

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

**AMENDED MINUTES OF SPECIAL MEETING**

**Wednesday, April 23, 2014**

**(See amendment to presentation of motion on page 3 regarding addition of second ballot referendum question)**

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

**Members Present:** Joseph Pellegrini (Chairman), Jerilyn Corso, Cindy Herms, Robert Little, Robert Maynard, and Sharon Tripp.  
**Members Absent:** All members were present.  
**Alternate Present:** Gilbert Hayes.  
**Alternate Absent:** Paulette Broder.  
**Others:** **Town Treasurer:** Kim Lord; **First Selectman:** Denise Menard; **Selectmen:** Jason Bowsza, Deputy First Selectman, and Dale Nelson.

**Press:** Gail Montany, Journal Inquirer.

**I. Call to Order:**

Chairman Pellegrini called the Meeting to Order at 8:00 p.m.

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

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

**III. Appointment of Alternates:**

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

**IV. Approval of Minutes:**

• **DRAFT Regular Meeting Minutes of March 19, 2014:**

**MOTION:** To ACCEPT the Minutes of the Board of Finance Regular Meeting of March 19, 2014 as presented.

Tripp moved/Corso seconded

*DISCUSSION:*None.

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- **DRAFT Special Meeting Minutes of March 27, 2014:**

MOTION: To ACCEPT the Minutes of the Board of Finance Special Meeting of March 27, 2014 as presented.

Tripp moved/Corso seconded

DISCUSSION:None.

VOTE:In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- **DRAFT Public Hearing Meeting Minutes of April 3, 2014:**

MOTION: To ACCEPT the Minutes of the Board of Finance Public Hearing of April 3, 2014 as presented.

Tripp moved/Little seconded

DISCUSSION:None.

VOTE:In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- **DRAFT Budget Workshop Minutes of April 7, April 8, April 9, and April 10, 2014:**

MOTION: To ACCEPT the Minutes of the Board of Finance Budget Workshops of April 7th, April 8<sup>th</sup>, April 9<sup>th</sup>, and April 10<sup>th</sup>, 2014 as presented.

Tripp moved/Corso seconded

DISCUSSION:None.

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

**V. Public Participation:**

No one requested to speak.

**VI. Communications:**

- Annual notification from Mahoney & Sabol regarding their appointment as auditor for the coming Fiscal Year.

MOTION: To APPOINT Mahoney & Sabol as auditor for the Town of East Windsor for FY 2014 – 2015.

Tripp moved/Little seconded/

DISCUSSION:None.

VOTE:In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- E-mail from Mr. Maynard regarding adding two non-binding questions regarding the budget on the ballot:

Discussion determined the two questions have been reviewed by the Town Attorney; the recommended questions would be:

1. Shall the FY 2014 – 2014 annual budget of \$36,484,292 proposed by the Board of Finance for the Town of East Windsor be approved? – yes or no.
2. As a non-binding advisory only opinion, do you feel that the Town of East Windsor budget appropriation of \$36,484,292 us to low or too high? - too low or too high.

Discussion continued regarding the cost of adding questions to the ballot, and what type of education will the Town pursue to make voters aware of the addition of the questions,

MOTION: To ADD A SECOND QUESTION to the budget referendum ballot saying: “As a non-binding advisory only opinion, do you feel that the Town of East Windsor budget appropriation of \$36,484,292 us to low or too high? —too low or too high **IS** too low or too high” this year.

Maynard moved/Little seconded/

DISCUSSION: Review/comparison of proposed questions to the sample submitted for consideration relative to the presentation proposed for East Windsor; continued discussion regarding education for the public regarding the addition of the questions to the ballot.

VOTE:In Favor: Herms/Little/Maynard/Pellegrini/Tripp  
Opposed: Corso  
Abstained: No one

## VII. Monthly Reports:

**a. Treasurer (see below):**

**1) Revised Transfer-Added Appropriations Policy:**

Treasurer Lord presented the Board with a revised transfer-added appropriations policy for review. She noted that beginning with the passage of the 2014 -2015 budget everyone will be starting with an actual line item budget. She felt line item transfers should be reserved for substantial situations. Treasurer Lord noted that sending additional appropriations to a Town Meeting is costly. She indicated she had reviewed both the Town Charter and the State Statutes and has found that both resources give the BOF discretion to approve a transfer within the approved budget. She has included the \$20,000 benchmark in her revised policy draft as it was specified in the charter.

Discussion followed regarding semantics of the proposed language. A poll of the members found the Board was divided regarding their preference to send approval of an additional appropriation to a Town Meeting.

This discussion item is postponed until the Board's May Meeting.

**Treasurer's Report:**

Treasurer Lord noted that 76% of the FY 2013 – 2014 budget has been spent to date, while expenditures continue to be made. She noted that she shared a memo with First Selectman Menard which indicates that department spending should be held to a minimum until the new fiscal year. The Grand List is down due to the results of the revaluation appeals. During the previous year 100% was used as anticipated ax collection but the collection rate is down due to the tax appeals. There is still \$295,000 to be collected in tax office to meet the budget projections for this year.

See "Treasurer's Office Monthly Report of Revenue and Cash Position" – Attachment A, and "Cumulative Report of Cash" – Attachment B.

**b. Assessor's Report:**

See "See Assessor's Status Report" – Attachment C

**c. Tax Collector:**

See "Report of the Tax Collector" – Attachment D.

**d. Budget added appropriations/transfers 2013 - 2014:**

- **Tax Collector**

Transfer requested to set up a new line in the Tax Collector operating budget called Professional Services and transfer funds from the Tax Collector Salary line.

MOTION: To TRANSFER \$2,600.00 from Account #1-01-10-1040-1-100-0000-0 – Salary to Account #1-01-10-1040-3-330-0000-0 Professional Services.

Tripp moved/Corso seconded/

DISCUSSION: None.

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- **Treasurer:**

Transfer requested from Treasurer – Salary-Full Time to the Office Equipment Line and Professional Services Lines.

MOTION: To TRANSFER \$4,000.00 from Account #1-01-10-1025-1-100-0000-0 Salary-Full Time to Account #1-01-10-1025-7-700-0000-0 Office Equipment, and TRANSFER \$2,000.00 from Account #1-01-10-1025-1-100-0000-0 Salary-Full Time to Account #1-01-10-1025-3-330-0000-0 Professional Services.

Herms moved/Tripp seconded/

DISCUSSION: None.

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- **Human Services:**

Transfer requested to fund an unfunded expenditure line.

MOTION: To TRANSFER \$10.00 from Account #1-01-20-5235-1-100-0000-0 Salary to Account #1-01-20-5235-1-102-0000-0 Overtime:

Corso moved/Herms seconded/

*DISCUSSION:* This transfer opens a line item for overtime associated with unexpected/emergency events. As an example, it was noted rental residents in two recent fires were displaced from their homes; the Town is obligated to find housing for the renters while they are displaced. Both events occurred during non-work hours which resulted in unanticipated over-time costs.

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

- **Contingency Fund:**

MOTION: To TRANSFER \$5,000.00 from Account #1-01-50-8410-8-890-0000-0 Contingency to Account #1-01-15-2147-4-441-0000-0 Communication System Maintenance-Radio Systems.

Tripp moved/Corso seconded/

*DISCUSSION:* Treasurer Lord reported this transfer request was received today. The request includes payment of replacement parts for the radio system, and a bill for additional services from the Tolland County Dispatch Services. The present balance of the Contingency Fund - \$87,400 – was discussed relative to funding requests which may impact this fund as the Town approaches the end of FY 2014. Discussion followed regarding management now centralized within the Police Department of the radio systems which serve the fire departments, police, and ambulance, the cost of repairing an aging radio system, and the receipt of billing from Tolland County Dispatch.

VOTE: In Favor: Corso/Herms/Little/Maynard/Pellegrini/Tripp  
(No one opposed/No abstentions)

The Board RECESSED at 9:17 p.m. and RECONVENED at 9:23 p.m.

### **VIII. Matters referred from the Board of Selectmen:**

First Selectman Menard reported the Board of Selectmen (BOS) brought up the request made by the Board of Education (BOE) for an addition to their FY 2014 of \$100,000. After significant discussion at the BOS's Meeting last evening, which included an advisement from the Treasurer regarding the current status of the Town's FY 2014 budget the BOS felt on a vote of 3 to 1 that they could recommend transferring \$25,000 from the Contingency Fund and \$25,000 from the LAPD (liability/auto/property/disability) line to the BOE.

No one from the Board of Education (BOE) was present tonight to discuss this budget request, although it was noted the BOE meets tonight as well. First Selectman Menard reported the funding request has been made to address the cost of three new special education students who have recently moved into town. Discussion followed regarding this request for additional funds, would the Board of Finance have an opportunity to discuss this request with the BOE prior to making a decision, current percentage of budget expenditures within the Town and the BOE relative to the end of FY 2014, and potential impacts on the BOE and Town budgets.

The Board decided they would like the opportunity to discuss this transfer request with the Board of Education; options for scheduling a Special Board of Finance Meeting was discussed. The BOE will be contacted regarding potential meeting dates and the BOF members will be advised accordingly.

**IX. Unfinished Business:** None.

**X. New Business:** None.

**XI. (No Agenda item XI. Posted).**

**XII. Miscellaneous:** None.

**XIII. Invoice Authorization:**

Chairman Pellegrini noted receipt of an invoice for recording secretarial services. No opposition was noted; Chairman Pellegrini signed/approved the payment as submitted.

**XIV. Adjournment:**

MOTION: To ADJOURN this Meeting at 9:43. p.m.

Little moved/Corso seconded/VOTE: In Favor: Unanimous

Respectfully submitted: \_\_\_\_\_

Peg Hoffman, Recording Secretary, East Windsor Board of Finance