

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

MINUTES OF REGULAR MEETING

Wednesday, April 18, 2012 at 7:30 p.m.

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

Members Present: Jason Bowsza, Joseph Pellegrini, Jerilyn Corso, Kathleen Pippin, Marie DeSousa and Donelle E. Godeck
Members Absent: None
Alternates Present: Paulette Broder and Sharon Tripp
Alternate Absent: None
Others: Catherine Cabral, Richard Pippin, Dale Nelson, Elizabeth Burns and Teresa Hill
Press: None

I. Call to Order

Chairman Jason Bowsza called the Regular Meeting to Order at 7:31 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

Chairman Jason Bowsza indicated he would like to add the approval of the Public Hearing Meeting Minutes of March 22, 2012; however, the April 11, 2012 Public Hearing Minutes which were just given to all Board Members could wait until the next meeting. The agenda should be amended to read: IV. Approval of Minutes, c. Public Hearing Minutes of March 22, 2012.

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance adds Agenda Item No. IV. Approval of Minutes, c. Public Hearing Minutes of March 22, 2012.

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

IV. Approval of Minutes

a. Minutes of Public Hearing of March 14, 2012

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the minutes of March 14, 2012 Public Hearing, as presented.

b. Regular Meeting of March 21, 2012

An error was noted in the March 21, 2012 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subparagraph d, Paragraph 3 is noted.

“...Board of Finance approves the transfer of up to \$17,000 **to** the Assessor/Purchased Services (1035/390) **from** CNR (1025/0110),...”
to

“...Board of Finance approves the transfer of up to \$17,000 **from** the Assessor/Purchased Services (1035/390) **to** CNR (1025/0110),...””

An error was noted in the March 21, 2012 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subparagraph d, Paragraph 4 is noted.

“...Board of Finance approves the transfer of up to \$45,000 **to** the Assessor/Salary Overtime (1035/102) **from** CIP (9447/0110),...”
to

“...Board of Finance approves the transfer of up to \$45,000 **from** the Assessor/Salary Overtime (1035/102) **to** CIP (9447/0110),...””

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (5-0) (D. Godeck abstained) that the Board of Finance approves the minutes of March 21, 2012 Regular Meeting, as amended.

c. Minutes of Joint Meeting of March 22, 2012 Public Hearing

It was **MOVED** (Pellegrini) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the minutes of March 22, 2012 Public Hearing, as presented.

IV. Public Input

None.

V. Communications

Chairman Jason Bowsza a few communications which he has received. He indicated that on May 11, 2012 a meeting in Cromwell will take place discussing issues relating to the WPCA.

Chairman Bowsza indicated that Ms. Menard has given copies of a bill regarding education reform. Copies are available for any Board Member which would like to review same. Mr. Bowsza commented that the end of the legislative session is May 9, 2012.

Chairman Bowsza commented on an invitation from the Senior Center inviting Board Members to the Center to discuss the budget. The date is May 1, 2012 at 12:30 p.m. It is a week before the referendum. Mr. Bowsza indicated he would be attending and hopes some other members would be attending as well.

VI. Monthly Reports

Ms. Catherine Cabral, Treasurer, indicated that there is a request for transfer on the agenda which Ms. Elizabeth Burns and Ms. Teresa Hill were hear to discuss and asked if that transfer could be discussed before the reports were discussed. There was no objection.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. VI. Monthly Reports b. Added Appropriations/Transfers 2011-2012 Budget to be discussed before VI. Monthly Reports a. Treasurer/Tax Collector/Assessor's Reports.

d. Added Appropriations/Transfers (2011-2012 Budget)

• Senior Services

Mr. Bowsza invited Ms. Elizabeth Burns, Director of Human Services and Ms. Teresa Hill, Transportation Coordinator of Senior Services to address the Board. Ms. Burns indicated that she is asking from the Board of Finance support of the Senior Center transportation request for \$34,715 that has been reassigned to the CNR Unassigned Account in 2008-2009 Budget. This money was always earmarked for the Town's 20% match for future vehicles. It is fiscally prudent to have new vehicles as they are under excellent warranties which save the Town money in maintenance of the vehicles. Ms. Burns is requesting that \$18,622, the Town's share of a new dial-a-ride vehicle be made available when the funds of \$34,715 are restored from the CNR account. She indicated that Ms. Hill was at the meeting to discuss the vehicle status of the transportation department of the senior services. Ms. Burns did mention that the current proposed budget, the CIP has not

approved 20% share monies for another senior services van; therefore, the funding being requested would be the last van which will be purchased through the grant. Due to not participating in the next round of grants, the Town may have to wait for approximately two to four years before another grant will be offered. Out of 169 towns only 35 towns are offered the grant monies and the Town of East Windsor has been fortunate to be able to participate in those grant monies. There is no guarantee that the grant will be available in the next few years.

Ms. Teresa Hill addressed the Board. She gave to all the Board Members handouts breaking down of each vehicle as to the year, mileage, passenger size, and ownership. She explained that having a new vehicle added to the fleet would save maintenance costs due to the warranties which are in place. The oldest van in the fleet is the only 20 passenger vehicle, and that vehicle will be seven years old. The DOT has put a life span on the vehicle as five years and/or 125,000. If the Town were to purchase the 20 passenger van which is being requested, the cost would be approximately \$58,622; however, the total cost to the Town is only 20% due to the grant and the new vehicle would only cost the Town \$18,622. Currently, the activities and the nutritional, medical appointments, and shopping needs of the senior population have increased. In an attempt to keep maintenance and gasoline costs down, the senior services has begun to use the Town car for trips of just two or three seniors for medical appointments. It has been mentioned that the senior services will be obtaining a vehicle from the police department which will be coming out of service for that department.

Ms. Hill discussed increased maintenance costs of the senior vans due to the chemicals which are being used on streets during the winter months. She had a picture from the mechanic showing the damage the chemicals have been causing to the undercarriages of the vans. She also mentioned that routine safety checks and oil changes have to be performed, and if the van is DOT owned the checks and oil changes have to be done every 3000 miles. However, the vans which are owned by the Town are done every 3500 miles. There is one vehicle in the fleet presently which will require a \$2000 repair to the air conditioning system. This has been put off due to the cost and the other vans have been used. By doing this, more miles are put on the four vehicles and therefore requiring more maintenance.

A brief discussion was held among Ms. Burns, Ms. Hill and the Board Members. Questions regarding the use of the 20 passenger van, washing vans after being used when the chemicals are being used to treat the roads at either a car wash or town garage, or the general maintenance of the vans were answered. It was also questioned if the monies from the sale of the older van would go back to senior services. Ms. Cabral commented that the monies is considered sale of property and does not return back to senior services but is town revenue. It was briefly discussed about the van and donation to the

Broad Brook Fire Department in exchange the use of the gym by the senior center. It was noted that the gym equipment was purchased by grant funds due to the fact that by statute fire department personnel have to have access to gym equipment. Mr. Richard Pippin indicated that the previous Board of Selectmen did authorize this purchase and therefore the Town was committed to this purchase.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$18,622 from Unassigned CNR Account No.: 1-08-55-1025-7-799-0658-0 to Senior Center Van Replacement Account No.: 1-08-55-0125-7-799-0501-0, and recommend to a Town Meeting, if necessary. (Also known as transfer request No. 26.)

- **Town Auditor**

The first transfer requested is \$10.00 to fund new line item expenditure for bank analysis annual fees.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$10.00 from Professional Services – Town Auditor Account No.: 1-01-10-1020-3-330-0000-0 to Bank Analysis Fee Account No.: 1-01-10-1020-6-600-0000-0, and recommend to a Town Meeting, if necessary. (Also known as transfer request No. 23.)

- **Selectman**

The second transfer request is also to fund a new line to cover a zero beginning balance not budgeted for in 2011-2012. Ms. Cabral indicated that in the Selectman's office, Becky was out sick and Jennifer was attending a seminar and there was no one to answer the phones. It seldom happens, but in this case someone was brought in for phone coverage and a new part-time line has to be created.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$10.00 from Selectmen-Longevity Account No.: 1-01-10-1010-1-106-0000-0 to Selectmen – Salary P/T Account No.: 1-01-10-1010-1-101-0000-0, and recommend to a Town Meeting, if necessary. (Also known as transfer request No. 24.)

- **CNR-Park & Recreation**

The last transfer discussed was from the CNR-Park and Recreation in the amount of \$4,794.00. The transfers of funds is to complete a 2012-2013 CIP Request using the CNR monies which are left over from projects which have been completed. The project which is to be completed with these funds are for the basketball courts at Osborn Park.

A brief discussion was held regarding the conditions of the basketball courts and the need to have them repaired.

It was **MOVED** (Pellegrini) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$4,794.00 from CNR-P&R-EW Park Account No.: 1-08-55-1025-7-799-0475-0 to CNR-Unassigned Account No.: 1-08-55-1025-7-799-0658-0, and recommend to a Town Meeting, if necessary. (Also known as transfer request No. 27.)

It was **MOVED** (Pellegrini) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$4,794.00 from CNR-Unassigned Account No.: 1-08-55-1025-7-799-0658-0 to CNR-P&R Osborn Park Renovations Account No.: 1-08-55-1025-7-799-0477-0, and recommend to a Town Meeting, if necessary. (Also known as transfer request No. 28.)

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance returns back to order of Agenda Item No. VI. Monthly Reports a. Treasurer/Tax Collector/Assessor's Reports.

a. Treasurer's Report

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated April 18, 2012 for their review. Ms. Cabral indicated that as of March 31, 2012, the State Revenue increased by \$23,221, due mainly to the Mashantucket Pequot Grant monies and School Construction. She indicated that the local revenue increased by \$540,268 this month of which \$208,074 is from building permit fees. The total general cash position as of March 31, 2012 is \$11,116,932, an increase from February due to tax collections. Webster General Fund cash as of March 31, 2012 is \$2,022,754.

A brief discussion was held.

b. Tax Collector's Report

Ms. Cabral gave a copy of the Tax Collector's reports to the Board Members for their review; the reports were entitled "Town of East Windsor Report of Tax Collector Monthly Collectible" and "Cumulative Report of Cash". A brief discussion was held regarding the reports.

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. Cabral discussed the report of Ms. Carol Madore, Assessor, dated addressed the Board regarding her report dated April 12, 2012. In that report, Ms. Madore gave the Board a status of the Grand List of October 1, 2011/Board of Assessment Appeals. Eighty-four appeals were heard with the following results: forty-seven denied and thirty-seven granted. The total assessment reduction is $747,518 \times .0243756 = \$18,221.20$ tax dollar loss based upon the 2010 Mill Rate. The results of their decisions were reflected on reports to the State (M13 and 13A). These reports were filed electronically with the State on April 4, 2012. Notices of Board of Assessment Appeals decisions were mailed to the appellants with the Board's decision date of March 28, 2012. The appellants may file Appeals from the decision of the Board of Assessment Appeals with the Superior Court within two (2) months of the Board's action. The Assessor's Office is currently accepting applications for the Homeowners, Additional Veterans, and Disabled benefits. The deadline for filing is May 15, 2012.

The status of the revaluation of October 1, 2012 was given. The real estate software delivery has been accomplished, training and updating has begun. Field work continues and field reviews have been started. Three hundred and fifty income and expense filings have been sent out to the commercial/income producing properties.

Ms. Cabral gave to all Board Members a copy of the budget to date for their review. A brief discussion was held.

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 April 17, 2012 other than the transfers that were previously discussed in the meeting.

VIII. Unfinished Business**a. EW Housing Authority Payment**

Ms. Cabral and Ms. Dale Nelson, Selectwoman, gave the Board an update of what was discussed at the Board of Selectmen's Meeting on April 17, 2012 regarding this issue. It was decided at the Board of Selectmen's Meeting that a letter would be sent to the Housing Authority Commission regarding the outstanding balance. It is thought the Commission may not know of the outstanding balance.

A brief discussion was held regarding the members of the commission and the one vacancy on the commission.

VIII. New Business**a. Annual Appointment of Town Auditor – Per OPM**

Ms. Catherine Cabral, Treasurer, indicated that the Town currently has a contract with CCR for two more fiscal years and now they have become Grant Thornton. She indicated it is the responsibility of the Board of Finance to appointment. Ms. Cabral indicated the personnel whom she has dealt with in the past are also at Grant Thornton. She is asking the Board to authorize Grant Thornton as the Town Auditor.

A brief discussion was held.

It was **MOVED** (Godeck) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance authorizes Ms. Catherine Cabral, Treasurer, to sign letter designating Grant Thornton as the Town Auditor.

b. Adoption of Tax Exempt Procedure

Chairman Bowsza indicated that Ms. Cabral has given to all Board Members a document entitled “Post Issuance Tax Compliance Procedures” for their review. This procedure is a new requirement of the IRS in which it is requesting that all towns have a policy. The Town’s bond counsel, Attorney Marie Phelon has drafted this procedure. It was inquired if the Board of Selectmen has to recommend this policy and if so, has this been done. Ms. Nelson indicated that the Board has not yet reviewed this policy. Ms. Cabral indicated this policy has to be adopted and put into place by the end of the year. Mr. Bowsza indicated he does not feel comfortable in adopting this policy until he has had some time to review same. Ms. Cabral indicated this could be adopted at the next regular meeting or it could be placed on the agenda for the special meeting.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance postpones the adoption of the “Post Issuance Tax Compliance Procedure” until the next meeting.

IX. Invoice Authorization

Ms. Cabral indicated there was only one invoice which needs to be signed. This invoice is for the advertising of the public hearing of March 22, 2012 in the Journal Inquirer.

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance authorizes Chairman Jason Bowsza to sign invoice from the Journal Inquirer for advertising of the Public Hearing of March 22, 2012.

X. Adjournment

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the April 18, 2012 Regular Meeting at 8:53 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary