

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

**MINUTES OF REGULAR MEETING
Wednesday, December 20, 2017, at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting

Regular Members Present: Jerilyn Corso (Chairman); Karen Christensen, Cindy Herms, Sarah Muska, Kathy Pippin; and Bill Syme,

Regular Members Absent: All Regular Members were present this evening.

Alternates Present: Alan Baker (arrived at 7:32 p.m.), and Danelle Godek.

Alternate Absent: Both Alternate Members were present.

Other Guests: **Assistant Town Treasurer:** Kim Prostka-Scavotto; **First Selectman:** Robert Maynard; **Police Commission/CIP Committee/Republican Town Committee, Chairman:** Bob Leach.

Public: Dick P. Pippin, Jr.

Press: No one from the press was present.

1. Call to Order/Pledge of Allegiance:

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, December 20, 2017 at 7:00 p.m. at the East Windsor Town Hall (11 Rye Street, Broad Brook, CT.)

3. Attendance/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 APPROVE the Agenda as presented..

Syme moved/Muska seconded/DISCUSSION: None.

VOTE: Unanimous

5. Approval of Minutes/a) Special Meeting, October 16, 2017:

**Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -**

MOTION: To APPROVE the Minutes of the Board of Finance Special Meeting dated October 16, 2017 as presented.

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

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

7. **Communications:**

Chairman Corso provided the Board with a Robert's Rules Cheat Sheet for reference.

Chairman Corso also provided the Board with an e-mail correspondence from Michael J. VanDeventer, of Mahoney & Sabol – Town auditors, and Gayle Carolus, Interim Town Treasurer. The exchange defines a Special Revenue Fund, its purpose and use, and the Board of Selectmen's ability to establish an ordinance regulating the fund. (See Attachment G)

Mrs. Herms questioned if the Board of Selectmen (BOS) had been provided a copy of this e-mail; First Selectman Maynard replied they had not. First Selectman Maynard reported that the BOS had reviewed a draft ordinance the prior evening; he provided a copy of that draft ordinance for the BOF. He noted discussion would continue at the next BOS Meeting and requested input from the BOF members.

Chairman Corso thanked Assistant Treasurer Prostka-Scavotto for filling in for Interim Town Treasurer Carolus tonight.

Mrs. Herms expressed concern that the Legal Fund is already over half expended at this time. Chairman Corso requested that Interim Treasurer Carolus explain the expenditures at the Board's January, 2018 Meeting.

Assistant Treasurer Prostka-Scavotto reported that Interim Treasurer Carolus wanted the Board to know that the Unemployment line under Legal and Pension expenses is over but payments have slowed down. Chairman Corso noted there had been 2 claims which were hefty but it should level off.

Mrs. Herms questioned if expenditures under Debt Service is "everything"? Assistant Treasurer Prostka-Scavotto replied negatively, but noted the remaining balance will cover expenses through the end of the year.

8. **Monthly Reports:**

Assistant Treasurer Prostka-Scavotto presented the Board with the following monthly reports submitted by Department heads:

**Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -**

Treasurer:

Cash Flow Report – Webster Bank – General Fund Cash Account – Not available this evening.

Tax Collector:

Assistant Treasurer Prostka-Scavotto presented the Board with the standard reports submitted by the Tax Collector:

- Cumulative Report of Cash – End of Month Report for November 2017 – (*See Attachment A*)
- Report of the Tax Collector – (*See Attachment B*)
- Report of the Tax Collector – WHPFD (Warehouse Point Fire District) – (*See Attachment C*)

Assessor's Report:

Assistant Treasurer Prostka-Scavotto presented the following monthly report submitted by the Assessor:

- Memorandum dated December 14, 2017.- Assessor's Status Report – (*See Attachment D*)

b. Line-Item Transfer Requests:

- Approved Capital Improvement Projects FY 17-18, (*See Attachment E*)

Capital Improvement Planning Committee –Transfer Request Forms, 3 pages, See Attachment F:

MOTION: To APPROVE TRANSFER REQUEST #1 for \$113,853.00 from the Capital Improvement Planning Committee to the Police Department Capital Non-Recurring Account to purchase Police Cruisers.

Syme moved/Muska seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #2 for \$145,000.00 from the Capital Improvement Planning Committee to the Board of Education Capital Non-Recurring Account for the East Windsor Middle School Boiler Replacement..

Syme moved/Muska seconded/DISCUSSION: Mr. Syme suggested he understands this is the replacement of the original boiler..

VOTE: In Favor: Unanimous

**Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -**

MOTION: To APPROVE TRANSFER REQUEST #3 for \$70,172.00 from the Capital Improvement Planning Committee to the Public Works Capital Non-Recurring Account for pavement management.

Syme moved/Pippin seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #4 for \$75,000.00 from the Capital Improvement Planning Committee to the Public Works Capital Non-Recurring Account for chip sealing...

Syme moved/Pippin seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #5 for \$62,981.00 from the Capital Improvement Planning Committee to the Police Department Capital Non-Recurring Account for Next Gen Software.

Syme moved/Muska seconded/DISCUSSION: Mr. Syme questioned that this was for the purchase of the new software? Mr. Leach, of the Police Commission, replied affirmatively, noting this would make the department compatible with the rest of Connecticut.
VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #6 for \$50,000.00 from the Capital Improvement Planning Committee to the Public Works Capital Non-Recurring Account for drainage.

Syme moved/Herms seconded/DISCUSSION: None.
VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #7 for \$25,000.00 from the Capital Improvement Planning Committee to the IT Capital Non-Recurring Account for IT GIS.

Syme moved/Herms seconded/DISCUSSION: Mr. Syme and Mrs. Herms requested an explanation of GIS. Mr. Leach, speaking for the CIP Committee, reported this is the layering software used by Town Staff; First Selectman Maynard reported the software requires updating as new layers become available. It was noted the GIS system is also available to the public on the Town website..
VOTE: In Favor: Unanimous

Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -

MOTION: To APPROVE TRANSFER REQUEST #8 for \$50,000.00 from the Capital Improvement Planning Committee to the Assessor Capital Non-Recurring Account for revaluation.

Syme moved/Herms seconded/DISCUSSION: Mr. Syme questioned this expense, as he thought the revaluation process had been completed. First Selectman Maynard concurred with the completion of the revaluation but noted hearings are still occurring and appeals still pending.

VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #9 for \$55,000.00 from the Capital Improvement Planning Committee to the Broad Brook Fire Department Capital Non-Recurring Account for fire vehicles.

Syme moved/Herms seconded/DISCUSSION: Mr. Syme questioned what was being purchased? Mr. Pippin reported this is the final payment for the Explorer vehicle.

VOTE: In Favor: Unanimous

MOTION: To APPROVE TRANSFER REQUEST #10 for \$20,000.00 from the Capital Improvement Planning Committee to Public Works Capital Non-Recurring Account for equipment for the service garage..

Syme moved/Herms seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

9. Unfinished Business/

a. Annual Report:

The Board reviewed a draft of the vendor product for the Annual Report. The report is being reprinted due to a vendor error. First Selectman Maynard noted an Annual Town Meeting is being scheduled on December 28th for acceptance of the report.

b. Approve 2018 Meeting Dates:

MOTION: To APPROVE the proposed 2018 Regular Meeting dates for the Board of Finance as presented.

Syme moved/Muska seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -

c. **Treasurer's position:**

To be discussed during Executive Session.

10. **New Business/**

a. **Election of Officers:**

MOTION: To NOMINATE Jerilyn Corso for Chairman.

Syme moved/Pippin seconded/**DISCUSSION:** No one opposed

VOTE: In Favor: Unanimous

MOTION: To NOMINATE Bill Syme for Vice Chairman

Pippin moved/Muska seconded/**DISCUSSION:** No one opposed.

VOTE: In Favor: Unanimous

b. **Budget Calendar and BOF Budget Request FY 19:**

Chairman Corso reviewed the proposed Budget Calendar for the new budget season. First Selectman Maynard reported the BOS Budget Workshop proposed for February 13th will be rescheduled. Chairman Corso suggested the BOS will need to schedule more Budget Workshops. Chairman Corso also noted she will not be available for the BOF Budget Workshop scheduled for April 12th.

c. **Negotiation Committee – Replacement for Supervisors Negotiations:**

Discussion began regarding scheduling of Negotiation Meetings vs. member availability. First Selectman Maynard noted negotiations haven't started yet; he anticipates meetings may be scheduled late in the day. Mrs. Herms volunteered to join the Negotiations sub-committee. Chairman Corso noted that Mr. Syme and Mrs. Herms are representing the BOF on the Pension Board.

11. **Board Member Comments:**

Chairman Corso queried Board members for comments:

Ms. Muska: She is looking forward to working with everyone, and working on the budgets. She wished everyone a good holiday.

Mrs. Pippin: Mrs. Pippin wished everyone Merry Christmas

Mr. Syme: Mr. Syme wished everyone a good holiday.

**Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -**

- Mrs. Herms:** Mrs. Herms wished everyone a Merry Christmas.
- Mrs. Christensen:** Mrs. Christensen is also looking forward to working on the Board.
- Ms. Godek:** Ms. Godek suggested the new Board members take serving in stride; she suggested reaching out to those with experience. She suggested municipal government is very different; there's a lot to learn. It's good to have different opinions and comments from different areas; that's what makes it all successful.

Mr. Baker arrived at 7:32 p.m.; he mistakenly thought the Call to Order was at 7:30. Chairman Corso welcomed Mr. Baker to the Board. She questioned if he had any comments to make? Mr. Baker indicated he had nothing tonight, but is looking forward to serving for the next couple of years and helping out.

- Chairman Corso:** Chairman Corso thanked everyone for volunteering their time this year. She felt it will be an adventure. Chairman Corso noted budget time can be stressful; we need to be respectful of each other. Everyone can have different opinions but we need to be respectful. The new Board (of Selectmen) has her concerned; there seems to be a lot of micromanagement. We volunteer and our job is to look over the Town and hire good people to do those jobs, and if we micromanage it won't work. Chairman Corso noted Interim Treasurer Carolus has been doing that job since March; she also thanked Assistant Treasurer Prostka-Scavotto for joining us this evening and for assisting during that period as well.

Chairman Corso also wished everyone a good holiday.

12. Executive Session Pursuant to C.G.S. Section 1-200 (6)(a) Employment to include Robert Maynard:

- MOTION:** To GO INTO EXECUTIVE SESSION at 7:42 p.m. Attending the Executive Session were Chairman Corso, Mr. Baker, Mrs. Christiansen, Mrs. Godek, Mrs. Herms, Ms. Muska, Mrs. Pippin, Mr. Syme, and First Selectman Maynard.

Muska moved/Pippin seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

The Board came out of EXECUTIVE SESSION at 8:04 p.m.

- MOTION:** I MOVE that the Board of Finance take the position not in favor of the Board of Selectmen hiring Judy Isele.

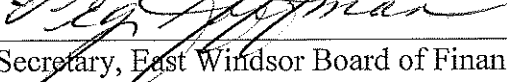
**Town of East Windsor
Board of Finance Regular Meeting
December 20, 2017
MEETING MINUTES -**

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

13. Adjournment:

MOTION: To ADJOURN this Meeting at 8:05. p.m.

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

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

Box - 12/20/2017 - attachment 9

FW: \$3,000,000 Casino Impact Funds

Michael J. VanDeventer <mvandeventer@mahoneysabol.com>

Mon 11/13/2017 9:13 AM

To: Gayle Carolus <gcarolus@eastwindsorct.com>;

Hi Gayle:

Generally accepted accounting principles define special revenue funds as funds that are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Expenditure for specified purpose may be imposed by external parties (creditors, grantors, contributors, other governments, by constitutional provisions, or by enabling legislation (i.e. ordinance).

So to answer your question as of now, the \$3,000,000 (15 months prior to opening) and the annual \$3,000,000 impact payments by themselves would not permit the Town to account for those funds as a special revenue fund, but do provide the foundation for establishing a special revenue. The funds would need to be restricted or committed by the Town for a specified purpose in order for the activity to qualify for reporting as a special revenue fund. I have included an example ordinance from another one of our Town's for reference. Please let me know if you have any questions.

§ 7-78 Establishment.

[Ord. of 1-14-2002]

A special town fund is hereby created and shall be designated as the " _____," which shall be a separate fund of the Town. All sums received by the Town _____, shall be deposited into this fund.

§ 7-79 Purpose and use of fund.

[Ord. of 1-14-2002]

Upon appropriation made in accordance with law, including the Town Charter and this article, the monies in the fund, including any interest earned thereon, may be expended for the following purposes only: _____

Thanks – Mike

From: Gayle Carolus [mailto:gcarolus@eastwindsorct.com]**Sent:** Thursday, November 09, 2017 5:39 PM**To:** Michael J. VanDeventer**Subject:** \$3,000,000 Casino Impact Funds

Hello:

I have a Board of Finance meeting on 11/15/17 and they wanted me to ask if the \$3,000,000 (15 months prior to opening) and annual \$3,000,000 impact payments meet the criteria for a special revenue fund. The entire agreement can be found on the front page of our town website. I only

attached the part that refers to the impact money. The tax money will obviously just be general fund tax revenue.

There can then be an ordinance then passed that qualifies how this money can be spent, and budgets prepared, correct?

Gayle Carolus, CPFO
Interim Treasurer
Town of East Windsor
11 Rye Street
Broad Brook, CT 06016
860-698-1408

BOF- 12/20/2017- Attachment A

CUMULATIVE REPORT OF CASH

| End of Month Report of | NOV 2017 | NET CASH COLLECTION | BUDGETED REVENUE | DIFFERENCE BETWEEN BUDGET AND ACTUAL |
|-----------------------------------|---------------------|------------------------|------------------------|---|
| Current Taxes | \$232,713.86 | \$18,265,282.30 | \$31,199,259.00 | (12,933,976.70) |
| MV Supplemental | \$0.00 | \$0.00 | \$275,000.00 | (275,000.00) |
| Interest and Fees | \$17,057.17 | \$139,560.61 | \$225,000.00 | (85,439.39) |
| Prior Year Taxes | \$25,337.23 | \$162,695.52 | \$300,000.00 | (137,304.48) |
| Total Tax Collector Report | \$275,108.26 | \$18,567,538.43 | \$31,999,259.00 | (13,453,394.84) |
| NON-GENERAL FUNDS COLLECTIONS | | | | |
| Sewer Benefit Assessment | \$360.53 | \$10,055.42 | | \$10,055.42 |
| Sewer Facility Connection Charge | \$3,376.14 | \$56,947.42 | | \$56,947.42 |
| Aircraft | \$270.00 | \$3,110.00 | \$3,500.00 | (\$390.00) |
| Parking | \$0.00 | \$0.00 | \$20.00 | (\$20.00) |
| WHP Fire District | \$1,040.86 | \$624,640.21 | \$635,681.27 | (\$11,041.06) |
| Total Deposit | \$280,155.79 | | | |

| | |
|-----------------------|-------------|
| % OF BUDGET COLLECTED | 58.02% TOWN |
| % OF BUDGET COLLECTED | 98.26% FIRE |

Box - 12/20/2017 - Attachment B

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 | DEB | NET BALANCE | GROSS BALANCE |
| 2016 | 31,803,149.87 | 83,133.69 | 227,107.12 | 15,628.90 | | 31,655,176.44 | | | 18,265,282.30 | 31,241.05 | 12,839.05 | 13,393,894.14 | 13,396,831.03 |
| 2015 | 335,927.69 | 1,389.97 | 67,264.85 | 5,144.02 | | 270,052.81 | 235.07 | 79.70 | 105,579.49 | 19,353.44 | 7,203.32 | 164,473.32 | 223,460.93 |
| 2014 | 144,958.08 | 31.05 | 59,105.14 | 754.72 | | 85,883.99 | | | 10,377.31 | 14,687.36 | 2,018.20 | 75,506.58 | 95,271.08 |
| 2013 | 85,055.18 | | 2,474.42 | | | 82,580.76 | 52.89 | 30.98 | 7,983.11 | 3,691.81 | 618.74 | 74,617.65 | 74,663.65 |
| 2012 | 100,078.10 | | 2,641.72 | | | 97,436.38 | 352.41 | 182.86 | 5,312.94 | 4,412.31 | 352.37 | 92,123.44 | 92,169.44 |
| 2011 | 87,077.62 | | 2,638.81 | | | 84,438.81 | 135.81 | 1,264.99 | 6,285.64 | 4,905.06 | 287.47 | 78,153.17 | 78,177.17 |
| 2010 | 82,435.78 | | 2,526.05 | | | 79,909.73 | 4,548.59 | 3,624.85 | 4,948.11 | 4,925.26 | 151.43 | 74,961.52 | 74,985.82 |
| 2009 | 76,965.82 | | 2,486.75 | | | 74,479.07 | 233.17 | 361.60 | 3,933.73 | 4,876.89 | 101.00 | 70,545.34 | 70,569.34 |
| 2008 | 62,056.15 | | 2,253.84 | | | 59,802.31 | 321.67 | 491.27 | 3,388.92 | 4,800.94 | 48.00 | 56,413.39 | 56,413.39 |
| 2007 | 54,145.24 | | 2,167.27 | | | 51,977.97 | 284.02 | 476.00 | 3,258.76 | 5,178.66 | 48.00 | 48,719.21 | 48,719.21 |
| 2006 | 7,186.67 | | 1,977.80 | | | 5,208.87 | 101.60 | 188.98 | 3,003.87 | 5,337.54 | 48.00 | 2,205.00 | 2,205.00 |
| 2005 | 4,167.97 | | 1,970.79 | | | 2,197.18 | 417.77 | 833.16 | | | | 2,197.18 | 2,197.18 |
| 2004 | 2,024.59 | | 1,913.08 | | | 111.51 | 1,259.78 | 2,876.34 | | | | 111.51 | 111.51 |
| 2003 | 1,964.36 | | 1,856.18 | | | 108.18 | 443.99 | 1,187.95 | | | | 108.18 | 108.18 |
| 2002 | 1,852.25 | | 1,750.24 | | | 102.01 | 261.08 | 801.30 | | | | 102.01 | 102.01 |
| 2001 | 365.47 | 1,334.57 | 1,621.87 | | | 98.17 | 19.79 | 62.71 | (24.00) | | 24.00 | 122.17 | 122.17 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

WAREHOUSE POINT FIRE DISTRICT

BOF - 12/20/2017 - Attachment D



TOWN OF EAST WINDSOR

Caroline G. Madore, CCMA II - Assessor
11 Rye St. - Broad Brook, CT 06016-9553
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: December 14, 2017
RE: Assessor's Status Report

MEMORANDUM

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

- 54 Real Estate Accounts - owned by SJK Properties LLC & Jolanta Kement - The Plaintiff refused to Stipulate for Judgment - the Town must now produce an Appraisal and move forward to potential trial stage. Appraisals will be exchanged by January 16, 2018 and a Pretrial session is scheduled for February 8, 2018.

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

- 44 Prospect Hill Rd. (Wal-Mart Stores East LP) - Pretrial is scheduled for 4/19/18.
- 191 Depot St. & 38 Sullivan Farm Rd. - Pretrial is scheduled for 10/17/17.

Motor Vehicle Supplemental - Grand List of October 1, 2016:

- Pricing continues and the bills will be released at the end of this month for collection during the month of January, 2018.

Grand List of October 1, 2017

Revaluation -

- Our property owners received value notifications along with directions to schedule appointments for informal hearings.
- Informal Revaluation Hearings are scheduled from 12/5/17 to 12/15/17.

Personal Property -

- The input continues on the October 1, 2017 Grand List.

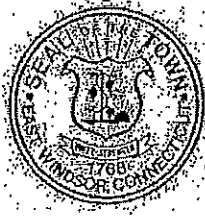
Motor Vehicles -

- This process is on hold until the Motor Vehicle Supplemental for the Grand List of 10/1/2016 is completed.

Thank you.

BOF - 12/20/2017 - Attachment E.

TOWN OF EAST WINDSOR
TREASURER'S OFFICE
11 Rye Street
Broad Brook, CT 06016
Phone (860) 292-5909



Gayle Carolus, Interim Treasurer
Kim Protska-Scavotto, Asst. Treasurer

www.eastwindsorct.com

December 8, 2017

To: Town Department Heads

From: Gayle Carolus, Treasurer's Office

Re: Approved Capital Improvement Projects FY 17-18

The Capital Improvement Planning Committee met on Wednesday December 6, 2017 to allocate the approved Fiscal Year 2017-18 CIP budget of \$667,006.

I have prepared budget transfers for the Board of Finance to approve at their 12/20/17 meeting transferring these amounts from the General Fund CIP line to the appropriate departmental Capital Non-Recurring lines. The final budget will be made available to you once the Board has given final approval.

If you have question, please give me a call.

Capital projects that were approved are listed below:

| | |
|-----------------------------|---------------------|
| PD Vehicles | \$113,853.00 |
| BOE EWMS Boiler Replacement | \$145,000.00 |
| PW Pavement Management | \$ 70,172.00 |
| PW Chip Sealing | \$ 75,000.00 |
| PD NexGen Solutions | \$ 62,981.00 |
| PW Drainage | \$ 50,000.00 |
| P&Z GIS System | \$ 25,000.00 |
| ASSESSOR Revaluation | \$ 50,000.00 |
| BBFD Vehicle | \$ 55,000.00 |
| PW Facility Equipment | <u>\$ 20,000.00</u> |
| Total | \$667,006.00 |



Town of East Windsor Transfer Request Form

FY 17-18



Department CIP to PD CNR **Date** 12/6/2017
Transfer Amount \$113,853.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-510200-81050 PD Cruisers
Reason for Transfer To allocated CIP Budget per CIP Committee--Police Cruisers
1 Approved Denied

Department CIP to BOE CNR **Date** 12/6/2017
Transfer Amount \$145,000.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-910900-81130 BOE HVAC
Reason for Transfer To allocated CIP Budget per CIP Committee--EWMS Boiler Replacement
2 Approved Denied

Department CIP to PW CNR **Date** 12/6/2017
Transfer Amount \$70,172.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-610100-81090 CNR Roads
Reason for Transfer To allocated CIP Budget per CIP Committee--PW Pavement Management
3 Approved Denied

Department CIP to PW CNR **Date** 12/6/2017
Transfer Amount \$75,000.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-610100-81090 CNR Roads
Reason for Transfer To allocated CIP Budget per CIP Committee--PW Chip Sealing
4 Approved Denied

First Selectman

Board of Finance

Date

Date

12/8/17



Town of East Windsor Transfer Request Form

FY 17-18



Department CIP to PD CNR **Date** 12/6/2017
Transfer Amount \$62,981.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-510200-81120 PD IT
Reason for Transfer To allocated CIP Budget per CIP Committee--Next Gen Software

5

Approved

Denied

Department CIP to PW CNR **Date** 12/6/2017
Transfer Amount \$50,000.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-610100-81140 PW Drainage
Reason for Transfer To allocated CIP Budget per CIP Committee--PW Drainage

6

Approved

Denied

Department CIP to IT CNR **Date** 12/6/2017
Transfer Amount \$25,000.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-910400-81070 CNR IT GIS
Reason for Transfer To allocated CIP Budget per CIP Committee--IT GIS

7

Approved

Denied

Department CIP to Assessor CNR **Date** 12/6/2017
Transfer Amount \$50,000.00
Line Item FROM 1005-910700-59600 CIP **Line Item TO** 3005-410700-81010 Assessor Reval
Reason for Transfer To allocated CIP Budget per CIP Committee--Assessor Revaluation

8

Approved

Denied

First Selectman
Board of Finance

Robert Maynard

Date

12/8/17

Date

SOF- 12/20/2017. Attachment F- page 3



Town of East Windsor Transfer Request Form

FY 17-18



Department CIP to BBFD CNR Date 12/6/2017
Transfer Amount \$55,000.00
Line Item FROM 1005-910700-59600 CIP Line Item TO 3005-511000-81040 BBFD VEHICLES
Reason for Transfer To allocated CIP Budget per CIP Committee--Broad Brook Fire Vehicles

9

Approved

Denied

Department CIP to PW CNR Date 12/6/2017
Transfer Amount \$20,000.00
Line Item FROM 1005-910700-59600 CIP Line Item TO 3005-610100-87107
Reason for Transfer To allocated CIP Budget per CIP Committee--PW Equip. Service Garage

10

Approved

Denied

Department _____ Date _____
Transfer Amount _____
Line Item FROM _____ Line Item TO _____
Reason for Transfer _____

Approved

Denied

Department _____ Date _____
Transfer Amount _____
Line Item FROM _____ Line Item TO _____
Reason for Transfer _____

Approved

Denied

First Selectman

Board of Finance

Robert Myrand

Date

Date

12/8/17