

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

MINUTES OF REGULAR MEETING

Wednesday, May 16, 2012 at 7:30 p.m.

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

Members Present: Jason Bowsza, Joseph Pellegrini (arrived at 7:41 p.m.), Jerilyn Corso, Kathleen Pippin, Marie DeSousa (arrived at 7:35 p.m.) and Danelle E. Godeck

Members Absent: None

Alternates Present: Paulette Broder and Sharon Tripp

Alternate Absent: None

Others: Catherine Cabral, Denise Menard, Richard Pippin, Dale Nelson, Teresa Kane, Bill Schultz, Alan Baker, Richard Labrie, 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 Mr. Joseph Pellegrini will be here a little late and he has not heard from Ms. Marie DeSousa but a motion would be in order appointing the alternates as voting members until the Regular Members arrive.

It was **MOVED** (Corso) and **SECONDED** (Pippin) and **PASSED** (U) that Ms. Sharon Tripp be appointed as voting member in place of Regular Member, Mr. Joseph Pellegrini until such time he arrives at the meeting.

It was **MOVED** (Corso) and **SECONDED** (Godeck) and **PASSED** (U) that Ms. Paulette Broder be appointed as voting member in place of Regular Member, Ms. Marie DeSousa until such time she arrives at the meeting.

III. Added Agenda Items

It was **MOVED** (Corso) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adds an agenda item, Section XI. New Business C. Discussion of Broad Brook School Modular's.

It was **MOVED** (Corso) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adds an agenda item, Section XI. New Business D. Discussion of the Board of Education Strategic Planning Meeting.

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

Ms. Marie DeSousa entered the meeting at 7:35 p.m.

IV. Approval of Minutes

a. Budget Workshop Minutes

- **March 15, 2012**

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of March 15, 2012 Budget Workshop, as presented.

- **March 26, 2012**

It was **MOVED** (Godeck) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the minutes of March 26, 2012 Budget Workshop, as presented.

- **March 27, 2012**

It was **MOVED** (Tripp) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the minutes of March 27, 2012 Budget Workshop, as presented.

- **March 29, 2012**

It was **MOVED** (Pippin) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of March 29, 2012 Budget Workshop, as presented.

- **April 12, 2012**

It was **MOVED** (Tripp) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of April 12, 2012 Budget Workshop Joint Meeting BOF/BOS/BOE, as presented.

b. Public Hearing Minutes of April 11, 2012

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the minutes of April 11, 2012 Public Hearing, as presented.

c. Regular Meeting of April 18, 2012

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

IV. Public Input

None.

V. Communications

Chairman Jason Bowsza indicated that he has received a memo from Mr. Mahoney from the State Department of Education addressed to the Superintendent of Schools, Board of Selectmen and Board of Finance which was requested by Ms. Cabral regarding the MBR. According to this memorandum, the Town of East Windsor should be fine with the MBR requirements.

Mr. Joseph Pellegrini entered the meeting at 7:41 p.m.

VI. Monthly Reports**a. Treasurer's Report**

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated May 16, 2012 for their review. Ms. Cabral indicated that as of April 30, 2012, the State Revenue increased by \$2,776,361, due mainly to the ECS Grant monies and Telecommunications Tax. She indicated that the local revenue increased by \$51,443 this month of which \$17,348 is from the Town Clerk. The total general cash position as of April 30, 2012 is \$10,177,542. Webster General Fund cash as of April 30, 2012 is \$1,567,476.

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

No report given at this time.

It was **MOVED** (Godeck) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance move Agenda Item No. IX. New Business c. Discussion of Broad Brook School Modulares before continuing with VI. Monthly Reports b. Transfers.

IX. New Business

c. Discussion of Broad Brook School Modulares

Mr. Bowsza introduced Dr. Teresa Kane, Superintendent of Schools, and Mr. Richard Labrie of Futures Education to the Board. Dr. Kane indicated to the Board that she was not there to ask for money. She wanted to discuss a bargain that she has come across and is available to the district. Most of the Board Members are aware that the Board Brook Elementary School has been renting modular classrooms for the past ten years. At the end of this fiscal year, the lease will be expiring. The Board of Education has voted to replace the old style trailer modular classrooms with new modular classrooms, which look as though they are part of the building. The structures will be permanent. There may be funding from the State of Connecticut to pay for all of the upgrades. She has brought with her, Mr. Richard Labrie of Futures Education to help explain to the Board the details of the proposed project.

Mr. Richard Labrie gave to the Board several documents detailing the project including photographs of the school from the air, building floor plans, proposed building plans, and other related documents. He indicated that the Board of Education currently pays approximately \$7800 per month for the rental of the modular classrooms. When the classrooms were originally leased, which was 10 years ago, they were used and the general life expectancy of those portable classrooms is about 20 to 22 years. In that lease agreement, it was agreed that when those classrooms are removed, the Board of Education would pay the cost of the removal of those classrooms and that cost is approximately \$287,000. He referred to the documents he gave to the Board as he discussed the proposal of the project. The project being proposed is ten classroom building and a four classroom building. He gave the general specifications of the buildings which are being proposed, including the exterior, interior, roof, windows, insulation and

plumbing. Mr. Labrie indicated the modular classrooms have a life expectancy of 40 to 50 years versus 20 years with the portable modulars.

He began speaking of the possibilities of the Town of East Windsor receiving grant monies from the State of Connecticut which would reimburse the Town approximately 56% of the cost of the permanent modulars. Another packet of paperwork was given to the Board Members for their review. This packet contained the master budget numbers for the purchase of the permanent modular classrooms. The bottom line is approximately \$3.7 million dollars, which includes the \$287,000 removal fee of the portable classrooms. The next page of the packet discussed bonding for the project and the projected costs of same. He indicated that he has spoken to a representative from Webster Bank and she has indicated that currently a 20 year bond is at a 2.79% interest rate. The Board of Education would be responsible for 44% of the cost if the State awards grant monies to the Town. The estimated cost per month for this project to the Board of Education would be approximately \$9,000 per month. He reminded the Board that currently, the Board of Education pays approximately \$8,000 for the lease on the portable classrooms which are presently being used. Mr. Labrie indicated that the grant application is due by June 30, 2012 and the Town has to be willing to bond for the project. Again, he reminded the Board that the Board of Education will pay for the cost of the project, but needs the Town to approve the project and bond.

A lengthy discussion was held regarding the capital improvement project of the oil tank removal which is scheduled for 2016. Mr. Labrie commented that within this project, the furnaces will be converted to natural gas, which will also have a savings in energy costs. A discussion was also held regarding the renovation of the bathrooms and the comparisons of the permanent modulars versus brick and mortar building.

Questions were asked by the Board Members regarding the modulars and answers were given to the best of Dr. Kane, and Mr. Labrie. Ms. Cabral commented that the time line is very tight and inquired what the next plan of action was to be. Once they get the go ahead from the Board of Finance, the bond counsel has to be notified and the paperwork has to be drawn up. The resolution would have to be approved by the Board of Selectmen and Board of Finance. She suggested having a Special Meeting just for that purpose.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance refers back to the appropriate staff to in regards to the timeline if it is feasible by June 30, 2012, if so, recommends drafting a resolution in regards to the permanent modulars at Broad Brook Elementary School, with Board of Selectmen and forward to a Town Meeting recommends to the Board of

Finance the proposed permanent modular classrooms for the Broad Brook Elementary School.

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. IV. Monthly Reports.

d. 2011-2012 Budget Added Appropriations/ Transfers

- Building Department

It was **MOVED** (Godeck) and **SECONDED** (Pippin) and **PASSED** (U) that the of Board of Finance approves the transfer of \$702.00 to the Part-time Salary 1-01-10-1125-1-101-0000-0 from Professional Services (1-01-10-1125-3-330-0000-0, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 25)

- CNR – Public Works Truck Replacement

It was **MOVED** (Godeck) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the transfer of \$13,960.00 to Account No.: 1-08-55-1025-7-7999-0494-0 PW Truck Replacement, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 29, 30, and 31)

- Building Department

It was **MOVED** (Godeck) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$2,200 to Account No.: 1-01-10-1125-4-430-0000-0 Building Vehicle Maintenance from Account No.: 1-01-10-1195-2-200-0000-0 Town Government Health/Life Insurance Premium and the transfer of \$27,500 to Account No.: 1-01-10-1125-3-396-0000-0 Building Other Purchases Public Safety, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 32 and 33).

- Insurance and Benefits

It was **MOVED** (Godeck) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$7,000.00 to Account No.: 1-01-50-8430-5-542-0000-0 Communications/Phone/Fax from Account No.: 1-01-35-7345-5-520-0000-0 LAP/Employee Insurance, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 34)

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 May 15, 2012 other than the transfers that were previously discussed in the meeting.

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

Ms. Menard indicated she has yet to send a letter to the Housing Authority. Ms. Cabral commented that the Housing Authority has a new Chairman, Robert Slate and he has indicated that the payment for the 2011-2012 will be made after the Housing Authority receives reimbursement from the October snowstorm. Ms. Menard indicated a Housing Authority Meeting is next week and she plans on attending that meeting to inquire about the payment owed.

b. Adopt Post Issuance Tax Compliance Procedure

Ms. Cabral indicated to the Board that they were given the Post Issuance Tax Compliance Procedure at the last meeting 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.

A brief discussion was held.

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adopt the Post Issuance Tax Compliance Procedure Policy as presented and forward said policy to the Board of Selectmen.

c. 2012-2013 Budget Discussion

A meeting has been planned with Whalley Computers this coming week to start the assessment and planning but priorities had to be shifted because the financial server finally breathed its last breath earlier this week. This server has all of the budget information, payroll, accounts payable, and other financial information. The constant crashing and restarting of the last couple of weeks ended today with no option except replacement. Tyrone is working on a replacement server. It is hoped that the information will be retrievable either off the current drives or the latest backup tapes. She will keep the Board posted on any updates.

A brief discussion was held.

VIII. New Business

a. Approval of Tax Collector's Suspension List

It was **MOVED** (Godeck) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance will postpone the discussion and approval of tax collector's suspension list until the next regular meeting.

b. Appointment of Permanent Shared Services Committee

Mr. Bowsza indicated that he has received a memorandum regarding the Permanent Shared Services Committee and two members of the Board of Finance, Board of Selectmen and Board of Education will be appointed to make up the committee. He asked if there were any volunteers. Ms. Marie DeSousa and Ms. Jerilyn Corso volunteered for the committee.

It was **MOVED** (Godeck) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance appoints Ms. Marie DeSousa and Ms. Jerilyn Corso to the Permanent Shared Services Committee.

c. Strategic Planning of the Board of Education

Ms. Corso indicated she would report on this subject at the next regular meeting.

IX. Invoice Authorization

None.

X. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance adjourns the May 16, 2012 Regular Meeting at 9:52 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary