

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

**MINUTES OF REGULAR MEETING
Wednesday, June 21, 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, Kathy Pippin; Jim Richards, Steve Smith, and Bill Syme,
Regular Members Absent: All Regular Members were present this evening.
Alternates Present: .None.
Alternate Absent: Paulette Broder, and Danelle Godek
Other Guests: **Interim Town Treasurer:** Gayle Carolus; **Deputy First Selectman:** Richard P. Pippin, Jr.
Press: No one from the press was present.

1. Call to Order:

Chairman Corso called the Meeting to Order at 7:01 p.m. The Board stood to recite the Pledge of Allegiance.

2. Time and Place of Meeting:

Wednesday, June 21, 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 all Regular Members are present this evening; it will not be necessary to appoint an Alternate member for this meeting.

4. Approval of Agenda:

MOTION: To AMEND the Agenda to include the addition of Item b. Board of Education Payment Fund under **Unfinished Business**.

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

VOTE: Unanimous

5. Approval of Minutes/a) Regular Meeting, May 17, 2017:

MOTION: To APPROVE the Minutes of the Board of Finance Regular Meeting dated May 17, 2017 as presented.

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Richards moved/Smith seconded/DISCUSSION: None.
VOTE: Unanimous

Approval of Minutes/b) Special Meeting, May 24, 2017:

MOTION: To APPROVE the Minutes of the Board of Finance Special Meeting dated May 24, 2017 as presented.

Pippin moved/Richards seconded/DISCUSSION: None.
VOTE: Unanimous

Approval of Minutes/c) Public Hearing May 24, 2017:

MOTION: To APPROVE the Minutes of the Board of Finance Public Hearing dated May 24, 2017 as presented.

Pippin moved/Richards seconded/DISCUSSION: None.
VOTE: Unanimous

Approval of Minutes/d) Special Meeting June 13, 2017:

MOTION: To APPROVE the Minutes of the Board of Finance Special Meeting dated June 13, 2017 as presented.

Smuith moved/Pippin seconded/DISCUSSION: None.
VOTE: Unanimous

6. Public Participation:

Deputy First Selectman Pippin reported the Board of Selectmen were very pleased with the rate received on the bond anticipation notes..

7. Communications: None.

8. Monthly Reports:

a. Treasurer:

Interim Treasurer Carolus reviewed the status of Expenditures and Revenues with the Board. Expenses were high in the legal line due to costs associated with tax matters and legal fees associated with union and pension negotiations. Expenditures in the Insurance line are associated with people changing their insurance coverages.

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Interim Treasurer Carolus presented the Board with the standard reports

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

Tax Collector:

Interim Treasurer Carolus presented the Board with the standard reports submitted by the Tax Collector:

- Cumulative Report of Cash – End of Month Report for May 2017 -See Attachment B.
- Report of the Tax Collector – See Attachment C, 2 pages

Assessor's Report:

Interim Treasurer Carolus presented the following monthly report submitted by the Assessor:

- Memorandum dated June 12, 2017.- Assessor's Status Report – See Attachment D.

b. Line-Item Transfer Requests:

Interim Treasurer Carolus referenced a motion made by the Police Commission noting approval of the expenditure of \$2,500.00 from the Private Duty Fund for the purchase of traffic count and speed analysis equipment.

Police Department – Private Duty Account – See Attachment E:

MOTION: To TRANSFER \$2,500.00 from the Police Department Private Duty Account to Account #3005-510200-81020 to purchase traffic count and speed analysis equipment

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

VOTE: In Favor: Unanimous

9. Unfinished Business/a. 1% Board of Education Carryover Account:

Lengthy discussion occurred; no further action was taken. No further discussion will occur without the creation of a Memo of Understanding by the Board of Selectmen.

Unfinished Business/b. Board of Education Payment Fund:

Discussion occurred regarding a one-time allowance of a late payment from the Hartford school system which was applicable to a specific budget line item. The Board decided not to change the current practice of expenditures being matched with the current fiscal year reimbursements..

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10. New Business/A Approve Revised Tax Collector's Suspense List per §12-165:

Interim Treasurer Carolus referenced correspondence from the Tax Collector which revises the amount of the previous transfer made to the Suspense Account which erroneously included a duplicate booking of suspended taxes for one resident. See Attachment F.

MOTION: To ACCEPT the new Suspense List in the amount of \$58,175.61.

Hermes moved/Smith seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

New Business/b. Report results of Bond Anticipation Note Sale on 6/20/17 for the Middle School Roof Project:

Interim Treasurer Carolus reported there were six companies bidding on the Bond Anticipation Note Sale for the \$2,740,000 Middle School roof repair. The NIC for the 9 month Bond Anticipation Note is 1.114%; the bond will be paid off by the 62% reimbursement of eligible costs from the State and permanent bond financing.

11. Board Member Comments:

Chairman Corso queried Board members for comments:

Mrs. Broder: Not present this evening.

Mrs. Pippin: Questioned the process for application to serve on the Board. Chairman Corso suggested the resident should forward her application to the Republican Town Committee for consideration.

Mr. Richards: No comments this evening.

Mr. Syme: No comments.

Mr. Smith: No comments

Chairman Corso: Noted Alternate Member Broder will be moving to Florida shortly. Appointment of a replacement Alternate Board Member will be made by the Board of Selectmen. Mrs. Broder would have run for re-election in November.

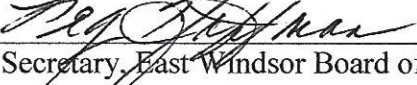
Chairman Corso also noted the Selectmen continue to interview candidates for the Treasurer's position.

12. Adjournment:

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MOTION: To **ADJOURN** this Meeting at 7:47. p.m.

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

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

BOARD OF FINANCE - 6/21/2017
ATTACHMENT A

CASH FLOW REPORT - WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE		OUTFLOWS					ENDING BALANCE	
May 1, 2017		PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	May 31, 2017	
\$2,952,045		(\$776,722)	(\$1,300,000)	(\$916,274)		(\$22,945)	\$3,121,688	
		INFLOWS						
		LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN		
		\$114,641	\$14,930	\$104,000	\$2,747,500	\$204,512		

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ATTACHMENT B

CUMULATIVE REPORT OF CASH

End of Month Report of	MAY 2016	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$32,074.94	\$29,178,792.33	\$29,152,930.00	25,862.33
MV Supplemental	\$5,858.02	\$454,638.77	\$300,000.00	154,638.77
Interest and Fees	\$11,915.21	\$246,454.64	\$225,000.00	21,454.64
Prior Year Taxes	\$7,354.86	\$305,259.22	\$300,000.00	5,259.22
Total Tax Collector Report	\$57,203.03	\$30,185,144.96	\$29,977,930.00	166,188.71
NON-GENERAL FUNDS COLLECTIONS				
Sewer Benefit Assessment	\$0.00	\$29,977.91		\$29,977.91
Sewer Facility Connection Charge	\$6,575.00	\$133,714.60		\$133,714.60
Aircraft	\$0.00	\$3,720.00	\$2,200.00	\$1,520.00
Parking	\$0.00	\$0.00	\$60.00	(\$60.00)
WHP Fire District	\$518.27	\$575,726.86	\$575,624.12	\$102.74
Total Deposit	\$64,296.30			

% OF BUDGET COLLECTED	100.69% TOWN
% OF BUDGET COLLECTED	100.02% FIRE

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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	147,316.84	243,152.95	72,024.63	11,559.63	30,018,994.59			29,637,166.20	79,963.24	30,813.66	370,268.76	377,513.74
2014	335,638.51	4,054.42	9,993.75	2,749.94	7,222.49	329,709.18			171,515.23	32,856.05	11,151.00	150,971.46	150,991.46
2013	137,409.92	548.46	3,698.64	55.97	2,801.42	134,259.84	700.60	360.49	46,214.88	16,965.20	2,313.04	85,243.54	85,337.36
2012	127,008.02	0.02	2,570.83		2,226.88	124,437.21	595.43	407.31	21,948.34	13,742.39	903.29	100,261.99	100,307.99
2011	108,401.06		967.07		3,276.59	107,433.99	731.10	619.79	17,079.78	14,137.44	911.62	87,077.62	87,101.62
2010	106,812.63		917.50		7,087.37	105,895.13	588.20	1,599.22	16,093.04	13,545.76	290.45	82,714.72	82,906.72
2009	104,212.91	0.02	1,227.36		11,528.58	102,985.57	4,260.28	4,943.35	14,491.17	15,383.27	216.78	76,965.82	76,965.82
2008	85,150.97		818.64		12,206.79	84,332.33	107.55	139.61	10,069.39	2,720.75	96.69	62,056.15	62,056.15
2007	54,884.42		787.18			54,097.24	213.80	357.91	(24.00)		24.00	54,121.24	54,145.24
2006	8,058.35		895.68			7,162.67	323.50	763.72	(24.00)	-	24.00	7,186.67	7,186.67
2005	5,060.48		892.51			4,167.97	436.23	1,003.12	-	-	-	4,167.97	4,167.97
2004	2,890.95		868.36			2,024.59	113.40	293.70	-	-	-	2,024.59	2,024.59
2003	3,388.05		1,423.89			1,964.36	256.71	581.45	-	-	-	1,964.36	1,964.36
2002	3,194.71		1,342.45			1,852.25	85.73	200.61	-	-	-	1,852.25	1,852.25
2001	1,473.13		1,087.66			385.47			-	-	-	385.47	385.47
TOTAL	31,198,414.81	151,919.76	270,632.18	74,830.64	57,909.75	31,079,702.39	8,412.63	11,210.28	29,934,530.03	189,344.10	46,744.53	1,087,262.61	1,094,907.41

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ATTACHMENT D



TOWN OF EAST WINDSOR

Caroline G. Madore, CCMA II – Assessor
11 Rye St. - Broad Brook, CT 06016-9563
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: June 12, 2017
RE: Assessor's Status Report

MEMORANDUM

Real Estate Appeals - Grand List of October 1, 2014:

- 171 Main St. (Chestnut Point Realty LLC) – Pretrial scheduled 7/17/17 – Pretrial negotiations have begun.
- 96 Prospect Hill Rd. (Kettle Brook Realty LLC) – Pretrial scheduled 7/17/17 – Pretrial negotiations have begun.
- 54 Real Estate Accounts – owned by SJK Properties LLC & Jolanta Kement – Pretrial scheduled for 7/13/17.

Real Estate Appeals - Grand List of October 1, 2016:

- 44 Prospect Hill Rd. (Wal-Mart Stores East LP)
Due to a conflict of interest, Pullman & Comley cannot represent the Town on this matter. Following approval from the Board of Selectmen, we have contracted with Atty. Scott Chadwick of Chadwick & Stone in East Hartford who will represent us at the same rate as Pullman & Comley.
- 191 Depot St. (assessment value = 9,030) & 38 Sullivan Farm Rd. (assessment value = 40,960). Two (2) vacant parcels of land (owned by Marek L. Kement and John T. Barney) located within the Quarry Rd development area off of Depot St. at the Town of Ellington line.

Grand List of October 1, 2017

Revaluation –

- The commercial property field work continues. As to the residential properties, data mailers have been forwarded to those who have not had interior inspections to either verify interior information is correct or ask for an interior inspection to verify the information we currently have on record. The data mailer is signed by the homeowner and contact information is requested on the data mailer in case the revaluation company has questions for the homeowner or to follow through on an interior inspection request.

Thank you.

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ATTACHMENT E.

Town of East Windsor
11 Rye Street
Broad Brook, CT 06016

Transfer/Appropriation Request Form

Date: 5/23/17 Fiscal Year: FY 2016/2017

Department: Police

Appropriations

Amount Requested	Account Number and Title	Description
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Transfers (Please enter account number and name)

\$2,500.00	Transfer From Acct # <u>Private Duty</u>	To Acct # <u>3005-510200-81020</u>
\$	Transfer From Acct # _____	To Acct # _____
\$	Transfer From Acct # _____	To Acct # _____
\$	Transfer From Acct # _____	To Acct # _____
\$	Transfer From Acct # _____	To Acct # _____
\$	Transfer From Acct # _____	To Acct # _____
\$	Transfer From Acct # _____	To Acct # _____

Please enter a detailed explanation of your request below by item.

**Please attached copy of the motion made by the East Windsor Board of Police Commissioners on May 10, 2017

[Signature] 5/23/17
Department Signature Date

Robert Maynard 6/15/17
Board of Selectman Signature Date

Approval (☒)
Denial ()

Board of Finance Signature Date

Approval ()
Denial ()

Approval ()

BOARD OF FINANCE - 6/21/2017
ATTACHMENT #

PREVIOUS SUSPENSE NUMBERS

Nothing herein shall be construed as an abatement of any tax transferred, and such tax, as increased by interest, penalties and fees will remain collectible for fifteen years from the due date.

Tax Type Transferred to Suspense	Total
Real Estate	\$10,034.53
Personal Property	\$14,301.27
Motor Vehicle	\$34,841.95
Grand Total	\$59,177.75

NEW SUSPENSE NUMBERS

Tax Type Transferred to Suspense	Total
Real Estate	\$10,034.53
Personal Property	\$13,659.60
Motor Vehicle	\$34,481.48
Grand Total	\$58,175.61

Thank you for your attention to this matter.