Street:** echoed Bob Leach's comments; he wished everyone good luck; he is excited to see the approaching year.

6. **Communications:** None.

7. **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 October 1, 2015 - See Attachment B.
- Report of the Tax Collector – See Attachment C.

Treasurer Lord reported the month has been fairly quiet for tax collection, but the Tax Collector is still on target to meet her collection goals. She has ramped up the motor vehicle tax delinquencies, and is now working on real estate delinquencies. She may be scheduling some real estate tax sales on delinquent properties in the future.

**Assessor's Report:**

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

- Memorandum dated 11/09/2015.- Assessor's Status Report – See Attachment D.

Treasurer Lord reported the Assessor is still working on some real estate tax appeals. The Town has won the appeal initiated by the nursing home but the

nursing home is taking the appeal to a higher court. SJK Properties continues to appeal their tax assessment on the proposed subdivision. The Assessor has received the Supplemental Motor Vehicle List but she is still working on the numbers as to what amount is collectible.

Temporary Chairman Corso questioned the process for the Personal Property Audits; will the Board receive more detailed information? Treasurer Lord reported that all businesses involved have been notified. It's hoped the additional bills can be generated by December; additional income will be received due to this process as interest on the delinquencies can be significant. Treasurer Lord reported the Assessor is being as business-friendly as possible.

**b. Line-Item Transfer Requests:**

Treasurer Lord reviewed the specific of the following line item transfer with the Board. See Attachment E.

**Zoning Board of Appeals:**

**MOTION:** To ACCEPT Transfer #1.

Herms moved/Pippin seconded/

**DISCUSSION:** Treasurer Lord requested the Transfer number to be changed to "2: as Transfer #1 was approved last month.

**AMENDED MOTION:** To ACCEPT Transfer **#2**

Herms moved/Pippin seconded/

**VOTE:** In Favor: Unanimous (Broder/Herms/Pippin/Syme/Valdez)

**Tax Collector:**

**MOTION:** To APPROVE Transfer #3.

Herms moved/Pippin seconded.

**DISCUSSION:** Mrs. Pippin questioned how many people were going to these classes; the cost of the class is high. Treasurer Lord reported one employee is seeking her certification associated with her position. The State offers only one program – this one located some distance from East Windsor. There are eight classes associated with this program.

**VOTE:** In Favor: Unanimous (Broder/Herms/Pippin/Syme/Valdez)

**8. Unfinished Business:**

Brief discussion followed regarding the status of the line item for legal fees and the costs associated with collection of tax delinquencies, labor negotiations, and the ethics complaint.

**9. New Business:**

**a. Election of Officers**

**MOTION:** To NOMINATE Jerilyn Corso as Chairman of the Board of Finance.

Herms moved/Pippin seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Syme.

**MOTION:** To NOMINATE Kathy Pippin as Secretary/Vice Chairman of the Board of Finance.

Herms moved/Syme seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Syme.

**b. 2016 Meeting Dates**

Historically the BOF has been meeting on the third Wednesday of the month at 7:00 p.m. Mr. Valdez suggested moving the start time to 7:30 to encourage the public to attend and to make it easier for those members who work out of town. Mrs. Herms noted that often during the budget season meetings run long; the earlier starting time has been a benefit during those sessions. Mrs. Pippin suggested 7:00 is perfect for her; Mrs. Broder had no problem with either start time.

**MOTION:** To change the start time of the Board of Finance monthly Meetings to 7:30 p.m.

Valdez moved/Herms seconded/DISCUSSION: See comments listed above

VOTE: In Favor: Broder/Herms/Valdez  
Opposed: Pippin/Syme  
Abstained: No one

**c. Clerical Contract Update:**

Treasurer Lord reported the Board of Selectmen approved the negotiated contract for the Clerical Union this previous Monday evening; the contract now needs to be signed by the First Selectmen. Employees will receive raises of 2+% over the next three years.

**d. Letter of Resignation – Bob Maynard**

Chairman Corso noted receipt of a letter of resignation from the Board of Finance from Bob Maynard.

**MOTION:** To ACCEPT Bob Maynard's letter of resignation with regret.

Pippin moved/Herms seconded/VOTE: Unanimous

Chairman Corso also noted Mr. Maynard had been the BOF's liaison to the Pension Committee. The Board will consider the liaison position at the December Meeting.

**e. Procedure for Filling Vacancy**

The Board discussed the process for filling the vacancy caused by Mr. Maynard's resignation. The Board will hold a Special Meeting at 6:30 p.m. prior to the December 16<sup>th</sup> Regular BOF Regular Meeting to fill the vacancy.

**10. Board Member Comments:**

Chairman Corso offered the following comments:

- She welcomed everyone to this new Board. She noted it's helpful for BOF members to attend BOS Budget meetings and workshops to understand how the budget is put together before it reaches the BOF.
- She would also like to begin each meeting with the Pledge of Allegiance.
- She thanked Denise Menard for attending this evening to tie up any loose ends, and also thanked her for everything she's done for the town.

Mrs. Pippin reported she heard the Police Department will be asking for a \$45,000 transfer or appropriation.

Mrs. Herms also welcomed the new members to the Board.

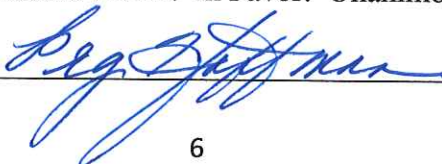
Mr. Valdez concurred with Chairman Corso's comments about Mrs. Menard's work for the town; he probably would not be a member of this Board if he hadn't spoken to her about volunteering for the Town.

**11. Adjournment:**

**MOTION:** To ADJOURN this Meeting at 8:05. p.m.

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

Respectfully submitted: \_\_\_\_\_



Board of Finance Regular Meeting

November 18, 2015

DRAFT MEETING MINUTES

Peg Hoffman, Recording Secretary, East Windsor Board of Finance

# CASH FLOW REPORT - WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE  
October 1, 2015

\$2,894,652.

OUTFLOWS				
PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE TO OTHER/ BOUNCE
(\$503,235)	(\$1,092,001)	(\$931,825)		(\$3,200)

ENDING BALANCE  
October 31, 2015

\$2,723,677

## INFLOWS

LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN
\$202,676	\$295	\$285,000	\$2,000,000	

BOARD OF FINANCE 11/18/2015  
ATTACHMENT A-



BOARD OF FINANCE 11/18/2015  
ATTACHMENT C

CUMULATIVE REPORT OF CASH

End of Month Report of	OCT 2015	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$186,386.47	\$16,062,647.26	\$28,273,762.00	(12,211,114.74)
MV Supplemental	\$0.00	\$0.00	\$275,000.00	(275,000.00)
Interest and Fees	\$35,507.49	\$90,750.36	\$225,000.00	(134,249.64)
Prior Year Taxes	\$59,176.12	\$183,116.32	\$275,000.00	(91,883.68)
<b>Total Tax Collector Report</b>	<b>\$281,070.08</b>	<b>\$16,336,513.94</b>	<b>\$29,048,762.00</b>	<b>(12,724,354.98)</b>
Sewer Benefit Assessment	\$2,028.08	\$22,603.72		\$22,603.72
Sewer Facility Connection Charge	\$12,928.86	\$216,600.84		\$216,600.84
Aircraft	\$970.00	\$990.00	\$3,300.00	(\$2,310.00)
Parking	\$0.00	\$20.00	\$60.00	(\$40.00)
<b>Total Deposit</b>	<b>\$296,997.02</b>	<b>\$239,204.56</b>		<b>\$236,354.56</b>

% OF BUDGET COLLECTED 56.24%

TOWN OF EAST WINDSOR  
REPORT OF TAX COLLECTOR

BOARD OF FINANCE 11/18/2015  
ATTACHMENT C

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
2014	28,741,867.65	24,671.12	62,238.61	9,748.92		28,704,300.16			16,062,647.26	28,313.15	8,018.05	12,641,652.90	12,643,322.32
2013	385,295.14	2,995.77	8,064.14	2,839.42		380,226.77	5,523.21	660.18	125,511.59	19,018.14	6,002.07	254,715.18	255,719.86
2012	193,015.61	505.06	2,068.33	148.90		191,452.34	622.42	255.56	21,964.53	7,729.84	1,383.80	169,487.81	169,731.81
2011	145,243.70	0.01	1,425.48			143,818.23	1,151.29	841.33	16,769.32	6,693.01	543.29	127,048.91	127,189.45
2010	117,070.92		1,513.24			115,557.68	465.50	492.53	2,082.44	2,077.24	72.00	113,475.24	113,811.24
2009	114,536.35		1,383.40			113,152.95	450.55	396.59	5,168.77	3,320.20	122.05	107,984.18	108,008.18
2008	90,710.11		1,253.82			89,456.29	95.69	104.78	1,281.43	1,383.99	194.78	88,174.86	88,198.86
2007	59,305.80		1,205.66			58,100.14	278.95	465.68	1,112.20	1,393.03	48.00	56,987.94	57,035.94
2006	10,550.87		958.22			9,592.65	283.92	409.13				9,592.65	9,616.65
2005	7,173.38		694.20			6,479.18	188.35	365.01				6,479.18	6,479.18
2004	4,038.63					4,038.63	218.95	393.14				4,038.63	4,038.63
2003	4,501.62					4,501.62						4,501.62	4,501.62
2002	4,244.73					4,244.73						4,244.73	4,244.73
2001	2,536.82					2,536.82						2,536.82	2,536.82
2000	1,478.54					1,478.54						1,478.54	1,478.54
						-						-	-
										</			

BOARD OF FINANCE 11/18/2015



ATTACHMENT D

**TOWN OF EAST WINDSOR**

Caroline G. Madore, CCMA II - Assessor  
11 Rye St. - Broad Brook, CT 06016-9553  
cmadore@eastwindsorct.com  
860-623-6878 / (Fax) 860-623-4798

TO: Board of Finance / Board of Selectmen  
FROM: Caroline G. Madore, CCMA II - Assessor  
DATE: November 9, 2015  
RE: Assessor's Status Report

**MEMORANDUM**

**Real Estate Appeals which remain active:**

**Grand List of October 1, 2012:**

- 171 Main St. & 96 Prospect Hill Rd. (Nursing Homes) - the Plaintiff has filed with the Supreme Court - we continue to wait for a ruling.

**Grand List of October 1, 2014:**

- 171 Main St. (Chestnut Point Realty LLC) - assessment value = 1,829,330
- 96 Prospect Hill Rd. (Kettle Brook Realty LLC) - assessment value = 4,089,130
  - o Pretrial session for both cases will be held following the Supreme Court ruling (relative to the 2012 cases as referred to above). We are working with the parties to schedule pretrial dates in April, 2016.
- 64 Real Estate Accounts - owned by SJK Properties LLC & Jolanta Kement
  - o We are scheduled to negotiate this matter with the Plaintiffs and Judge Aronson on December 15, 2015.

**Board of Assessment Appeals:**

The Board held their Motor Vehicle session on September 15, 2015 @ 6 p.m. to hear Motor Vehicle valuation issues. 7 appeals were heard and granted resulting in a total tax loss of \$1,060.24.

**Personal Property Audits (2012, 2013 & 2014) -**

Our Auditor has completed his work and, following my review and adjustments, I released the results to our taxpayers. A few have contacted me to understand the outcome and negotiate. I will continue to work with those who have reached out and issue the Certificates of Change by the end of November, 2015. The results will be in my December monthly status report.

**Grand List of October 1, 2015 -**

**Real Estate:**

The permit system has assisted greatly to pinpoint the properties to be reviewed and processed for additional taxation. The related work continues to enhance the Grand List value.

**Personal Property:**

The deadline to file personal property packets was 11/2/2015 - the processing of those filed & non-filed will continue through December.

**Motor Vehicles:**

We expect to get the Regular Motor Vehicle list from the Department of Motor Vehicles shortly. The new system at DMV has not been an easy transition. We continue to attend workshops to gain as much knowledge as we can so that we may continue to process motor vehicle matters fair & equitably.

Thank you.

BOARD OF FINANCE - 11/18/2015  
ATTACHMENT E.



Town of East Windsor Transfer Request Form

FY 15-16



Department Zoning Board of Appeals Date 11/4/2015  
Transfer Amount \$400.00  
Line Item FROM 1005 910600 59500 (Contingency) Line Item TO 1005 810400 51900 (Rec. Sec.)  
Reason for Transfer Budget was trimmed during last budget meeting- only four meetings last year; this year there  
have already been five, with seven months remaining in the year.  
2 Approved Denied

Department Tax Collector Date 10/14/2015  
Transfer Amount \$200.00  
Line Item FROM 1005 410900 52400 (Education) Line Item TO 1005 410900 52300 (Travel)  
Reason for Transfer Assitant traveling to and from class for certification- class located in Berlin, CT  
3 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

Debbie Menard

Date  
Date

11/6/2015