

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

**MINUTES OF REGULAR MEETING
Wednesday, April 19, 2017, at 7:00 p.m.**

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

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

Regular Members Absent: Kathy Pippin

Alternates Present: Paulette Broder.

Alternate Absent: Danelle Godek

Others: **Interim Treasurer:** Gayle Carolus; **First Selectman:** Robert Maynard; **Deputy First Selectman** Richard P. Pippin, Jr.; **Selectmen:** Jason Bowsza; **Town Staff or Department Heads:** **Social Services/Senior Services:** Kristen Fromanek, Director; **East Windsor Public Schools:** Dr. Theresa Kane, Superintendent; **Board of Education:** Kate Carey-Trull.

Press: No one from the press was present.

1. **Call to Order:**

Chairman Corso called the Meeting to Order at 7:02 p.m. The Board stood to recite the Pledge of Allegiance.

2. **Time and Place of Meeting:**

Wednesday, April 19, 2017 at 7:00 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

3. **Appointment of Alternates:**

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

MOTION: To APPOINT Alternate Member Paulette Broder as a voting member to replace Regular Member Kathy Pippin at the April 19, 2017 Regular Meeting of the Board of Finance.

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

VOTE: In Favor: Unanimous (Herms/Richards/Smith/Syme)

4. **Approval of Agenda:**

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MOTION: To APPROVE the Agenda for the April 19, 2017 Regular Meeting of the Board of Finance as posted.

Richards moved/Broder seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

5. Approval of Minutes/a. Regular Meeting, March 15, 2017:

MOTION: To APPROVE the Minutes of the Regular Meeting of the Board of Finance dated March 15, 2017 as written.

Richards moved/Broder seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Approval of Minutes/b. Public Hearing, March 22, 2017:

MOTION: To APPROVE the Minutes of the March 22, 2017 Public Hearing of the Board of Finance as written.

Richards moved/Smith seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Approval of Minutes/c. Budget Workshop, March 22, 2017:

MOTION: To APPROVE the Minutes of the March 22, 2017 Budget Workshop of the Board of Finance as written.

Richards moved/Smith seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Approval of Minutes/d Budget Workshop, March 27, 2017:

MOTION: To APPROVE the Minutes of the March 27, 2017 Budget Workshop of the Board of Finance amended as follows:

Page 9, VOTE ON ORIGINAL MOTION AS AMENDED regarding funding of the East Windsor Board of Education budget at \$22,129,135-

In Favor: ~~No one~~ Herms/Richards/Smith/Syme; Opposed:

~~Herms/Richards/Smith/Syme~~ No one; Abstained: Pippin

Richards moved/Broder seconded/DISCUSSION: Mr. Syme cited the vote on the original motion was reflected incorrectly – see correction above..

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

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Approval of Minutes/e. Budget Workshop, March 29, 2017:

MOTION: To APPROVE the Minutes of the March 29, 2017 Budget Workshop of the Board of Finance as written.

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

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Approval of Minutes/f. Budget Workshop, April 3, 2017:

MOTION: To APPROVE the Minutes of the April 3, 2017 Budget Workshop of the Board of Finance as written.

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

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Approval of Minutes/g. Budget Workshop, April 7, 2017:

MOTION: To APPROVE the Minutes of the April 7, 2017 Budget Workshop of the Board of Finance as written.

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

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

6. **Public Participation:** No one requested to speak.

7. **Communications:** Nothing received for this evening.

8. **Monthly Reports:**

Prior to review of the financial reports Mrs. Herms requested to discuss unexpended budget lines as reflected under the Expenditure Budget Report for 6/30/2017, as she wants to be sure the line items will come out for the current budget year:

Registrar (of Voters) - #411500 – media cards (52950) - \$2,000:

It was noted the media cards will be used during the referendums; funds not yet expended.

Fire Departments - #511000 – Building Repair (54423) - \$10,000:

It was noted repairs are currently occurring at the Broad Brook Fire Department building; funds not yet expended.

Public Works - #610100 – Capital Purchases – (52500) - \$1,000:

Capital purchase has not yet occurred; funds not yet expended.

Town Property - #610200 – Central Building Supply – (55200) - \$8,516:

Funds not yet expended.

Insurance and Pension - #910300 – Employee Tuition – (58330) - \$5,000:

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Mrs. Herms questioned the difference between “employee tuition” and “education and dues” requested for other departments? Interim Treasurer Carolus clarified that “employee tuition” is a direct reimbursement to an employee negotiated under a union contract for something like working towards a bachelor’s degree, while “education and dues” is employee participation in training opportunities, or trade association memberships.

Mrs. Herms reiterated she didn’t want to see departments coming back for funding requests for items for which all funds were not spent during the current fiscal year.

8. Monthly Reports/a. Treasurer:

Cash Flow Report – Webster Bank – General Fund Cash Account – See Attachment A.

Tax Collector:

- Cumulative Report of Cash – End of Month Report for March 2016 -See Attachment B.
- Report of the Tax Collector – See Attachment C.

Chairman Corso noted the taxes collected under the Cumulative Report of Cash, citing 100% collected for the Town, and 99.89% for the (Warehouse Point Fire District).

Assessor’s Report: None.:

Monthly Reports/b. Line-Item Transfer Requests:

The Board reviewed the specifics of the following line item transfer - See Attachment D.

Human Services – Transfer #23:

MOTION: To APPROVE Transfer #23 in the amount of \$7,050 for the Human Services Department (full time salaries)

Syme moved/Herms seconded/

DISCUSSION: Mr. Syme noted the transfer is necessary due to shortage in salary payments.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Senior Center – Transfer #24:

MOTION: To APPROVE Transfer #24 in the amount of \$3000 for the Senior Center (part time salaries).

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Syme moved/Broder seconded/

DISCUSSION: Mr. Syme noted the transfer is necessary due to shortage in salary payments.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Senior Center – Transfer #25:

MOTION: To APPROVE Transfer #25 in the amount of \$4370 for the Senior Center (full time salaries).

Syme moved/Herms seconded/

DISCUSSION: Mr. Syme noted the transfer is necessary due to shortage in salary payments.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

Public Works – Transfer #26:

MOTION: To APPROVE Transfer #26 in the amount of \$5000 for the Public Works Department..

Syme moved/Richards seconded/

DISCUSSION: Mr. Syme noted the transfer is necessary due to a salary increase.

VOTE: In Favor: Unanimous (Broder/Herms/Richards/Smith/Syme)

9. **Unfinished Business:** None

10. **New Business/a. Bank Analysis Fee Line:**

Interim Treasurer Carolus reported she had been asked to define the types of charges included in this line item. She reported that previous Treasurer Lord had negotiated with Webster Bank; the Town has maintained the required balances necessary to maintain these fees. These are not bank fees charged by Webster. Interim Treasurer Carolus reported that the BOS recently approved the Town absorbing credit card processing fees associated with residents paying for programs run by the Park & Recreation Department. She reported that activity is being monitored to ascertain the cost to the Town for absorbing those fees.

10. **New Business/b. Approve FY 18 budget and forward to referendum:**

Chairman Corso recalled the Board had made this motion at their previous meeting; this is opportunity to make any changes the members deem appropriate. She queried members for their comments.

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Mr. Richards suggested he heard comments after the last meeting that the Board wasn't watching what they were cutting. Mrs. Herms indicated she heard people are saying the Board isn't giving the people the chance to vote; she referenced the BOE budget which is under 2%. It will cost the Town for people to vote no. Mr. Richards indicated he believes it should be a zero increase for each department. He felt we can't afford these increases; we are living beyond our means. He felt the Board needs to take care of public safety, infrastructure, and education. Even with their small percentage increase, compared to the Town side the BOE is still getting a large increase. He suggested the Board is doing its best; we won't have the \$475,000 next year; we'll need a sizeable increase in taxes next year.

Mr. Syme agreed with much of what Mr. Richards said. The Board is taking \$475,000 from the Fund balance to make the budget come in at a 2.49 % increase; that won't happen next year. The budgets from the departments came through with what the Board asked for. The BOE took the biggest hit; they requested a 4+% increase in the beginning. He would like to give them more but the voting history of this town doesn't support that. Next year a 2.49% increase will seem small. We do need to do some of the things, like regionalization, in the future but it takes time. He felt the Town has been conservative over the years. He doesn't know if 2.49% will pass. Mr. Syme recalled that the Broad Brook Fire Department asked for 2 people to staff the department during the day, which is important, but the Board gave them only one employee; he suggested the Board should consider putting that second position back also. Mr. Syme recalled there were a lot of things requested in the budget which were taken out. Where do we go from here if it doesn't pass?

Discussion followed regarding the impact of the 2% cap on the budget and associated voting histories, the Town's inability to maintain services under that cap, and the effect of the cap on growth and development in general.

MOTION: To ADD \$100,000 back into the Board of Education budget.

Herms moved/Syme seconded/

DISCUSSION: Mr. Richards cited future expenditures discussed at a recent Board of Selectmen's meeting. Mr. Richards indicated he has supported education for several years but the Town doesn't have the money. He suggested when the Board talks about raising taxes it's talking about affordability for residents; for some you're talking about putting them in difficult situations. Mr. Richards felt if you're talking about the kids there is more to it than just the school system. Mrs. Herms reported the feedback she's getting from residents is to let them have a chance to vote. Mr. Richards cited Mrs. Herms had put good information out on her Facebook page but he cited the lack of public attendance at this meeting. Mrs. Herms felt people who support the Board of Education will vote no three times, which will cost the Town more money. Mr. Richards cited that will cause the Town to continue on a stagnant path; 2% budget increases can't support services; the Town can't count on windfalls that may, or may not, come.

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Mr. Smith called the question:

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

MOTION: To APPROVE the Fiscal Year 2017/2018 total budget in the amount of \$37,937,018, with a mill rate of 32.09, and to send this budget to referendum.

Richards moved/Broder seconded/

DISCUSSION: None.

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

11. Board Member Comments:

Chairman Corso queried Board members for comments:

Mrs. Broder: anticipates the budget will go to referendum 3 times, and the budget will stay at 2%, and the Town can't continue to do that.

Mrs. Pippin: absent.

Mr. Richards: Mr. Richards feels our future is based on what the State will do on their budget; if the State continues with its plan then we'll have to think about cutting programs. We'll have to analyze how we'll look in 5 years. Mr. Richards indicated people are working hard on economic development; they're excited about the tax incentives, but if the taxes go too high it will keep businesses from coming here. If people don't want to pass this budget He cited the Board didn't target just one department; the budget is a mess; it's not really created by the townspeople; people need to vote it in. If the budget goes to next year we'll be burned for next year ; this situation won't go away. Mr. Richards reported he's a zero increase guy but people need services.

Mr. Syme: Mr. Syme indicated he has mixed feelings on the budget. He is ok with it but he is concerned about next year and we may need a 5 or 6% increase in reality, and it would then go to 2%. There will be serious cuts. He would hope First Selectman Maynard and the departments work together and find a way to understand what we face to lose going forward. The town as a whole, all boards and departments and commissions – need to look at what we can do. He hopes development comes but.....

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Mr. Smith: Mr. Smith indicated he's already said his piece; he feels the budget will fail 3 times and it will stay at 2%. He's made comments regarding regionalization and he feels our town may need to look at that.

Mrs. Herms: feels we are at a breaking point; we can't keep on cutting without deleting departments, without having services cut, and people need to understand that we are talking about massively cutting – the Warehouse Point Library, or the Senior Center. She cited 2% increases in salaries, benefits are 15% and if the budget stays the same we will be cutting services; we're now at a point where major things will be happening.

General Discussion:

- Selectman Bowsza noted that Mr. Leach (an audience member) had questioned how the message regarding the budget goes out? Discussion followed regarding potential methods of presenting the budget information/message to residents and voters. Chairman Corso noted the actual budget document is currently listed on the Town's website but is long, comprehensive and statistically-oriented which can be overwhelming. First Selectman Maynard offered to prepare a mailing to be sent to resident households; Mrs. Herms offered to prepare a document but was concerned her efforts might be perceived as a personal opinion. Mr. Leach suggested a summarization which included an explanation regarding the effects of various proposed cuts. Kristen Fromanek, Director of Senior Services and Human Services, questioned how to talk to her seniors in a positive way? Dr. Teresa Kane, Superintendent of the school system, cautioned the Board that they can't use Town money to advocate the budget, although Board members can advocate as individuals. Deputy First Selectman Pippin suggested creating a simplified document citing where the budget started, and what was cut, Interim Treasurer Carolus reported that the summary budget the Board has been working with is 12 pages, and then includes additional pages of summary information. Chairman Corso cited the missing piece in the summary document is the revenue information. Discussion continued regarding presentation options.
- First Selectman Maynard reported the BOS met last evening, and decided they would like to see if the BOS/BOF/BOE would like to meet to discuss the 1% Fund. To that end First Selectman Maynard invited the BOF to a joint meeting with the BOS on Tuesday, May 2nd; he will also make a similar invitation to the BOE. Discussion followed regarding posting requirements to include a joint meeting of the three boards. Chairman Corso requested posting the joint meeting for 8:00 p.m. to enable her to participate; Mr. Smith will not be available.

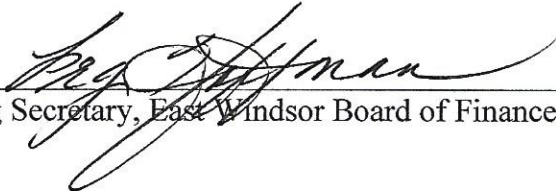
12. Adjournment:

MOTION: To **ADJOURN** this Meeting at 8:06 p.m.

Smith moved/Richards seconded/VOTE: In Favor: Unanimous

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Respectfully submitted:


Peg Hoffman, Recording Secretary, East Windsor Board of Finance

(Attachments)

BOARD OF FINANCE - 4/19/2017
ATTACHMENT A

CASH FLOW REPORT - WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE

March 1, 2017

\$3,184,184

OUTFLOWS				
PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO OTHER/ BOUNCE*
(\$496,116)	(\$1,648,000)	(\$908,156)	(\$25,000)	(\$31,313)
				(\$50)

ENDING BALANCE

February 28, 2017

\$2,951,506

INFLOWS			
LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN
\$531,464	\$6,021	\$338,000	\$1,660,000
			\$340,472

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ATTACHMENT B

CUMULATIVE REPORT OF CASH

End of Month Report of	MAR 2016	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$124,900.64	\$29,039,809.06	\$29,152,930.00	(113,120.94)
MV Supplemental	\$23,347.67	\$434,362.53	\$300,000.00	134,362.53
Interest and Fees	\$25,073.03	\$214,644.45	\$225,000.00	(10,355.55)
Prior Year Taxes	\$17,304.35	\$289,708.20	\$300,000.00	(10,291.80)
Total Tax Collector Report	\$190,625.69	\$29,978,524.24	\$29,977,930.00	(26,640.28)
NON-GENERAL FUNDS COLLECTIONS				
Sewer Benefit Assessment	\$0.00	\$29,977.91		\$29,977.91
Sewer Facility Connection Charge	\$431.65	\$115,173.27		\$115,173.27
Aircraft	\$0.00	\$3,720.00	\$2,200.00	\$1,520.00
Parking	\$0.00	\$0.00	\$60.00	(\$60.00)
WHP Fire District	\$357.36	\$575,001.39	\$575,624.12	(\$622.73)
Total Deposit	\$191,414.70			

% OF BUDGET COLLECTED 100.00% TOWN
% OF BUDGET COLLECTED 99.89% FIRE

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ATTACHMENT C - PAGE 1

TOWN OF EAST WINDSOR
REPORT OF TAX COLLECTOR

TOWN OF EAST WINDSOR													
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	30,114,830.70	146,815.58	233,439.65	65,765.38		30,028,206.63			29,474,171.59	65,491.12	22,911.80	554,035.04	557,551.23
2014	335,638.51	4,053.79	8,680.10	2,749.94		331,012.20			162,749.97	30,239.11	9,738.04	168,262.23	168,288.86
2013	137,409.92	404.15	2,461.38	55.97		135,352.69	582.57	299.65	42,134.12	14,871.28	1,845.19	93,218.57	93,312.40
2012	127,008.02	0.01	1,334.71			125,673.32	521.25	363.91	20,778.55	12,635.01	739.18	104,894.77	104,940.78
2011	108,401.06		0.01			108,401.05	731.10	619.79	16,809.47	13,789.06	861.00	91,591.58	91,615.58
2010	106,812.63					106,812.63	526.77	1,515.83	15,361.97	13,477.08	289.07	91,450.66	91,642.66
2009	104,212.91	0.02				104,212.93	4,197.65	4,845.37	14,390.53	15,297.42	188.80	89,822.40	89,822.40
2008	85,150.97					85,150.97	107.55	139.61	10,069.39	2,720.75	96.69	75,081.58	75,081.58
2007	54,884.42					54,884.42	213.80	357.91	(24.00)		24.00	54,908.42	54,932.42
2006	8,058.35					8,058.35	25.41	53.39	(24.00)	-	24.00	8,082.35	8,082.35
2005	5,060.48					5,060.48	100.26	193.52	-	-	-	5,060.48	5,060.48
2004	2,890.95					2,890.95	113.40	233.70	-	-	-	2,890.95	2,890.95
2003	3,388.05					3,388.05	256.71	581.45	-	-	-	3,388.05	3,388.05
2002	3,194.71					3,194.71	85.73	200.61	-	-	-	3,194.71	3,194.71
2001	1,473.13					1,473.13			-	-	-	1,473.13	1,473.13
TOTAL	31,198,414.81	151,273.55	245,915.85	68,571.29	-	31,103,772.51	7,462.20	9,404.74	28,756,417.59	168,520.83	36,717.77	1,347,354.92	1,351,277.58
						</							

WAREHOUSE POINT FIRE DISTRICT

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ATTACHMENT C - PAGE 2

TOWN OF EAST WINDSOR - WHPFD													
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	431.77	865.71	46.59		575,190.18			571,513.47	1,136.04	433.11	3,676.71	3,691.88
TOTAL	575,624.12	431.77	865.71	46.59	-	575,190.18	-	-	571,513.47	1,136.04	433.11	3,676.71	3,691.88
							CREDIT BALANCES						
DATE		4/4/2017				2015	(15.17)						
						TOTAL	(15.17)						

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ATTACHMENT D



Town of East Windsor Transfer Request Form

FY 16-17



Department Human Services Date 4/19/2017
Transfer Amount \$7,050.00
Line Item FROM Treasurer FT Salary Line Item TO Human Services FT Salary
Reason for Transfer To cover shortage in Human Services FT Salary

23

Approved

Denied

Department Senior Center Date 2/10/2017
Transfer Amount \$3,000.00
Line Item FROM Sr. Center Part Time Salary Line Item TO Sr. Center Full Time Salary
Reason for Transfer To offset shortage in Sr. Center Full Time Salary Line

24

Approved

Denied

Department Senior Center Date 3/8/2017
Transfer Amount \$4,370.00
Line Item FROM Assessor FT Salary Line Item TO Sr. Center Full Time Salary
Reason for Transfer To cover shortage in Sr. Center Full Time Salary Line

25

Approved

Denied

Department Public Works Date 3/8/2017
Transfer Amount \$5,000.00
Line Item FROM Parks & Rec Full Time Salary Line Item TO Public Works FT Salary
Reason for Transfer To cover salary increase in Public Works

26

Approved

Denied

First Selectman
Board of Finance

Robert Negroni

Date

4/10/17

Date