

**Board of Finance  
Town of East Windsor  
11 Rye Street  
East Windsor, CT**

**MINUTES OF REGULAR MEETING,  
December 21, 2011 at 7:30 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Jason Bowsza, Joseph Pelligrini, Jerilyn Corso, Marie DeSousa,  
and Kathleen Pippin  
Members Absent: Danelle E. Godeck  
Alternates Present: Paulette Broder  
Alternate Absent: None  
Others: Catherine Cabral, Denise Menard, Richard Pippin, Alan Baker,  
Nichole DeSousa, James Ussery, Dan Burnham, and others  
Press: None

**I. Call to Order**

Chairman Jason Bowsza called the Regular Meeting to Order at 7:30 p.m., in the East Windsor Town Hall.

**II. Appointment of Alternates**

Chairman Jason Bowsza indicated that Regular Member, Danelle E. Godeck will not be able to attend this meeting; however, Alternate Member, Paulette Broder is in attendance and should be appointed as voting member.

It was **MOVED** (Pippin) and **SECONDED** (Pelligrini) and **PASSED** (U) that Ms. Paulette Broder be approved as voting member at this time.

**III. Added Agenda Items**

It was **MOVED** (Pelligrini) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance adds Agenda Item XI. New Business D. Loan USDA North Road Sewer Project.

**IV. Approval of Minutes**

**a. Minutes of Special Meeting of November 23, 2011**

An amendment to the Minutes of the Special Meeting of November 23, 2011 was made. That amendment is noted as follows:

“Alternates Absent: Jamie Daniel”

to

“Alternates Absent: None”

Ms. Daniel’s term has expired and is no longer an alternate member of the Board.

An error was noted in the minutes in Section VII. Monthly Reports, Sub-section b. That amendment is noted as follows:

“...which was prepared by the Tax Collector’s Office.”

to

“...which was prepared by the Treasurer.”

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the minutes of November 23, 2011 Special Meeting, as amended.

**b. Minutes of Special Joint Meeting of November 30, 2011**

An amendment to the Minutes of the Special Joint Meeting of November 30, 2011 was made. That amendment is noted as follows:

“Alternates Absent: Jamie Daniel”

to

“Alternates Absent: None”

Ms. Daniel’s term has expired and is no longer an alternate member of the Board.

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the minutes of November 30, 2011 Special Joint Meeting, as amended.

**IV. Public Input**

None.

**V. Communications**

**a. Email from Ms. Kathy Pippin dated November 10, 2011**

Chairman Jason Bowsza gave to all the members of the Board a copy of the email from Ms. Kathy Pippin dated November 10, 2011. The email consisted of suggestions of how the future Board of Finance Meetings should be managed.

**b. Email from Ms. Linda Sinsigallo dated December 13, 2011**

Mr. Bowsza gave a copy of the email to all Board Members for their review. He indicated Ms. Sinsigallo is writing regarding her concerns over redistricting the Town and the cost of same.

**c. Email outlining CCM Training Opportunity dated December 6, 2011**

Mr. Bowsza gave a copy of the email to all Board Members for their review. He indicated that CCM is having a Training Opportunity open to all in January. If anyone would like to participate, they are welcome to.

**VI. Monthly Reports****a. Treasurer's Report**

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She wanted to give copies of current policies to the Board Members for their records. The policies which she gave copies of were Fund Balance Policy and Budget Overruns Policy. She also gave to all the Board Members a memorandum dated December 14, 2011 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of November 30, 2011, the cash position of the Town is as follows: Webster Bank \$3,759,463; New England Bank (formerly Enfield Federal Savings) \$602,583; TD Banknorth \$575,634; STIF \$572,226; and MBIA Class \$36,571.

**b. Tax Collector's Report**

Ms. Cabral gave to all the Board Members a report entitled "Tax Collector's Report to Board of Finance 7/1/2011 through 11/30/2011" which was prepared by the Treasurer. She briefly discussed the figures on the report comparing tax collection of the current year verses the three previous years. The percentage of tax collection is approximately 54.16% which is slightly lower than last year's collection. A brief discussion regarding the report was held regarding the tax collection and delinquent tax collection to date.

**c. Assessor's Report**

Ms. Cabral discussed the report of Ms. Carol Madore, Assessor, dated December 14, 2011.

In that report Ms. Madore indicated the Motor Vehicle Supplemental Grand List of 10/01/2010 that some minimal work remains on just under 2000 bills to be released by the end of the month to be collected in January, 2012.

The Grand List of October 1, 2011, the personal property and real estate work continues. Ms. Madore has completed the review of approximately 420 personal property accounts, roughly 900 remain. All Public Act 490 Accounts are in the process of updating, and it is 15% complete with 240 accounts remaining to be reviewed and processed. The Department of Motor Vehicles just released the October 1, 2010 Motor Vehicle list to all Connecticut Municipalities which should be in the Assessor's Office by the end of the week. Revaluation of October 1, 2012 is beginning with a transfer for additional costs beyond the revaluation company's contract of a cost of \$49,500 which will be required and processed in the proper manner to cover the staff overtime hours and sub-contractor's additional hours.

**d. Added Appropriations/Transfers (2010-2011 Budget)**

None.

**e. Added Appropriations/Transfers (2011-2012 Budget)**

None.

**f. Invoices**

Invoice of CCR (auditing services) was given to Mr. Bowsza by Ms. Cabral for his signature, which he signed and returned to Ms. Cabral. A brief discussion was held regarding the invoice and the audit itself.

**VII. Matters referred from the Board of Selectmen**

Chairman Jason Bowsza indicated that this is a new agenda item and it was thought to have it on the Board of Finance Agenda since a meeting of the Board of Selectmen usually happens the evening prior to the Board of Finance Meeting. Therefore, the item is listed to address any business from the evening before which the Board of Finance may need to address. Mr. Bowsza asked the First Selectwoman Denise Menard if there were any items which needed to be discussed. Ms. Menard commented that the Minutes were not yet completed; however, an issue at the Springdale Cemetery needs to be discussed due to the urgency of said situation.

Ms. Menard invited Mr. Dan Burnham, President of the Cemetery Association and Mr. James E. Ussery, Jr., of J.R. Russo & Associates, LLC., to address the Board regarding the Springdale Cemetery. They indicated there is an erosion issue at Springdale Cemetery which has caused slope failure. The slope is

adjacent to the water course. As everyone knows, this past year has been the wettest year on record which included a Hurricane in August and a snow storm in October. While doing the cleanup after the October snow storm, it was noted that by the driveway on the northwest corner of the cemetery, erosion has caused a slope to slip making the driveway unsafe. A copy of the map of the cemetery was given to the Board Members and the area in questioned was circled. There are three graves which are in danger of falling over the edge. After this discovery, Mr. Burnham inquired with Mr. James E. Ussery, Jr., of J.R. Russo & Associates, LLC., to discuss the slope repair and stabilization of same. A contractor was contacted and inspected the property so a plan to stabilize the slope and a proposal for engineering services could be developed. The fee for the engineering services which includes land surveying, geotechnical engineering, and permitting is approximately \$8,900 plus reimbursable expenses. The actual construction costs could be approximately \$80,000 to \$100,000 to repair and fix the substantial slope. The slope is not stable at this time.

A discussion was held among Mr. Ussery, Mr. Burnham, Ms. Pippin and Ms. DeSousa regarding the slope, the affected graves, and the water table.

Ms. DeSousa inquired if there was a possibility of FEMA reimbursement. Ms. Menard indicated because there is a possibility the erosion was caused by the storms, Mr. Len Norton and Ms. Becky MacDonald have been discussing this with the FEMA representative. At this time, it is unclear if this repair could be reimbursable.

Questions regarding the ownership of the cemetery were discussed. It was explained that the Town owns the land. Mr. Bowsza indicated the Town owns the land. Mr. Burnham indicated the Town budgets \$18,000 a year for the cemeteries upkeep.

Mr. Bowsza inquired if the study is approved for the \$9,000, what would be the next step? Mr. Burnham indicated he really didn't know it would be whatever is recommended after the study is completed. Mr. Ussery indicated the cost of repair will be approximately \$100,000 and the job will have to go out to bid and due to the poor economic conditions, the bids may come in lower than anticipated.

Ms. Cabral was asked where the funds would come from to fund this project. She recommends the funds come from CNR Unassigned account and to create a line for the project itself. Mr. Bowsza inquired as to how much money is in the CNR Account, and it was estimated to be approximately \$206,000. Ms. DeSousa questioned the reimbursable expenses and what the estimates of those expenses were. It was discussed the expenses would be approximately \$200 or \$300, which would be for printing.

A brief discussion was held.

It was **MOVED** (Pelligrini) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the appropriation of a maximum of \$9,100 a new line

item entitled Springdale Cemetery Erosion Study (1-08-1025-7-799-0658-0) and refer to the Board of Selectmen for approval.

## **VIII. Unfinished Business**

### **a. 2010-2011 Annual Report**

Mr. Bowsza indicated that the annual report is completed and should be on the website shortly. The total cost of printing the report was \$678, which is considerably less since in previous years the layout alone cost \$595. The hard copies will be available at the First Selectmen's Office and the Town Hall. He thanked everyone for all of their help in preparing the report!

### **b. BOE MBR Status**

Mr. Bowsza indicated that he attended a meeting which was held today with Ms. Denise Menard, Superintendent of Schools, Dr. Theresa Kane, Mr. Chris Mickey, Mr. Joseph Pelligrini, Ms. Cathy Cabral, and a representative from the State of Connecticut Department of Education regarding the MBR. Board Member Mr. Joseph Pelligrini will be presenting to the Board what was learned at that meeting.

Mr. Pelligrini indicated the meeting that was held today explained the reporting of the numbers. He used the smart board to give the explanation. The State information highlighted the SFSF funds, which was stimulus money which represents 14% total of the ECS Grant which is \$782,000. Those funds had to be directly used by the Board of Education and put into a Grant line and the other 86% of the ECS Grant was given to the Board of Finance. The reporting of the \$782,000 was correct giving the total budgeted amount \$19,600,000. However, the numbers the Town has is \$19,406,000 approximately, which was appropriated. The actual worksheet shows that the Town funded at 2% more than last year and it looks as though the Town is in compliance. However, in using the actual budget numbers the state is using \$200,000, adjusting for resident students, only allowed \$195,000, the actual number funded should be \$19,512,000 but the Town funded at \$19,406,000 which is short approximately \$105,000 to be compliant. A positive note in regards to this issue is that the Town of East Windsor is not alone; there are a lot of towns that are noncompliant, up to 7%.

A discussion was held regarding the penalty of not being in compliance. It was ultimately determined if the Town stays noncompliant it will cost the Town approximately \$315,000; if the Town becomes compliant it will cost the Town \$210,000.

Mr. Kevin Chambers and Mr. Brian Mahoney have been invited to the Board of Selectmen's Meeting on January 3, 2012 to discuss this matter further. All

Board Members are invited to attend this meeting to have any questions answered. Ms. Menard indicated she will confirm their attendance and advise the Board Members.

## **VIII. New Business**

### **a. Presentation of Annual Audit**

Mr. Bowsza indicated the auditors will be coming to the Regular Meeting in January to discuss and present the audit. Electronically, the audit has been sent to all Board Members for their review. Ms. Cabral also had hard copies of the audit and distributed them to the Board Members for their review.

### **b. Procedural Rules for Meetings for the Next Two Years**

#### **1. Disclosure of Documentation Regarding Legal Proceedings**

Mr. Bowsza wanted to discuss the email from Board Member Kathleen Pippin who had some ideas on how to conduct our meetings. It was noted that FOI Informational training will be available on January 28, 2012 if anyone would be interested in attending to explain FOI Guidelines. He asked if all Members were happy with getting all the paperwork for the meetings via email/paperless and there was no objection to same, although it was mentioned that if the packet could be sent all together, agendas and attachments versus getting different emails for the reports and agendas. It was agreed to get the agenda and the attachments the weekend before the scheduled meeting.

A discussion began about the procedure of the meetings of being formal versus relaxed. The discussion of having executive sessions to discuss legal proceedings and contract negotiations was discussed. There was an interest of having such sessions. It was also discussed that the meetings should be formal and members from the public should not be able to speak out during the meeting unless they are asked to address the Board. The public has public participation on the agenda and those are the times the public is able to speak to the Board. Limiting the time that the public can speak is a good idea to keep the meeting moving. It was also noted that if the Board has a question for Town Officials or Board Members of other Boards in the audience, they should be able to speak when asked a question regarding the topic which is being discussed, but they should not be able to participate in the discussion of the Board of Finance.

A brief discussion was held. The general consensus was having the audience participate in the meeting was the discretion of the Chairman.

## **2. Establishment of Meeting Times**

Mr. Bowsza inquired if the Board would like to limit their meeting times, suggesting a two hour meeting to keep the meeting on target. A brief discussion was held and it was decided not to limit the meeting time. It was also asked if the times of the Regular Meetings should stay at 7:30 p.m. or changed to 7:00 p.m. It was agreed to keep the Regular Meetings every third Wednesday of the month beginning at 7:30 p.m. Mr. Bowsza reviewed the meeting dates and approved those dates to be recorded at the Town Clerk's Office.

## **3. Capital Improvement Plan Representation**

Mr. Bowsza indicated Ms. Kathleen Pippin and Mr. Joseph Pelligrini are members of the Capital Improvement Committee and will be representing the Board of Finance on that Committee.

## **2. Pension Board Representation**

Mr. Bowsza indicated to Board Members are needed for representation of the Pension Board. They meetings are held quarterly.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance appoints Mr. Jason Bowsza and Ms. Jerilyn Corso to the Pension Board.

A brief discussion was held regarding Board of Finance representation to the Police contract negotiations. Ms. Menard was asked what those meeting entailed and when would they be taking place. After the discussion, Ms. Jerilyn Corso indicated she would be available to be the representative for the Board.

### **c. Board of Finance Budget Submission**

Mr. Bowsza indicated the Board of Finance has to submit the budget request by January 10, 2012. The budget this year for the Board is \$6,300, the Board has spent \$1,200 thus far. A discussion regarding the recording secretary fees, audit costs, printing costs, and other expenses. It was decided to request a budget of \$4,500 for 2012-2013. The audit expenses are a contractual obligation for three years totaling approximately \$37,000 per year.

A lengthy discussion began about the Contingency Fund and funding same. The discussion revolved around funding the contingency fund for emergency

purposes, giving examples of this year's weather related emergencies and the possibility of some boiler emergencies which could possibly happen and how to pay for those emergencies. Funding the contingency fund and growing it slightly every year was also discussed and the importance of same. It was ultimately decided to fund Contingency Fund at \$56,000 and Emergency Contingency Fund at \$42,000.

The last line in the budget which was discussed was the Pension Fund. It was funded at \$200 last year. Questions arose about the recording secretary payments. The Board was told the insurance company pays for the recording secretary. It was decided to budget this line at \$10.00 to keep the line open.

Board Recessed at 9:49 p.m.

Board Reconvened at 9:55 p.m.

#### **d. Loan USDA North Road Sewer Project**

Ms. Cathy Cabral gave to all Board Members documents which explained the options in funding the Loan for the USDA North Road Sewer Project. The first document was entitled "Outstanding Debt Service", she explained the document and what projects the outstanding debt entailed. Ms. Cabral explained the other two documents which relate to outstanding debt and the proposals of how to pay down that debt.

A lengthy discussion was held regarding the two options.

It was **MOVED** (Pelligrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the level funding option loan for the USDA North Road Sewer Project as presented.

### **IX. Adjournment**

It was **MOVED** (Pelligrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance adjourns the December 21, 2011 Regular Meeting at 10:12 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary