

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

**MINUTES OF REGULAR MEETING  
Wednesday, November 19, 2014, at 7:30 p.m.**

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

**Members Present:** Jerilyn Corso (Chairman) arrived subsequent to the Call to Order; Cindy Herms, Robert Little, Robert Maynard, Kathy Pippin, and Sharon Tripp.  
**Members Absent:** See attendance of Regular Members above.  
**Alternate Present:** Paulette Broder.  
**Alternate Absent:** Gilbert Hayes.  
**Others:** **Town Treasurer:** Kim Lord; **First Selectman:** Denise Menard;  
**East Windsor Police Department:** Chief Edward DeMarco, Deputy Chief Roger Hart; **Guest:** William N. Lindsay, C.I.P.F.A., Independent Bond & Investment Consultants, LLC;

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

**I. Call to Order:**

Vice Chairman Tripp called the Meeting to Order at 7:30 p.m.

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

Wednesday, November 19, 2014 at 7:30 p.m. at the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**III. Appointment of Alternates:**

Vice Chairman Tripp noted Chairman Jerilyn Corso will be coming to the Meeting later; Vice Chairman Tripp will not be able to participate in votes as she will be chairing the meeting. Vice Chairman Tripp called for a motion to appoint Alternate Member Broder to fill the vacancy and participate in the votes

**MOTION:** To APPOINT Alternate Member Paulette Broder as a voting member for the November 19, 2014 Regular Meeting of the Board of Finance until Chairman Corso arrives.

Herms moved/Maynard seconded/

**DISCUSSION:** None.

VOTE: In Favor: Unanimous

**IV. Approval of Minutes/Regular Meeting September 17, 2014:**

**MOTION:** To APPROVE the Minutes of the September 17, 2014 Regular Meeting of the Board of Finance, with the amendments noted during DISCUSSION:

Maynard moved/Herms moved/

DISCUSSION: Mr. Maynard requested correction to his comments under New Business/a. Discussion – Lease Purchase Resolution approved by BOS: Minutes transcription – page 5, 3<sup>rd</sup> full paragraph. Mr. Maynard contended the final sentence, Treasurer Lord’s response, was incorrectly transcribed; Mr. Maynard questioned where the reference to “option A” came from as it was not part of his e-mail? The transcription, and the revision as reflected when reviewing Mr. Maynard’s recording of the meeting (shown in italicized bold underlined highlighted caps) is shown below. Mr. Maynard also wanted the figure reflected in his e-mail to become a part of the revisions; please see revision highlighted in yellow for additional information. The Minutes amendment is being presented as follows:

“Mr. Maynard reviewed the questions raised in his e-mail. He questioned the effect of taking all, or a part, of the cost of the HVAC and truck replacement from the Fund Balance, taking into consideration the possibility of three referendum failures and imposition of the default 2% budget increase? “~~Treasurer Lord indicated the result would be Mr. Maynard’s option A based on the July 1<sup>st</sup> approved budget~~ Mr. Maynard queried “Will the FY 15-16 budget be  $1.02 \times \$35,643,871.00 = \$36,356,748.42$  or  $1.02 \times (35,643.871.00 + \$467,762.00) - \$36,833,865.66$ ” Treasurer Lord responded “THE ANSWER IS IT WOULD BE THE FIRST – A- BASED ON THE JULY 1<sup>ST</sup>, THE APPROVED BUDGET””

See Attachment A to reference a copy of Mr. Maynard’s e-mail of September 14, 2014 to Chairman Corso and Treasurer Lord.

VOTE: In Favor: Broder/Herms/Little/Maynard/Pippin  
(No one opposed/No abstentions)

**Approval of Minutes/Notes from Un-posted Meeting October 15, 2014:**

**MOTION:** To ACCEPT the Notes of the October 15, 2014 Regular Meeting of the Board of Finance, with the amendments noted during DISCUSSION:

Maynard moved/Herms moved/

DISCUSSION: Regular Members Present should reflect only members Corso, Herms, Maynard, and Pippin; Regular Members Little and Tripp were not present. Mrs. Herms referenced Board Member Comments, noting her name is misspelled as HERMES rather HERMS several times. She also noted her disclosure reflects her membership on the

Board of Finance and her ownership of a condominium, and, she questioned that her comments were “concerns” as phrased in the minutes. Mrs. Herms also requested to clarify her condominium association’s contribution to fees being paid to the EWCA. See revisions **(BOLD ITALICIZED HIGHLIGHTED TEXT)** below:

**Board Member Comments:**

- Correspondence from Mrs. Herms regarding actions taken as a Board of Finance Member related to ownership of condominium:

Mrs. Herms **HERMS** reported that a week ago the Board of Selectmen (BOS) met with the East Windsor Condominium Association (EWCA) regarding funding requests for reimbursement of some annual fees associated with condominium ownership. Mrs. Herms **HERMS** also noted the EWCA will be paying for fees associated with the review of a legal document outlining reimbursement of those fees between the Town and the condominium owners. **MRS. HERMS WISHED TO CLARIFY THAT HER CONDOMINIUM ASSOCIATION PAID A FEE OF APPROXIMATELY \$150.00 TO THE EAST WINDSOR CONDOMINIUM ASSOCIATION ABOUT ONE AND A HALF YEARS AGO.** Mrs. Herms **HERMS** wished to disclose to the Board that she is a condominium owner; she cited concerns that **QUESTIONED IF** she may have a conflict of interest with regard to this budget request as a condominium owner and her actions as a BOF member?

Chairman Corso read an excerpt from the ordinance establishing the East Windsor Code of Ethics, Section 3.1 – Conflict of Interest. Discussion followed regarding interpretation of the code language. Mr. Maynard acknowledged he, too, is a condominium owner; he felt that he would not personally receive any money as reimbursements would be going to the condominium association. It was determined it would be Mrs. Herms **HERMS** and Mr. Maynard’s, personal choice to decide if they have a conflict of interest regarding this issue; it would also be their choice as to what personal actions they should take as a BOF member as a result of their decisions regarding conflict of interest.

VOTE:            In Favor:        Broder/Herms/Maynard/Pippin  
                      Opposed:        No one.  
                      Abstentions:    Little

MOTION:            To GO OUT OF ORDER and take Agenda Item **IX, New Business/a. Financial Advisor for Bond Issuance – Independent Bond and Investment Consultants, LLC** prior to Public Participation.

Herms moved/Little seconded/

**DISCUSSION:**        None.

VOTE: In Favor: Broder/Herms/Little/Maynard/Pippin  
(No one opposed/No abstentions)

**IX. New Business/a. Financial Advisor for Bond Issuance – Independent Bond and Investment Consultants, LLC:**

William N. Lindsay, C.I.P.F.A., of Independent Bond & Investment Consultants, LLC; joined the Board.

Treasurer Lord reported the Town had to go out to bid to acquire a new financial advisor because of the change in the Federal Law. She reported she received favorable reviews with regard to IBIC, which only works with towns in Connecticut. See Attachment B for bid comparisons.

Mr. Lindsay reported Independent Bond & Investment Consultants, LLC is registered with NAIPFA (National Association of Independent Public Finance Advisors). Mr. Lindsay reported they provide financial assistance only to municipalities located within the state of Connecticut. They currently have approximately 30 clients spread throughout the state; locally they have financial relationships with East Hartford, Vernon, Coventry, Windsor and South Windsor. They have been in business since 1998 and are the longest standing municipal advising firm in the state. They work directly with the town to achieve their goal, which for East Windsor, is to get the lowest borrowing rates.

Vice Chairman Tripp opened discussion to the Commissioners. Mr. Maynard asked if Mr. Lindsay had had an opportunity to look at the bonding for the sewers and the modular classrooms? Mr. Lindsay reported the Town is positioned well, as it has very low debt with regard to the pensions and other debt. The Town has the capacity to take on the debt being contemplated. The Town has strong financial policies in place; East Windsor's Bond Rating is double A. Town Treasurer Lord concurred with Mr. Lindsay's assessment; she noted the Town is in a good financial position with low debt for a town this size. We may be able to consider taking on some of the deferred maintenance in the future.

**V. Public Participation:**

No one requested to speak.

**VI. Communications:**

No communications received.

**VII. Monthly Reports:**

**a. Treasurer:**

Treasurer Lord reported she continues to work with AccuFund, the new accounting system, to convert the financial data from the Phoenix system used previously. She was unable to prepare the monthly financial reports which the Commissioners are familiar with but she provide the Commissioners with two sample reports from the new system – See Attachments C and D. Treasurer Lord also noted she has been working with the auditors as well. Discussion followed regarding the conversion process and how that will impact the reporting format the Commissioners are familiar with.

Treasurer Lord presented the Board with the standard reports:

- Cumulative Report of Cash, effective October 2014 – See Attachment E/
- Cash Flow Report – Webster Bank General Fund Cash Account – See Attachment F.

**Tax Collector:**

Treasurer Lord presented the Board with the Report of the Tax Collector – See Attachment G.

**Assessor's Report:**

Treasurer Lord presented the Board with the Report of the Assessor – See Attachment H.

**Monthly Reports/b. Line-Item Transfer Requests:**

Treasurer Lord noted the Transfer Request Form submitted this evening carries over the requests made for the October Meeting. All funding requests have been made on behalf of the Police Department. Transfers #6 and #7 can be deferred until the December Meeting when the financial reports associated with the transfers should be available. Treasurer Lord suggested Transfer #8 should be made; the Board of Selectmen have approved the transfer already.

**MOTION:** To APPROVE Transfer #8 – to transfer \$6,500.00 from the Police Private Duty Fund (Fund 14) to the Capital Non Recurring Fund – Police Department Renovations (Fund 8), line 0469 to cover renovation expenses.

Broder moved/Pippin seconded/

DISCUSSION: None.

**VOTE:** In Favor: Broder/Herms/Little/Maynard/Pippin  
(No one opposed/No abstentions)

**VIII. Unfinished Business/a. Annual Report:**

Treasurer Lord reported she has received most of the reports from everyone; she continues to work on the completed reports. Treasurer Lord noted they have a new relationship with Staples which will enable color printing of a higher number of reports for slightly less than the previous black and white copy. Discussion followed regarding inclusion of financial information.

LET THE RECORD SHOW Chairman Corso arrived at 8:00 p.m.

**MOTION:** To relieve Alternate Broder as a voting member, and return Regular Member Tripp as a voting member, as the Chair of the Commission has arrived.

Herms moved/Pippin seconded/

DISCUSSION: None.

**VOTE:** In Favor: Broder/Herms/Little/Maynard/Pippin  
(No one opposed/No abstentions)

**Unfinished Business/b. Auditor Contract:**

Treasurer Lord had provided the Commission with a letter from the current auditors, Mahoney Sabol & Company, LLP which summarizes their proposal for continuing their relationship to provide auditing services for the years ending June 30, 2014, 2015, and 2016. They are proposing a fee of \$37,500 for 2014, \$38,000 for 2015, and \$38,500 in 2016.

Treasurer Lord recommended the Town consider continuing the auditing relationship with Mahoney Sabol & Company; she suggested they provide very in-depth in their audit review.

**MOTION:** TO ACCEPT Mahoney Sabol & Company as auditors through 3016.

Tripp moved/Herms seconded/

DISCUSSION: None.

**VOTE:** In Favor: Broder/Herms/Little/Maynard/Pippin  
(No one opposed/No abstentions)

**IX. New Business/a. Financial Advisor for Bond Issuance – Independent Bond and Investment Consultants, LLC:**

See previous discussion, page 4.

**New Business/b. Discussion and Action: Emergency Purchase: Dispatch Console:**

Appearing to discuss this Item of Business was Chief Edward DeMarco and Deputy Chief Roger Hart. Chief DeMarco reported that the dispatch console in the Police Department is in need of upgrading. Use of the dispatch console impacts not only the Police Department, but also the fire departments, the ambulance, the schools, the Department of Public Works, and Parks and Recreation. The system, which was five years old when it was purchased, has been in service in the Police Department for ten years. At a total of fifteen years of service the equipment has come to the end of its operational life. Deputy Chief Hart reported the present system also has the ability to listen to multiple systems from surrounding towns and the State Police Hotline to monitor, and call into, those systems when necessary. The console also controls the door and buzzer functions within the Police Department, such as the sallie port and the prisoner area. Deputy Chief Hart reported Marcus Communications was their vendor to provide maintenance of the system, which was manufactured by Orbacom; they have repaired the system three times. The manufacturer, Orbacom, went out of business in 2007; parts are no longer available to repair the system unless some other department dismantles their system. When the system goes down the dispatchers are not able to communicate with the officers in the field. They currently have a contract with Goosetown to deal with the radio infrastructure other than Orbacom. The system failed twice in one week in August. Chief DeMarco and Deputy Chief Hart reported they have been working with the Police Commission regarding this issue.

Discussion followed regarding the estimated cost of recent repairs; Deputy Chief recalled that approximately \$10,000.00 has been spent on parts and repairs. He also noted there are problems with communication between the dispatch system and the computers which support it.

Chief DeMarco and Deputy Chief Hart provided the Board with an analysis of the cost to purchase a new system outright vs. purchasing services. See Attachment I. The systems under consideration are Motorola, which they consider a more solid manufacturer which has been in law enforcement communications for years and has a good track record, and Avtec. Discussion followed regarding funding options for the replacement system – CIP 2015 appropriation vs. supplemental appropriation vs. funding via the Contingency Fund.

**MOTION:** To ALLOW the purchase of the Motorola system not to exceed \$242,000 for the first year; payment of the unit would come from a supplemental appropriation from the Fund Balance.

Tripp moved/Pippin seconded/

**DISCUSSION:** It was noted the \$242,000 is the cost of the unit. Passage of the supplemental appropriation requires approval of the Board of Selectmen (approved in October 2014), the Board of Finance (approval under consideration), and then would move on to a vote at a Town Meeting. It was also noted the Police Commission has fully



Treasurer Lord advised the Board the auditors have discussed the Board of Education's expenditures. Treasurer Lord is working with the Board of Education regarding the audit.

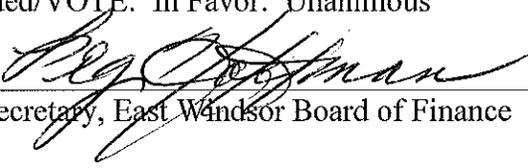
**XI. Invoice Authorization:**

Chairman Corse noted receipt of an invoice for recording secretarial services. No discussion occurred; Chairman Corso signed/approved the payment as submitted.

**XII. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 9:25 p.m.

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

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

*Submitted BOF 11/19/2014  
Attachment A*

**September 17, 2014 meeting**

Robert Maynard

Sent: Monday, September 15, 2014 8:40 AM

To: Jerilyn Corso

Cc: Kim Lord

Hi Jerilyn,

I hope things are well with you. I want to make you aware of two things regarding the upcoming BOF meeting this Wednesday 9/17/2014.

1) I plan to ask the following specific hypothetical question regarding taking money from the Fund Balance and determining the next year's annual budget.

**Question**

The current annual budget (F14-15) approved by referendum is \$35,643,871.00.

If \$467,762.00 was taken from the fund balance in November 2014 to pay for two Kenworth trucks and if the FY15-16 proposed budget fails at the Third Referendum in June 2015 and thus by charter the FY15-16 budget reverts to last year's approved budget, plus 2%.

Will the FY15-16 budget be  $1.02 \times \$35,643,871.00 = \$36,356,748.42$  or

$1.02 \times (\$35,643,871.00 + \$467,762.00) = \$36,833,865.66$

2) Also I may make an audio recording of the 9/17/2014 BOF meeting.

Bob Maynard 860-292-6793

BOARD OF FINANCE 11.19.2014  
ATTACHMENT B

	First Southwest	PFM Group	IBIC
GOB Issue Refunding	13,500-15,000 20,000-25,000	10,500-18,500	11,000-13,000
BAN	6,500-8,500	7,500-12,500	2,500-7,500
Cont. Disclosure Per Hour	1,500 not listed	225-300	1,250 250
Number of issues	3,963	3,706	936
Nearest office	Glastonbury, CT	Providence, RI	Madison, CT
Number of Towns in CT	35	Not listed	33
References	Glastonbury, CT Enfield, CT Ridgefield, CT Waterford, CT Groton, CT	New Haven, CT Simsbury, CT Bridgeport, CT Danbury, CT CHEAFA	Windsor, CT South Windsor, CT East Hartford, CT Vernon, CT Mansfield, CT

Recommended by Marie Phelan

*BOARD OF FINANCE 11.19.2014  
ATTACHMENT C*

Bonded Debt- Principal and Interest Payments

	6/30/15	6/30/16	6/30/17	6/30/18	6/30/19
Current Payments					
Bond	\$ 931,032.31	\$ 741,872.03	\$ 258,203.24	\$ 365,054.53	\$ 371,018.53
Interest	\$ 131,273.38	\$ 136,019.17	\$ 123,941.67	\$ 111,528.47	\$ 97,264.47
Subtotal	<u>\$ 1,062,305.69</u>	<u>\$ 877,891.20</u>	<u>\$ 382,144.91</u>	<u>\$ 476,583.00</u>	<u>\$ 468,283.00</u>

Bonds Authorized- Issued by June 30, 2015

North Road Phase II School Modular	\$ 59,610.00	\$ 98,166.00	\$ 98,166.00	\$ 98,166.00	\$ 98,166.00
Future Estimated Projects					
Middle School Roof					
Subtotal	<u>\$ 1,121,915.69</u>	<u>\$ 976,057.20</u>	<u>\$ 480,310.91</u>	<u>\$ 574,749.00</u>	<u>\$ 566,449.00</u>

To be paid in annual school budget



*BOARD OF FINANCE 11.19.2014*  
*ATTACHMENT E*

CUMULATIVE REPORT OF CASH

End of Month Report of	Oct-14	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
Current Taxes	\$201,176.75	\$15,615,572.65	\$27,789,172.00	(12,173,599.35)
MV Supplemental	\$0.00	\$0.00	\$250,000.00	(250,000.00)
Interest and Fees	\$44,268.31	\$133,472.50	\$225,000.00	(91,527.50)
Prior Year Taxes	\$85,735.19	\$271,848.99	\$300,000.00	(28,151.01)
<b>Total Tax Collector Report</b>	<b>\$331,180.25</b>	<b>\$16,020,894.14</b>	<b>\$28,564,172.00</b>	<b>(12,543,277.86)</b>
Sewer Benefit Assessment	\$2,646.39	\$8,578.84		\$8,578.84
Sewer Facility Connection Charge	\$22,824.88	\$104,853.71		\$104,853.71
Aircraft Registration	\$450.00	\$1,620.00	\$4,800.00	(\$3,180.00)
<b>Total Deposit</b>	<b>\$357,101.52</b>	<b>\$115,052.55</b>	<b>\$28,568,972.00</b>	<b>\$110,252.55</b>

56.09%

% OF BUDGET COLLECTED

BOARD OF FINANCE - 11. 19. 2014  
 ATTACHMENT F

**CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT**

OUTFLOWS					
PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	FEDWIRE OUT	TRANSFER TO OTHER/ BOUNCE
(\$499,111)	(\$2,319,000)	(\$1,022,964)	\$0	(\$2,000)	(\$53)

**BEGINNING BALANCE**  
 October 1, 2014  
 \$3,215,186

**ENDING BALANCE**  
 October 31, 2014

INFLOWS				
LOCAL REVENUE	STATE REVENUE	TAX COLLECTIONS	TRANSFERS IN	FED/ WPCA IN
\$200,539	\$129,967	\$277,404	\$2,816,000	\$538,384

\$3,334,352





BOARD OF FINANCE  
11.19.2014  
ATTACHMENT H

## **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: November 12, 2014  
RE: Assessor's Status Report

### **MEMORANDUM**

#### **Grand List of October 1, 2012 –**

We have three (3) Court appeals which remain open. Two (2) are at the Appellate Court stage. I have reviewed and sent my input relative to the Plaintiff's Briefs as we have only until November 3<sup>rd</sup> to file the Town's Reply Briefs. Our Attorneys are preparing the arguments to support and validate the Superior Court Judge's decision to dismiss the appeals in favor of the Town. I have also been informed that there will most likely be a Pre-Argument Conference scheduled.

The third which remains open is very close to final settlement with a pre-trial scheduled for October 16, 2014 – the end result will have a negligible impact on the Town Taxes.

#### **Board of Assessment Appeals:**

The Board of Assessment Appeals will next meet after the signing of the October 1, 2014 Grand List.

#### **Grand List of October 1, 2014 –**

##### **Real Estate:**

The lack of a connection to the Building Department's database continues to be an issue – totally beyond my control so real estate work such as field work and record reviews have been challenging. My field work continues relating to completed permits only with special attention to the requirements of proration for Certificates of Occupancy.

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

We are now processing the Personal Property returns. Receiving, remailing returns as needed, telephone calls and organizing folders for the final input.

##### **Motor Vehicles:**

The 2013 Supplemental Motor Vehicle list was received via our Vendor. There are a total of 2247 accounts with approximately 30% of the list unpriced. Pricing is being done and the list should be completed within a couple of weeks. Just in time for the 2014 Regular Motor Vehicle list with approximately 12,000 vehicles.

Thank you.

BOARD OF FINANCE - 11.19.2014  
ATTACHMENT I

Estimated 10 Year Cost

Purchase Motorola		Managed Service Motorola		Purchase After Managed Service 8-10 Year Product	
Years		Years			
2015	\$ 242,000.00	2015	\$ 47,400.00	\$	72,600.00
2016	\$ 8,000.00	2016	\$ 47,400.00	\$	8,240.00
2017	\$ 8,000.00	2017	\$ 47,400.00	\$	8,487.20
2018	\$ 8,000.00	2018	\$ 47,400.00	\$	8,741.82
2019	\$ 8,000.00	2019	\$ 47,400.00	\$	9,004.07
2020	\$ 8,240.00	2020	\$ 47,400.00	\$	9,274.19
2021	\$ 8,487.20	2021	\$ 47,400.00		
2022	\$ 8,741.82	2022	\$ 47,400.00		
2023	\$ 9,004.07	2023	\$ 47,400.00		
2024	\$ 9,274.19	2024	\$ 47,400.00		
	<b>\$ 317,747.28</b>		<b>\$ 474,000.00</b>		<b>\$ 353,347.28</b>

Purchase Avtec		Managed Service Avtec		Purchase After Managed Service 7-8 Year Product	
Years		Years			
2015	\$ 125,000.00	2015	\$ 32,400.00	\$	37,500.00
2016	\$ 9,000.00	2016	\$ 32,400.00	\$	9,270.00
2017	\$ 9,000.00	2017	\$ 32,400.00	\$	9,548.10
2018	\$ 9,000.00	2018	\$ 32,400.00	\$	9,834.54
2019	\$ 9,000.00	2019	\$ 32,400.00	\$	10,129.58
2020	\$ 9,270.00	2020	\$ 32,400.00	\$	10,433.47
2021	\$ 9,548.10	2021	\$ 32,400.00		
2022	\$ 9,834.54	2022	\$ 32,400.00		
2023	\$ 10,129.58	2023	\$ 32,400.00		
2024	\$ 10,433.47	2024	\$ 32,400.00		
	<b>\$ 210,215.69</b>		<b>\$ 324,000.00</b>		<b>\$ 248,715.69</b>

P.D. Dispatch Console Info Sheet