

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

**MINUTES OF REGULAR MEETING**

**Wednesday, February 15, 2012 at 7:30 p.m.**

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

Members Present: Jason Bowsza, Joseph Pellegrini, Danelle E. Godeck, Jerilyn Corso, Marie DeSousa, and Kathleen Pippin  
Members Absent: None  
Alternates Present: Paulette Broder  
Alternate Absent: Jamie Daniel  
Others: Catherine Cabral, Denise Menard, Dale Nelson, Richard Pippin, Carol Madore, Edward Alibozek, E. Arthur Enderle, III, Jack Mannette, 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 all Regular Members were present.

**III. Added Agenda Items**

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance accepts the Agenda as presented.

**IV. Approval of Minutes**

**Minutes of Regular Meeting of January 18, 2012**

An error was noted in the January 18, 2012 Regular Meeting Minutes. An amendment to the minutes in Section V, Subparagraph a, Paragraph 1 is noted.

“The Board of Education si taking steps...”

to

“The Board of Education is taking steps...”

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance approves the minutes of January 18, 2012 Regular Meeting, as amended.

#### **IV. Public Input**

Selectman Richard P. Pippin, Jr. invited the Members of the Board of Finance to the Budget Workshop Meetings of the Board of Selectmen which begin on Thursday, February 16, 2012 and continue on Saturday, February 18, 2012, Tuesday, February 22, 2012 and Wednesday, February 23, 2012.

#### **V. Communications**

##### **a. Letter from Jack Mannette**

Chairman Jason Bowsza indicated he has received a letter from Mr. Mannette dated January 3, 2012 regarding the accounting of the Board of Education and their auditor's report and the flags which were raised. The Board of Education is taking steps to correct the problems and no further action needs to be taken. Ms. Cabral has sent the following email to everyone on the Board regarding this subject.

"I was able to locate the document Mr.Mannette is referring to. If you look at page 17 the Board of Education Department total is \$18,968,942.49. This reflects expenditures from Day Care as well. Day care expenditures are reclassified at the end of the year. We are about to start a separate fund on them. We have just started a new fund on cafeteria expenditures which were reported in the general fund as well. \$18,570,247.35 was the actual general fund board of education expenditure at the time of the report. Thank you."

Mr. Bowsza indicated if anyone had any questions, Ms. Cabral is present to answer those questions. A brief discussion was held.

##### **b. Workshop on March 9, 2012**

Chairman Bowsza indicated there is a workshop sponsored by CCM on March 9, 2012. He has sent an email regarding this workshop to all Board Members.

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance move Agenda Item No. XI. New Business b. North Road Sewer Project Phase III before VIII. Monthly Reports.

## **XI. New Business**

### **b. North Road Sewer Project**

Chairman Bowsza invited Mr. Edward Alibozek, Chief Operator of the Water Pollution Control Facility to the Board to discuss an expansion to the North Road Sewer Project, Phase III. Mr. Alibozek indicated the current North Road Sewer Project went so well through Phase I, the Town decided to utilize the left over moneys from Phase I, toward extending the sewer line an additional 1,000 feet to 1,500 feet this coming Spring. Phase I was funded by the USDA ARRA Grant and Loan combination of \$3.887 million dollars, including a 43% grant reimbursement. The USDA appears to be enthusiastic about East Windsor submitting another project. This project is shovel ready. The grant portion which would be available to the Town of East Windsor will be as high as 30%. Mr. Alibozek remarked that Mr. James Ussery, Ms. Laurie Whitten, Town Planner and other members of the WPCA and WPCF were here this evening to discuss the importance of North Road Sewer Project Phase III.

Mr. James Ussery of JR Russo and Associates explained to the Board the area is a very wet area and concerns about septic failures according to North Central Health. Mr. Ussery had a map of the proposed area displayed on the Smartboard, a copy of the map was given to all Board Members for their review. The map was entitled "North Road Sewer Phase III". The map described the 2011 North Road Sewer Project (Phase I) in green, 2012 North Road Sewer Project (Phase II) in red, and the potential for North Road Sewer Project (Phase II) in red shaded areas. The proposed area to extend the sewer 85,000 linear feet on North Road east past Wells Road to Melrose Road, southerly on Wells Road just short of the airport and easterly onto Rolocut Road. Mr. Ussery indicated there are many family residences that would benefit from the sewer due to the septic failures. North Central Health is currently doing a survey of the area. Mr. Ussery indicated the importance of Phase I and II for the commercial development of North Road; however, Phase III will also be beneficial to the Town for residential reasons and the possibilities of opening unused land. Mr. Ussery reiterated the project will be 30% funded by a USDA grant. Mr. Ussery was asked the anticipated cost of this project, which he estimates approximately \$2.245 million dollars, which is less than the cost of Phase I, which was \$3.9 million dollars. Mr. Ussery indicated that later in the meeting, Ms. Laurie Whitten, Town Planner will discuss the Phase III extension relates to the economic development, residential development, and clean waters to the Scantic River.

Mr. E. Arthur, Enderle III, Superintendent of the WPCA addressed the Board. Mr. Enderle indicated that the single biggest investment many municipalities make involve the construction of the infrastructure to convey, treat and dispose of wastewater. These costs easily rival, and often exceed the capital investment in the educational system, and yet the financing of the capital expenditures for the two could be no different. The installation of sewers and the WPCF constitutes an improvement in the quality of life for the entire community not just the area of served by sewers. Water pollution has an adverse impact on the land, and impacts the ability of the community to use and/or develop certain areas. The area that Phase III is being proposed, is very wet and many of the properties have already experienced failing septic systems, and although have been repaired most likely would not meet the current public health code. In light of the failures in the past, present and future, there is a real possibility that the DEEP could issue a consent order to the Town to install sewers to serve the properties and then it would be at the total cost of the Town with no grant/loan scenario. The WPCF is one of the few Town Departments that actually generates revenue to cover the cost of the operating and maintaining the facility.

A question was asked about the interest rate of the loan and Ms. Cabral indicated the interest rate would be approximately 3%.

Mr. Paul Anderson, Chairman of the WPCA, addressed the Board. He read from an email he received from Michael Caronna, Director of Environmental Services, North Central District Health Department on February 7, 2012. In that email, Mr. Caronna indicates that the Health District is working out the details to conduct a sanitary survey of the area of the proposed Phase III Sewer expansion. Although a report has not been written at this time, he is planning on doing so based on the current data in conjunction with the survey. A preliminary review of the area noted many wet areas surrounding existing homes, which would indicate the potential septic problems. The expansion of the sewer would not only benefit the future replacement of the failed septic systems but would be also beneficial in protecting the ground water supply as the area is exclusively serviced by private wells.

Ms. Laurie Whitten, Town Planner, addressed the Board. She indicated timeline of having all of the requirements in place before the new census data is recorded on April 29, 2012. At that time, the Town will show a population over 11,000 excluding the Town of East Windsor for the grant opportunities for towns under 10,000, as we are currently shown. A special town meeting will take place on March 20, 2012 and a referendum will be scheduled for March 28, 2012. There is a possibility of scheduling public workshops to discuss the project.

A brief discussion was held among Board of Finance Members, Ms. Cabral, Mr. Alibozek, and Ms. Whitten regarding the timeline and the legal costs of obtaining the loan, and the actual reimbursement percentage from the USDA grant.

Ms. Carol Madore, Assessor, addressed the Board. She indicated that in looking at the parcel of land which is described, there are approximately 80 parcels of land, both commercial and residential, which could be developed due to the sewer expansion.

A brief discussion was held regarding the types of fees the WPCA is able to collect.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance accept the North Road Sewer Project Phase III and approves the Resolution related to the North Road Sewer Project Phase III attached hereto and marked as Exhibit A.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance moves back in order of Agenda Item No. VIII. Monthly Reports.

## **VI. Monthly Reports**

### **a. Treasurer's Report**

Chairman Jason Bowsza commented that Ms. Cabral has been revamping the reports. Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated February 8, 2012 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of January 31, 2012, the cash position of the Town is as follows: Webster Bank \$9,811,246; New England Bank (formerly Enfield Federal Savings) \$654,553; TD Banknorth \$575,732; STIF \$1,942,902; and MBIA Class \$36,572. Ms. Cabral mentioned that on January 31, 2012, the Town received the ECS payment in the amount of \$1,370,534 from the State of Connecticut.

### **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 1/31/2012" 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 94.75% which is slightly higher than last year's collection. A brief discussion regarding the report was held regarding the revenue comparison report and the building department already collected above from last year.

**c. Assessor's Report**

Ms. Carol Madore, Assessor, addressed the Board regarding her report dated February 2, 2012.

In that report Ms. Madore indicated Grand List of October 1, 2011 is completed and she gave each Board Member the formal announcement of the figures for the Grand List of October 1, 2011. She indicated her office is currently dealing with increase notice calls and applications to the Board of Assessment Appeals along with Homeowners' Applications.

Ms. Madore indicated the progress of the revaluation of October 1, 2012, the new real estate software for East Windsor's use will be installed shortly. Training and updating will begin sometime in March.

Ms. Madore commented on the Board of Assessment Appeals. She indicated the Chairman, David King, along with Members, Ms. Lois Noble and Mr. Brian Truly, will begin hearing Appeals on March 5, 2012. The recording secretary has also resigned and has been replaced by Kristen Ciechowski. She has begun work on historical data storage in preparation for Hearings.

Ms. Madore also gave to all Board Members for their review a brochure entitled "Questions and Answers for Exemptions". In that brochure, it discusses Connecticut Law which provides certain exemption programs and an annual tax relief for certain homeowners. The programs are as follows: Homeowner, Renter, Veterans, Active Servicemen, Social Security Disabled, Ambulance-type, and the blind.

A lengthy discussion was held among Board Members, Ms. Madore, and Ms. Menard regarding exemptions and the statistics of those exemptions.

Ms. Cabral began speaking of the new formatted reports. She explained those reports and the format of same. There was a lengthy discussion with Ms. Cabral and Ms. Pippin regarding the new format of the reports. It was the general consensus to try using this new format for the next meeting.

**d. Added Appropriations/Transfers (2011-2012 Budget)****• Police Commission**

Ms. Cabral indicated the first transfer to be discussed is from the Police Commission is basically informally only. The amount being requested is \$40,000.00 and is being transferred within their budget line items, but felt it should be mentioned to the Board of Finance. Copies of the most recent Minutes of the Police Commission Meeting of January 11, 2012 was given

to the Board Members as an explanation. Chief DeMarco indicated to the Board that he would have to replenish the variable OT line due to vacancies as they pertain to retirement and long term illness. He recapped the history of this budget items that was requested last year and cut. The transfer is \$40,000 from the Officer 125 Salary Line to Variable OT Line.

Ms. Cabral reiterated that no action had to be taken regarding this matter.

- **Parks and Recreation**

Mr. Bowsza referred everyone to the memorandum he spoke about in the Communications portion of the meeting. The memorandum is from Ms. Melissa Maltese, Director of Parks and Recreation regarding the transfer of monies to the Parks and Grounds Line within the Department of Public Works budget. The request is to transfer \$2,500 from the Parks and Recreation Part-Time Salary Account to Public Works – Overtime Parks and Recreational Grounds.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance postpones the transfer request of \$2,500 from Account No.: 1-01-40-6315-1-101-0000-0 Parks and Recreation Part-Time Salary to Account No.: 1-01-25-3180-1-112-0000-0 Public Works – Overtime Parks and Recreational Grounds until the March 2012 Regular Meeting.

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

Chairman Jason Bowsza indicated nothing was referred to this Board from the Board of Selectmen Meeting of February 7, 2012 other than the North Road Sewer Project Phase III, which was discussed previously in the meeting.

## **VIII. Unfinished Business**

### **a. Review 2012 Finance Board's 2012-2013 Budget Hearings and Workshop Dates**

Mr. Bowsza indicated that he had sent to each Board Member a document entitled "Budget Calendar for Fiscal Year". The sheet gave the dates of the special meetings or critical tasks which are required by the Charter for the budget season. It lists the Board of Selectmen's Special Budget Workshop Meetings of February 16, 18, 22, and 23. Pursuant to the Charter, the Board of Selectmen and Board of Education will present their budgets to the Board of Finance by March 14, 2012. On March 29, 2012, the Board of Finance hosts a Public Hearing. Board of Finance Budget Workshop Schedule is April 3, 10, 12, 17, and 18. On April 26, 2012, the proposed budget is due at the Town Clerk's Office. The first referendum is scheduled for May 8, 2012.

The location of the meetings is unclear as of yet, and Mr. Bowsza indicated he would be inquiring with Park Hill, Middle School Media Center, and Broad Brook Library as to the use of their spaces for meetings. He was unsure if the dates which were given were correct, but reassured the Board Members he would double check those dates before they would be scheduled and he would email the confirmation to the Board Members.

## **VIII. New Business**

### **a. EW Housing Authority Payment**

Ms. Cabral reported to the Board that the EW Housing Authority has not sent in their January, 2012 payment of \$13,402.99. The first payment was received on July 13, 2011 and with that payment was correspondence from the East Windsor Housing Authority indicating the second payment would be forthcoming in January, 2012. As of the present date, the payment has not yet been received by the Treasurer's Office. Ms. Cabral indicated two letters have been sent with no response.

A discussion was held regarding the Members of the Housing Authority and the recent management changes at Park Hill.

It was suggested sending a third request. Mr. Bowsza indicated he believed this was not a Board of Finance matter to act upon, but rather a Board of Selectmen matter. Ms. Menard indicated she would check into the agreement between the Town of East Windsor and the Housing Authority.

### **c. Budget Allocation for Tax Relief**

Mr. Bowsza indicated that he is an advocate of the budget allocation for tax relief and he would like to budget to be at least the original \$10,000. It was discussed as to what other surrounding towns' budget for tax relief. Ms. Cabral indicated this is part of the budget process and it will have to be considered as a total budget.

The conversation consisted of allocations being approximately 10% or \$8,080 and indicating that placing liens on the property will eventually pay the Town back.

A brief discussion was held.

It was **MOVED** (Godeck) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves to fund the 10% or \$8,080 Elderly Tax Relief Budget Line.

**IX. Invoice Authorization**

None.

**X. Adjournment**

It was **MOVED** (Corso) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the February 15, 2012 Regular Meeting at 9:50 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**TOWN OF EAST WINDSOR  
BOARD OF FINANCE  
RESOLUTION**

RE: Appropriation and Bond Authorization of \$2,300,000 for the North Road Sewer Project, Phase III.

At a meeting of the Board of Finance held on February 15, 2012, on a motion by Board Member Marie De Sousa, and seconded by Board Member Danelle Godeck the following resolution was adopted:

RESOLVED, that the Board of Finance of the Town of East Windsor (the "Town") approves and recommends to the Board of Selectmen and the electors and all others entitled to vote at town meetings of the Town that:

(i) the sum of \$2,300,000 be appropriated for the cost of the North Road Sewer Project, Phase III including, but not limited to, the construction of sewer piping from the Phase 2 termination point near the intersection of Wells Road east along portions of North Road and Melrose Road and south along portions of Wells Road and Rolocut Road, and all alterations, repairs and improvements in connection therewith, as well as engineering, architectural and temporary and permanent financing costs (the "Project"), and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Town Charter or any other provision of law thereto enabling, in the amount of \$2,300,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor; and

(ii) that the First Selectman and the Town Treasurer be authorized to issue and sell temporary notes of the Town not to exceed \$2,300,000 in anticipation of the receipt of the proceeds from the sale of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such notes or bonds, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Town Charter or any other provision of law thereto enabling, provided that the proceeds from the sale of such notes shall be used for said purpose; and

(iii) that the First Selectman and the Town Treasurer shall sign the bonds or notes by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes; and

(iv) that the First Selectman is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes

including entering into any contracts or agreements with the United States Department of Agriculture, Rural Development. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the First Selectman and the Town Treasurer are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years. If the bonds are issued on a taxable basis, it is hereby determined that the Project is in the public interest; and

(v) that the First Selectman is authorized to acquire for the Town by purchase or eminent domain any easements or interests in real property necessary or appropriate to construct or complete the Project and to sign all documents and to do all things necessary or appropriate to acquire such easements or interests in real property.