

**TOWN OF EAST WINDSOR  
BOARD OF FINANCE**

**SPECIAL MEETING**

**Thursday, March 17, 2016**

**7:30 p.m.**

Town Hall Meeting Room  
11 Rye Street, Broad Brook, CT. 06016

**RECEIVED**  
Town of East Windsor  
Town Clerks Office

**MAR 24 2016**

By: *Joanne M. Slater*  
Town Clerk

**Board of Finance:**

Jerilyn Corso, Chairman  
Kathleen Pippin  
Cynthia Herms  
Steve Smith  
William Syme  
Jim Richards  
Alternate:  
Luis Valdez  
Paulette Broder

**ATTENDANCE:**

Jerilyn Corso, Chairman, Cynthia Herms, Kathleen Pippin, Bill Syme, Steve Smith, Jim Richards Alternate: Luiz Valdez

**GUESTS:**

Representatives of the Board of Education  
Robert Maynard, First Selectman  
Representative from Capital Improvement Committee

**Call to Order:**

Chairman Corso called the Meeting to Order at 7:30 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**Approval of Minutes:**

A motion was made by Cynthia Herms and seconded by Kathleen Pippin to accept the Minutes of the Regular Meeting, held on February 17, 2016.

Motion Passed

**Public Participation:**

None

**Communications:**

None

A motion was made by Cynthia Herms and seconded by Jim Richards to take the Meeting Out of Order and have the Presentations under New Business go before Monthly Reports while all Board Members were present.

Motion Passed

A motion was made by Cynthia Herms and seconded by Kathleen Pippin to have Luiz Valdez sit in for Steve Smith starting at 8:02 p.m. because Steve Smith had to leave.

Motion Passed

**Budget Presentations:**

The Board of Education presented their FY17 Budget of \$22,679,135, an increase from FY16 of 4.91%. Increases were mainly due to Contracts, Contract Negotiations, Attorney Fees, Utilities and Personnel. They also stated that there were 48 Para-educators that had to be offered health benefits under the Affordable Care Act, and health insurance increased by 7.9%.

First Selectman, Robert Maynard, presented the FY16-17 Budget of \$15,444,735 for the Board of Selectmen with an increase of 4.79%. First Selectman Maynard stated there would be a separate mill rate for District 2 because the Warehouse Point Fire District would be taxing separately for services this year.

Cynthia Herms requested from Ms. Lord a copy of the salary lines from this year to last year.

**Approval of Special Appropriation and Bond Authorization**

Joe Sauerhoefer gave a presentation for bond issuance for various capital projects including the Middle School Roof, Broad Brook Dam and Pavement Management of various roads.

The Middle School Roof project is anticipated to start summer of 2017 at the cost of \$2,617,465 minus 58% anticipated funding from the State. The entire project has to be funded before they can apply to the State for funding. They are anticipating about \$1.5

million in reimbursement. The roof is 28 years old and 80,907 sq. ft. The new roof is expected to last about 40 years.

The cost of fixing the Broad Brook Dam is \$539,000. The dam was built in 1835 and the spillway flashboard is in poor condition, the gate will be replaced and unused outlets will be cleaned and filled.

There are numerous roads that are in need of repair and they state it is better to fix them now then to wait any longer.

The mill rate will not increase with this bond issuance.

A motion was made by Kathleen Pippin and seconded by Luiz Valdez to approve the resolution for appropriation and bond authorization of \$2,740,000 for the Middle School Roof Replacement Project and forward the resolution to a Town Meeting.

Motion Passed unanimously

A motion made by Kathleen Pippin and seconded by Cynthia Herms to approve the appropriation and bond authorization of \$2,740,000 for various Public Improvement Projects and send the resolution to a Town Meeting.

Motion Passed unanimously

There was a brief discussion about the Supplemental Appropriation tabled at the Town Meeting. Debt Services is drained down because of legal deficit transfers. OPEB has money left, but those funds are budgeted to cover compensated absences if a long-term employee retires or quits.

A motion was made by Jim Richards and seconded by Kathleen Pippin to send the Supplemental Appropriation back to a Town Meeting with the same recommendation that the appropriation be funded from Undesignated Fund Balance.

Motion Passed 4-2

A motion was made by Cynthia Herms and seconded by Jim Richards to return to Monthly Reports.

Motion Passed

### **Monthly Reports:**

Town Financial Reports: See attached reports.

Transfer Requests:

Transfer #19

A motion was made by Cynthia Herms and seconded by Kathy Pippin to approve transfer #19.

Motion Passed

Transfer #20

A motion was made by Cynthia Herms and seconded by Kathleen Pippin to approve transfer #20.

Motion Passed

Transfer #21

A motion was made by Cynthia Herms and seconded by Kathleen Pippin to approve transfer #21.

Motion Passed 5-1

Transfer #22

A motion was made by Cynthia Herms and seconded by Luiz Valdez to approve transfer #22.

Motion Passed 4-2

Transfer #23

A motion was made by Cynthia Herms and seconded by Luiz Valdez to approve transfer #23.

Motion passed 4-2

Transfer #24

A motion was made by Cynthia Herms and seconded by Bill Syme approve transfer #24.

Motion Passed.

**Unfinished Business:**

None

**Board Member Comments:**

Chairman Corso reminded everyone of the Public Hearing immediately followed by the Budget Workshop on Wednesday, March 23, 2016 at 7:00 p.m.

Kathleen Pippin asked about voting on the Town and Board of Education separately so they could actually get to see the difference.

Cynthia Herms stated she can't make 5:30 p.m. meetings but she will try and get there as soon as she can.

Bill Syme said he has no comment.

Jim Richards asked for the meeting dates and to have them sent to his Town e-mail.

Luiz Valdez announced that next month would be his last meeting as he was stepping down since he is moving out of town.

A motion was made by Chairman Corso and seconded by Jim Richards to adjourn the meeting.

Motion Passed

Meeting was adjourned at 8:57 p.m.

Respectfully submitted,

Rebecca D'Amicol, Clerk



## **TOWN OF EAST WINDSOR**

Caroline G. Madore, CCMA II – Assessor  
11 Rye St. - Broad Brook, CT 06016-9553  
cmadore@eastwindsorct.com  
860-823-8878 / (Fax) 860-823-4798

**TO:** Board of Finance / Board of Selectmen  
**FROM:** Caroline G. Madore, CCMA II - Assessor  
**DATE:** March 8, 2016  
**RE:** Assessor's Status Report

### **MEMORANDUM**

#### **Real Estate Appeals which remain 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 –**

The Board of Assessment Appeals has 33 Appeals scheduled to begin March 8, 2016. The appeals consist of 13 Personal Property Accounts & 20 Real Estate Accounts. It should be noted that only one Personal Property Audit Account appealed to the Board for consideration. Next month's report will provide the outcome to these hearings.

#### **Real Estate :**

Homeowners, veterans & disabled individuals are applying for their benefits via office visits and/or home visits. The deadline for filing most Applications is May 13<sup>th</sup>, 2016.

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

As I prepare to release the RFP for the Revaluation, I find that the Town is better prepared than ever before for this process. I am proud that the Town is able to offer to our future Revaluation Company/Vendor the ability to access key information via our GIS System among other upgrades used in this process. This Revaluation will be full, with visits to be made to every parcel.

**Thank you.**

# CUMULATIVE REPORT OF CASH

End of Month Report of	FEB 2016	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$1,489,972.77	\$28,027,877.69	\$28,273,762.00	(245,884.31)
MV Supplemental	\$74,984.85	\$300,811.43	\$275,000.00	25,811.43
Interest and Fees	\$37,468.89	\$193,144.42	\$225,000.00	(31,855.58)
Prior Year Taxes	\$46,013.70	\$331,005.59	\$275,000.00	56,005.59
<b>Total Tax Collector Report</b>	<b>\$1,648,440.21</b>	<b>\$28,852,839.13</b>	<b>\$29,048,762.00</b>	<b>(216,110.08)</b>
Sewer Benefit Assessment	\$4,156.93	\$27,790.64		\$27,790.64
Sewer Facility Connection Charge	\$5,850.00	\$237,825.81		\$237,825.81
Aircraft	\$90.00	\$2,050.00	\$3,300.00	(\$1,250.00)
Parking	\$0.00	\$20.00	\$60.00	(\$40.00)
<b>Total Deposit</b>	<b>\$1,658,537.14</b>	<b>\$265,616.45</b>		<b>\$264,326.45</b>

% OF BUDGET COLLECTED 99.33%

LIST YEAR	BEGINNING BALANCE	ASSESSMENT INCREASE	ASSESSMENT DECREASE	TAXES REFUNDED	TO SUSPENSE	TOWN OF EAST WINDSOR				INTEREST	LIEN	NET BALANCE	GROSS BALANCE
						ADJUSTED COLLECTIBLE	SUSPENSE PAID TAX	SUSPENSE PAID INTEREST	TAXES PAID				
2014	29,118,002.79	103,380.17	88,373.26	30,601.72		29,133,009.70		28,328,688.12	60,459.89	24,915.54	894,320.58	811,113.98	
2013	385,285.14	47,376.16	14,115.74	3,798.44		418,555.56	6,284.99	850.12	38,578.30	8,388.38	200,610.89	200,704.71	
2012	193,015.61	37,613.01	4,438.27	148.90		226,189.35	1,323.01	700.27	53,409.69	23,574.10	162,779.66	163,917.66	
2011	145,243.70	0.01	1,428.43	68.54		143,817.28	1,332.34	955.80	22,858.09	8,707.73	120,559.19	121,031.19	
2010	117,070.92		1,513.24			115,557.58	839.94	1,390.99	5,115.76	4,421.27	110,441.92	110,777.92	
2009	114,536.35		1,383.40			113,152.95	1,174.10	1,084.54	5,719.40	4,325.15	107,433.55	107,457.55	
2008	90,710.11		1,253.82			89,456.29	350.60	392.65	1,898.20	2,091.53	87,558.09	87,582.09	
2007	58,305.80		1,205.66			58,100.14	670.60	961.75	1,151.73	1,442.84	56,948.41	56,996.41	
2006	10,550.87		958.22			9,592.65	283.92	408.13	35.17	51.17	9,557.48	9,581.48	
2005	7,173.38		694.20			6,479.18	188.35	366.01	35.04	57.29	6,444.14	6,444.14	
2004	4,038.63					4,038.63	218.95	393.14	34.02	61.24	4,004.61	4,004.61	
2003	4,501.62					4,501.62			33.01	65.95	4,468.61	4,468.61	
2002	4,244.73					4,244.73			31.12	67.63	4,213.61	4,213.61	
2001	2,536.82					2,536.82			37.27	87.77	2,499.55	2,499.55	
2000	1,478.54					1,478.54			36.62	90.30	1,442.92	1,442.92	
TOTAL	30,257,705.01	188,969.35	115,363.24	34,618.60	-	30,330,711.12	12,666.30	7,624.40	28,647,027.91	145,061.93	1,853,683.21	1,691,336.43	
						CREDIT BALANCES							
DATE						2014	(6,793.40)						
						2013	(93.82)						
						2012	(238.00)						
						2011	(72.00)						
						2010	(336.00)						
						2009	(24.00)						
						2008	(24.00)						
						2007	(48.00)						
						2006	(24.00)						
						TOTAL	(7,853.22)						



# CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

**BEGINNING BALANCE**  
January 1, 2016

\$3,239,895

OUTFLOWS					
PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	TRANSFER TO OTHER/ BOUNCE*
(\$589,874)	(\$1,427,000)	(\$693,608)	(\$3,600,000)	(\$54,190)	(\$526,754)

\*Pension Contribution

## INFLOWS

**ENDING BALANCE**  
January 31, 2016

LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN
\$106,348	\$158,979	\$6,281,000		\$141,891

\$3,036,688



# Town of East Windsor Transfer Request Form

FY 15-16



Department Tax Collector- 410900 Date 2/11/2016  
Transfer Amount \$92.72  
Line Item FROM Travel- 52300 Line Item TO Education and Dues- 52400  
Reason for Transfer Travel will not be used for the remaining year and there is still one more class that needs to be taken in June.  
19 Approved Denied

Department Registrar- 411500 Date 2/22/2016  
Transfer Amount \$850.00  
Line Item FROM Salary- Part Time- 51620 Line Item TO Education and Dues- 52400  
Reason for Transfer To pay for registrar certification training required by the State.  
20 Approved Denied

Department Human Services- 411700 Date 2/23/2016  
Transfer Amount \$150.00  
Line Item FROM Supplies- 52200 Line Item TO Prof. Services- 52100  
Reason for Transfer To pay for new keys and locking mechanisms for filing cabinets- quote came in \$150 over balance in professional services line.  
21 Approved Denied

Department Town Clerk- 410300 Date 3/9/2016  
Transfer Amount \$400.00  
Line Item FROM Supplies- 52200 Line Item TO Professional Services- 52100  
Reason for Transfer Professional Services line cut during budget process- costs exceed available budget for state mandated services.  
22 Approved Denied

First Selectman  
Board of Finance

*Randy Myned*  
*[Signature]*

Date  
Date

3/9/2016



# Town of East Windsor Transfer Request Form

FY 15-16



Department Treasurer (410500) Date 3/9/2016  
Transfer Amount \$365.00  
Line Item FROM Contingency- 910600 Line Item TO Longevity- 51700  
Reason for Transfer Asst. Treasurer reached 5 year anniversary, increasing longevity payment.  
The change was missed during budget request.  
23 Approved Denied

Department Legal Expense (910200) Date 3/9/2016  
Transfer Amount \$16,972.85  
Line Item FROM Debt Service (910800 61100) Line Item TO Town Counsel (57400)  
Reason for Transfer Legal line overexpended; debt service has surplus due to timing of Modular project.  
24 Approved Denied

Department \_\_\_\_\_ Date \_\_\_\_\_  
Transfer Amount \_\_\_\_\_  
Line Item FROM \_\_\_\_\_ Line Item TO \_\_\_\_\_  
Reason for Transfer \_\_\_\_\_  
25 Approved Denied

Department \_\_\_\_\_ Date \_\_\_\_\_  
Transfer Amount \_\_\_\_\_  
Line Item FROM \_\_\_\_\_ Line Item TO \_\_\_\_\_  
Reason for Transfer \_\_\_\_\_  
26 Approved Denied

First Selectman

Board of Finance

*[Signature]*  
*[Signature]*

Date

Date

3/9/2016