

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

**MINUTES OF REGULAR MEETING  
Wednesday, September 21, 2016, at 7:30 p.m.**

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

**Members Present:** Kathy Pippin (Co-Chairman); Cindy Herms, Jim Richards, Steve Smith, and Bill Syme,  
**Members Absent:** Jerilyn Corso.  
**Alternate Present:** Paulette Broder.  
**Alternate Absent:** Danielle Godek.  
**Others:** **Town Treasurer:** Kim Lord; **Public Works Department:** Joe Sauerhoefer, Maintainer of Facilities and Inspections.  
**Press:** No one from the press was present.

**1. Call to Order:**

Vice Chairman Pippin 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, September 21, 2016 at 7:30 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

**3. Appointment of Alternates:**

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

**MOTION:** To APPOINT Alternate Member Broder as a voting member for the September 21, 2016 Regular Meeting of the Board of Finance.

Richards moved/Herms seconded/DISCUSSION: None.

**VOTE:** In Favor: Unanimous

**4. Approval of Minutes/August 17, 2016:**

**MOTION:** To APPROVE the Minutes of the August 17, 2016 Regular Meeting of the Board of Finance.

Syme moved/Richards seconded/DISCUSSION: None.

**Board of Finance Regular Meeting  
September 21, 2016**

VOTE:        In Favor:        Broder/Pippin/Richards/Smith/Syme,  
                 Opposed:        No one  
                 Abstained:        Herms

**5.     Public Participation:**

No one requested to speak.

**6.     Communications:**

**a.     BOE Reconciliation:**

Treasurer Lord reviewed the status of the year end BOE reconciliation.

**b.     Invitation from Board of Education:**

Grand Opening of the Broad Brook Elementary School Addition and 65<sup>th</sup>  
Anniversary Celebration, Sunday, September 25, 2016, 1:00 p.m.

**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 August 2016 -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 September 14, 2016 - Assessor's Status Report – See Attachment D.

**b.     Line-Item Transfer Requests:        None.**

**8...   Unfinished Business:**

**a.     MOU-BOE carryover Fund:        No discussion.**

**Board of Finance Regular Meeting  
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**9. New Business:**

**a. Annual Report:**

Treasurer Lord provided the Board with a draft of the report including the department/commission/organization submissions to date.

**b. RFP for Auditing Firm – appoint subcommittee to open bids:**

Treasurer Lord provided the Board members with a copy of the RFP for Auditing Services for their review. Mrs. Herms and Mr. Syme volunteered for the subcommittee; Chairman Corso was included as well as she had previously expressed interest in being included in the subcommittee.

**10: Board Member Comments:**

Mr. Smith noted a request for payment of replacement doors at Scout Hall had been discussed at the Board of Selectmen's Meeting held last night. Discussion followed regarding the Town's process/procedure for maintenance of Town-owned properties.

Mr. Smith also requested the process for prioritization of Capital Improvement projects. Discussion followed regarding the process for department submission of funding requests and the subsequent prioritization of projects based upon available funding.

**10. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 8:35 p.m.

**Herms moved/Broder seconded/VOTE: In Favor: Unanimous**

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

Peg Hoffman, Recording Secretary, East Windsor Board of Finance

# BOARD OF FINANCE - 9/21/2016

## ATTACHMENT A

### CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE August 1, 2016	OUTFLOWS					*State Reimbursement to WPCA
	PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	TRANSFER TO OTHER/ BOUNCE*
\$4,553,769	(\$552,148)	(\$1,603,000)	(\$1,242,757.11)		(\$64,475)	(\$21,270)
ENDING BALANCE August 31, 2016	INFLOWS					
	LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN	
	\$359,908	\$400,086	\$626,000		\$313,735	
						\$2,769,847

# BOARD OF FINANCE - 9/21/2016

## ATTACHMENT B

### CUMULATIVE REPORT OF CASH

End of Month Report of	AUG 2016	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$356,318.65	\$16,384,185.17	\$29,152,930.00	(12,768,744.83)
MV Supplemental	\$0.00	\$0.00	\$300,000.00	(300,000.00)
Interest and Fees	\$14,080.26	\$37,274.81	\$225,000.00	(187,725.19)
Prior Year Taxes	\$18,600.54	\$82,334.51	\$300,000.00	(217,665.49)
<b>Total Tax Collector Report</b>	<b>\$388,999.45</b>	<b>\$16,503,794.49</b>	<b>\$29,977,930.00</b>	<b>(13,478,079.42)</b>
<b>NON-GENERAL FUNDS COLLECTIONS</b>				
Sewer Benefit Assessment	\$2,688.18	\$2,688.18		\$2,688.18
Sewer Facility Connection Charge	\$25,756.72	\$41,582.09		\$41,582.09
Aircraft	\$0.00	\$0.00	\$2,200.00	(\$2,200.00)
Parking	\$0.00	\$0.00	\$60.00	(\$60.00)
WHP Fire District	\$7,333.00	\$564,464.39	\$575,624.12	(\$11,159.73)
<b>Total Deposit</b>	<b>\$424,777.35</b>			

% OF BUDGET COLLECTED  
% OF BUDGET COLLECTED

55.05% TOWN  
98.06% FIRE

# BOARD OF FINANCE - 9/21/2016

## ATTACHMENT C

### TOWN OF EAST WINDSOR REPORT OF TAX COLLECTOR

TOWN OF EAST WINDSOR												
YR	STARTING BALANCE	ASSESSMENT INCREASE	ASSESSMENT DECREASE	TAXES REFUND	TO SUSPENSE	ADJUSTED COLLECTIBLE	SUSPENSE PAID TAX	SUSPENSE PAID INTEREST	TAXES PAID	INTEREST	NET BALANCE	GROSS BALANCE
2015	29,662,278.25	58,212.84	172,030.32	1,053.52		29,548,460.77			16,384,232.65	10,314.76	83.50	13,138,900.26
2014	29,118,002.79	21,024.66	50,887.19	3,233.39	19,747.35	29,085,140.26			15,787,275.10	20,456.42	3,810.95	13,276,209.52
2013	385,295.14	3,210.43	5,147.34	2,183.40	8,679.44	383,358.23	5,101.12	600.85	78,688.92	14,257.05	4,061.96	295,832.64
2012	193,015.61	503.06	662.75		4,921.20	192,857.92	489.83	218.44	7,330.34	2,893.08	1,125.98	180,213.48
2011	145,243.70	0.01			1,541.65	145,243.71	395.36	369.31	4,317.28	2,279.39	587.22	139,312.78
2010	117,070.92		107.98		906.12	116,962.94	383.40	360.88	1,104.78	1,029.58	24.00	114,616.04
2009	114,536.35				638.80	114,536.35	387.92	3,302.23	1,338.48	285.19	74.05	112,535.07
2008	90,710.11				506.93	90,710.11	95.89	104.78	3,934.98	2,572.85	195.47	86,244.20
2007	59,305.80				557.58	59,305.80	440.84	623.81	-	-	-	58,700.22
2006	10,550.87				237.26	10,550.87	283.92	403.13	-	-	-	10,289.61
2005	7,173.38				236.40	7,173.38	172.44	340.95	-	-	-	6,936.98
2004	4,038.63					4,038.63	218.95	393.14	-	-	-	4,038.63
2003	4,501.62					4,501.62			-	-	-	4,501.62
2002	4,244.73					4,244.73			-	-	-	4,244.73
2001	2,536.82					2,536.82			-	-	-	2,536.82
TOTAL	59,918,504.72	82,953.00	228,835.58	6,480.41	97,972.73	59,772,622.14	7,969.47	6,717.52	32,268,222.53	54,039.33	9,965.13	27,455,112.60
CREDIT BALANCES												
DATE	9/13/2016											
						2015	25,327.86					
						2014	4,908.29					
						2013	157.23					
						2012	392.90					
						2011	72.00					
						2010	336.00					
						2009	24.00					
						2008	24.00					
						2007	43.00					
						2006	24.00					
						TOTAL	31,314.28					

BOARD OF FINANCE - 9/21/2016  
ATTACHMENT D



## **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: September 14, 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:**

- 168 Bridge St. (Balch Bridge Street Corporation)

#### **Board of Assessment Appeals:**

Hearings were held Tuesday, September 13<sup>th</sup>. The specifics of the hearings will be in my next report as the Board is still working with the information gathered at the hearings in order that they may make their final decisions.

#### **Personal Property:**

The personal property declarations will be processed in a different manner this year. Our vendor, Quality Data Services will print, label and ship out the declarations for this Grand List (10/1/2016) at a cost of \$.07 per declaration. The postage costs are the same, however, the savings in processing (specifically hours) is significantly less. It usually requires 2 full time individuals approximately 3-4 days to label, stuff & process the personal property declarations. Our office will still be responsible to send out the Dealer plate forms as well as the Declarations for Unregistered Motor Vehicles.

#### **Revaluation - October 1, 2017:**

The Revaluation project has begun with eQuality Valuation Services, LLC. The residential field workers continue their work. Commercial field work should begin within 2 weeks.

Thank you.