

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

**MINUTES OF REGULAR MEETING
Wednesday, September 20, 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: None

Alternates Present: Sarah Muska.

Alternate Absent: Danelle Godek

Others: **Interim Town Treasurer:** Gayle Carolus; **Deputy First Selectman:** Dick Pippin, Jr.; **Veteran's Commission:** D. James Barton, Chairman; Ed Filipone, Honorary Member; **East Windsor Public Schools:** Dr. Christine DeBarge, Superintendent of Schools; Andrew Paquette, SFO, Business Management Services provided by TMSolution, Inc.; **Board of Education:** Cathy Simonelli, Chairman, BOD; **Audience Members:** Bob Leach

Press: No one from the press was present/

1. Call to Order:

Chairman Corso called the Meeting to Order at 7:00 p.m. The Board stood to recite the Pledge of Allegiance.

2. Time and Place of Meeting:

Wednesday, September 20, 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 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 the following Added Agenda Item: 10c. **NEW BUSINESS, Discussion with Board of Education.**

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

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VOTE: **In Favor:** **Herms/Pippin/Richards/Smith/Syme/**
(No one opposed/No abstentions)

MOTION: To APPROVE the Agenda as amended.

Richards moved/Syme seconded/ DISCUSSION: None.

VOTE: **In Favor:** **Hermes/Pippin/Richards/Smith/Syme/**
(No one opposed/No abstentions)

5. Approval of Minutes/a. Regular Meeting, July 19, 2017:

MOTION: To APPROVE the Minutes of the Board of Finance Regular Meeting dated July 19, 2017

Richards moved/Pippin seconded/

DISCUSSION: Mrs. Herms recalled additional discussion occurred under **NEW BUSINESS/f. Request from Selectman Jason Bowsza**; page 7, which related to the motion to direct payment for the Senior Food Voucher Program to the Human Services Department. Mrs. Herms recalled that the referral of this project to the Human Services Department was made with the understanding that these vouchers would be handled at the discretion of the Director of Human Services. Mrs. Herms indicated the Director of Human Services was not told that her department budget had been adjusted by this motion, and had not been advised of the Board's intentions regarding the use of the Director's discretion. Mrs. Herms requested the Minutes of July 19, 2017 be amended to reflect this discussion.

AMENDED MOTION: To APPROVE the Minutes of the Board of Finance Regular Meeting dated July 19, 2017, as amended: Page 7, **NEW BUSINESS/f. Request from Selectman Jason Bowsza:** MOTION: To back the \$1800 for the Senior Food Voucher Program from the Human Services Department General Assistance Line: (New language - **DISCUSSION:** Management of the Senior Food Voucher Program is to be handled at the discretion of the Director of Human Services. (No change to vote).

Richard moved/Pippin seconded/DISCUSSION: Nothing additional

VOTE: **In Favor:** **Herms/Pippin/Richards/Smith/Syme/**
(No one opposed/No abstentions)

MOTION: To GO OUT OF THE POSTED AGENDA ORDER and take Item 10b. BOS Recommendation on Veterans Memorial Green Project Water/Electric, under NEW BUSINESS next.

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

10. **NEW BUSINESS/b. BOS Recommendation on Veterans Memorial Green Project Water/Electric:**

D. James Barton, Chairman of the Veterans Commission, and Ed Filipone, Honorary Member, joined the Board. Mr. Barton advised the Board the Veterans Memorial Green Project includes electrical service to illuminate the flagpole and the monuments and provide power for a sound system during events/ceremonies, and water service to irrigate the plantings and the green in general. Mr. Barton referenced a Summary of Connecticut Electric Rates, updated to July 1, 2017. Mr. Barton suggested "Rate 30 for Small General Electric Service" would be applicable to this project and result in a monthly service charge of \$44.25, plus usage. The water charge would be approximately \$31.06 per quarter. Mr. Filipone noted that the irrigation system would include a sensor which would determine the usage. He noted the cost of this service would be turned over to the Town as the Green is Town property. Mr. Barton questioned if the Town had different rates as a municipality; no one responded. Mr. Richards questioned the estimated monthly cost? Mr. Barton suggested \$60 - \$70 per month, taking into consideration seasonal usage changes.

Chairman Corso noted the Board of Selectmen (BOS) has provided their recommendation for approval of this funding request.

MOTION: To APPROVE the Board of Selectmen's recommendation to pay the water service and electrical service for the Veterans Memorial Green project from the Town Property Budget

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

MOTION: To GO OUT OF THE POSTED AGENDA ORDER and take Added Agenda Item 10c. Discussion with the Board of Education under NEW BUSINESS next.

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

10. **NEW BUSINESS/c. Discussion with the Board of Education:**

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Christine DeBarge, Superintendent of Schools, Cathy Simonelli, Chairman of the Board of Education, and Andy Paquette, Business Management Services provided by TMSolution, Inc., joined the Board.

Dr. DeBarge indicated she would like to propose that she, Mrs. Simonelli, and Mr. Paquette, meet with the Board of Finance (BOF) each month for a status update. BOF Chairman Corso suggested the discussion be included as a regular agenda item.

Dr. DeBarge advised the Board they have encumbered approximately \$47,000 for Fiscal Year 2017. Mr. Paquette suggested the Administrators have been advised to scrutinize their remaining expenditures; health and safety issues would be the first priority. He suggested information is flowing back and forth nicely. They will meet with Interim Treasurer Carolus and Assistant Treasurer Kim Prostka- Scavotto tomorrow.

6. Public Participation:

No one requested to speak at this time.

7. Communications: None.

8. Monthly Reports/a. Town Financial Reports::

Interim Treasurer Carolus reported she will be meeting in the morning with the auditors to begin the annual review. The following reports were presented to the Board in their packets.

Treasurer:

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 July, 2017 - See Attachment B.
- Report of the Tax Collector – See Attachment C.

Assessor's Report:

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

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- Memorandum dated September 15, 2017.- Assessor's Status Report – See Attachment D.

8. Monthly Reports/b. Line-Item Transfer Requests:

Interim Treasurer Carolus reviewed the specific of the following line item transfers with the Board. See Attachment E. 7 pages. Transfer #30 through 52 are all made to bring department lines into balance.

Selectman - Transfer #30 through #32-

MOTION: To APPROVE Transfer #30 in the amount of \$1,918.36 from Community Outreach to Professional Services .

Syme moved/Pippin seconded/

DISCUSSION: Mr. Richards questioned what is paid from the Selectman's Professional Services line? Interim Treasurer Carolus gave an example of payment of recording secretarial services for the Veterans Commission was approved but had no specific line item at the time of funding; the cost of those professional services was paid from this line item. Under the subsequent budget year the recording secretarial services for the Veterans Commission was given its own line item.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

MOTION: To APPROVE Transfer #31 in the amount of \$172.76. from Postage to Travel .

Syme moved/Herms seconded/

DISCUSSION: Mr. Richards questioned what this line item pays for? Interim Treasurer Carolus reported the Selectman gets a stipend for travel expenses; mileage for the Selectmen's staff attending conferences is also paid from this line item.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

MOTION: To APPROVE Transfer #32 in the amount of \$1,877.24 from Postage to Leased Equipment.

Syme moved/Herms seconded/DISCUSSION: None

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Town Clerk – Transfer #33:

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MOTION: To APPROVE Transfer #33 in the amount of \$15.43 from Salary PT to Overtime .

Syme moved/Herms seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Treasurer – Transfer #34:

MOTION: To APPROVE Transfer #34 in the amount of \$1,859.58 from Salary FT to Professional Services .

Syme moved/Herms seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

MOTION: To TAKE A FIVE MINUTE BREAK.

Richards moved/Syme seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

The Board RECESSED at 7:35 p.m.

MOTION: TO RECONVENE THIS MEETING at 7:40 p.m.

Syme moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

Assessor – Transfer #35:

MOTION: To APPROVE Transfer #35 in the amount of \$1,488.18 from Professional Services to Overtime

Syme moved/Richards seconded/

DISCUSSION: Mrs. Pippin questioned the payment of overtime salary; Mrs. Pippin thought overtime was no longer paid. Interim Treasurer Carolus clarified that this department had been short staffed until recently; the open position has now been filled.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Police Department – Transfers #36 through #39:

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MOTION: To APPROVE Transfer #36 in the amount of \$1,104.98 from Off Salary to Clerical Salary.

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

MOTION: To APPROVE Transfer #37 in the amount of \$24,942.10 from Off Salary to Overtime.

Syme moved/Richards seconded/

DISCUSSION: Interim Treasurer Carolus reported one officer has left; other officers must work overtime to fill the shifts

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

MOTION: To APPROVE Transfer #38 in the amount of \$539.50 from Off Salary to Pol Longevity.

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

MOTION: To APPROVE Transfer #39 in the amount of \$3,026.95 from Prof Serv to Uniforms.

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

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

Fire Department – Transfers #40 and #41:

MOTION: To APPROVE Transfer #40 in the amount of \$334.73 from Salary PT to Vol Incentive.

Syme moved/Richards seconded/

DISCUSSION: Mr. Richards questioned that the Volunteer Incentive Account was short? Interim Treasurer Carolus reported they didn't account for payroll processing fees.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

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MOTION: To APPROVE Transfer #41 in the amount of \$3,983.00 from Salary PT to Physicals.

Syme moved/Richards seconded/

DISCUSSION: Mr. Richards thought that physicals were already budgeted for? Interim Treasurer Carolus agreed but reported there are a number of new people coming in; she understands they have applied for a grant to offset these costs.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Public Works – Transfer #42:

MOTION: To APPROVE Transfer #42 in the amount of \$1,625.67 from Sal PT to Overtime.

Syme moved/Richards seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Town Property – Transfers #43 through #45:

MOTION: To APPROVE Transfer #43 in the amount of \$1,149.37 from Elec Bldg to Elec Streets.

Syme moved/Richards seconded/

DISCUSSION: Mr. Richards noted the next three transfers all deal with utilities; he wondered why there should be such a fluctuation? He noted (the next transfer) deals with the cost of fire hydrants; he further noted the Board of Selectmen hadn't taken up the suggestion regarding fire hydrants. Chairman Corso and Mr. Syme suggested that discussion would be part of this budget season.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

MOTION: To APPROVE Transfer #44 in the amount of \$6,901.69 from Elec Bldg to Water hydrant.

Syme moved/Richards seconded/

DISCUSSION: Nothing additional, see comments associated with previous motion.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

MOTION: To APPROVE Transfer #45 in the amount of \$18,347.13 from Elec Bldg to Heat.

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Syme moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

Board of Finance – Transfer #46:

MOTION: To APPROVE Transfer #46 in the amount of \$375.00 from
Analysis to Rec Sec.

Syme moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

Legal – Transfers #47 and #48:

MOTION: To APPROVE Transfer #47 in the amount of \$25,738.25 from
Labor to Town Counsel.

Syme moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

MOTION: To APPROVE Transfer #48 in the amount of \$58,194.52 from
Debt Serv to Town Counsel.

Syme moved/Richards seconded/DISCUSSION: None.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

Insurance and Pension – Transfers #49 through #51:

MOTION: To APPROVE Transfer #49 in the amount of \$23,926.59 from
Wk Cmp to H/L Insur.

Syme moved/Richards seconded/

DISCUSSION: Interim Treasurer Carolus reported this line reflects people changing
insurance coverage from themselves to family plans.

VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)

MOTION: To APPROVE Transfer #50 in the amount of \$12,678.70 from
Liab/Auto to H/L Insur.

Syme moved/Herms seconded/DISCUSSION: None.

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**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

**MOTION: To APPROVE Transfer #51 in the amount of \$3,278.35 from
Tuition to H/L Insur.**

Syme moved/Herms seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Information Technology – Transfer #52:

**MOTION: To APPROVE Transfer #52 in the amount of \$2,098.75 from
Prof Serv to Internet.**

Syme moved/Herms seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Insurance and Pension – Transfer #53:

**MOTION: To APPROVE Transfer #53 in the amount of \$104,940.14 from
Heart/Hyp to H/H Fund. Transfer is being made to move
balance of Heart and Hypertension budget to Heart and
Hypertension Fund in anticipation of future settlement.**

Syme moved/Richards seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Public Works – Transfer #54:

**MOTION: To APPROVE Transfer #54 in the amount of \$12,671.70 from
Dept Unexp Balance to Storm Emerg Fund. Use of
unexpended budget amount to fund storm emergencies in
subsequent years.**

Syme moved/Herms seconded/DISCUSSION: None.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

Senior Center/Human Services – Transfer #55:

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MOTION: To APPROVE Transfer #55 in the amount of \$14,000.00 from Conting to CNR Veh. To transfer encumbered money to CNR-Vehicles to fund purchase of new Senior Center Bus – Grant was awarded.

Syme moved/Richards seconded/

DISCUSSION: The Town was awarded a grant for 80% of the cost of the van; this transfer represents the Town's 20% funding match.

**VOTE: In Favor: Herms/Pippin/Richards/Smith/Syme/
(No one opposed/No abstentions)**

9. Unfinished Business/b – Discussion of FY 18/19 Strategy:

Mr. Syme cited concern with the failure of the ordinance at Town Meeting the previous evening; he felt the Town couldn't wait to tie receipt of funds related to the casino into the budget process. Mr. Syme felt the Board would need to propose a significant increase to do what will need to be done. Chairman Corso hoped the Board of Selectmen would take the issue up again and consider the suggestions made at that Town Meeting.

Lengthy discussion continued. Mr. Richards questioned what line item casino related funds would go into if money came in today? Mrs. Herms noted the funds addressed by the ordinance were for reimbursable expenses. Interim Treasurer Carolus suggested she could create a special line item for Community Hosting Fees. Discussion continued regarding what entity had the ability to create this fund – the Board of Selectmen (BOS), frequently referred to as the policy-making board, or the Board of Finance (BOF), which has funding responsibility for the Town? Mrs. Herms questioned where the concept of the BOF not being a policy-making entity initiated; she cited documentation from CCM which she felt indicated that a Selectman/Town Meeting form of government is based on the (Connecticut General) Statutes. Mrs. Herms read an excerpt from the document; she felt it didn't reference the Charter. Mrs. Herms felt it was within the purview of the BOF to create a fund; Mr. Richards concurred, noting he felt the Charter was grey on this issue. Mrs. Herms felt this should be an agenda item until the Board figures out what to do with the impact money.

Deputy First Selectman Pippin, speaking from the audience, suggested the creation of the fund should be reviewed with Town Attorney Joshua Hawks-Ladd. Deputy First Selectman Pippin reported that the Town is governed by the Charter, not the Connecticut General Statutes; he noted Town Attorney Joshua Hawks-Ladd had looked at that ordinance before it went public. Deputy First Selectman Pippin indicated the main thing they are worried about is that expenses go through the chain of command. He felt it couldn't be dealt with during the budget process because that's an annual payout. Deputy First Selectman Pippin suggested the BOF send a letter to BOS.

Mrs. Herms reiterated her request that this subject appear as an ongoing agenda item;

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maybe she could agree with the suggestion to send a letter. Mrs. Herms then cited Section 12.4 of the Charter- *“Continuation and Appropriation of Town Funds: All appropriations approved and in force and all funds, including special or reserve funds in the name of the Town, at the time of the adoption of the Charter, shall remain in full force and effect unless and until the same shall be amended, transferred, or abolished by the Board of Finance under the provisions of this Charter.”* Deputy First Selectman Pippin suggested that section referenced funds created before adoption of the Charter. Bob Leach, speaking from the audience, questioned if there are any special funds that say you can amend them? Interim Treasurer Carolus cited examples of special funds for specific purposes, such as the H/H – hypertension and heart fund specifically created for those expenses.

Mr. Richards proffered the following motion:

MOTION: To place all money received from the Casino Mitigation Fund into the Casino Impact Fund pursuant to contract signed with the Town of East Windsor.

Richards moved/Herms seconded/

DISCUSSION: Mr. Smith suggested the motion should include the following language: “pursuant to the Development Agreement with MMCT and the Town of East Windsor”. Mrs. Herms offered the following clarification: “pursuant to Section 1 – Tax and Impact Payments Commitments of the Company – in the Development Agreement between the Town and MMCT Venture Company be tracked through the Casino Impact Fund as explained in ‘a’ and ‘b’.” It was suggested the reference to “Tax” under the identification of “Section 1 in the Development Agreement” be deleted from this motion; the Board agreed.

In addition to the clarifications made above Mr. Smith offered a friendly amendment:

AMENDMENT: MMCT Venture, LLC, signed February 28, 2017.

Richards agreed to the amendment/Herms agreed to the amendment.

AMENDED MOTION: To place the money received pursuant to Section 1, a. and b., (impact payments) of the Development Agreement between the Town of East Windsor and MMCT Venture, LLC signed February 28, 2017 be tracked through the Casino Impact Fund

Richards moved/Herms seconded/DISCUSSION: Nothing further.

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

10. New Business/a. Report on results of tax sale:

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(See Attachment F)

11. Board Member Comments:

Chairman Corso queried Board members for comments:

Ms. Muska:

- Referenced page 5 of the “Expenditure Budget Report for 6/30/2017, Town Property, the final line – heating oil”, Ms. Muska questioned what that represented? Chairman Corso noted a transfer this evening was made regarding that line. Interim Treasurer Carolus explained the line reflects heating expenses for various Town properties, such as the Annex, the Senior Center, the Town Hall, etc.
- Referencing page 10 of the same document, Ms. Muska questioned the expenses for “Information Technology”. Interim Treasurer Carolus indicated it was information technology services for the Town buildings.
- Ms. Muska questioned where she could find information on the CIP rankings and the projects funded by the BOF? Interim Treasurer Carolus will provide that information for Ms. Muska. Discussion continued on the status of the CIP Committee.

Mrs. Pippin: Nothing to report.

Mr. Richards: Mr. Richards reported he is running for another office. He expressed his pleasure serving on this Board for the past two years.

Mr. Syme: Mr. Syme hopes the Boards can get the issue of the casino funding worked out before the check arrives.

Mrs. Herms:

- Questioned the status of the search for a new Treasurer? Chairman Corso reported the search continues; Mr. Syme has agreed to take her place on the next interview panel. It was noted there has been a change in the title of the position.
- Mrs. Herms reported she brought up the issue of expanded discussion of the Senior Food Voucher Program earlier as she had heard from the Human Services Director after that meeting and she wanted to clarify the Board’s discussion. The Director of Human Services voiced objection to not being present during discussion and action on her budget; she had not been consulted regarding the change nor had the impact on her budget been considered or discussed with her. She had been misinformed as to her use of discretion under the program; if it had been her choice she would have done without money elsewhere in her budget. The Director was also concerned regarding the casual comments made about closing the Senior Center.

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Mr. Smith: Mr. Smith felt management should have passed the Board's decision on to the Human Services Director.

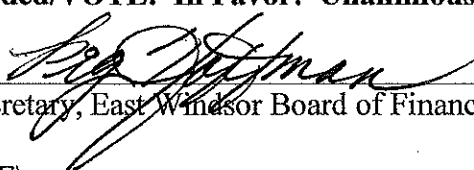
Chairman Corso: Nothing to report.

12. Adjournment:

MOTION: To **ADJOURN** this Meeting at 8:25 p.m.

Hrms.moved/Pippin seconded/VOTE: In Favor: Unanimous

Respectfully submitted:


Peg Hoffman, Recording Secretary, East Windsor Board of Finance

(See Attachments A through F)

COF 9/20/2017
Attachment A

CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT

BEGINNING BALANCE		OUTFLOWS						ENDING BALANCE	
July 1, 2017		PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO DEBT SERVICE	TRANSFER TO OTHER/BOUNCE*	July 31, 2017	
\$3,099,870		(\$564,075)	(\$500,100)	(\$1,054,878)	(\$4,000,000)	(\$24,389)		\$4,910,821	

BEGINNING BALANCE		INFLOWS				ENDING BALANCE	
July 1, 2017		LOCAL REVENUE	STATE/FED REVENUE	TAX COLLECTIONS	TRANSFERS IN	WPCA IN	July 31, 2017
\$228,287			\$106	\$7,726,000	\$0	\$0	\$4,910,821

COF 9/20/2017
Attachment B

CUMULATIVE REPORT OF CASH

End of Month Report of	JUL 2017	CH	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$16,773,306.22		\$16,777,499.72	\$31,199,259.00	(14,421,759.28)
MV Supplemental	\$0.00		\$0.00	\$275,000.00	(275,000.00)
Interest and Fees	\$27,580.70		\$28,136.97	\$225,000.00	(196,863.03)
Prior Year Taxes	\$100,428.66		\$90,715.34	\$300,000.00	(209,284.66)
Total Tax Collector Report	\$16,901,315.58		\$16,896,352.03	\$31,999,259.00	(15,104,967.50)
NON-GENERAL FUNDS COLLECTIONS					
Sewer Benefit Assessment	\$0.00		\$0.00		\$0.00
Sewer Facility Connection Charge	\$0.00		\$6,638.28		\$6,638.28
Aircraft	\$0.00		\$0.00	\$3,500.00	(\$3,500.00)
Parking	\$0.00		\$0.00	\$20.00	(\$20.00)
WHP Fire District	\$588,267.63		\$589,452.40	\$635,681.27	(\$46,228.87)
Total Deposit	\$17,489,583.21				

% OF BUDGET COLLECTED 52.80% TOWN
% OF BUDGET COLLECTED 92.73% FIRE

DOT 9/20/2017
Attachment C

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
2016	31,798,352.53	22,720.62	127,673.49			31,693,399.66			16,780,701.28	15.90		14,912,698.38	14,924,923.88
2015	30,114,830.70	35,952.13	143,466.89	3,018.60	13,434.96	30,007,315.94	150.01	27.00	16,097,331.68	10,786.57	2,202.16	13,896,548.28	13,905,231.83
2014	335,638.51	648.65	4,759.74	800.64	7,222.49	331,527.42			78,138.44	16,753.76	3,138.06	246,166.49	247,398.01
2013	137,409.92	214.68	1,021.13	44.66	2,801.42	136,603.45	129.33	54.77	13,566.83	4,162.01	807.88	120,235.20	120,292.51
2012	127,008.02		25.61		2,226.88	126,982.41	427.16	223.23	968.60	854.38	85.54	123,786.93	123,976.93
2011	108,401.06				3,312.94	108,401.06	123.46	1,253.12	951.46	778.49	154.46	104,136.66	104,184.66
2010	106,812.63				7,087.37	106,812.63	4,226.98	3,341.58	515.41	265.35	14.36	99,209.85	99,545.85
2009	104,212.91				11,528.58	104,212.91	366.58	3,191.34	205.93	21.47		92,478.40	92,502.40
2008	85,150.97				12,206.79	85,150.97			3,810.15	2,438.00	48.89	69,134.03	69,158.03
2007	54,884.42					54,884.42	161.89	280.04				54,884.42	54,932.42
2006	8,058.35					8,058.35						8,058.35	8,082.35
2005	5,060.48					5,060.48						5,060.48	5,060.48
2004	2,890.95					2,890.95						2,890.95	2,890.95
2003	3,388.05					3,388.05						3,388.05	3,388.05
2002	3,194.71					3,194.71						3,194.71	3,194.71
2001	1,473.13					1,473.13	19.79	62.71				1,473.13	1,473.13

DATE 8/3/2017

COF 9/20/2017
Attachment D-2 pages

ACCEPTANCE CERTIFICATION
SECTION 5310 GRANT
Federal Fiscal Year 2016

This will certify that Town of East Windsor
(Name of Organization) will accept a Section 5310 grant from the Connecticut Department of Transportation (CTDOT) and has sufficient resources available to provide the local match for the purchase of the vehicle as well as for operation of the vehicle(s).

Please note that the CTDOT must be listed as first lien holder on the motor vehicle registration(s) for the vehicle(s). Titles will be retained by the Department. Also, the vehicle must, during its useful life, be registered in accordance with all the rules and regulations of the Connecticut Department of Motor Vehicles.

DO NOT take any action toward ordering a vehicle at this time. Once an agreement between CTDOT and your organization is executed, you have ninety (90) calendar days from receipt of the agreement to forward to CTDOT a written confirmation that the bid process for purchase of a wheelchair accessible vehicle has been initiated, or that your organization will procure the vehicle through an open option on an FTA compliant procurement.

Once your organization has taken delivery of the vehicle, the following must be submitted to CTDOT within 3 – 5 business days; (1) a dated manufacturer's or dealer's invoice naming the organization as recipient of the vehicle, (2) vehicle acceptance form, (3) post-delivery federal motor vehicle safety standards (FMVSS) certification requirement, (4) post-delivery purchaser's requirements certification fully identifying the vehicle, (5) post-delivery buy America certification requirement, (6) copies of the Certificate of Origin(s) and (7) Acor Certificate of Liability Insurance form. If these conditions are not met, you acknowledge that this cash grant will be returned to CTDOT.

In order to expedite the delivery, the group may order a vehicle in advance of receipt of a fully executed agreement; however, this action must follow an FTA compliant procurement process and shall be taken entirely at the risk of the agency.

TYPE OR PRINT THE FOLLOWING, AS YOUR AGREEMENT WILL BE WRITTEN USING THE INFORMATION EXACTLY AS IT APPEARS BELOW: This information and the Secretary of State Concord Records for your organization must match exactly or your agreement cannot be executed.

Legal Name of Organization: Town of East Windsor

Address: 11 Rye Street, Broad Brook, CT 06016

Name and Title of person authorized to sign an agreement on behalf of your organization:

Your organization's nine-digit Federal Employer Identification Number: 06-6001993

Robert Maynard
Signature/Title of Authorized Official

7/20/2017
Date

* PLEASE KEEP A COPY OF THIS INFORMATION FOR YOUR OWN RECORDS *

July 17, 2017

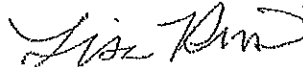
Please return the enclosed Acceptance Certification form to Ellen M. Lawrence, Transportation Planner 2, Connecticut Department of Transportation, P.O. Box 317546, Newington, CT 06131-7546 no later than Friday, August 25, 2017.

No procurement activities can begin until an agreement is in place between CTDOT and your organization. Information about the vehicle procurement and the documentation required will be included with your agreement.

The purchase of these vehicles must follow an FTA compliant process. There is an FTA compliant vehicle contract available from which your organization can purchase a vehicle(s). If your organization chooses to procure a vehicle(s) without using the above-mentioned contract, you must request authorization in writing from CTDOT prior to beginning the vehicle procurement. You will be contacted in the near future regarding the date of any procurement meeting(s).

If you have any questions or require further information, please contact Ms. Lawrence at (860) 594-2912.

Sincerely,



Lisa Rivers
Transit Manager
Bureau of Public Transportation

cc: Mr. Lyle Wray, Capitol Region Council of Governments

DOF - 9/20/2017
Attachment E - 7 pages



Town of East Windsor Transfer Request Form

FY 16-17



Department Selectman **Date** 6/30/2017
Transfer Amount \$1,918.36
Line Item FROM Selectman Com. Outreach **Line Item TO** Sel. Professional Services
Reason for Transfer To bring department line into balance (1005-410100-59804 to 1005-410100-52100)
30 Approved Denied

Department Selectman **Date** 6/30/2017
Transfer Amount \$172.76
Line Item FROM Postage 1005-410100-53310 **Line Item TO** Sel Travel 1005-410100-52300
Reason for Transfer To bring department line into balance.
31 Approved Denied

Department Selectman **Date** 6/30/2017
Transfer Amount \$1,877.24
Line Item FROM Postage 1005-410100-53310 **Line Item TO** Leased Equip 1005-410100-55301
Reason for Transfer To bring department line into balance.
32 Approved Denied

Department Town Clerk **Date** 6/30/2017
Transfer Amount \$15.43
Line Item FROM Salary PT 1005-410300-51620 **Line Item TO** Overtime 1005-410300-51630
Reason for Transfer To bring department line into balance.
33 Approved Denied

First Selectman
Board of Finance

Robert Mynard

Date
Date

9/14/17

COF - 9/20/2017
Attachment E - 7 pages

2



Town of East Windsor Transfer Request Form

FY 16-17



Department Treasurer Date 6/30/2017
Transfer Amount \$1,859.58
Line Item FROM Salary FT 1005-410500-51610 Line Item TO Prof Services 1005-410500-52100
Reason for Transfer To bring department line into balance

34

Approved

Denied

Department Assessor Date 6/30/2017
Transfer Amount \$1,488.18
Line Item FROM Prof Serv 1005-410700-52100 Line Item TO Overtime 1005-410700-51630
Reason for Transfer To bring department line into balance.

35

Approved

Denied

Department Police Dept. Date 6/30/2017
Transfer Amount \$1,104.98
Line Item FROM Off Salary 1005-510200-51655 Line Item TO Clerical Salary 1005-510200-51665
Reason for Transfer To bring department line into balance.

36

Approved

Denied

Department Police Dept. Date 6/30/2017
Transfer Amount \$24,942.10
Line Item FROM Off Salary 1005-510200-51655 Line Item TO Overtime 1005-510200-51680
Reason for Transfer To bring department line into balance.

37

Approved

Denied

First Selectman
Board of Finance

Robert Magnan

Date
Date

9/14/17

BOF - 9/20/2017
Attachment E - 7 pages



Town of East Windsor Transfer Request Form

FY 16-17



Department Police Dept. **Date** 6/30/2017
Transfer Amount \$539.50
Line Item FROM Off Salary 1005-510200-51655 **Line Item TO** Pol. Longevity 1005-510200-51700
Reason for Transfer To bring department line into balance
38 Approved Denied

Department Police Dept. **Date** 6/30/2017
Transfer Amount \$3,026.95
Line Item FROM Prof Serv 1005-510200-52100 **Line Item TO** Uniforms 1005-510200-54303
Reason for Transfer To bring department line into balance.
39 Approved Denied

Department Fire Dept. **Date** 6/30/2017
Transfer Amount \$334.73
Line Item FROM Salary PT 1005-511000-51620 **Line Item TO** Vol Incent 1005-511000-51810
Reason for Transfer To bring department line into balance.
40 Approved Denied

Department Fire Dept. **Date** 6/30/2017
Transfer Amount \$3,983.00
Line Item FROM Salary PT 1005-511000-51620 **Line Item TO** Physicals 1005-511000-53200
Reason for Transfer To bring department line into balance.
41 Approved Denied

First Selectman
Board of Finance

Robert Aguirre

Date
Date

9/14/17

BOF - 9/20/2017
Attachment E - 7 pages

4



Town of East Windsor Transfer Request Form

FY 16-17



Department Public Works Date 6/30/2017
Transfer Amount \$1,625.67
Line Item FROM Sal PT 1005-610100-51620 Line Item TO Overtime 1005-610100-51630
Reason for Transfer To bring department line into balance

42 ☐ Approved ☐ Denied

Department Town Property Date 6/30/2017
Transfer Amount \$1,149.37
Line Item FROM Elec Bldg 1005-610200-54424 Line Item TO Elec Streets 1005-610200-54430
Reason for Transfer To bring department line into balance.

43 ☐ Approved ☐ Denied

Department Town Property Date 6/30/2017
Transfer Amount \$6,901.69
Line Item FROM Elec Bldg 1005-610200-54424 Line Item TO Water Hydrant 1005-610200-54500
Reason for Transfer To bring department line into balance.

44 ☐ Approved ☐ Denied

Department Town Property Date 6/30/2017
Transfer Amount \$18,347.13
Line Item FROM Elec Bldg 1005-610200-54424 Line Item TO Heat 1005-610200-55300
Reason for Transfer To bring department line into balance.

45 ☐ Approved ☐ Denied

First Selectman Robert M. Mynard
Board of Finance

Date 9/14/17
Date

DOF - 9/20/2017
Attachment E - 7 pages



Town of East Windsor Transfer Request Form

FY 16-17



Department Board of Finance **Date** 6/30/2017
Transfer Amount \$375.00
Line Item FROM Analysis 1005-810100-56100 **Line Item TO** Rec Sec. 1005-810100-51900
Reason for Transfer To bring department line into balance
46 Approved Denied

Department Legal **Date** 6/30/2017
Transfer Amount \$25,738.25
Line Item FROM Labor 1005-910200-57500 **Line Item TO** Town Counsel 1005-910200-57400
Reason for Transfer To bring department line into balance.
47 Approved Denied

Department Legal **Date** 6/30/2017
Transfer Amount \$58,194.52
Line Item FROM Debt Serv 1005-910800-61100 **Line Item TO** Town Counsel 1005-910200-57400
Reason for Transfer To bring department line into balance.
48 Approved Denied

Department Insurance and Pension **Date** 6/30/2017
Transfer Amount \$23,926.59
Line Item FROM Wk Cmp 1005-910300-58250 **Line Item TO** H/L Insur 1005-910300-57600
Reason for Transfer To bring department line into balance.
49 Approved Denied

First Selectman
Board of Finance

Robert Maynard

Date
Date

9/19/17

CVF 9/20/2017
Attachment E - 7 pages



Town of East Windsor Transfer Request Form

FY 16-17



Department Insurance and Pension Date 6/30/2017
Transfer Amount \$12,678.70
Line Item FROM Liab/Auto 1005-910300-58320 Line Item TO H/L Insur 1005-910300-57600
Reason for Transfer To bring department line into balance
50 Approved Denied

Department Insurance and Pension Date 6/30/2017
Transfer Amount \$3,278.35
Line Item FROM Tuition 1005-910300-58330 Line Item TO H/L Insur 1005-910300-57600
Reason for Transfer To bring department line into balance.
51 Approved Denied

Department Information Technology Date 6/30/2017
Transfer Amount \$2,098.75
Line Item FROM Prof Serv 1005-910400-52100 Line Item TO Internet 1005-910400-59250
Reason for Transfer To bring department line into balance.
52 Approved Denied

Department Insurance and Pension Date 6/30/2017
Transfer Amount \$104,940.14
Line Item FROM Heart/Hyp 1005-910300-58310 Line Item TO H/H Fund 2775-910300-58310
Reason for Transfer Move balance of Heart and Hypertension budget to Heart and Hypertension Fund in anticipation of future settlement.
53 Approved Denied

First Selectman
Board of Finance

Robert Maguire

Date
Date

9/14/17

7

**FY 16-17**

54

Approved

Denied

55

Approved

Denied

Approved

Denied

Approved

Denied

Robert Maynard

9/14/17

*BOF - 9/20/2017
Attachment F*

TOWN OF EAST WINDSOR
OFFICE OF THE COLLECTOR
11 RYE STREET
BROAD BROOK, CT 06016
PH (860) 623-8904
FAX (860) 292-6838



PATRICIA KRATOCHVIL
TAX COLLECTOR, CCMC
HEIDI VANE
TREASURER'S AIDE
MARY ANN SIMMONS
FINANCIAL CLERK

To: Board of Selectmen
Board of Finance

From: Patricia Kratochvil
Tax Collector

Date: July 20, 2017

Re: June 29, 2017 Tax Sale

A tax sale was conducted on June 29, 2017. There were a total of 10 properties up for tax sale. Prior to the sale date, seven properties were paid in full. On the date of the sale two properties were sold. One property the town has taken title, 76 Depot Street. When the attorney returned to his office, the one property was redeemed at the exact same time of the sale. The other property was redeemed in full with interest one day after the sale. I was pleased with the results of the tax sale.

Of those properties sold here are the results:

Property	Total Recovered
3 Bayberry Lane	\$ 7,079.96
5 Bayberry Lane	\$ 6,545.81
Wells Road (Macbeth)	\$ 1,893.28
13 Spring Street	\$ 8,385.47
2 properties East Road	\$ 1,848.41
32 Julia Ct & Garage	\$11,099.90
178 Main St.	\$13,922.00
29A Pasco Drive	\$ 5,749.67
9 Thompson Road	<u>\$63,107.89</u>
TOTAL	\$119,642.39

76 Depot Street - I thought the buyers were going to show at the sale. They did not. In order to extinguish the IRS liens and all other liens, I decided to have the town take title. After the six-month redemption period, the town may sell the property to the highest bidder through a town authorized realtor without the encumbrances of the liens.