

**BOARD OF FINANCE  
TOWN OF EAST WINDSOR  
11 RYE STREET, EAST WINDSOR, CONNECTICUT 06088**

**MINUTES OF SPECIAL MEETING  
Monday, July 29, 2013 at 7:30 p.m.**

*DRAFT DOCUMENT – These minutes are not official until approved at a subsequent meeting*

**Members Present:** Jason Bowsza, Jerilyn Corso, Danelle Godeck, Joseph Pellegrini, Kathleen Pippin, and Sharon Tripp.  
**Members Absent:** All members were present.  
**Alternate Present:** Paulette Broder  
**Alternate Absent:** Gilbert Hayes  
**Others:** Catherine Cabral, Town Treasurer; Denise Menard, First Selectman; Selectmen: Dale Nelson; Richard Pippin; Water Pollution Control Authority: Art Enderle, Supervisor; Ed Alibozek, Chief Operator; Paul Andersen, Chairman, WPCA; Tom Davis, Vice Chairman, WPCA; Dick Pippin, Board of Selectmen’s liaison to the WPCA.  
**Press:** Gail Montany, Journal Inquirer.

**I. Call to Order:**

Chairman Bowsza called the Meeting to Order at 7:31 p.m.

**II. Time and Place of Meeting:**

Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**III. Appointment of Alternates:**

Chairman Bowsza noted all members are present this evening; it will not be necessary to appoint an Alternate member for this meeting.

**IV. Added Agenda Items:**

No Added Agenda Items are allowed under a Special Meeting

**V. Approval of Minutes/a. DRAFT Regular Meeting Minutes of June 19, 2013:**

**MOTION: To APPROVE the Minutes of the June 19, 2014 Board of Finance Meeting as presented.**

**Pellegrini moved/Tripp seconded/VOTE: In Favor: Unanimous  
(No one opposed/no abstentions)**

**VI. Public Participation:**

**Jack Mannette, 15 Old Ellington Road:** reported he attended the Selectmen's Meeting which preceded the Board of Finance (BOF) Meeting to hear what would be done with the 2% annual budget increase. The legal opinion offered by the Town Attorney determined that the 2% can be allocated "by line item". Mr. Mannette recalled that in 2011 a policy was created to manage the appropriations. He reported that commentary during the Selectmen's Meeting indicated that the 2% will go back into the 2012 – 2013 budget and the excess will be moved into the Contingency Fund.

Mr. Mannette suggested he would like to remind the Board that there is an approved budget as of June 30<sup>th</sup>; he is asking the Board to think hard about what they are proposing to do. The taxpayers could consider that fraud and unethical. Don't manipulate the budget.

**Dale Nelson, 51 Omelia Road:** Mrs. Nelson reported she is speaking as a resident and a member of the Board of Selectmen; she had two comments she wished to express. 1) Mrs. Nelson takes offense to the word "fraud". 2) The Board of Selectmen is taking the position that the recent legal opinion takes precedent, and the suggested transfers are a recommendation to the Board of Finance, which has autonomy to make their own decisions.

Chairman Bowsza queried the audience for additional comments; no one else requested to speak.

Chairman Bowsza noted members of the Water Pollution Control Authority are present; he suggested moving their discussion, which is one of the final Agenda items (XI.b), forward.

**MOTION: To GO OUT OF ORDER AND TAKE AGENDA ITEM XI.b – New Business: WPCA – Independent Audit first.**

**Pellegrini moved/Tripp seconded/VOTE: In Favor: Unanimous  
(No one opposed/no abstentions)**

**XI. New Business/d. WPCA – Independent Audit:**

Appearing to discuss this Item of Business were the following members of the Water Pollution Control Authority: Art Enderle, Supervisor; Ed Alibozek, Chief Operator; Paul Andersen, Chairman, WPCA; Tom Davis, Vice Chairman, WPCA; and Dick Pippin, Board of Selectmen's liaison to the WPCA.

Mr. Alibozek opened discussion by explaining the purpose of the following documents:

- 1) Synopsis of past Meeting Minutes which presents a history of the cost of the treatment facility and the method of payment. In the mid-1990s the Town acquired a loan through the Clean Water Fund (CWF) for construction of the plant; the loan

was to be repaid via facility connection charges equaling 1/3 of the total loan cost and taxpayer contributions equaling the remaining 2/3 of the total loan cost over a 20 year period.

- 2) Independent Audit prepared by Woodard & Curran (an environmental engineering firm) which tracks the receipt of Fund 10 payments and expenditures over the life of the loan. Fund 10 was the vehicle created to collect the facility connection charges, and subsequently repay the Town the 1/3 cost of the CWF loan.

Mr. Enderle noted that the facility connection charges (FCC) were imposed on new connections beginning in 1996 at the construction of the plant. The audit tracks those FCC from 1996 through 3/11/2013. He reiterated that Fund 10 was the collection vehicle for those charges, although the Town also deposited Sewer Benefit Assessments, such as the Prospect Hill sewer upgrade. Mr. Enderle reviewed the Audit Report, noting the various topics addressed. The report concludes that the WPCA has contributed \$796,032.97 through 3/11/2013, and has fulfilled their obligation to the Town regarding the CWF loan.

Mr. Enderle reported the WPCA has an annual budget of \$1.5 million which is supported by Sewer Use Fees which are billed annually to residential and commercial users. The Facility Connection Charge is a one-time fee of \$4,994 for a residential user. The Sewer Benefit Assessments fund Capital Improvements.

Paul Andersen, Chairman of the WPCA, reported that the WPCA has reviewed and accepted the report from the independent engineer. They have met with the Board of Selectmen (BOS), and now the Board of Finance (BOF), to provide them with information regarding the WPCA's capital improvement needs. Mr. Anderson noted that, by State Statute, the BOF doesn't control the money held in Fund 10 they do need to be aware of what is being done. Mr. Anderson reported the WPCA has committed to various capital improvement projects, including building roof repairs, HVAC building repairs, and pump station replacement or repair. While they have limited funding for these projects they will be requesting additional funding via the Capital Improvement Program Committee.

Mr. Alibozek reported that East Windsor is about one-third sewer, and there are areas of town which will never be provided sewer lines. The Sewer Connection Fees are a function of the economy, and will run down as connection availability reaches its end.

**MOTION: TO RETURN TO THE CALL OF ORDER OF THE AGENDA.**

**Tripp moved/Corso seconded/VOTE: In Favor:Unanimous  
(No one opposed/No abstentions)**

**VII. Communications:**

- Letter from Cynthia Miller, President of the Library Association of Warehouse Point requesting an advance payment. (See additional discussion under **New Business.**)
- Letter from Joshua Hawks-Ladds, of Pullman & Comley, LLC, regarding a legal opinion regarding Town Charter Section 8-5(B)(4) involving the 2% allocation of automatic increase of 2013-2014 budget.
- Letter from Ed Filipone, Treasurer, of the Veterans Commission, regarding payment of an outstanding contractor's bill, and requesting a transfer of \$600 from the East Windsor Veterans Commission Revolving Fund to the Town's Memorial Day Fund. Chairman Bowsza noted this item won't be discussed this evening as it is not posted as a Special Agenda Item; the request will be discussed at the BOF's August Meeting.

### **VIII. Monthly Reports:**

#### **a. Treasurer:**

Treasurer Cabral provided the Board her memo dated July 23, 2013, which reflects the following update of Revenue receipts for the month of June 28, 2013:

- Overall revenues in the amount of \$34,384,974, which is at 101.26%, was received for fiscal 2012 – 13 in the monthly of June. Treasurer Cabral indicated the Excess Cost Sharing Grant for the Board of Education was reclassified from the revenues in the amount of \$461,956.
- State Revenue in the amount of \$14,665. The Board of Education Excess Cost Grant monies which are netted by Statute every year have been reclassified from the State Revenue received.
- Local Revenue increased by \$36,112 of which \$9,971 from Building Permit Fees, \$15,590 from Town Clerk fees, and \$4,427 from Planning/Zoning Fees.
- General Fund cash position as of June 30, 2013 is \$5,825,982.
- Webster General Fund cash as of June 30, 2013 is \$1,933,086
- Tax Collections, net of refunds for the month to date, are \$58,422.

#### **b. Assessor's Report:**

Ms. Cabral provided the Board with a written memo dated July 10, 2013 from the Assessor; a brief summarization follows:

##### Grand List of October 2, 2012:

- Homeowners elderly and disabled benefits were processed following the establishment of the mill rate after completion of the third referendum.
- The State has ceased the Renter's program, which in turn has increased the number of Homeowners elderly and disabled applications. First Selectman Menard noted those residents already enrolled in the Renter's Program can stay on it, but no new applications can be taken. The Renter's Program is serviced by the Human Services Department. This

change in eligibility will affect the Housing Authority because many residents of Park Hill qualify for Renter's assistance.

- Department calls have increased due to questions regarding the re-valuation, and other benefit programs.

Grand List of October 1, 2013:

- Applications for exemptions for Fiscal Year 2014 - 2015 State and Local Additional Veterans, Blind and Disabled benefits/exemptions are being processed currently.
- Letters will be sent out to commercial property owners and/or landlords to update the status of new and/or closed businesses.
- Field work and field reviews continue, without the assistance of a subcontractor, based on Permits and/or Certificates of Occupancy.
- 345 Annual Income and Expense Reports were requested from taxpayers.

**c. Tax Collector:**

Ms. Cabral provided various reports submitted by the Tax Collector, which indicated the following:

- Net Cash Collection through June 2013 of \$27,565,096 vs. Budgeted Revenue of \$27,199,019.
- Tax Collection Rate for 2012 – 2013 of 101.35%

**IX. Matters referred from the Board of Selectmen:**

See discussion under New Business.

**X. Unfinished Business:**

**a. 2013 – 2014 Budget Discussion/Budget transfers/allocation**

The Board, First Selectman Menard, and Treasurer Cabral reviewed letter dated July 2, 2013 from Joshua Hawks-Ladds, of Pullman & Comley, LLC, which addressed his legal opinion regarding the implementation of the 2% automatic budget increase as provided under Section 8-5(B)(4) of the Town Charter. Lengthy discussion followed, which included review of various paragraphs of the legal opinion. Board members initially differed in their interpretation of Attorney Hawks-Ladds' explanation regarding allocation of the 2% via each separate line item within each department budget, vs. allocation of the 2% applied to each department's total budget request. The Board ultimately agreed with Attorney Hawks-Ladds' conclusion that the automatic 2% increase should be uniformly allocated across the board to all Town department (total) budgets, thus creating the 2013 – 2014 Budget.

Attorney Hawks-Ladd also addressed the Board's previous creation of a 2% Contingency Fund as being an incorrect action as it was never contemplated under

the directives of the Charter. All monies previously transferred to this Contingency Fund should be redistributed back to all Town department budgets.

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

**Pellegrini moved/Corso seconded/VOTE: In Favor: Unanimous  
(No one opposed/No abstentions)**

The Board RECESSED at 8:40 p.m., and RECONVENED at 8:49 p.m.

The Board then reviewed various budget documents, and the transfers recommended by the Treasurer's Office. Transfers 32 through 67 – totaling \$340,390.30 - transfers monies from various departments to Contingency Fund 2, while transfers 2 through 31 – totaling \$280,926.91 – transfers monies from the Debt Service – Sewer Expansion C.W.F. back to the various department budgets.

**MOTION: To APPROVE Transfers 32 through 67 in the amount of \$340,390.30 and send Transfers 32 through 67 to Town Meeting.**

**Pellegrini moved/Godeck seconded/**

**DISCUSSION:** None.

**VOTE: In Favor: Unanimous (No one opposed/No abstentions)**

**MOTION: To APPROVE Transfers 2 through 31 in the amount of \$280,926.91 and send Transfers 2 through 31 to Town Meeting.**

**Pellegrini moved/Tripp seconded/**

**DISCUSSION:** None.

**VOTE: In Favor: Unanimous (No one opposed/No abstentions)**

See Attachments A and B for specific transfers.

Chairman Bowsza noted there are additional transfers to be made, which will occur at the Board's August Meeting, as these additional transfers were not listed on this Special Agenda.

**XI. New Business:**

**a. Warehouse Point Library:**

Chairman Bowsza referenced letter dated July 24, 2013 from Cynthia Miller, President of the Library Association of Warehouse Point requesting a partial advance of the second quarter payment. The letter cites expenses due, including payroll, insurance payments, quarterly operating expenses, and membership in the inter-library loan system. The letter references a deficit due to “unusual circumstances” as the reason for the advance request.

The Board reviewed the request, noting concern for payroll expenses, but questioned what the unusual circumstances were which precipitated the request. Discussion continued.

**MOTION: To POSTPONE the request of the Warehouse Point Library for a \$20,000 advance, and ask that a representative attend the Board’s August Meeting for further discussion.**

**Pellegrini moved/Corso seconded**

**DISCUSSION: None.**

**VOTE: In Favor: Unanimous (No one opposed/No abstentions)**

**b. Warehouse Point Fire Department:**

First Selectman Menard advised the Board recent discussion has clarified the position of the Warehouse Point Fire District and the Warehouse Point Fire Department, the authorities of both entities, and their involvement in the budget process and district/department expenditures. There will be a meeting with the Board of Selectmen and the Warehouse Point Fire District/Department regarding expenditures in the Fall.

**c. Annual report**

The Board briefly considered alternative methods of presenting financial information to residents. Requests for department/commission/agency reports will be going out shortly. Chairman Bowsza requested Board members prepare suggestions for further discussion in August.

**d. WPCA – Independent Audit**

See discussion earlier in the Meeting.

Review of the Board’s schedules determined the Regular Board of Finance Meeting scheduled for Wednesday, August 21<sup>st</sup> will be cancelled, and rescheduled as a Special Meeting to be held on Wednesday, August 28<sup>th</sup>.

**XII. Other:**

Nothing presented; not an item for discussion under a Special Meeting.

**XIII. Invoice Authorization:**

Chairman Bowsza signed/approved payment of invoice for \$12,500 for services rendered from Mahoney & Sabol (auditors).

**XIII. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 9:31 p.m.

**Godek moved/Tripp seconded/VOTE: In Favor: Unanimous**

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

32-67

ATTACHMENT A

Town of East Windsor  
11 Rye Street  
Broad Brook, CT. 06016

**Transfer/Appropriation Request Form**

Date: July 23, 2013

Fiscal Year: 2013-2014

Department: Contingency Fund

Transfers (Please enter account number and name)

\$340,390.30	Transfer From Acct # <u>Various</u>	To Acct # <u>1-01-50-8410-8-895-0000-0</u> Contingency 2
\$2,575.00	Transfer From Acct # <u>1-01-10-1010-5-580-0000-0</u> Selectman -- Travel Expense	
\$43,600.00	Transfer From Acct # <u>1-01-10-1015-3-350-0000-0</u> Town Counsel & Legal -- Legal Fees	
\$1,153.20	Transfer From Acct # <u>1-01-10-1020-3-330-0000-0</u> Town Auditor -- Professional Service	
\$280.00	Transfer From Acct # <u>1-01-10-1030-3-330-0000-0</u> Town Clerk -- Professional Service	
\$100.00	Transfer From Acct # <u>1-01-10-1035-5-540-0000-0</u> Assessor -- Advertising	
\$15,116.00	Transfer From Acct # <u>1-01-10-1040-1-100-0000-0</u> Tax Collector -- Salary F/T	
\$666.00	Transfer From Acct # <u>1-01-10-1040-5-540-0000-0</u> Tax Collector -- Advertising	
\$2,485.08	Transfer From Acct # <u>1-01-10-1040-5-545-0000-0</u> Tax Collector -- Postage	
\$8,161.60	Transfer From Acct # <u>1-01-10-1042-9-805-0000-0</u> Tax Relief -- Tax Relief Elderly/Perm Disabled	
\$1,163.00	Transfer From Acct # <u>1-01-10-1045-1-110-0000-0</u> Assessment Appeals Bd-Recording Secretary	
\$1,580.00	Transfer From Acct # <u>1-01-10-1055-8-802-0000-0</u> Probate Court -- Probate Court	
\$2,905.94	Transfer From Acct # <u>1-01-10-1085-3-390-0000-0</u> Town Property -- Other Purchased Services	
\$13.80	Transfer From Acct # <u>1-01-10-1086-1-110-0000-0</u> Bldg. Committee -- Recording Secretary	
\$106.74	Transfer From Acct # <u>1-01-10-1115-1-110-0000-0</u> EDC -- Recording Secretary	
\$61.00	Transfer From Acct # <u>1-01-10-1123-1-110-0000-0</u> PZC -- Recording Secretary	
\$13.00	Transfer From Acct # <u>1-01-10-1129-1-110-0000-0</u> Elderly Commission -- Recording Secretary	
\$385.98	Transfer From Acct # <u>1-01-10-1145-7-798-1000-0</u> Misc. Town Gov't -- C.O.S.T.	
\$32.20	Transfer From Acct # <u>1-01-15-2144-1-110-0000-0</u> Police Comm. -- Recording Secretary	
\$10,536.88	Transfer From Acct # <u>1-01-15-2145-6-630-0000-0</u> Police Dept. -- Uniforms	





2-31

ATTACHMENT B

Town of East Windsor  
11 Rye Street  
Broad Brook, CT. 06016

Transfer/Appropriation Request Form

Date: July 23, 2013

Fiscal Year: 2013-2014

Department: Debt Service

Transfers (Please enter account number and name)

\$280,926.91	Transfer From Acct #1-01-60-9500-9-999-9006-0	To Acct #	VARIOUS
	Debt Service – Sewer Expansion C.W.F.		
\$3,321.00	Transfer	To Acct #	1-01-10-1010-1-100-0000-0
			Selectman – Salary F/T
\$14,063.02	Transfer	To Acct #	1-01-10-1025-1-100-0000-0
			Treasurer – Salary F/T
\$4,112.00	Transfer	To Acct #	1-01-10-1030-1-100-0000-0
			Town Clerk – Salary F/T
\$10.00	Transfer	To Acct #	1-01-10-1030-1-102-0000-0
			Town Clerk – Salary O/T
\$4,646.00	Transfer	To Acct #	1-01-10-1035-1-100-0000-0
			Assessor – Salary F/T
\$177.00	Transfer	To Acct #	1-01-10-1120-1-110-0000-0
			ZBA – Recording Secretary
\$10,001.50	Transfer	To Acct #	1-01-10-1124-1-100-0000-0
			Planning – Salary F/T
\$3,777.50	Transfer	To Acct #	1-01-10-1125-1-100-0000-0
			Bldg. -- Salary F/T
\$700.00	Transfer	To Acct #	1-01-10-1125-3-397-0000-0
			Bldg. -- Other Purchased/Housing Code
\$1,527.04	Transfer	To Acct #	1-01-10-1130-1-100-0000-0
			Senior Center – Salary F/T
\$1,800.00	Transfer	To Acct #	1-01-10-1130-4-431-0000-0
			Senior Center – Bldg. Maintenance
\$90.00	Transfer	To Acct #	1-01-10-1135-3-325-0000-0
			B.O.F – Conferences & Training
\$114.00	Transfer	To Acct #	1-01-10-1150-3-325-0000-0
			Inlands/Wetlands – Conferences & Training
\$25,424.00	Transfer	To Acct #	1-01-10-1194-1-114-0000-0
			27 <sup>th</sup> Payroll - 27 <sup>th</sup> Payroll
\$10,085.42	Transfer	To Acct #	1-01-10-1195-2-200-0000-0
			Town Gov't/EE Benefits – Health/Life Ins. Premium
\$2,077.84	Transfer	To Acct #	1-01-15-2147-4-441-0000-0
			Comm. System Maint. – Comm. System Maint.
\$2,180.00	Transfer	To Acct #	1-01-15-2150-2-225-0000-0
			Fire Depts. – FD Annuities
\$1,638.00	Transfer	To Acct #	1-01-15-2170-1-107-0000-0
			Emergency Mgmt. – Director Stipend
\$1,290.00	Transfer	To Acct #	1-01-15-2170-4-430-0000-0
			Emergency Mgmt. – Vehicle Maint.

*ATTACHMENT B*

\$102,732.22 Transfer	To Acct #1-01-15-2195-2-200-0000-0
\$9,172.54 Transfer	Public Safety/EE Benefits – Health/Life Ins. Premium
\$21,325.00 Transfer	To Acct #1-01-25-3180-1-100-0000-0
\$14,800.00 Transfer	Public Works Dept. – Salary F/T
\$1,302.67 Transfer	To Acct #1-01-25-3180-3-380-0000-0
\$216.06 Transfer	Public Works Dept. – Uniform Cleaning
\$12,711.32 Transfer	To Acct #1-01-25-3183-7-799-0599-0
\$1,422.74 Transfer	RD Improvements - Salt & Sand
\$5,303.88 Transfer	To Acct #1-01-25-3195-2-200-0000-0
\$1,208.66 Transfer	Public Works/EE Benefits – Health/Life Ins. Premium
\$23,697.50 Transfer	To Acct #1-01-20-5210-7-798-1006-0
	Vital Statistics/Misc. Health - North Central CT Health District
	To Acct #1-01-20-5235-1-100-0000-0
	Human Services – Salary F/T
	To Acct #1-01-20-5295-2-200-0000-0
	Conserv. Of Health/EE Benefits – Health/Life Ins. Premium
	To Acct #1-01-40-6315-1-100-0000-0
	Park & Rec. – Salary F/T
	To Acct #1-01-40-6395-2-200-0000-0
	Park & Rec./EE Benefits – Health/Life Ins. Premium
	To Acct #1-01-50-8425-1-101-0000-0
	Info. Technology – I.T. Services

Please enter a detailed explanation of your request below by item.

Transfers necessary for operating budget Fiscal 2013-2014.

_____ Department Signature	_____ Date	Approval ( )
_____ Board of Selectman Signature	_____ Date	Denial ( )
_____ Board of Finance Signature	_____ Date	Approval ( )
_____ Town Meeting	_____ Date	Denial ( )
Yes ( X )    No ( )		