

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

**MINUTES OF REGULAR MEETING  
Wednesday, August 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), Kathy Pippin; Jim Richards, Steve Smith, and Bill Syme,  
**Members Absent:** Cindy Herms  
**Alternate Present:** Danelle Godeck.  
**Alternate Absent:** Paulette Broder  
**Others:** **Town Treasurer:** Kim Lord; **First Selectman:** Robert Maynard;  
**Deputy First Selectman:** Richard P. Pippin, Jr.; **Selectmen:** Jason Bowsza; **Town Staff : Public Works Department:** Joe Sauerhoefer, Maintainer of Facilities and Inspections

**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, August 17, 2016 at 7:30 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

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

Chairman Corso noted the absence of Regular Member Cindy Herms, she called for a motion to appoint an Alternate to fill the vacancy.

**MOTION:** To APPOINT Alternate Member Danelle Godeck to replace Regular Member Cindy Herms as a voting member for the August 17, 2016 Regular Meeting of the Board of Finance.

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

**VOTE:** In Favor: Unanimous

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

**MOTION: To APPROVE the Minutes of the July 20, 2016 Regular Meeting of the Board of Finance as written.**

Syme moved/Godeck seconded/DISCUSSION: None.

VOTE: In Favor: Corso/Godeck/Richards/Smith/Syme  
Opposed: No one  
Abstained: Pippin

**5. Public Participation:**

No one requested to speak.

**6. Communications/a. Memo from Tax Collector Patricia Kratochvil:**

See Attachment A regarding results of Tax Sale held July 21, 2016.

**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 B.

**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 2016 -See Attachment C.

Brief discussion followed regarding representation of tax collection for the Warehouse Point Fire District.

**Assessor's Report:**

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

- Memorandum dated 8/11/2016.- Assessor's Status Report – See Attachment D.

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

Treasurer Lord reviewed the specifics of the following line item transfers with the Board. See Attachment E.

**Communications – Transfer #1)**

**MOTION: To APPROVE Transfer #1,**

Syme moved/Richards seconded/

DISCUSSION: Treasurer Lord clarified the reason for the transfer request.

VOTE:           In Favor:       Corso/Godeck/Pippin/Richards/Smith/Syme  
                      (No one opposed/No abstentions)

Assessor – Transfer #2:

**MOTION:   To APPROVE Transfer #2,**

Syme moved/Richards seconded/

DISCUSSION: Is there any potential for reimbursement from the State as the overtime request is the result of the problems within the DMV? Discussion followed.

VOTE:           In Favor:       Corso/Godeck/Richards/Smith/Syme  
                      Opposed:       Pippin  
                      Abstained:    No one

Town Clerk – Transfer #3:

**MOTION:   To APPROVE Transfer #3.**

Syme moved/Richards seconded/

DISCUSSION: Review of annual budgetary process.

VOTE:           In Favor:       Corso/Godeck/Richards/Smith/Syme  
                      Opposed:       Pippin  
                      Abstained:    No one

8.   **Unfinished Business:**       None.

9.   **New Business**

a.    **Funding request: 1,200 for recording secretary: Fire Committee:**

Treasurer Lord noted discussion which occurred at the August 16<sup>th</sup> Board of Selectmen's Meeting regarding this funding request.

b.    **Legal Bills – FY 2016:**

Discussion followed regarding the expenditures for legal services which have occurred for the period July 2015 through June 2016. Legal fees are incurred due

to processing tax delinquencies and sales, tax appeals, contract negotiations, and lawsuits. It was noted that often the legal fees associated with these collection actions and legal findings are recouped by the Town

**c. BOE request – MOU regarding Unexpended Education Funds account:**

The Board briefly reviewed sample MOUs provided by Treasurer Lord. Board members were requested to review the sample documents for continued discussion at the September 2016 BOF Meeting.

**d. FY 16 Year-End Budget Discussion:**

The Board held a brief discussion regarding the status of FY 2016 budget expenditures and encumbrances.

**10. Board Member Comments:** None.

**10. Adjournment:**

**MOTION: To ADJOURN this Meeting at 8:50 p.m.**

**Syme moved/Godeck seconded/VOTE: In Favor: Unanimous**

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



BOARD OF FINANCE - 8/17/2016  
ATTACHMENT A

TOWN OF EAST WINDSOR  
OFFICE OF THE COLLECTOR  
11 RYE STREET  
BROAD BROOK, CT 06016  
PH (860) 623-8904  
FAX (860) 292-6838



PATRICIA KRATOCHVIL  
TAX COLLECTOR, CCMC  
HEIDI VANE  
TREASURER'S AIDE  
MARY ANN SIMMONS  
FINANCIAL CLERK

To: Board of Selectmen  
Board of Finance

From: Patricia Kratochvil  
Tax Collector

Date: July 25, 2016

Re: July 21, 2016 Tax Sale

A tax sale was conducted on July 21, 2016. There were a total of 19 properties up for tax sale. Prior to the sale date, nine properties paid in full. On the date of the sale five properties sold. Two mobile homes the sales were postponed indefinitely because the town does not want to own mobile homes. The park owner has expressed an interest but is short funds at this time. The three remaining land-only properties the town purchased. Once the redemption period has expired, these properties can be turned over to a real estate agent for sale.

I was pleased with the results of the tax sale. Seventy-four percent of the properties were paid with this sale. Twenty-six percent were postponed or taken by the town.

Of those that sold here are the results:

Property	Total Taxes & Costs	Min. Bid	Sold For
342 Scantic Road	\$8,463.29	\$2,500.00	\$6,500.00
232 Pomeroy Park	\$4,964.53	\$2,500.00	\$1,250.00
802 Meadowview	\$20,625.63	\$3,350.00	\$95,000.00
86 Windsorville	\$12,012.20	\$3,350.00	\$12,012.20
47 North Water	\$6,609.96	\$2,500.00	\$2,500.00
	\$52,676.61		\$117,262.20

BOARD OF FINANCE - 8/17/2016  
ATTACHMENT B

CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE		OUTFLOWS					ENDING BALANCE	
July 1, 2016		PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	July 31, 2016	
\$5,202,990		(\$707,023)	(\$1,044,125)	(\$1,219,530.76)		(\$24,389)	\$4,553,769	

  

BEGINNING BALANCE		INFLOWS				ENDING BALANCE	
July 1, 2016		LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	July 31, 2016	
\$123,040			\$11,151	\$2,210,000	\$1,655	\$4,553,769	

BOARD OF FINANCE - 8/17/2016  
ATTACHMENT C

CUMULATIVE REPORT OF CASH

End of Month Report of	JUL 2016	FE	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$16,061,016.44	#	\$16,048,504.71	\$29,152,930.00	(13,104,425.29)
MV Supplemental	\$0.00		\$0.00	\$300,000.00	(300,000.00)
Interest and Fees	\$21,450.78		\$21,543.57	\$225,000.00	(203,456.43)
Prior Year Taxes	\$65,767.10		\$60,158.77	\$300,000.00	(239,841.23)
<b>Total Tax Collector Report</b>	<b>\$16,148,234.32</b>	<b>#</b>	<b>\$16,130,207.05</b>	<b>\$29,977,930.00</b>	<b>(13,850,208.98)</b>
Sewer Benefit Assessment	\$0.00		\$0.00		\$0.00
Sewer Facility Connection Charge	\$15,825.37		\$15,825.37		\$15,825.37
Aircraft	\$0.00		\$0.00	\$2,200.00	(\$2,200.00)
Parking	\$0.00		\$0.00	\$60.00	(\$60.00)
WHP Fire District	\$557,131.39		\$557,131.39	\$575,624.12	(\$18,492.73)
<b>Total Deposit</b>	<b>\$16,721,191.08</b>				

% OF BUDGET COLLECTED 53.81%  
% OF BUDGET COLLECTED 96.79%



**TOWN OF EAST WINDSOR**

Caroline G. Madore, CCMA II - Assessor  
11 Rye St. - Broad Brook, CT 06016-9553  
[cmadore@eastwindsorct.com](mailto:cmadore@eastwindsorct.com)  
860-623-8878

**TO:** Board of Finance / Board of Selectmen  
**FROM:** Caroline G. Madore, CCMA II - Assessor *CGM*  
**DATE:** August 11, 2016  
**RE:** Assessor's Status Report

**MEMORANDUM****Real Estate Appeals - currently active:****Grand List of October 1, 2012:**

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

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

- 171 Main St. (Chestnut Point Realty LLC)
- 96 Prospect Hill Rd. (Kettle Brook Realty LLC)
- 54 Real Estate Accounts - owned by SJK Properties LLC & Jolanta Kement

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

- 9 South Main St. - owned by Tartsinis, Nicholas - Appeal sought by 11 S. Main-Windsor, LLC (the Lessee) - Pre-trial was held on July 27<sup>th</sup>, 2016 - a settlement was reached on this matter - please see the specifics on the spreadsheet attached hereto
- 168 Bridge St. (Balch Bridge Street Corporation)

**Revaluation - October 1, 2017:**

The Revaluation project has begun with eQuality Valuation Services, LLC. The field workers will begin today. I have attached a copy of the magnetic sign which will be posted on all field workers' vehicles. Be assured that the security and safety of our townspeople and the field workers are of extreme concern to this department. The field workers have been cleared and are identified with badges and my letters of introduction (sample copies attached).

Thank you.



BOARD OF FINANCE - 8/18/2016  
ATTACHMENT E



Town of East Windsor Transfer Request Form

FY 16-17



Department	Communications (510400)	Date	7/27/2016
Transfer Amount	\$910.58		
Line Item FROM	Phone (410100 54320)	Line Item TO	Dispatch (54410)
Reason for Transfer	Budgeted based upon original estimate- Warehouse Point Fire District's portion was reduced due to population analysis.		
1	Approved	Denied	

Department	Assessor (410700)	Date	8/1/2016
Transfer Amount	\$2,196.44		
Line Item FROM	Professional Services (52100)	Line Item TO	Overtime (51630)
Reason for Transfer	Overtime approved by First Selectman in response to DMV errors causing hundreds of motor vehicle corrections during collection month.		
2	Approved	Denied	

Department	Town Clerk (410300)	Date	8/9/2016
Transfer Amount	\$59.30		
Line Item FROM	Education and Dues (52400)	Line Item TO	Overtime (51630)
Reason for Transfer	Assistant Town Clerk was called in to clerk Town Meeting due to illness of Town Clerk.		
3	Approved	Denied	

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

First Selectman Rod F. [Signature]  
Board of Finance \_\_\_\_\_

Date 8/18/2016  
Date \_\_\_\_\_