

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

**MINUTES OF REGULAR MEETING  
Wednesday, February 21, 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 (arrived at 7:10 p.m.), Sarah Muska, Kathy Pippin; and Bill Syme,

**Regular Members Absent:** See notation regarding Cindy Herms arrival).

**Alternates Present:** Alan Baker.

**Alternate Absent:** Danelle Godek.

**Other Guests:** **Interim Town Treasurer:** Gayle Carolus; **First Selectman:** Robert Maynard; **Selectman:** Charles J. Szymanski  
**Town Staff, Departments Heads, Members of Boards, Commissions, Committees or other Town Entities:** East Windsor Public Schools: Dr. Christine DeBarge, Superintendent; **Board of Education:** Cathy Simonelli, Chairman; **Broad Brook Fire Department:** Tom Arcari, Chief.  
Public: Bob Leach; Dick Pippin.

**Press:** No one from the press was present.

1. **Call to Order/Pledge of Allegiance:**

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, February 21, 2018 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 Regular Member Herms was not yet present this evening; she requested a motion to appoint an Alternate member until Mrs. Herms arrives.

**MOTION:** To APPOINT Alternate Member Alan Baker a voting member of the Board of Finance until Cindy Herms arrives.

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

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**VOTE: In Favor: Unanimous  
(Corso/Baker/Christensen/Muska/Pippin/Syme)**

**4. Approval of Agenda:**

Ms. Muska noted that during the January 18<sup>th</sup> Board of Selectmen Meeting there was a motion and a vote to fund a recording secretary for the Charter Revision Study Committee; she requested to add discussion, and consider a vote, on this item. Chairman Corso suggested addition as item e. under New Business.

**MOTION: To ADD as item e under New Business – Discussion of funding of a salary for a recording secretary for the Charter Revision Study Committee.**

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

**VOTE: In Favor: Unanimous  
(Corso/Baker/Christensen/Muska/Pippin/Syme)**

**MOTION: To AMEND the Agenda to include the addition of Item e. – Discussion of funding of a salary for a recording secretary for the Charter Revision Study Committee under New Business.**

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

**VOTE: In Favor: Unanimous  
(Corso/Baker/Christensen/Muska/Pippin/Syme)**

**MOTION: To MOVE New Business, item a. Board of Education up and take after Communications.**

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

**VOTE: In Favor: Unanimous  
(Corso/Baker/Christensen/Muska/Pippin/Syme)**

**MOTION: To APPROVE the Agenda for the February 21, 2018 Board of Finance Meeting as AMENDED.**

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

**VOTE: In Favor: Unanimous  
(Corso/Baker/Christensen/Muska/Pippin/Syme)**

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

**MOTION: To APPROVE the Minutes of the Board of Finance Regular Meeting dated January 17, 2018 with the following amendment:**

**Page 1: delete Cindy Herms from Regular Members Present  
(reflecting of Cindy Herms as Regular member Absent is correct).**

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

**VOTE: In Favor: Unanimous  
(Corso/Baker/Christensen/Muska/Pippin/Syme)**

**6. Public Participation:**

No one requested to speak.

**7. Communications:**

Chairman Corso shared her recent experience regarding a Facebook post; she's sharing it with the Board as she feels it's a subject that will come up on another agenda. Chairman Corso explained the manner of Facebook posting; essentially the post said "Jerilyn, you need to just shut up". Chairman Corso felt the need to share this because members are getting letters in their personal mail, and other comments. Chairman Corso suggested adding this discussion on the next BOF Agenda. She acknowledged she had said at the Selectmen's Meeting that we put ourselves out there, and if you can't handle it you shouldn't do it; she made that clear about the second public participation, but she felt the Board needs to discuss this issue. Chairman Corso felt members need to discuss and communicate with her if they are having similar problems, and maybe this should be referred to First Selectman Maynard, and maybe the Town Attorney if they are experiencing problems.

**9. New Business/a. Board of Education:**

Joining the Board were Dr. Christine DeBarge, Superintendent of Schools, and Cathy Simonelli, Chairman of the Board of Education.

Dr. DeBarge and Mrs. Simonelli are appearing before the Board to discuss "Initiative Refresh" for the East Windsor Public Schools. Dr. DeBarge reported that four years ago the school system purchased laptops through a State Grant; the laptops, which replace conventional textbooks as the main instructional device, are assigned to all students in grades 3 through 12; students in the high school can take the laptops home. Teachers are also provided laptops as well. "Initiative Refresh" is a proposal to replace those original computers.

Dr. DeBarge reported they have not purchased textbooks in several years, those that they have are not updated with recent information. Technology is now required for mandatory State testing (Smarter Balance). They would also eliminate the online portal which they use to communicate with parents and students; they would also have to reallocate space

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as the computer labs have been repurposed. Several desktop units would also be included in this replacement cycle.

Dr. DeBarge noted the school system loses an average of 50 laptops per month to damage. The parent is sent the bill for devices intentionally damaged; repair costs for devices no longer under warranty average \$100 to \$200 per device.

Dr. DeBarge provided the Board with a replacement proposal researched by their IT consultant. The proposal reflects the annual lease cost over a five year replacement cycle, which averages a lease cost of \$58,400 per year for the five year duration of the lease. At the end of the lease the school system could purchase all the leased devices for \$1.00 – not \$1.00 per device, \$1.00 in total. Dr. DeBarge reported these laptops could then be given to students in K through 2. Dr. DeBarge noted the proposal is based on the assumption that the lease price wouldn't change, and that the school system didn't intend to change devices.

Discussion followed regarding the merits of various laptops. Mrs. Herms noted many students use Chromebooks; they're less expensive as they're cloud based; you're not paying for memory. She questioned if Chromebooks were looked at? Dr. DeBarge indicated that Chromebooks had been looked at several years ago; they were not considered in this proposal. Mr. Syme felt the Dell computers were better for educational purposes. Mr. Syme questioned if maintenance is included in the warranty; Dr. DeBarge reported the warranty is for the entire five year lease period and the buyout.

Chairman Corso suggested the Town requires 3 bids on purchases. Dr. DeBarge suggested they don't make a decision on the educational material based on the best price; the decision is based on their IT consultant's recommendation. The cost is based on the manufacturer's (Dell) price. They could look at other vendors to acquire additional bids. Mrs. Herms felt they should look at other quotes based on manufacturer's specifications and functionality. Mrs. Simonelli felt they might not only get less technology but might also get less reliability if they lease a lesser device. Mrs. Herms would like to see more information, especially since so many schools use the Chromebook now.

Chairman Corso queried the Board if they are open to having Dr. DeBarge look further into replacement options. Mrs. Herms wanted to be clear she wasn't opposed; she would just like more information. Dr. DeBarge understood; Chairman Corso indicated it was a fair question. Mr. Syme felt that schools are going away from textbooks, which would be a larger expense and become quickly outdated. . This is the new textbook; we're buying technology. Mrs. Herms questioned how this would be funded? Chairman Corso questioned if this should be funded under a CIP as it's a recurring expense? Mr. Baker suggested that speaking as an IT professional he understands the proposal. Any time you're looking at this type of thing, you're already going down this road, backing out of it doesn't really make sense. Regarding putting this into the CIP doesn't make sense;

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something like this you're looking at longevity; this is something that has to be repeatable; you've made that jump already. The consensus of the Board was to look into this proposal further.

Chairman Corso suggested Dr. DeBarge return with the IT consultant at the April Meeting to make a presentation and offer a recommendation on the 5 year lease vs. direct purchase. Dr. DeBarge noted the warranties on the current devices run out July 1<sup>st</sup>; the IT consultants also need time to prepare the devices for students when they return to school in the Fall. Mrs. Herms questioned funding options; Chairman Corso suggested the Board could make that decision after the IT consultant's presentation in April. Dr. DeBarge advised the Board if the BOE had to absorb the full lease cost they would be looking at staff reductions.

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

**Treasurer:**

Interim Treasurer Carolus reported the Board will be receiving more transfers next month. The main one is Legal; the transfer before the Board tonight is for the billings received for services through January. The Board will need to talk about funding for the rest of the year. There will also be a transfer for OPEB under insurance and pension due to a retirement payment. Interim Treasurer Carolus noted negotiations seem to be going towards ratification for the DPW contract; she'll be calculating a retroactive pay for them. We have a lean contingency this year.

With regard to revenue, Interim Treasurer Carolus reported the Town went with the Governor's very conservative revenue projections so we're on target to get more revenue from the State than we budgeted for. But, the Town has been hit with a couple of things. The \$70,000 for the Elderly relief wasn't funded in the budget so that is another unfunded mandate we won't be receiving. They hit the ECS for the Renters Rebate; 50% of that is coming out of the ECS - roughly \$35,000 to \$40,000. Building Permits, the Casino haven't come in yet so we're \$100,000 over budget for Building Permits. A lot of that is because of the Senior Housing/Calamar.

Mrs. Herms had the following questions:

- If the Town Planner plans to use her professional services budget of \$12,000; at this point in the Fiscal Year that line is 80% unexpended. Discussion followed regarding use of professional services funding vs. grant funding. First Selectman Maynard noted the Town Planner received a grant for the Warehouse Point Study.
- That the First Selectman's budget includes \$10,000 for toner; Chairman Corso clarified that that line item reflects centralized purchasing for toner for all departments. Interim Treasurer Carolus noted that purchase is usually made towards the end of the year.

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- Will the Police Department be coming in for over-time? Interim Treasurer Carolus cited they currently have some vacancies; they usually come in make recommendations regarding covering overtime.

**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 January 2018 -*See Attachment A.*
- Report of the Tax Collector – *See Attachment B, 2 pages*

**Assessor's Report:**

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

- Memorandum dated February 15, 2017.- Assessor's Status Report – See *Attachment C, 4 pages.*

**b. Line-Item Transfer Requests:**

Interim Treasurer Carolus had provided the Board a list of transfers for their consideration. *See Attachment D*

**Tax Collector – Travel Expenses and Supplies:**

**MOTION:** To APPROVE Transfer #11 for the Tax Collector's Department for \$300 from Education and Dues to Travel to cover travel expense for new finance clerk to take CCMC I Class in Watertown.

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

**VOTE:** In Favor: Unanimous  
(Corso/Herms/Christensen/Muska/Pippin/Syme)

**MOTION:** To APPROVE Transfer #12 for the Tax Collector's Department for \$129.46 from Education and Dues to Supplies/Equipment to cover billing envelopes for the supplemental billing.

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

**VOTE:** In Favor: Unanimous  
(Corso/Herms/Christensen/Muska/Pippin/Syme)

**Legal – Legal Fees:**

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**MOTION: To APPROVE Transfer #13 for Legal Fees in the amount of \$26,000.00 from Workers Compensation to Labor Relations to cover legal fees through January.**

**Syme moved/Muska seconded/DISCUSSION: Expenses cover labor and pension negotiations.**

**VOTE: In Favor: Unanimous  
(Corso/Herms/Christensen/Muska/Pippin/Syme)**

**MOTION: To APPROVE Transfer #14 for Legal Fees in the amount of \$3,000.00 from Liability Insurance to Town Counsel to cover legal fees through January.**

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

**VOTE: In Favor: Unanimous  
(Corso/Herms/Christensen/Muska/Pippin/Syme)**

**9. New Business/b. Broad Brook Fire Truck Repair:**

Tom Arcari, Chief of the Broad Brook Fire Department, joined the Board. Chief Arcari reported that the Broad Brook Fire Department (BBFD) was on its way to assist Warehouse Point Fire Department (WHFD) on a call to Infoshred when the fire truck began skipping; Fleetmasters was called; they did a road test and brought the truck to their facility for a diagnostic test. Fleetmasters determined the truck should go to Atlantic Detroit as the state authorized dealer for diesel fire trucks. The truck remains at Atlantic Detroit – disassembled – awaiting repair. Chief Arcari reported the cost of repair is \$6,285.92 for Atlantic Detroit plus \$868.00 for Fleetmasters, He is present this evening to ask for a supplemental appropriation to complete the repair.

Interim Treasurer Carolus clarified that Chief Arcari had thought he had an available budget line of \$19,000; the balance is actually \$29,000. Chief Arcari noted he has \$12,000 to \$15,000 in outstanding bills, and has the following additional costs pending: two more trucks for service/testing at \$4,000 TO \$6,000 each, purchase of 10 tires at \$250 each, and \$3,000 in fuel bills – and whatever else happens.

Discussion followed regarding funding options. Chairman Corso suggested a big bone of contention is Chief Arcari didn't get 3 bids. Chief Arcari clarified that Atlantic Detroit is the Detroit dealer for the state, and they got the State bid on this repair. Mr. Syme suggested that fire trucks are different than other vehicles; many mechanics don't want to touch fire trucks. If they went to another shop the truck would have to be taken apart again to be diagnosed by the second shop; another company will probably mark the price up for the parts. Discussion continued regarding granting a supplemental appropriation

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vs. charging against the outstanding line balance and having Chief Arcari come back later in the year should that line be short.

**MOTION: To APPROVE a Supplemental Appropriation not to exceed \$7200.00 for repair of the fire truck for the Broad Brook Fire Department.**

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

**VOTE: In Favor: Corso/Herms/Christensen/Syme  
Opposed: Muska/Pippin  
Abstained: No one**

**(See Attachment E, 3 pages)**

**MOTION: To TAKE A FIVE MINUTE BREAK.**

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

The Board RECESSED at 8:00 p.m. and RECONVENED at 8:04 p.m.

9. **New Business/c. Legal Fees:**

To be discussed during Executive Session.

9. **New Business/d. Budget Calendar:**

First Selectman Maynard noted the Board of Selectmen have a final Budget Workshop scheduled for Wednesday, February 28<sup>th</sup>, but they anticipate additional workshops during the week of March 3<sup>rd</sup> to 10<sup>th</sup>. Chairman Corso noted the BOS/BOE will be presenting to the BOF on Wednesday, March 21<sup>st</sup>; she then reviewed the proposed BOF Budget Workshop calendar with the Board. Mrs. Herms noted she has a conflict with the workshop scheduled for March 29<sup>th</sup>; Chairman Corso noted the workshop scheduled for April 11 occurs during school vacation.

Chairman Corso indicated the Budget Workshop schedule will stand as proposed.

9. **New Business/e. Discussion of funding of a salary for a recording secretary for the Charter Revision Commission Study Committee:**

Ms. Muska questioned why this item had not appeared on the agenda this evening; discussion determined it had been an oversight. Ms. Muska reiterated her earlier comment that at the January 18<sup>th</sup> Board of Selectman's Meeting a motion was made to have a paid recording secretary take minutes for the Charter Revision Study Committee; she had questioned where that money would come from and "Mr." Maynard had said the Board of Finance could make that decision but maybe the salary could come from the



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First Selectmen's Budget as Professional Services. Interim Treasurer Carolus noted the recording secretary for the Veterans Commission is funded in the same manner, from Selectmen's Professional Services. Interim Treasurer Carolus noted the First Selectman's Professional Services line currently carries a balance of \$7,393; First Selectman Maynard suggested the funding for the Charter Revision Study Committee recording secretary could come from that line. Ms. Muska cited the Charter Revision Study Committee has nine members and two alternates; she felt a member could take the minutes. She questioned who's taking the minutes now? First Selectman Maynard indicated they have a paid person.

Mrs. Pippin noted she's attended the previous three Charter Revision Commissions. The Selectmen took the year and a half work of the previous commission and threw it in the trash. She questioned that this work will be thrown in the trash as well; she doesn't see anyone from the Charter Study Committee here to say anything. She feels we'll have the same problem with the Study Committee. Ms. Muska reiterated that the Study Committee has nine members and two alternates who can take minutes. Mr. Baker felt it was kind of funny; we're having a study for the study and paying for the study by paying a recording secretary; he doesn't get it. Chairman Corso suggested it's like any department; if they can afford it out of their budget it's their budgetary dollars.

No action taken.

**10. Unfinished Business/a. Treasurer's Position:**

Chairman Corso noted interviews for the Treasurer's position are scheduled for Tuesday, February 27<sup>th</sup>.

**Unfinished Business/b. Casino Fund:**

Chairman Corso noted the Board of Selectmen passed an ordinance regarding the Casino funds; the ordinance now needs to go to Town Meeting. The date of the Town Meeting hasn't been set yet.

**11. Board Member Comments:**

Chairman Corso queried Board members for comments:

**Mr. Baker:** See comments made during discussion of the Charter Revision Study Committee recording secretary funding.

**Mrs. Christensen:** Questioned how many candidates do we have for the Treasurer's position? First Selectman Maynard replied three.

**Mr. Syme:** No comments.

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**Mrs. Herms:** No comments

**Mrs. Pippin:** Mrs. Pippin wanted to advise the Board that during previous meetings she's attended there has been someone who approaches "that" door and expresses his opinion via a popular finger wave. Discussion continued as to the purpose.

**Ms. Muska:** She's been attending the Board of Selectmen Budget Workshops. She finds the presentations detailed and informative; she went to one last night. Ms. Muska's glad she went.

**Chairman Corso:** No comments this evening.

**12. Executive Session Pursuant to C.G.S. Section 1-210 (b-1) (b-4) Litigation and Negotiations to include Robert Maynard and Interim Treasurer Gayle Carolus:**

**MOTION:** To GO INTO EXECUTIVE SESSION Pursuant to C.G.S. Section 1-210 (b-1)(b-4) Litigation and Negotiations at 8:20 p.m. Attending the Executive Session were Chairman Jerilyn Corso, Board Members Sarah Muska, Kathy Pippin, William Syme, Cindy Herms, Karen Christensen, Alan Baker; First Selectman Bob Maynard, and Interim Treasurer Gayle Carolus.

**Muska moved/Pippin seconded/VOTE: In Favor: Unanimous**

LET THE RECORD SHOW the recording secretary and audience members left at 8:20 p.m.

The Board came out of Executive Session at 8:55 p.m.

**12. Adjournment:**

**MOTION:** To ADJOURN this Meeting at 8:55. p.m.

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

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

**Attachments A - E**

COF. 2/21/2018 - Attachment A

CUMULATIVE REPORT OF CASH

End of Month Report of	JAN 2018	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$8,872,937.32	\$30,392,382.77	\$31,199,259.00	(806,876.23)
MV Supplemental	\$280,987.26	\$284,724.27	\$275,000.00	9,724.27
Interest and Fees	\$12,222.97	\$186,554.99	\$225,000.00	(38,445.01)
Prior Year Taxes	\$16,495.17	\$229,958.44	\$300,000.00	(70,041.56)
<b>Total Tax Collector Report</b>	<b>\$9,182,642.72</b>	<b>\$31,093,620.47</b>	<b>\$31,999,259.00</b>	<b>(936,460.05)</b>
<b>NON-GENERAL FUNDS COLLECTIONS</b>				
Sewer Benefit Assessment	\$1,228.31	\$15,142.13		\$15,142.13
Sewer Facility Connection Charge	\$3,450.00	\$65,998.56		\$65,998.56
Aircraft	\$270.00	\$3,110.00	\$3,500.00	(\$390.00)
Parking	\$0.00	\$0.00	\$20.00	(\$20.00)
WHP Fire District	\$2,723.19	\$629,129.30	\$635,681.27	(\$6,551.97)
<b>Total Deposit</b>	<b>\$9,190,314.22</b>			

% OF BUDGET COLLECTED 97.17% TOWN  
 % OF BUDGET COLLECTED 98.97% FIRE

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TOWN OF EAST WINDSOR  
REPORT OF TAX COLLECTOR

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	32,215,746.41	90,973.85	245,875.65	38,459.87		32,060,844.61			30,676,963.62	42,014.85	20,399.92	1,383,880.99	1,394,874.81
2015	335,927.69	2,890.66	69,917.38	7,135.33		268,900.97	235.07	79.70	146,197.47	27,500.50	8,436.00	122,703.50	181,687.15
2014	144,958.08	188.99	59,105.14	917.04		86,041.93			18,679.70	17,997.34	2,648.41	67,362.23	87,126.63
2013	85,055.18		2,474.42			82,580.76	52.89	30.98	13,911.47	7,220.56	859.68	68,669.29	69,695.29
2012	100,078.10		2,641.72			97,436.38	352.41	182.86	12,324.24	9,922.10	875.06	85,112.14	85,152.14
2011	87,077.62		2,638.81			84,438.81	4,339.29	4,105.58	6,503.34	4,922.13	311.47	77,935.47	77,935.47
2010	82,435.78		2,526.05			79,909.73	4,548.59	3,624.85	4,924.11	4,925.26	175.43	74,985.62	74,985.62
2009	76,955.82		2,486.75	240.10		74,479.07	233.17	361.60	4,039.07	5,017.52	101.00	70,440.00	70,440.00
2008	62,056.15		2,253.84			59,802.31	321.67	491.27	3,495.05	4,961.73	48.00	56,307.26	56,307.26
2007	54,145.24		2,167.27			51,977.97	304.10	510.64	3,258.76	5,178.68	48.00	48,719.21	48,719.21
2006	7,186.67		1,977.80	23.87		5,208.87	367.04	762.73	3,003.87	5,337.54	48.00	2,205.00	2,205.00
2005	4,167.97		1,970.79			2,197.18	477.43	956.66				2,197.18	2,197.18
2004	2,024.59		1,913.08			111.51	1,478.47	3,382.18				111.51	111.51
2003	1,964.36		1,856.18			108.18	654.36	2,253.77				108.18	108.18
2002	1,852.25		1,750.24			102.01	261.08	844.78				102.01	102.01
2001	385.47	1,334.57	1,621.87			98.17	19.79	62.71	(24.00)		24.00	122.17	122.17
TOTAL	33,262,027.38	95,388.07	403,176.99	46,776.21	-	32,954,238.46	13,645.35	17,650.31	30,893,276.70	134,998.21	33,974.97	2,060,961.76	2,150,769.63

  

DATE	CREDIT BALANCES
2016	(10,993.82)
2015	(58,883.65)
2014	(19,764.40)
2013	(26.00)
2012	(40.00)
2011	
2010	
2009	
2008	
2007	
TOTAL	(89,807.87)

WAREHOUSE POINT FIRE DISTRICT  
TOWN OF EAST WINDSOR  
REPORT OF TAX COLLECTOR

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	635,683.87	1,048.31	(3,144.82)			633,588.36			627,240.71	1,206.49		6,347.65	6,370.86	
2015	2,597.78	18.11	(2,335.59)			280.30			(203.79)	453.89	432.00	484.09	507.30	
<b>TOTAL</b>	<b>638,281.65</b>	<b>1,067.42</b>	<b>(5,480.41)</b>	<b>-</b>	<b>-</b>	<b>633,868.66</b>	<b>-</b>	<b>-</b>	<b>627,036.92</b>	<b>1,660.38</b>	<b>432.00</b>	<b>6,831.74</b>	<b>6,878.16</b>	
							<b>CREDIT BALANCES</b>							
	DATE	2/6/2018				2016	(23.21)							
						2015								
						<b>TOTAL</b>	<b>(23.21)</b>							



*BOF - 2/21/2018  
Attachment C  
page 1*

## **TOWN OF EAST WINDSOR**

Caroline G. Madore, CCMA II – Assessor  
11 Rye St. - Broad Brook, CT 06016-9553  
[cmadore@eastwindsorct.com](mailto: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:** February 15, 2018  
**RE:** Assessor's Status Report

*CGM*

### **MEMORANDUM**

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

- 54 Real Estate Accounts – owned by SJK Properties LLC & Jolanta Kement – A Pretrial was scheduled for February 8, 2018 and has been continued due to on-going negotiations.

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

- 44 Prospect Hill Rd. (Wal-Mart Stores East LP) - Pretrial has been re-scheduled to May 25, 2018.
- 191 Depot St. & 38 Sullivan Farm Rd. – Pretrial is scheduled for June 21, 2018.

#### **Grand List of October 1, 2017:**

Please see the following:

- Grand List filing
- A Breakdown of Commercial vs. Residential Gross Assessments
- Top Ten Taxpayer List

#### **Personal Property Audits:**

- Two Personal Property Audits were completed (relative to the Grand Lists of 2014, 2015 & 2016): Metal Improvement & Specialty Printing. The results are still under review and will be released shortly to the taxpayers.

Since this is my last Status Report, I want to take this opportunity to thank you and past administrations for your respect, support and professionalism over the years. My full time work with the Town began in May of 1987 and continues to be rewarding and satisfying right up to my retirement date of February 21, 2018.

It truly has been an honor to serve this Town.

**Thank you.**



# TOWN OF EAST WINDSOR

## ASSESSOR'S OFFICE

February 1, 2018

Caroline G. Madore, Assessor for the Town of East Windsor hereby formally announces the figures for the Grand List of October 1, 2017:

### TAXABLE PROPERTY

	<u>GROSS</u>	<u>EXEMPTIONS</u>	<u>NET</u>
<b>REAL ESTATE</b>	794,651,790	1,122,000	793,529,790
Difference	(8,396,000)	27,750	(8,423,750)
Percentage of Difference	-1.0455%	2.5360%	-1.0504%
<b>PERSONAL PROPERTY</b>	100,593,140	30,410,840	70,182,300
Difference	3,397,945	1,347,030	2,050,915
Percentage of Difference	3.4960%	4.6347%	3.0102%
<b>MOTOR VEHICLES</b>	107,506,020	8,170,260	99,335,760
Difference	2,200,890	1,874,870	326,020
Percentage of Difference	2.0900%	29.7816%	0.3293%
<b>Sub-Totals</b>	<b>1,002,750,950</b>	<b>39,703,100</b>	<b>963,047,850</b>

### TAX EXEMPT PROPERTY

<b>REAL ESTATE</b>	89,819,420	89,819,420	-
<b>TOTALS</b>	1,092,570,370	129,522,520	963,047,850
Difference	(3,931,515)	2,115,300	(6,046,815)
Percentage of Difference	-0.3586%	1.6603%	-0.6240%

#### Additional Information:

- The Net Difference of 6,046,815 times the 2016 mill rate (.03277) equals a loss of \$198,154 in collectible dollars.
- One mill = Taxable dollars figured as follows: Net total taxable assessment (963,047,850) times .001 = \$963,047.85

Grand List of 10/1/2017		
Type	Gross Figures	%
Real Estate	884,471,210	80.95%
Personal Property	100,593,140	9.21%
Motor Vehicles	107,506,020	9.84%
Gross Grand List =	1,092,570,370	100.00%

Breakdown of Real Estate			
Commercial vs. Residential			
Code	Description	Gross Assm't Value	%
100	Residential	478,504,610	54.1006%
200	Commercial	253,050,500	28.6104%
300	Industrial	72,274,570	8.1715%
400	Public Utility	11,460,660	1.2958%
500	Vacant land	21,885,710	2.4744%
600	Use Assessment	3,719,300	0.4205%
800	Apartments	43,575,860	4.9268%
		884,471,210	100.0000%

Residential	Commercial
54.1006%	
	28.6104%
	8.1715%
2.4744%	
0.4205%	
	4.9268%
56.9956%	41.7086%



**TOP TEN TAXPAYER LIST (GROSS ASSESSMENTS) - FOR OCTOBER 1, 2017**

Property Owner / Location	Real Estate	Personal Property	Motor Vehicles	Assessment Totals	% Gross Assmt't
1 - Southern Auto Sales, Inc. & Related Entities Various Locations	20,482,980	3,014,360	208,890	23,706,230	2.4616%
2 - Wal-Mart Stores East LP 44 Prospect Hill Rd.	19,978,200	3,055,740	15,510	23,049,450	2.3934%
3 - The Mansions at Canyon Ridge LLC 277 North Rd.	21,782,950	192,090	14,020	21,989,060	2.2833%
4 - Connecticut Light & Power Co. & Related Entities Various Locations	1,614,830	16,372,720	0	17,987,550	1.8678%
5 - USA Hauling & Recycling Inc Various Locations	6,032,300	265,970	9,214,380	15,512,650	1.6108%
6 - Millpond Limited Partnership 100 Mill Pond Rd.	14,700,000	404,840	8,300	15,113,140	1.5693%
7 - Sustainable Building Systems USA LLC & Related Entity 18 Craftsman Rd.	4,994,010	9,380,260	76,950	14,451,220	1.5006%
8 - EQC Industrial Properties LLC 97 Newberry Rd.	13,188,110	0	0	13,188,110	1.3694%
9 - East Windsor Properties Ltd Partnership 69 Prospect Hill Rd.	9,772,210	0	0	9,772,210	1.0147%
10 - Balch Bridge Street Corp. & Related Entities Various Locations	8,214,270	195,310	3,590	8,413,170	0.8736%

**TOTALS**

120,759,860 32,881,290 9,541,640 163,182,790 16.9444%

Town of East Windsor  
Caroline G. Madore, CCIMA II - Assessor  
2/8/2018

BOF - 2/21/2018 Attachment D



### Town of East Windsor Transfer Request Form

FY 17-18

**Department** Tax Collector **Date** 2/21/2018  
**Transfer Amount** \$300.00  
**Line Item FROM** 1005-410900-52400 Ed. & Dues **Line Item TO** 1005-410900-52300 Travel  
**Reason for Transfer** Travel expenses for new finance clerk to take CCMC I Class in Watertown  


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**11** Approved  Denied

**Department** Tax Collector **Date** 2/21/2018  
**Transfer Amount** \$129.46  
**Line Item FROM** 1005-410900-52400 Ed. & Dues **Line Item TO** 1005-410900-52200 Supplies/Equip.  
**Reason for Transfer** Billing envelopes for the supplemental billing.  


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**12** Approved  Denied

**Department** Legal **Date** 2/21/2018  
**Transfer Amount** \$26,000.00  
**Line Item FROM** 1005-910300-58250 Work. Comp. **Line Item TO** 1005-910200-57500 Labor Relations  
**Reason for Transfer** Cover legal fees through January  


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**13** Approved  Denied

**Department** Legal **Date** 2/21/2018  
**Transfer Amount** \$3,000.00  
**Line Item FROM** 1005-910300-58320 Liab Insur. **Line Item TO** 1005-910200-57400 Town Counsel  
**Reason for Transfer** Cover legal fees through January  


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**14** Approved  Denied

First Selectman  
Board of Finance

Robert Maynard

Date 2/20/18

Date \_\_\_\_\_

NOT POSTED TO FLEET  
 UPDATED: 02/14/18 11:27 am  
 EST

Stewart & Stevenson - Atlantic Detroit Diesel-Allison  
 Division - Middletown, CT

300 Smith Street Middletown, Connecticut 06457  
 Phone: (860) 632-0218 - Fax: (860) 632-1126



Case Number: 2831550 - Repair Order Number: R3304655  
 Purchase Order Number: n/a  
 Service Writer: Fortier, Gary - Case Date: 02/13/18 02:01 pm EST

**Broad Brook Fire**

Unit #: **ET-139**

Address: 125 MAIN STREET  
 BROAD BROOK, CT 06016  
 Phone: (860) 847-1279  
 Fax:  
 Cust #: 61752

Asset: 2002 HME Fire Miles: 27,370  
 Serial #: 2WZ19784  
 VIN: 44KFT64892WZ19784  
 Engine: S60  
 Engine Hours: 0



**Complaint:**

skipping

**Cause:**

Injector and camshaft (NG)

**Correction:**

Trouble shoot engine, found #1 injector had code 61 response time long. Removed valve cover, Jake brake housings and rocker arm assembly's, inspected overhead and found camshaft exhaust lobes and rocker arm roller's scored and pitted. Here is your quote to replace the camshaft, injector and harness, tune up engine.

Item	Operation	Labor	Parts	Total
1	Engine Miss - Diagnostic Parts: (1.0) CAM AND DWL ASSEMBLY, (1.0) EUI, (1.0) GASKET, (1.0) HARNESS, (1.0) LOCTITE 509, (1.0) M-BOLT, (1.0) M-COVER, (1.0) M-GASKET, (1.0) M-SEAL, (1.0) M-SEAL RING, (1.0) RING SEAL, (1.0) RTV 85GRAM, (1.0) SEAL, (1.0) SEAL, (1.0) SEAL RING, (2.0) SEAL, (3.0) BOLT, (6.0) ARM/RLR ASM, (7.0) CAMSBRG SET  Complaint: skip	\$3,192.00	\$2,493.60	\$5,685.60

Parts: \$2,493.60  
 Labor: \$3,192.00  
 Haz. Waste: \$100.00  
 Shop: \$125.00  
 Freight: \$0.00  
 Tax: \$375.32  
 Travel Charges: \$0.00  
**TOTAL: \$6,285.92**

Customer: Broad Brook Fire Date: 2/14/2018  
 Asset: 2002 HME Fire S60 Repair Status: Diagnosing  
 Serial No: 2WZ19784 ETR: None  
 Tag #: E Wty Start:  
 Unit No: ET-139 Repair Order: R3304655  
 Miles: 27,370 Purchase Order:  
 Build:  
 Engine: S60 E. Serial: 06R0680593 E. Model:  
 Trans: T. Serial: T. Model:  
 Complaint: skipping  
 Cause:



Engine Miss - Diagnostic

Qty	Part No	Part	Unit Price	Total
1.0	DDE 05104701	SEAL RING	\$3.93	\$3.93
1.0	DDE R5237650	EUI	\$357.62	\$357.62
1.0	DDE 23526101	HARNESS	\$240.41	\$240.41
1.0	DDE R23528309	CAM AND DWL ASSEMBLY	\$779.17	\$779.17
7.0	DDE 08929690	CAMSRG SET	\$15.86	\$111.02
1.0	DDE 23524882	M-BOLT	\$20.72	\$20.72
3.0	DDE 11504822	BOLT	\$0.56	\$1.68
1.0	DDE 23528491	M-SEAL RING	\$16.67	\$16.67
1.0	DDE 23522975	M-SEAL	\$2.91	\$2.91
1.0	DDE 08929740	RING SEAL	\$1.80	\$1.80
2.0	DDE 23521111	SEAL	\$4.28	\$8.56
1.0	DDE 08929508	M-COVER	\$11.12	\$11.12
1.0	DDE 23532339	LOCTITE 509	\$35.98	\$35.98
1.0	DDE 23525918	RTV 85GRAM	\$18.22	\$18.22
6.0	DDE R23538247	ARM/RLR ASM	\$132.73	\$796.38
1.0	DDE 23539103	GASKET	\$50.57	\$50.57
1.0	DDE 23521894	SEAL	\$13.08	\$13.08
1.0	DDE 08929130	M-GASKET	\$9.71	\$9.71
1.0	DDE 23511870	SEAL	\$14.05	\$14.05

Total Part Price may include Core Charges

# FLEETMASTERS SALES & SERVICE, LLC

SEAGRAVE SALES & SERVICE

422 Spring Street  
Windsor Locks, CT 06096  
860-292-8553



Inv. # 0019258

Customer : BROAD BROOK FIRE DEPARTMENT  
Address : 125 MAIN STREET PO BOX 328  
City : BROAD BROOK, CT 06016-

Phone 1 : ( 860 ) 847-1279

Ext : BLAINE

Phone 2 : ( 860 ) 250-0920

Ext : TOM

Vehicle : 2002 HME/ 1871

Fleet # : ET-139

License : ET139

Date : 2/14/2018

VIN : 44KFT64892WVZ19784

Page : Page 1 of 1

Engine : SERIES 60

Hrs. : 2735

Mileage : 36398

PO # :

Tech	Labor Description	Qty	Part Number	Part Description	Labor	Part	Subtotal
122	1)ROAD SERVICE TO YOUR LOCATION. #122 WENT TO LOCATION.				135.00		135.00
122	2)ENGINE LABOR. WHEN COLD VEHICLE RUNS ROUGH. #122 CHECKED FOR FAULT CODES. NO STORED OR PRESENT CODES. ENGINE RAN WELL WHEN FIRST CHECKED AND ON ITS WAY TO SHOP. STARTED ENGINE LATER IN DAY, STILL RAN GOOD. WAITED FOR ENGINE TO GET COLD. ENGINE SKIPPING. PERFORMED CYLINDER CUT OUT TEST, COULD NOT PINPOINT WHICH CYLINDER IS BAD. TEST DROVE TO FURTHER DIAGNOSE. ENGINE STILL SKIPS INTERMITTENTLY.				250.00		250.00
UNA	3)PERFORM ANNUAL FIRE PUMP SERVICE TEST.				450.00		450.00

We hereby authorize the repair work to be done along with the necessary parts and materials and hereby grant you and/or your employee's permission to operate the vehicle herein described on streets, highways or elsewhere, at your discretion for the purpose of testing and/or inspection. An express mechanics lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto. I understand that dealer/owner is not responsible for delay or other consequence due to the unavailability of parts shipments beyond their control. Not responsible for damage or articles left in car in case of fire, theft or any other cause beyond our control. Invoices are payable upon receipt. Interest shall accrue on unpaid balances at a rate of 1% per month. Customers shall be responsible for all costs of collection including, but not limited to, a reasonable attorney's fee.

Labor :	\$835.00
Part :	\$0.00
Sublet :	\$0.00
Other Fees :	\$0.00
Supply Chrg	\$33.40
Subtotal :	\$868.40
Sales Tax :	\$0.00
Total :	\$868.40
Paid :	\$0.00
By :	
Total Due :	\$868.40