

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

**MINUTES OF REGULAR MEETING**

**Wednesday, July 18, 2018, 7:00 p.m.**

**\*\*\*These minutes are not official until approved at a subsequent meeting\*\*\***

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

**Regular Members Absent:** None

**Alternate Members Present:** None

**Alternate Members Absent:** Alan Baker, Danielle Godeck

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Chairman Corso called the Regular Meeting to Order at 7:00 p.m. Everyone stood and said the Pledge of Allegiance.

**2. TIME AND PLACE OF MEETING:**

Wednesday, July 18, 2018, 7:00 p.m. at the East Windsor Town Hall Meeting Room (11 Rye Street, Broad Brook, Connecticut, 06016)

**3. ATTENDANCE/APPOINTMENT OF ALTERNATES:**

All Regular Members were present so there was no appointment of Alternates.

**4. APPROVAL OF AGENDA:**

**MOTION** made by (Muska) and **SECONDED** by (Syme) to accept the Agenda as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

**5. APPROVAL OF MINUTES:**

**MOTION** made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Special Joint BOF/BOS Meeting, June 11, 2018, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

**MOTION** made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Regular Meeting, June 20, 2018, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

**6. PUBLIC PARTICIPATION:**

None

**7. COMMUNICATIONS:**

None

**8. MONTHLY REPORTS:**

**A. Town Financial Reports:**

Amy O'Toole, the Town Treasurer, reported that there was a memo for the Assessor about a tax exemption for \$777,500 which means there would be \$26,357.26 in tax dollars not collected. Amy explained that she was not sure how this happened and if there were questions about it she could ask the Assessor for clarification. The Board thought that would be a good idea since it is a large amount of money.

Amy stated that even with spending \$1.6 million, which includes the \$475,000 budgeted use of fund balance, the Revenue is at \$306,000. She stated that is not a final number. She said that if revenue keeps coming in from last year then it will be recorded in last year until the end of August. Revenue can be collected for 60 days after the fact and will be recorded in FY 17-18. Expenditures had the biggest savings in Pensions and Health Care. She explained that when they budget they budget for everyone to take health care and not everyone does. It amounts to about \$159,000 of savings. These are not final numbers either there are some small odds and ends that need to be cleared up. They are waiting on the BOE for their \$2 million to go to reclasses, such as, grants, cafeteria, FRC. She stated it is going slowly but is going. There were some miscommunications that have now been cleared up so things should be progressing forward.

**B. Transfer Requests:**

**Transfer # 37**

**MOTION** made by (Syme) and **SECONDED** by (Christensen) to accept the transfer request from Assessor in the amount of \$150 from 1005-910500-59500 Contingency to 1005-410700-52300 Travel to cover travel to Assessor School at UCONN.

In Favor: Herms, Pippin, Syme, Christensen

Opposed: Muska

Motion: **PASSED**

**Transfer # 38**

**MOTION** made by (Syme) and **SECONDED** by (Muska) to accept the transfer request from Legal in the amount of \$10,500 from 1005-910300-57600 Health Insurance to 1005-910200-57500 Labor Relations for May legal fees.

In Favor: All

Opposed: None

Motion: **PASSED**

**Transfer # 39**

**MOTION** made by (Syme) and **SECONDED** by (Muska) to accept the transfer request from Legal in the amount of \$10,500 from 1005-910300-57600 Health Insurance to 1005-910200-57400 Town Counsel for May legal fees.

In Favor: All

Opposed: None

Motion: **PASSED**

**Transfer # 40**

**MOTION** made by (Syme) and **SECONDED** by (Muska) to accept the transfer request from Building Department in the amount of \$300 from 1005-411300-52200 Supply and Equipment to 1005-411300-52100 Professional Services for Building Official Inspection assistance from Bolton due to injury of Building Official.

In Favor: All

Opposed: None

Motion: **PASSED**

Amy asked to talk about accounts; she wanted to discuss the possibility of opening 3 accounts. She would like 2 for Revenues and one for Expenditures. These would be for prior year adjustments. These would be for anything that comes in for the prior year, such as, the Workman's Comp Audit. She would like accounts to be one for Revenue, one for Expenditures and one for Insurance Rebates all pertaining to the previous year.

**MOTION** made by (Syme) and **SECONDED** by (Muska) to give the Town Treasurer the ability to setup two Revenue accounts for Prior Year and for Insurance Rebates and one Expense Line for Prior Year.

In Favor: All

Opposed: None

Motion: **PASSED**

**9. NEW BUSINESS:**

**A. Encumbrance Policy:**

The Treasurer stated that the Town side had no requests for encumbrances. She stated that to try and clarify the Auditor stated in a letter that he would like to verify an executed contract

existed or that an order had been placed prior to June 30<sup>th</sup> of that year. This is highlighted in the fifth paragraph of the letter. The Treasurer stated that the Town had a good policy and she felt that it did not need to be changed.

**B. Closing CNR Projects:**

The Treasurer stated that the process of the past is to put it into a Renovations Account and that is what is being used now to renovate the Annex. She is waiting to get an account from Joe Sauerhoefer on all the projects so she can go to the BOS to get permission to close those accounts and reallocate the funds.

**C. Comp Time Policy:**

The Treasurer stated there was no set Comp Time Policy. She stated that it was widespread and mostly contractual. The only thing there was is an agreement between the Town Clerk's Office and the Town. She stated that there are only about six employees not under a contract so, a town wide Comp Time Policy would not help the Town.

**D. Audit Adjustments:**

The Treasurer stated that she has found a few adjustments that needed to be made but she has not gone through everything. She states that she is still working on it.

**E. Software Issues:**

The Treasurer stated that she is not really impressed with the existing software. She stated that it is very difficult to get reports from and very time consuming. She is not really sure of what the options are but at some point they were going to have to look at what else is out there. It was stated that software packages are very expensive and usually start around \$100,000. The Treasurer stated that she would talk more about this in August after she knows better what issues she will have.

**10. UNFINISHED BUSINESS:**

None

**11. Board Member Comments:**

**Sarah Muska:**

I'd like to take a moment to reflect on some of the unprofessional and disrespectful remarks made by a few members serving on our Board of Selectman.

First, I received a letter from Selectman Andy Hoffman at my home address back in February. I publically brought this up at a Board of Selectman meeting in public participation on February 15<sup>th</sup>. The tone of this letter was intimidating and belittling. I have thick skin and in no way did the letter affect my task on this Board. I have and will continue to do what I feel is in the best

interest of the constituents of our great town. However, nothing was ever done about this matter. An apology was never issued to me it was just swept under the rug as if it never occurred. What is most concerning to me is to see the fellow members of my community experiencing this same behavior, being bullied and disrespected by selectmen. Like, Jim Richards, in the Board of Selectman meeting on June 21<sup>st</sup> when he was applying as an Alternate on the Economic Development Commission. The interaction with Selectman Hoffman and Mr. Richards was inappropriate. Selectman Hoffman made it personal and that back and forth communication should have been put to a halt immediately.

Lastly, something that has been on my mind for the past few weeks was the way Selectman Szymanski engaged Joe Sauerhoefer at the meeting, also on June 21<sup>st</sup>. Insinuating that Mr. Sauerhoefer is a liar and berating him in a public forum is completely unacceptable, especially since reviewing the minutes and video Mr. Sauerhoefer had not said what he was being accused of.

The bottom line is, being an elected official is an honor. To serve your community means you respect the constituents, employees and other officials, of this town. Whether we disagree or not, we should still be held to a standard of treating each other with respect.

I feel that this conduct needs to be addressed soon, as this behavior does not shed a good light on the town of East Windsor. Thank You.

**Kathy Pippin:**

She stated that the Rubber Duck Race went great. She wished that the Selectmen took these events more seriously and more came out. She is ashamed to think that the Selectmen don't respect the Town enough to go to things like this, "Shame on them".

**Bill Syme:**

No comments

**Cindy Herms:**

No comments

**Karen Christensen:**

No comments

**Robert Maynard:**

Stated that he thinks that the Board should look ahead to the coming months when the plans are submitted for the casino and the permits are taken out. He was wondering how the Town would pay for the plans to be reviewed and was told it would be an additional appropriation and that there were some options for that (revenue source vs. a fund balance). It was stated that Rand Stanley should be involved and invited to the next meeting to discuss what he has in mind and what he has started.

Board of Finance  
Regular Meeting  
July 18, 2018

**Jerilyn Corso:**

Stated that she agrees with Sarah that her issue never got addressed and Joe's issue never got addressed. She feels that something needs to be addressed because the way they were treated was wrong. She feels that maybe as a Board they should look deeper into what happened since Sarah is a member of this Board.

**12. ADJOURNMENT:**

**MOTION** made by (Muska) and **SECONDED** by (Pippin) to adjourn at 7:53 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

***\*\*\*NEXT BOF MEETING, WEDNESDAY, AUGUST 15, 2018 AT 7:00 PM\*\*\****

Respectfully Submitted,

Rebecca D'Amicol, Recording Secretary