### 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 2 4 2016

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 Paraeducators 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 08016-9553 cmadore@eastwindsorct.com 860-623-8878 / (Fax) 860-623-4798

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

BETWEEN BUDGET AND ACTUAL (245,884.31) (245,884.31) (31,855.58) 56,005.59 56,005.59 \$27,790.64 \$27,790.64 \$237,825.81 (\$1,250.00)	BUDGETED REVENUE \$28,273,762.00 \$225,000.00 \$225,000.00 \$275,000.00 \$29,048,762.00 \$3,300.00	CASH  \$28,027,877.69  \$300,811.43  \$193,144.42  \$193,144.42  \$28,852,839.13  \$237,825.81  \$237,825.81  \$237,825.81	\$1,489,972.77 \$1,489,972.77 \$74,984.85 \$37,468.89 \$46,013.70 \$46,013.70 \$4,156.93 \$5,850.00 \$50.00	End of Month Report of Current Taxes MV Supplemental Interest and Fees Prior Year Taxes  Total Tax Collector Report Sewer Benefit Assessment Sewer Facility Connection Charge Aircraft Parking
(\$40.00)	\$60.00	\$20.00	\$0.00	
	\$3,300.00	\$2,050.00	00'06\$	
9		\$237,825.81	\$5,850.00	
	- PERSONAL PROPERTY AND ADMINISTRATION OF THE PERSONAL PROPERTY AN	\$27,790.64	\$4,156.93	essment
)	\$29,048,762.00	\$28,852,839.13	\$1,648,440.21	or Report
	\$275,000.00	\$331,005.59	\$46,013.70	
	\$225,000.00	\$193,144.42	\$37,468.89	
	\$275,000.00	\$300,811,43	\$74,984.85	
2	\$28,273,762.00	\$28,027,877.69	\$1,489,972.77	
BUD	BUDGETED	COLLECTION		rtof
- B		Z		

% OF BUDGET COLLECTED

99.33%

TOWN OF EAST WINDSOR REPORT OF TAX COLLECTOR

Table   Packershink   Assessment   Assessm							TOWN	TOWN OF EAST WINDSOR		·				
29118.002.73	LIST	BEGINNING	ASSESSMENT	ASSESSMENT	TAXES	ρ	ADJUSTED		SUSPENSE	TAXES	INTEREST	Nän	NÉT	GRoss
125,001.72	5	3	Description	DECKERSE	KELUNDED	SUSPENSE:	COLLECTIBLE	PAID TAX	PAID INTEREST	PAID			BALANCE	BALANCE
185,015.61   14,115.74   3,799.44   418,555.55   185,015.61   37,613.01   4,439.27   148,90   226,193.35   145,243.70   0.001   1,426.42   68.54   143,917.28   115,921.35   117,070.92   1,265.65   1,265.62	2014	29,118,002,79	103,380,17	88,373.26	30 601.72		29,133,609,70	. 1		28,328,689,12	69,659,69	24,913.54	894,320.58	841,113.98
185,015.61         37,613.01         4,532.7         148.90         226,183.3           147,070.92         1,513.24         88.54         145,977.28           117,070.92         1,332.40         113,623.9         113,623.9           90,716.11         1,258.82         88,456.29         88,456.29           82,305.80         1,205.66         89,405.3         84,601.4           4,038.63         684.20         64,73.18         4,031.62           4,601.62         88,405.3         8,010.14         1,032.65           1,478.54         1,478.54         4,031.62         1,478.54           1,478.54         1,478.54         1,478.54         1,478.54           1,478.54         2,536.52         2,536.52         2,536.52           1,478.54         2,536.52         2,536.52         2,536.52           1,478.54         3,0257.705.01         2,014         2011           2,014         2,016         2,016         2,016           2,016         2,016         2,016         2,016           2,017         2,016         2,017         2,016           2,017         2,016         2,017         2,016           3,0257.705.01         2,016         2,016	2013	385,295.14	47,376,16	14,115.74	3,739.44		418,555.56	6,284,99	950.12	217,944.67	38,578.30	8,388,38	200,610.89	200,704.71
145,243.70         0.01         1,428.43         68.54         143,917.28           117,070.92         1,513.24         68.54         115,557.58           114,538.35         1,323.40         113,152.95         38,456.29           84,305.80         1,205.66         84,507         8,456.29           7,173.38         684.20         6,473.18         4,038.63           4,538.62         4,038.63         4,038.63         4,038.63           1,478.54         1,478.54         1,478.54           2,556.82         2,536.82         2,536.82           1,478.54         1,478.54           1,478.54         2,012           2,511         2014           2,512         2,536.82           3,0257,705.01         1,638.53.24         34,618.60         30,330,711.12           2,512         2,536.82         2,536.82           3,0257,705.01         2,536.82         2,536.82           2,512         2,536.82         2,536.82           3,0257,705.01         2,536.82         2,536.82           2,536.82         2,536.82         2,536.82           3,0257,705.01         2,536.82         2,536.82           2,536.82         2,536.82	2012	193,015.61	37,613.01	4,439.27	148,90		226,189.35	1,323.01	700.27	53,409,69	23,574.10	1,887.74	162,779.55	163,817.66
117,070.82	2011	145,243,70	100	1,428.43	68.54	-	143,817.28	1,332.34	955.80	22,858.09	8,707,73	1,991.02	120,859,19	121,031,19
14,596.35   1,382.40   113,152.95   113,152.95   113,152.95   125,60.87   1,205,66   1,205,66   1,205,66   1,205,60   1	2016	117,070.92		1,513.24			115,557.58	839.94	1,390,99	5,115.76	4,421.27	428.00	110,441.92	110,777.92
90,710.17         1,205.66         88,456.23         88,456.28           10,560.87         988.22         9,582.65         9,582.65           7,173.38         694.20         6,479.18         4,038.63         4,038.63           4,244.73         2,586.82         2,536.82         2,536.82         1,478.54           1,478.54         1,678.54         1,478.54         1,478.54         2013           DATE         39,257,705.01         15,355.24         34,616.60         30,330,711.12           2014         2014         2012         2014           2009         2009         2009           2007         2006         2006	2009	114,536.35		1,383.40			113,152.95	1.174.10	1,084.54	5,718.40	4,325,15	2,307.32	107,433,55	107,457,55
58,305.80         1,205.65         S8,100.14           10,550.87         368.22         3,582.65           7,173.38         684.20         6,473.48           4,038.63         4,038.63         4,038.63           2,536.82         2,536.82         2,536.82           1,478.54         1,478.54         1,478.54           30,257,705.01         188,385.32         34,618.60         30,330,711.12           2011         2011         2011           2007         2008         2009           2007         2006	2008	90,710.11		1,253.82			89,456.29	350.60	392.65	1,898.20	2,091,53	284.09	87,558.09	87,582.09
10,550.87 958.22 9,592.65 7,173.38 694.20 6,479.18 4,038.63 4,501.62 4,244.73 2,556.82 1,478.54 1,478.54 1,478.54 1,478.54 1,478.54 1,478.54 1,478.54 1,478.54 1,536.22 1,478.54 2013 2013 2014 2016 2010 2010 2017	2007	58,305.80	,	1,205.66			58,100.14	670.60	981.75	1,151,73	1,442.84	72.00	56,948.41	56,996.41
7,173.8 694.20 6,479.18 4,581.62 4,541.73 2,536.82 1,478.54 1,478.54 1,478.54 2013 2014 2017 2019 2019 2019 2017	2006	10,550.87	***************************************	358.22			9,592.65	283.92	409.13	35.17	51.17	24.00	9,557.48	9,581.48
4,038.63 4,501.62 4,244.73 2,536.82 1,478.54 1,4	2005	7,173.38		694.20			6,479.18	188.35	366.04	35.04	57.29	24.00	8,444.14	6,444.14
4,501.62 4,244.73 2,556.82 1,478.54 1,478.54 30,257,705.01 188,269.35 115,353.24 34,618.60 - 30,330,711.12 2012 2014 2016 2019 2019 2019 2019 2019 2019 2019 2019	2004	4,038.63					4,038.63	248.95	393.14	34.02	61.24	24.00	4,004.51	4,004.61
4,244.73 2,556.82 1,478.54 1,478.54 30,257,705.01 178,259.35 14,778.54 30,257,705.01 178,259.35 175,359.24 30,230,711,12 2011 2012 2013 2009 2009 2009 2007	2003	4,501.62	4,1				4,501.62			33.01	85.88	24.00	4,468.61	4.468.61
2,536.82  1,478.54  1,478.54  30,257,705.01  DATE  DATE  2,536.82  1,478.54  1,478.54  2,014  2,014  2,019  2,009  2,006	2002	4,244.73					4,244.73			31.12	67.63	24.00	4273.67	4.2/3.61
1,478.54 1,478.54 1,478.54 30,237,710.54 30,	2004	2,536.82					2,536.82			37.27	77.78	24.00	2.499.55	2.499.55
30,257,705.01 188,369.35 115,363.24 34,618.60 - 30,330,711.12  DATE 3/22/016 2014  2013  2010  2010  2009  2009  2007	2000	1,478.54					1,478.54			35.62	90.30	24.00	1,442.92	1,442.92
30,257,705.01 TER,285.24 34,618.60 - 30,330,711.12  DATE 32,22016 2013  2013  2014  2016  2010  2009  2007							,						•	•
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3/2/2016 2014 2013 2013 2017 2010 2010 2009 2009 2009	TOTAL	30,257,705.01	188,369,35	115,363.24	34,618,60		30,330,711.12	12,666.80	7,624.40	28,647,027.91	145.081.93	40,438.09	1,583,683.21	1,691,336.43
3322016 2014 2013 2013 2011 2010 2009 2008 2008														
3/2/2016							U	CREDIT BALANCES	<u></u>					
3/2/2016													*****	
2013 2012 2011 2010 2009 2008 2008		DATE	3/2/2016				2014	(6.793.40)				-		
2012 2011 2010 2009 2008 2007 2006						·	2013	(93.82)						
2011 2010 2009 2009 2009 2007 2000 2000 2000 200							2012	(238.00)		***************************************				
2009							2011	(72.00)	· · · · · · ·					
2008	<u> </u>						2010	(336.00)						
2008							2009	(24.00)	,h					
2007							2008	(24.00)						
5006							2007	(48.00)						
							2006	(24.00)						
TOTAL							TOTAL	(7.653.22)						

# CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

		*Pension Contribution		
	TRANSFER	TO OTHER/	BOUNCE*	(\$526,754)
	TRANSFER	TO DEBT	SERVICE	(\$54,190)
FLOWS	TRANSFER TO	INVESTMENT	ACCOUNT	(\$3,600,000)
шо	ACCOUNTS	PAYABLE		(\$693,608)
	TRANSFER TO	BOE		(\$1,427,000)
	PAYROLL TRA			(\$589,874) (\$1
	<b>BEGINNING BALANCE</b>	January 1, 2016		\$3,239,895

ENDING BALANCE January 31, 2016	\$3,036,688
WPCA IN	\$141,891
TRANSFERS IN	
TAX COLLECTIONS	\$6,281,000
STATE/FED REVENUE	\$158,979
LOCAL REVENUE	\$106,348



# 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 remain	ing year and there is stil	l one more class that needs to be
	taken in June.		
19		Approved )	Denled
Department	Registrar- 411500	Date	2/22/2016
Transfer Amount	\$850.00	<del></del>	
Line Item FROM	Salary- Part Time- 51620	Line Item TO	Education and Dues- 52400
Reason for Transfer	To pay for registar certification training	ng 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 med	chanisms for filing cabine	ts- 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	· <del></del>	
Line Item FROM	Supplies- 52200	Line Item TO	Professional Services- 52100
Reason for Transfer	Professional Services line cut during	budget process- costs ex	cceed available budget for state
	mandated services.		
22		Approved )	Denled
		- The same of the	
	OTY M. A	and the second s	3/0/2016
First Selectman	Kull I while	Date	
<b>Board of Finance</b>	- Men	Date	ининанацияния подацияния подацияния подацияния подацияния подация пода
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# Town of East Windsor Transfer Request Form FY 15-16



Department	Treasurer (410500)	Date	3/9/2016
Transfer Amount	\$365.00	<b>-</b>	
Line Item FROM	Contingency- 910600	Line Item TO	Longevity- 51700
Reason for Transfer	Asst. Treasurer reached 5 year annive	rsary, increasing longev	ity payment.
	The change was missed during budge		
23		(Approved)	Denled
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 timi	ng of Modular project.
24		Approved	Denled
		Date	
Department		_ Date	
Transfer Amount		- Line Item TO	
Line Item FROM		· ·	
Reason for Transfer			
25		Approved	Denled
Department		_ Date	
Transfer Amount		-	
Line Item FROM		Line Item TO	
Reason for Transfer			
		Aispyound	Denied
26		Approved	Defiled
First Selectman Board of Finance	Ruff Elynd	_ Date	3/9/2016