

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

**MINUTES OF REGULAR MEETING  
Wednesday, February 17, 2016 , at 7:30 p.m.**

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

**Members Present:** Jerilyn Corso (Chairman) Cindy Herms, Kathy Pippin; Steve Smith,  
**Members Absent:** Bill Syme  
**Alternate Present:** Paulette Broder, and Luis Valdez.  
**Alternate Absent:** Both Alternates were present.  
**Others:** **Town Treasurer:** Kim Lord; **First Selectman:** Robert Maynard;  
**Selectmen:** Jason Bowsza; Richard P. Pippin, II, Deputy First Selectman;  
**Town Staff or Department Heads:** **Assessor:** Carol Madore; Tax  
Collector: Patti Kratochvil; **East Windsor Police Department:** Chief Edward  
DeMarco, Deputy Chief Roger Hart; **Police Commission:** Tom Stremper,  
Chairman; Bob Leach, member. **Public Works Department:** Joe Sauerhoefer,  
Maintainer of Facilities and Inspections; Senior Services: Kristen Formanek,  
Director.

**Press:** No one from the press was present.

**1. Call to Order:**

Chairman Corso called the Meeting to Order at 7:30 p.m. The Board stood to recite the Pledge of Allegiance.

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

Wednesday, February 17, 2017\_at 7:30 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

**3. Appointment of Alternates:**

Chairman Corso noted the passing of Board Member Robert Little and acknowledged his contributions throughout past budget seasons.

**MOTION:** To APPOINT Luiz Valdez as a voting member to replace Bob Little for the Board of Finance Regular Meeting dated February 17, 2016.

Herms moved/Pippin seconded/**DISCUSSION:** None

**VOTE:** In Favor: Unanimous (Herms/Pippin/Smith)

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

**MOTION:** To APPOINT Paulette Broder as a voting member to replace Bill Syme for the Board of Finance Regular Meeting dated February 17, 2016.

Valdez moved/Pippin seconded/DISCUSSION: None  
VOTE: In Favor: Unanimous (Herms/Pippin/Smith/Valdez)

4.. **Approval of Minutes/Regular Meeting, January 20, 2016:**

**MOTION:** To APPROVE the Minutes of Regular Meeting of the Board of Finance dated January 20, 2016 with the following amendment:  
**Page 1; Attendance, Alternates Absent:** remove reference to Robert Little as an Alternate.

Herms moved/Pippin seconded/DISCUSSION: None  
VOTE: In Favor: Unanimous (Broder/Herms/Pippin/Smith/Valdez)

5. **Public Participation:**

No one requested to speak.

6. **Communications/a. Budget workshop department schedule:**

Treasurer Lord advised the Board the Meeting scheduled for Monday, March 28<sup>th</sup> may need to be relocated to a different location.

**MOTION:** To ADD under **New Business, Item e: Supplemental Appropriation – Dial-A-Ride Vans**

Herms moved/Pippin seconded/DISCUSSION: None  
VOTE: In Favor: Unanimous (Broder/Herms/Pippin/Smith/Valdez)

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 April 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 2/09/2016.- Assessor's Status Report – See Attachment D.
- Taxable Property and Tax Exempt Property Report dated February 1, 2016 – See Attachment E.
- Grand List Report as of October 1, 2015 – See Attachment F.
- Top Ten Taxpayer List – October 1, 2015 – See Attachment G.
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Discussion followed regarding the continuing problems generated by the recent technology conversion at the Department of Motor Vehicles, the impact on the effects of that conversion on local governments, and the impact of Governor Malloy's proposal to allow renewal of registrations of motor vehicles without the provision of collection of outstanding taxes through the municipalities prior to renewal.

**Monthly Reports/b. Line-Item Transfer Requests:**

See Attachment H.

**Police Department – (Janitorial Services – Transfer #5, Additional Expenses due to new hires - Transfer #6, and Cost of Regional Narcotic Task Force – Transfer #8 and Transfer #9 ):**

Chief Ed DeMarco and Deputy Chief Roger Hart joined the Board.

Regarding the request for transfer for \$3,000.00 to cover a portion of janitorial services Deputy Chief Hart reported that a request for \$23,560.00 was originally requested in the 2015 Budget; the Budget went through three referendums and failed passage. The BOF subsequently allocated a 2% increase to all budget lines. During that budget process dialogue occurred as to where cuts might be made. It was agreed to cut roughly \$10,000.00 from the funding request for janitorial services. Recent discussion with Treasurer Lord found the professional services line was getting low; as a result they are requesting the \$3,000.00 transfer from Supplies and Equipment to Professional Services to cover the cost of janitorial services.

Discussion followed regarding Transfer request #6. Deputy Chief Hart reported they have realized a savings in the cost of communications services but anticipate a shortage in the costs associated with new police officers. Therefore they are requesting a transfer of \$3,000.00 from Supplies and Equipment to Education/Dues.

**MOTION:** To APPROVE Transfer #5 and Transfer #6.

Herms moved/Valdez seconded/

*DISCUSSION:* Mrs. Herms questioned why the funds were being transferred to Education and Dues if the funds were being requested to cover professional services? Deputy Chief Hart reported the request covers renewal of officer re-certifications.

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

Chief DeMarco acknowledged the national epidemic of heroin addiction and deaths; he reported the epidemic exists in Connecticut and in East Windsor. Chief DeMarco cited the need to be pro-active to fight this problem. The East Windsor Police Department has an opportunity to join with several surrounding towns to form a regional narcotics task force. The involvement in this regional task force was unanimously approved by the Police Commission, and has the blessing of the Board of Selectmen. Deputy Chief Hart reported the requested \$21,144.00 is the cost to put an officer in the task force, and to replace that officer with a new hire for our department. Chief DeMarco suggested this is a community problem; social services, the police department, and others need to work as a team.

Deputy Chief Hart reported Transfer #9 for \$2,500.00 is the cost to send the new hire to the Police Academy.

**MOTION:** To APPROVE Transfer #8 and #9..

Herms moved/Pippin seconded/

*DISCUSSION:* Chairman Corso concurred that the Town is committed to this program but she cited concern regarding funding sources next year. Mrs. Herms said this comes down to saving lives.

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

**MOTION:** To GO OUT OF ORDER and take **New Business: Item a. Discussion of Warehouse Point Fire District Tax: Assessor Carol Madore and Tax Collector Patti Kratochvil:**

Herms moved/Smith seconded/*DISCUSSION:* None

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

9. **New Business/a. Discussion of Warehouse Point Fire District Tax:**

Assessor Madore and Tax Collector Kratochvil joined the Board. Tax Collector Kratochvil and Assessor Madore referenced the following documentation:

- East Windsor Fire District Map (reference eastwindsorct.com for information)

- Sample Real Estate Tax Bill reflecting fire services charges relative to the fire district in which a property is located.

The Warehouse Point Fire District (WHPFD) will now be taxing properties located their legislatively approved fire district for fire services. The cost of WHPFD fire services (including property improvements) will be removed from the Town Budget and will be taxed by the WHPFD under their separate budget process. The Broad Brook Fire Department (BBFD) will continue to be funded through the Town Budget; funding for the BBFD will be subject to the Town referendums. To provide the citizens with a comparable reflection of the fire service charges Tax Collector Kratochvil has prepared sample Real Estate Tax Bills (also available on eastwindsorct.com and as part of these minutes as Attachment I). The WHPFD is Fire District 1, while the BBFD will be reflected as Fire District 2. Assessor Madore explained the demarcation of the two fire districts, noting that properties which were found to be located within both districts will be included in its entirety in the WHPFD. Tax bills will continue to be generated by, and payments will continue to be made to, the Town; WHPFD taxes will then be paid to the WHPFD.

**MOTION:** To TAKE A FIVE MINUTE RECESS

Herms moved/Broder seconded/*DISCUSSION:* None

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

The Board RECESSED at 8:25 p.m. and RECONVENED at 8:31 p.m. by declaration of Chairman Corso.

**New Business/b. Supplemental Appropriation – Police Department Contract Settlement:**

**MOTION:** To ACCEPT the Supplemental Appropriation of \$63,856.00 to cover the cost of the Police Department contractual settlement, and send to Town Meeting.

Herms moved/Smith seconded

*DISCUSSION:* Treasurer Lord noted this is a one time appropriation; this cost was not included in the budget last year as contract negotiations were not completed. Chief DeMarco reported this figure includes overtime through 6/30/2016. Mrs. Pippin opposed the Supplemental Appropriation. Treasurer Lord reported the fund balance stands at over 21.5% which is 4.5% more than required by town policy.

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

**New Business/c. Supplemental Appropriation – Town Hall/Police Department Phone Upgrade:**

**MOTION:** To ACCEPT the Supplemental Appropriation not to exceed \$71,030.00 to cover the cost of the Town Hall/Police Department Phone Upgrades and to send to Town Meeting.

Herms moved/Broder seconded

*DISCUSSION:* Mr. Sauehoefer reported that the current phone system is 18+/- years old and is failing townwide. He would like to replace the phones at the Town Hall, Annex, Senior Center, Public Works, and Park and Recreation with a new voice override system. The upgrade for the Police Department will be a stand-alone system (at their request) for security reasons. Chairman Corso questioned if this project could be funded under CIP (Capital Improvement Projects); she reported she is for this project but she cited the need for a process for funding. Mr. Sauerhoefer suggested this project has been considered under CIP for two years. The CIP Committee ranks projects and this project fell into the higher ranked projects, however, if it can be funded via other sources then it enables another project to be funded under CIP. Discussion followed regarding the CIP selection and funding process. Mr. Sauerhoefer explained specifics of the proposed phone upgrade. Mr. Sauerhoefer concurred that the \$71,030.00 includes the upgrade to the Police Department and Emergency Services.

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

**New Business/e. Supplemental Appropriation – Dial-A-Ride Vans:**

Kristen Formanek, Director of Senior Services, joined the Board.

**MOTION:** To APPROVE a Supplemental Appropriation not to exceed \$29,000.00 to cover the cost of the grant process for two Dial-A-Ride Vans and to send the request to Town Meeting.

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

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

**MOTION:** To GO BACK INTO THE POSTED AGENDA ORDER and continue consideration of Transfers under

**Monthly Reports/b. Line-Item Transfer Requests**

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

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

**7. Monthly Reports/b. Line-Item Transfer Requests:**

See Attachment H.

**Treasurer (Contractual Settlement – Transfer #10):**

**MOTION:** To APPROVE Transfer #10.

Herms moved/Broder seconded/

**DISCUSSION:** Mrs. Pippin opposed the use of the Contingency Fund to fund this transfer request.

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

**Town Clerk (Contractual Settlements – Transfer #11):**

**MOTION:** To APPROVE Transfer #11.

Herms moved/Broder seconded/

**DISCUSSION:** Mrs. Herms noted that when the Board put together the Contingency budget they knew the salary negotiations were pending. Treasurer Lord concurred that the contract negotiations were not settled at the time of the budget approval last year; these requests reflect the salary increases in the range of 2.5%. Mrs. Pippin opposed the use of the Contingency Fund to fund this transfer request.

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

**Assessor (Contractual Settlement – Transfer #12):**

**MOTION:** To APPROVE Transfer #12 for \$750.00

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

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

**Building (Contractual Settlement – Transfer #13):**

**MOTION:** To APPROVE Transfer #13 for \$100.00 from Contingency to Salary Full Time.

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

**VOTE:** In Favor: /Herms//Smith/Valdez  
Opposed: Broder/Pippin

Abstained: No one

**Senior Center – Contractual Settlement – Transfer #14):**

**MOTION:** To APPROVE Transfer #14 for \$1750.00 from Contingency to Salary Full Time.

Herms moved/Smith seconded/DISCUSSION: None.

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

Discussion followed regarding the funding of contractual obligations.

**MOTION:** To RECONSIDER Transfer #14.

Smith moved/Herms seconded/DISCUSSION: \_\_\_\_\_ None.

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

**MOTION:** To APPROVE Transfer #14 for \$1750.00 from Contingency to Salary Full Time.

Herms moved/Smith seconded/

DISCUSSION: Mr. Smith questioned that the Town has negotiated, and we're obligated to pay? Chairman Corso replied affirmatively. Discussion followed regarding optional funding sources. Mrs. Pippin opposed use of the contingency fund. Treasurer Lord and Chairman Corso cited the Contingency Fund was created to cover issues such as the contractual obligations; Mrs. Herms didn't have a problem funding this transfer through the Contingency Fund.

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

**Public Works – (Contractual Settlement – Transfer #15):**

Treasurer Lord indicated the transfer amount has been reduced to \$17,900.00.

**MOTION:** To APPROVE Transfer #15 for \$17,900.00 from Contingency to Salary Full Time.

Herms moved/Smith seconded/



**DISCUSSION:** Chairman Corso noted this is a contractual obligation.

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

**Human Services – (Contractual Settlement – Transfer #16):**

**MOTION:** To APPROVE Transfer #16 for \$6,725.00 from Contingency to Salary Full Time.

Herms moved/Smith seconded/

**DISCUSSION:** Treasurer Lord reported two people were given upgrades and two increases were retroactive.

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

**IWWA –(Additional Meetings – Transfer #17):**

**MOTION:** To APPROVE Transfer #17 for \$500.00 from Contingency to Recording Secretary line.

Valdez moved/Broder seconded/

**DISCUSSION:** Recording secretarial services for land use commission are a Statutory requirement..

**VOTE:** In Favor: Broder/Herms/Valdez  
Opposed: Pippin  
Abstained: Smith

**Legal – (Town Counsel expenditure – Transfer #18):**

**MOTION:** To APPROVE Transfer #18 for \$592.52.

Herms moved/Pippin seconded/DISCUSSION: None

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

8. **Unfinished Business/a. Amend budget calendar – change March Regular BOF meeting to Thursday, March 17<sup>th</sup>:**

9. **New Business/d. Discussion of BOE reconciliation as of February 1,2016:**

Chairman Corso reported she, Treasurer Lord, and Mrs. Pippin met with the representatives from the Board of Education this week. Monthly meetings will continue.

10. **Board Member Comments:**

No comments.

11.. **Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 10:00 p.m.

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

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

Peg Hoffman, Recording Secretary, East Windsor Board of Finance