

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

**MINUTES OF REGULAR MEETING
Wednesday, October 19, 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; Jim Richards; Steve Smith, and Bill Syme,
Members Absent: All Regular Members present
Alternate Present: Neither Alternate Members was present this evening
Alternate Absent: Paulette Broder, and Danelle Godeck.
Others: **Town Treasurer:** Kim Lord; **Deputy First Selectman** Dick Pippin;
Selectmen: Jason Bowsza; **Town Staff:** **Senior Services:** Kristen Formanek, Director; **Public Works Department:** Len Norton, Director; Joe Sauerhoefer, Maintainer of Facilities and Inspections; **CIP Committee:** Joe Sauerhoefer, Chairman.

Press: No one from the press was present.

1. Call to Order/Pledge of Allegiance:

Chairman Corso called the Meeting to Order at 7:31 p.m. The Board stood to recite the Pledge of Allegiance.

2. Time and Place of Meeting:

Wednesday, November 19, 2016, at 7:30 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

3. Appointment of Alternates:

Chairman Corso noted all Regular members are present this evening; it will not be necessary to appoint an Alternate member for this meeting.

4. Approval of Minutes/September 21, 2016:

MOTION: To ACCEPT the Minutes of the Regular Meeting of the Board of Finance dated September 21, 2016 as written.

Syme moved/Smith seconded/**DISCUSSION:** None
VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme
Opposed: No one

Abstained: Corso

5. Public Participation:

Selectman Bowsza congratulated the Board on the collaborative manner in which they conduct themselves.

6. Communications/a) Moody's Credit Rating:

Treasurer Lord advised the Board that East Windsor's credit rating of Aa2 has been confirmed.

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 September 2016 - See Attachment B.

Assessor's Report:

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

- Memorandum dated 10/12/2016.- Assessor's Status Report – See Attachment C.

b. Line-Item Transfer Requests:

Treasurer Lord reviewed the specifics of the following line item transfers with the Board. See Attachment D. She reported these transfer requests are being made to implement the recommendation by the Board of Selectmen to fund an additional Maintainer II position for the Department of Public Works. Joining the Board was Len Norton, Director of the Department of Public Works, and Joe Sauerhoefer, Maintainer of Facilities and Inspections;

Public Works: – Transfer #4:

MOTION: To ACCEPT Transfer #4.

Hermes moved/Richards seconded/

DISCUSSION: It was noted the Department of Public Works expanded the position of the part-time administrative assistant to a full-time position during the recent budget season. This staff change now frees Mr. Sauerhoefer from administrative duties and enables him to devote his time to maintenance project management. Mr. Norton reported the intent of this full-time maintainer position is to enable staff to be moved to various positions as the work conditions necessitate, such as assisting Parks and Recreation with facilities maintenance, or assisting with snow plowing during the Winter season.. .

Mr. Richards moved the question.

VOTE: In Favor: Unanimous

MOTION: To ACCEPT Transfer #5.

Hermes moved/Richards seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

MOTION: To ACCEPT Transfer #6.

Hermes moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

8. Unfinished Business/a) Annual Report::

Treasurer Lord provided the Board with copies of department/organization/commission reports for their review and assistance editing. Discussion followed regarding the timeline for review and completion of the report

MOTION: In the editing of the Town Report the Board is removing the last paragraph from the First Selectman's Report.

Syme moved/Richards seconded/DISCUSSION: None

VOTE: In Favor: Unanimous.

9. New Business:

a) Supplemental Appropriation Request – Senior Center bus:

Kristen Formanek, Director of Senior Services, joined the Board. Ms. Formanek reported that she had submitted a grant to purchase a replacement for a 20 passenger van, which is the oldest vehicle in the transit fleet. The van was purchased in 2005 and currently has 110,000 miles. Ms. Formanek reported the van is breaking down a lot, and is requiring more frequent repair. She had applied for a grant which would have provided 60% of the replacement cost (estimated to

be \$66,000.00) but the grant was not awarded to East Windsor. Discussion followed regarding the grant process, potential funding via CIP, and the recommendation by the Board of Selectmen to purchase the vehicle now.

MOTION: To APPROVE a \$53,200.00 appropriation to replace the 20 passenger Senior bus.

Syme moved/Pippin seconded/

DISCUSSION: Treasurer Lord noted \$29,000.00 has already been budget for that item; should the funding request be adjusted to take that funding into consideration?

AMENDED MOTION:

To APPROVE an amount not to exceed \$37,000.00 to replace the 20 passenger Senior bus.

Syme moved/Pippin seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

b) Supplemental Appropriation Request – Asbestos Abatement Broad Brook School:

Joe Sauerhoefer, Maintainer of Facilities and Inspections for the Department of Public Works joined the Board. Mr. Sauerhoefer reported an Alliance Grant was received which will cover replacement of windows at the Broad Brook Elementary School, but the grant will not pay for asbestos abatement removal. Replacement of the windows must be completed, and payment must be made by June 30, 2017; Mr. Sauerhoefer reported a 12-14 week lead time is required for the windows to be manufactured. Discussion followed regarding input from the Board of Education.

MOTION: To REQUEST that a representative for the Board of Education attend the next Board of Finance Meeting.

Syme moved/Richards/

DISCUSSION: Deputy First Selectman Pippin noted a motion was made at the September 20th Board of Selectmen's Meeting to forward to the Board of Finance a \$220,000.00 appropriation for replacement of the windows. The process for submission of the paperwork for the grant must begin for the \$300,000.00 grant which will be available in June, and the project must be completed as well. Mr. Sauerhoefer reported an RFP for replacement of the windows was issued but no bids were received; the project will go out for re-bid. The timeframe is getting close for completion of the project as required.

No vote was taken; Mr. Syme made the following motion:

MOTION: To TABLE the appearance of the representative of the Board of Education.

Syme moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: No one
 Opposed: Unanimous

MOTION: To APPROPRIATE \$220,000.00 for the renovation of the windows at the Broad Brook Elementary School and to recommend to send this appropriation to Town Meeting.

Richards moved/Syme seconded/

DISCUSSION: Mr. Syme noted he is not opposed to this project but he felt the Board of Education should pay a portion of the cost because the project needs to be done during the school year. Mr. Smith suggested a reasonable financial contribution for the Board of Education would be 35% and the Town should fund 65%.

AMENDED MOTION:

To APPROPRIATE \$143,000.00 for the renovation of the windows at the Broad Brook Elementary School and to recommend to send this appropriation to Town Meeting.

Syme moved/Richards seconded/

DISCUSSION: Mr. Syme felt this was a fair resolution.

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

MOTION: To MOVE to send the request for replacement of the Senior bus and the abatement to Town Meeting.

Syme moved/Richards seconded/DISCUSSION: None

VOTE: In Favor: Unanimous

10: Board Member Comments:

Chairman Corso referenced discussion during the recent Board of Selectmen's Meeting regarding replacement of doors at Scout Hall. Discussion followed regarding funding for maintenance of Town owned buildings, implementation of projects, and the procedures for funding.

Mr. Smith noted a meeting of the Fire District Committee is scheduled for next Tuesday at 8:00 p.m. He urged his fellow Board members to attend. The charge of the special committee requires the submission of a final report by December 1st.

Chairman Corso provided Mrs. Herms and Mr. Syme with copies of the RFD for auditing services; comments were requested to be submitted by December 1st.

Treasurer Lord reported the Town will end the property management agreement with the East Windsor Housing Authority for the town-owned South Road properties.

Discussion was initiated regarding 2017 Meeting dates.

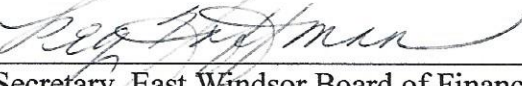
MOTION: To RETURN TO 7:00 p.m. on the third Wednesday of the month.
Smith moved/Pippin seconded/DISCUSSION: None
VOTE: In Favor: Unanimous

Treasurer Lord will prepare a potential 2017 Meeting Schedule for the Board's review at the November Meeting.

10. Adjournment:

MOTION: To ADJOURN this Meeting at 9:32 p.m.

Hermes .moved/Richard seconded/VOTE: In Favor: Unanimous

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

BOARD OF FINANCE - 10/19/2016
ATTACHMENT A

CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE September 1, 2016		OUTFLOWS					ENDING BALANCE September 30, 2016	
		PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	TRANSFER TO OTHER/ BOUNCE*	
		(\$505,594)	(\$2,647,000)	(\$1,342,445.00)		(\$361,188)	(\$2,303)	
	\$2,769,847							

INFLOWS					ENDING BALANCE September 30, 2016	
LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN		
\$224,255	\$57,869	\$252,000	\$4,700,000	\$149,012		\$3,294,454

BOARD OF FINANCE - 10/19/2016

ATTACHMENT B

CUMULATIVE REPORT OF CASH

End of Month Report of	SEP 2016	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$185,069.20	\$16,543,669.77	\$29,152,930.00	(12,609,260.23)
MV Supplemental	\$0.00	\$0.00	\$300,000.00	(300,000.00)
Interest and Fees	\$11,700.48	\$49,266.38	\$225,000.00	(175,733.62)
Prior Year Taxes	\$15,370.29	\$98,259.61	\$300,000.00	(201,740.39)
Total Tax Collector Report	\$212,139.97	\$16,691,195.76	\$29,977,930.00	(13,291,438.28)
NON-GENERAL FUNDS COLLECTIONS				
Sewer Benefit Assessment	\$13,408.61	\$16,096.79		\$16,096.79
Sewer Facility Connection Charge	\$24,882.30	\$66,464.39		\$66,464.39
Aircraft	\$1,510.00	\$1,510.00	\$2,200.00	(\$690.00)
Parking	\$0.00	\$0.00	\$60.00	(\$60.00)
WHP Fire District	\$3,070.45	\$567,534.84	\$575,624.12	(\$8,089.28)
Total Deposit	\$255,011.33			

55.68% TOWN
98.59% FIRE

% OF BUDGET COLLECTED
% OF BUDGET COLLECTED



BOARD OF FINANCE
10/19/2016
ATTACHMENT C

TOWN OF EAST WINDSOR

Caroline G. Madore, CCMA II - Assessor
11 Rye St. - Broad Brook, CT 06016-9553
cmadore@eastwindsorct.com
860-823-8878

TO: Board of Finance / Board of Selectmen
FROM: Caroline G. Madore, CCMA II - Assessor
DATE: October 12, 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)
 - Supreme Court arguments are scheduled for 10/18/2016

Grand List of October 1, 2014:

- 171 Main St. (Chestnut Point Realty LLC)
- 96 Prospect Hill Rd. (Kettle Brook Realty LLC)
 - Supreme Court arguments are scheduled for 10/18/2016
- 54 Real Estate Accounts - owned by SJK Properties LLC & Jolanta Kement
 - Pretrial relative to this assessment matter, which had been scheduled for 10/7/2016, was rescheduled to 2/2/2017 due to other pending issues relative to this taxpayer

Grand List of October 1, 2015:

- 168 Bridge St. (Balch Bridge Street Corporation)
 - The matter had been filed in error by the Plaintiff to Hartford Superior Court and is in the process of forwarding to New Britain Superior Court - pretrial to be scheduled

Board of Assessment Appeals:

Hearings were held Tuesday, September 13th. The decisions of the Board resulted in the following relative to 24 motor vehicle appeals: 15 denied and 9 granted. The adjustments lead to an assessment reduction of 27,220 (X .03093 = \$841.91 tax loss).

Personal Property:

The personal property declarations release was a success this year with the help of our vendor Quality Data Services. The printing, labeling & other tasks related to the release of the declarations for this Grand List (10/1/2016) was a total cost of \$603.74 (not including postage).

Revaluation - October 1, 2017:

The Revaluation project has been progressing. The public was informed via Facebook that the process had started. A few taxpayers have been in with concern as to having anyone come into their homes or step onto their property at all. We have honored their request with no entry and/or by allowing the Assessor to perform the review if that is acceptable to them. Letters will be sent to non-entry properties with a request that they confirm and/or adjust the Town records.

Thank you.

BOARD OF FINANCE - 10/19/2016
ATTACHMENT D



Town of East Windsor Transfer Request Form

FY 16-17



Department Public Works (610100) Date 10/5/2016
Transfer Amount \$10,000.00
Line Item FROM Salary- Part Time (51620) Line Item TO Salary- Full Time (51610)
Reason for Transfer New maintainer II position approved by Board of Selectmen. The new position will reduce part-time grounds employee hours in the spring.
4 Approved Denied

Department Public Works (610100) Date 10/5/2016
Transfer Amount \$14,973.60
Line Item FROM Heart/Hyper (910300 58310) Line Item TO Salary- Full Time (51610)
Reason for Transfer New maintainer II position approved by Board of Selectmen. Anticipated surplus in Heart/Hyper line due to settlement of case. One person remains covered by fund.
5 Approved Denied

Department Public Works (610100) Date 10/5/2016
Transfer Amount \$500.00
Line Item FROM Salary- Part Time (51620) Line Item TO Standby (54411)
Reason for Transfer New maintainer II position approved by Board of Selectmen. The new position will reduce part-time grounds employee hours in the spring.
6 Approved Denied

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

First Selectman
Board of Finance

Robert J. Mynard

Date
Date

10/13/2016