

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

**MINUTES OF REGULAR MEETING
Wednesday, November 16, 2016, at 7:30 p.m.**

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

Regular Members Present: Jerilyn Corso (Chairman) Cindy Herms, Kathy Pippin; Jim Richards, Steve Smith, and Bill Syme,

Regular Members Absent: All Regular Members were present this evening.

Alternates Present: Paulette Broder.

Alternate Absent: Danelle Godek

Others: **Town Treasurer:** Kim Lord; **First Selectman:** Robert Maynard;
Selectmen: Rickard P. Pippin, Jr.; **Town Staff or Department Heads:**
Public Works Department/ CIP Committee: Joe Sauerhoefer,
Maintainer of Facilities and Inspections; **Broad Brook Fire Department:**
Gerald Bancroft, III; Warehouse Point Fire District: James Barton.

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, November 16, 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 members are present this evening; it will not be necessary to appoint an Alternate member for this meeting.

4. Approval of Agenda:

MOTION: To ADD to the Agenda under New Business, Item d: CIP Project List.

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme

MOTION: To ADD to the Agenda under New Business, Item e: Supplemental Appropriation for Broad Brook Fire Department Server:

Smith moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme

5. **Approval of Minutes/Regular Meeting, October 19, 2016:**

MOTION: To APPROVE the Minutes of the Regular Meeting of the Board of Finance dated October 19, 2016 as written.

Herms moved/Pippin seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme

6. **Public Participation:**

No one requested to speak.

7. **Communications/a Robert's Rules Cheat Sheet:**

Treasurer Lord provided the Board with a copy of a Robert's Rules Cheat Sheet.

8. **Monthly Reports:**

a. **Town Financial Reports:**

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 2016 -See Attachment B.
- Report of the Tax Collector – See Attachment C.
- Town of East Windsor – WHPFD (Warehouse Point Fire District)– See Attachment D

Assessor's Report:

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

- Memorandum dated November 10, 2016.- Assessor's Status Report – See Attachment E

- Board of Assessment Appeals – Motor Vehicle Grand List of 10/1/2015 & Motor Vehicle Supplemental of 10/1/2014 – See Attachment F.

b. Transfer Requests:

Treasurer Lord reviewed the specifics of the following line item transfer with the Board. See Attachment F.

Registrar – *(Poll workers meals during elections) – Transfer #7)*

MOTION: To APPROVE Transfer #7.

Hermes moved/Pippin seconded/

DISCUSSION: Mr. Richards questioned how many poll workers were included in this expenditure? Treasurer Lord explained the process for payment of meals for election day workers.

VOTE: In Favor: Hermes/Pippin/Richards/Smith/Syme

9. Unfinished Business/a. Result of RFP - Auditor:

Chairman Corso noted receipt of the submissions for auditor's services for the period 2017 – 2019, and review of same by the Audit Subcommittee.

MOTION: To select Mahoney Sabol as auditors for the Town of East Windsor.

Richards moved/Hermes seconded/**DISCUSSION:** None

VOTE: In Favor: Hermes/Pippin/Richards/Smith/Syme

MOTION: To GO OUT OF ORDER and take Item 10e – New Business:
Supplemental Appropriation for Broad Brook Fire Department Server:

Richards moved/Smith seconded/**DISCUSSION:** None

VOTE: In Favor: Hermes/Pippin/Richards/Smith/Syme

10. New Business:

e. Supplemental Appropriation for Broad Brook Fire Department Server:

Gerald Bancroft, III, speaking on behalf of the Broad Brook Fire Department (BBFD), explained the inadequacy of the existing server for the BBFD, including inconsistency of current service and the concern for losing information during a server failure. Joe Sauerhoefer, of the Department of Public Works, advised the Board he would be overseeing the project acting as general contractor. The proposal, including an onsite server and associated equipment, and iPad for fire vehicles, was reviewed. Mr. Sauerhoefer noted the project will go out to bid;

although this proposal carries an estimated cost of \$33,381, he felt they may be able to realize a cost savings during the bidding process.

MOTION: To APPROVE a supplemental appropriation not to exceed \$30,000.00 for the IT Project to update the server for the Broad Brook Fire Department submitted November 16, 2016, and to refer this supplemental appropriation to a Town Meeting.

Richards moved/Smith seconded/

DISCUSSION: Discussion followed regarding the status of the Fund balance, and the ability of this equipment to interact with the Police Department and the Warehouse Point Fire District.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme

MOTION: To GO BACK TO THE POSTED AGENDA ORDER.

Richards moved/Syme seconded/DISCUSSION: None

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme

a. Supplemental Appropriation Request – Reimburse Scout Hall Association for Doors - \$10,460.17:

Treasurer Lord gave the Board a synopsis of the history of this payment request, noting the payment has been approved by the Board of Selectmen (BOS). When payment was initiated it was determined that the payment would be a reimbursement to the Scout Hall Building Committee, rather than a vendor payment. The payment would be charged against the Town Building Maintenance line; the cost of this expenditure had not been anticipated during the budget process due to the timing of the payment request.

Discussion followed regarding the payment process and the need for consistency when approving expenditures.

MOTION: To SET THIS AGENDA ITEM ASIDE WITHOUT ACTION.

Richards moved/Smith seconded/

DISCUSSION: Continued discussion of the need for consistency regarding expenditures.

NO VOTE TAKEN, MOTION WITHDRAWN by Mr. Richards.

MOTION: That the supplemental payment for Scout Hall in the amount of \$10,460.17 for doors be POSTPONED indefinitely.

DISCUSSION: Continued discussion of the effect of this motion on payment of this expenditure, the payment process, and review of the BOS's approval motion.

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

b. Approve 2017 Meeting Dates:

The Board reviewed the proposed 2017 Meeting Date Schedule, noting a change in inception time to 7:00 p.m.

MOTION: To APPROVE the 2017 Regular Meeting dates for the Board of Finance as proposed.

Herms moved/Pippin seconded/DISCUSSION: None

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme

c. FY 18 Budget Memo to Departments:

Treasurer Lord presented the Board a draft letter for referral to departments/boards/commissions and volunteer organizations regarding 2018 budget submittals. The Board reviewed the letter. Consideration was given to setting a specified cap on submittals vs. budgets based on need.

MOTION: To APPROVE the letter as presented.

Herms moved/Syme seconded/DISCUSSION: Nothing additional

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

d. CIP Project List:

Mr. Smith reported that the CIP Committee had prepared a weighted list of potential projects; First Selectman Maynard had also submitted a list of projects at a recent Board of Selectmen (BOS) Meeting. Discussion followed regarding which list should be the determining document. First Selectmen Maynard's list was found to be essentially the same list offered as one year projects to be funded through the Fund balance. Discussion continued; Mr. Sauerhoefer, referencing the CIP project list, explained the CIP process regarding prioritization of projects. Discussion continued regarding the funding process under the CIP budget vs. funding for one time projects through the Fund balance.

MOTION: To RECOMMEND to the Board of Selectmen that one time CIP projects be funded in an amount not to exceed \$350,000.00 and that the Board of Selectmen return those recommendations to the Board of Finance within a month.

Pippin moved/Syme seconded/

DISCUSSION: Board members discussed alternative funding amounts, ranging from \$0.00 to \$450,000.00 to \$1,500,000.00.

NO VOTE TAKEN, MOTION WITHDRAWN by Mrs. Pippin.

MOTION: To RECOMMEND to the Board of Selectmen that one time CIP projects which can be completed within one year be funded by a supplemental appropriation in an amount not to exceed \$500,000.00 and that the Board of Selectmen return those recommendations to the Board of Finance by January, 2017.

Syme moved/Richards seconded/DISCUSSION: Nothing further.

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

11. Board Member Comments:

Chairman Corso requested the Board be advised of the calendar for union negotiations so they can participate in the discussions.

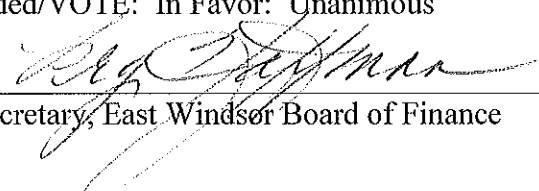
Mr. Smith felt the CIP people put a lot of time into their list and weighed it; he felt the Board should have gone with that list.

Mrs. Herms advised the Board she won't be able to attend the next meeting.

10. Adjournment:

MOTION: To ADJOURN this Meeting at 9:20. p.m.

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

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

BOARD OF FINANCE - 11/16/2016
ATTACHMENT A

CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE October 1, 2016	OUTFLOWS					PAID OFF MODULAR BAN
	PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE*	TRANSFER TO OTHER/ BOUNCE
\$3,294,454	(\$545,912)	(\$916,000)	(\$735,541.35)		(\$4,936,614)	(\$6,218)
	INFLWS					
	LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN	
	\$171,145	\$79,051	\$152,000	\$6,600,217	\$62,675	
	ENDING BALANCE October 31, 2016					\$3,219,258

BOARD OF FINANCE - 11/16/2016
ATTACHMENT B

CUMULATIVE REPORT OF CASH

End of Month Report of	OCT 2016	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$161,009.79	\$16,701,078.93	\$29,152,930.00	(12,451,851.07)
MV Supplemental	\$0.00	\$0.00	\$300,000.00	(300,000.00)
Interest and Fees	\$12,849.24	\$61,894.20	\$225,000.00	(163,105.80)
Prior Year Taxes	\$18,479.88	\$116,226.37	\$300,000.00	(183,773.63)
Total Tax Collector Report	\$192,338.91	\$16,879,199.50	\$29,977,930.00	(13,104,523.59)
NON-GENERAL FUNDS COLLECTIONS				
Sewer Benefit Assessment	\$8,904.64	\$25,001.43		\$25,001.43
Sewer Facility Connection Charge	\$12,191.35	\$78,655.74		\$78,655.74
Aircraft	\$1,850.00	\$1,510.00	\$2,200.00	(\$690.00)
Parking	\$0.00	\$0.00	\$60.00	(\$60.00)
WHP Fire District	\$13,231.53	\$570,763.97	\$575,624.12	(\$4,860.15)
Total Deposit	\$228,516.43			

% OF BUDGET COLLECTED
% OF BUDGET COLLECTED

56.31% TOWN
99.16% FIRE

BOARD OF FINANCE - 11/16/2016
ATTACHMENT C

CREDIT BALANCES

WAREHOUSE POINT FIRE DISTRICT

BOARD OF FINANCE - 11/16/2016
ATTACHMENT D

TOWN OF EAST WINDSOR - WHFPD													
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
2015	575,624.12	311.23	709.91	11.04		575,225.44			568,118.39	761.25		7,107.05	6,992.39



TOWN OF EAST WINDSOR

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

TO: Board of Finance / Board of Selectmen
FROM: Caroline G. Madore, CCMA II - Assessor *CGM*
DATE: November 10, 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) -- I attended the Supreme Court argument session on 10/18/2016. I await the Supreme Court decision in this potentially landmark case due to the specifics of this matter.

Grand List of October 1, 2014:

- 171 Main St. (Chestnut Point Realty LLC) - on hold pending the above decision
- 96 Prospect Hill Rd. (Kettle Brook Realty LLC) -- on hold pending the above decision
- 54 Real Estate Accounts -- owned by SJK Properties LLC & Jolanta Kement -- to be scheduled

Grand List of October 1, 2015:

- 168 Bridge St. (Balch Bridge Street Corporation) -- I will be attending a Pretrial scheduled for this matter @ New Britain Superior Court on November 28, 2016.

Board of Assessment Appeals:

Hearings were held on Tuesday, September 13th. The specifics of the hearings are as follows: 24 Motor Vehicle matters were heard. The 24 cases had an assessment total of 1,825,246. 13 were denied and 9 were approved. I have attached a copy of the decision list for your review & information.

Personal Property:

The personal property declarations were produced, collated and mailed by our vendor, Quality Data Services with great success. This process will be used again for the next Grand List.

Revaluation -- October 1, 2017:

The residential field workers continue their work and my review continues. Commercial field work was delayed due to my request as we needed to realign the work in order that I may continue to have the process run smoothly.

Thank you.

Board of Assessment Appeals - Motor Vehicle Grand List of 10/1/2015 & Motor Vehicle Supplemental of 10/1/2014												
#	Taxpayer Name	Hearing Date	Year / Make / Model	VIN#	List #	G L	Less Exempt's	Net G L	BAA Adj.	New Net	Decision	Change / Reason
1	Moore, Ronald G.	9/13/2016	1996 / Dodge / Grand Caravan	1B4GP44R8TB286812	2015-03-57245	1,590	0	1,590	630	960	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Mileage
2	Moore, Ronald G.	9/13/2016	1986 / GMC / K2500	1GTGK24M4GSS513073	2015-03-57247	2030	0	2,030	0	2,030	Denied	Deemed Fair & Equitable
3	Benito, William R.	9/13/2016	1966 / Oldsm / Cutlass	338676M227283	2015-03-50961	12,390	0	12,390	11,890	500	Granted	Adjusted Based upon granted Application for Antique, Rare or Special Interest Vehicle
4	KR Leasing LLC	9/13/2016	2010 / Autoc / Xpeditor	5VCACRKF4AH210141	2015-03-55794	119860	0	119,860	0	119,860	Denied	Deemed Fair & Equitable
5	KR Leasing LLC	9/13/2016	2011 / Autoc / Xpeditor	5VCACR6F48H213004	2015-03-55779	142,434	0	142,434	0	142,434	Denied	Deemed Fair & Equitable
6	KR Leasing LLC	9/13/2016	2011 / Autoc / Xpeditor	5VCACIKF08H211768	2015-03-55775	128996	0	128,996	0	128,996	Denied	Deemed Fair & Equitable
7	KR Leasing LLC	9/13/2016	2011 / Autoc / Xpeditor	5VCACIKF28H211772	2015-03-55790	128,996	0	128,996	0	128,996	Denied	Deemed Fair & Equitable
8	KR Leasing LLC	9/13/2016	2011 / Autoc / Xpeditor	5VCACIKF98H211770	2015-03-55785	128,996	0	128,996	0	128,996	Denied	Deemed Fair & Equitable
9	USA Hauling & Recycling Inc.	9/13/2016	2011 / Auto / ACX6	5VCACIKF1BH211942	2015-03-61062	128,997	0	128,997	0	128,997	Denied	Deemed Fair & Equitable
10	USA Hauling & Recycling Inc.	9/13/2016	2011 / Auto / ACX6	5VCACIKF98H211767	2015-03-61014	130,783	0	130,783	0	130,783	Denied	Deemed Fair & Equitable
11	USA Hauling & Recycling Inc.	9/13/2016	2010 / Auto / ACX6	5VCACRKF2AH210140	2015-03-61051	119,240	0	119,240	0	119,240	Denied	Deemed Fair & Equitable
12	USA Hauling & Recycling Inc.	9/13/2016	2010 / Auto / ACX6	5VCACIKF0AH210134	2015-03-61055	120,560	0	120,560	0	120,560	Denied	Deemed Fair & Equitable
13	USA Hauling & Recycling Inc.	9/13/2016	2011 / Auto / ACX6	5VCACIKF58H211944	2015-03-61022	128,997	0	128,997	0	128,997	Denied	Deemed Fair & Equitable
14	USA Hauling & Recycling Inc.	9/13/2016	2010 / Auto / ACX6	5VCACIKF8AH210138	2015-03-61013	120,560	0	120,560	0	120,560	Denied	Deemed Fair & Equitable
15	USA Hauling & Recycling Inc.	9/13/2016	2011 / Auto / ACX6	5VCACIKFX8H211941	2015-03-61015	128,997	0	128,997	0	128,997	Denied	Deemed Fair & Equitable
16	Styrn, Helen P.	9/13/2016	2006 / Honda / CR-V LX	JHLRD68566C022478	2015-03-60403	5,720	0	5,720	1120	4,600	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Mileage
17	Styrn, Stanley E.	9/13/2016	2009 / Honda / Civic DX	2HGFA16369H333179	2015-03-60404	6,200	0	6,200	1640	4,560	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Mileage
18	CVA American Honda Motor Co. Inc. - by Gobin, Anne	9/13/2016	2014 / Honda / Fit EV	JHMZA2H48ET000310	2015-03-52583	17,830	0	17,830	4100	13,730	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Condition
19	Gobin, Michael J. / Current Owner Jennifer Rosenau Gobin	9/13/2016	2007 / Honda / CR-V EX-	5J6RE48717L004210	2015-03-54055	8,580	0	8,580	900	7,680	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Mileage
20	Bromley, Daniel J. & Kristen K.	9/13/2016	2009 / Volks / Touareg	WVGFM77L19D035106	2015-03-51431	14,120	0	14,120	0	14,120	Denied	Deemed Fair & Equitable
21	Benicak, Edward J.	9/13/2016	1998 / Chev / K1500	1GCEK19R8WE128201	2015-03-50953	3,970	0	3,970	0	3,970	Denied	Deemed Fair & Equitable

BOARD OF FINANCE - 11/16/2016
ATTACHMENT F - PAGE 2

Board of Assessment Appeals - Motor Vehicle Grand List of 10/1/2015 & Motor Vehicle Supplemental of 10/1/2014												
#	Taxpayer Name	Hearing Date	Year / Make / Model	VIN#	List #	G L	Less Exemp's	Net G L	BAA Adj.	New Net	Decision	Change / Reason
22	Bani-Essa, Adell S.	9/13/2016	1991 / Chevr / K1500	1GCDK14Z2ME109532	2015-03-62072	3,760	0	3,760	1,760	2,000	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Condition
23	Shustock, Vincent	9/13/2016	2001 / Honda / Civic	2HGES16S81H501922	2015-03-59780	2,700	0	2,700	2030	670	Granted	Adjusted Based On NADA Guidelines & Additional Depreciation Due to Condition
24	Berry, Thomas R.	9/13/2016	2015 / Ford / Transit	1FTNE2CM5FKA17642	2015-03-51005	18,940	0	18,940	3150	15,790	Granted	Adjusted due to High Mileage
						1,625,246	0	1,625,246	27,220	1,598,026		

0.03093 0.03093
\$50,268.86 \$841.91 1.67%

BOARD OF FINANCE - 11/16/2016
ATTACHMENT 9



Town of East Windsor Transfer Request Form

FY 16-17



Department	Registrar (411500)	Date	11/3/2016
Transfer Amount	\$750.00		
Line Item FROM	Education and Dues (52400)	Line Item TO	Supplies and Equipment (52200)
Reason for Transfer	To cover the cost of poll worker's meals during elections.		
7	Approved	Denied	

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

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

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

First Selectman
Board of Finance

Paul J. Hynd

Date
Date

11/10/16