

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

**MINUTES OF REGULAR MEETING**

**Wednesday, September 19, 2012 at 7:30 p.m.**

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

Members Present: Jason Bowsza, Joseph Pellegrini, Marie DeSousa, and Jerilyn Corso  
Members Absent: Danelle E. Godeck and Kathleen Pippin  
Alternates Present: Paulette Broder  
Alternate Absent: Sharon Tripp  
Others: Catherine Cabral, Denise Menard, Richard Pippin, Dale Nelson, and others  
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 Ms. Kathleen Pippin will not be attending this evening's meeting due to illness and Ms. Danelle E. Godeck will not be attending due to another commitment and Alternate Member, Ms. Sharon Tripp will not attending due to a work obligation and a motion would be in order appointing an alternate as a voting member.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that Ms. Paulette Broder be appointed as a voting member in place of Regular Member, Ms. Kathleen Pippin.

**III. Added Agenda Items**

It was noted that the Executive Session that was listed on the Agenda will not be necessary at this time and therefore, removed from the agenda.

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

**IV. Approval of Minutes****Regular Meeting of August 15, 2012**

An error was noted in the August 15, 2012 Regular Meeting Minutes. An amendment to the minutes in Section IV. Public Input, Paragraph 1 is noted. The following is the noted amendment:

“Mr. Richard Pippin, **Wooham** Road...”

to

“Mr. Richard Pippin, **Woolam** Road...”

It was **MOVED** (Pellegrini) and **SECONDED** (DeSousa) and **PASSED** (3-0)(J. Corso abstained) that the Board of Selectmen approves the minutes of August 15, 2012 Regular Meeting, as amended.

**IV. Public Input**

None.

**V. Communications**

Chairman Jason Bowsza indicated that he has received communication from East Windsor Public Schools dated September 14, 2012. He would note that his name was incorrect it was listed as “James” and it should have been “Jason”. The letter was written to inform the Board of Selectmen and Board of Finance that the Board of Education has decided not to pursue the issue of pre-payment in court at this time. The Board of Education’s decision not to litigate at this time is in no way a concession to the view that this right is limited in any way, or subject to any action by any Town body.

The other correspondence received is from the East Windsor Ambulance Association inviting the Board to tour the Ambulance facility. Ms. Menard, First Selectwoman, indicated that the Board of Selectmen will be touring the facility as well and asked if the Board of Finance would like to join them. He was agreed they would. Ms. Menard also indicated that the East Windsor Ambulance Association is looking to participate in the budget discussions for 2013-2014. She also mentioned that the Library Association has also contacted the Board of Selectmen regarding the budget discussions for 2013-2014.

A brief discussion was held.

**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 September 12, 2012 for their review. Ms. Cabral indicated that as of August 31, 2012, the State Revenue received was \$326,035 due mainly to the PILOT payment and the Municipal Revenue Sharing Grant. She indicated that the local revenue increased by \$43,207 this month of which \$17,269 is from the Town Clerk fees and \$11,777 is from Building Permit fees. The total general cash position as of August 31, 2012 is \$16,785,114. Webster General Fund cash as of August 31, 2012 is \$739,159.

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.

**c. Assessor's Report**

Ms. Cabral indicated that in the Board Member's packets is the Assessor's Report dated September 13, 2012. In that report, the Assessor discusses the Grand List of October 1, 2012. Exemption applications continue to be processed for State and Local Additional Veterans, Blind and Disabled benefits/exemptions, these will be process for Grand list purposes to effect the Fiscal year 2013-2014. Approximately 1300 personal property packets will be sent to personal property owners by the end of September. Field work and field reviews continue in order to follow proper procedure to confirm the useable sales of the residential properties and gain information as needed to very the use of these sales for the tables. Income and expense reports are also being reviewed. Capitalization rates will need to be formulated in order that to prepare to value properties in a fair and equitable manner.

The Board of Assessment Appeals met on Wednesday, September 12, 2012 and heard twelve appeals relating to motor vehicles on the Grand List of October 1, 2011 and motor vehicle supplemental of October 1, 2010. Decision will be finalized at their Special Meeting on September 17, 2012.

A brief discussion was held.

**d. 2011-2012 Budget Added Appropriations/ Transfers**

- **No. 60 Public Works**

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance approves the transfer of \$115,825.44 to CNR – Public Works Account No.: 1-08-55-1025-7-799-0484-0 from General Fund Road Improvements Account No.: 1-01-25-3183-7-799-0600-0, and recommend to a town meeting if necessary.

- **No. 64 Selectmen**

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance approves the transfer of \$1,265.00 to Selectmen Salary F/T Account No.: 1-01-10-1010-1-100-0000-0 from 27<sup>th</sup> Payroll Account No.: 1-01-10-1194-1-114-0000-0 and refers the matter to a Town Meeting, if necessary.

- **No. 65 27<sup>th</sup> Payroll**

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance approves the transfer of \$817.00 to Town Property – Salary F/T Account No.: 1-01-10-1085-1-100-0000-0 from 27<sup>th</sup> Payroll Account No.: 1-01-10-1194-1-114-0000-0 and refers the matter to a Town Meeting, if necessary.

- **No. 66 Assessor**

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance approves the transfer of \$32,255.65 to CNR – Assessor Account No.: 1-08-55-1025-7-799-0110-0 from CIP – Reserve Assessor Account No.: 1-01-55-9447-7-799-0110-0 and refers the matter to a Town Meeting, if necessary.

- **No. 67 Debt Service**

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the transfer of \$7,000.00 to Capital Projects - 2009 WHPT Fire Truck Account No.: 1-42-55-2150-7-799-0151-0 from 2009 WHPT Fire Truck – Interest Account No.: 1-01-60-9500-9-998-9011-0 and refers the matter to a Town Meeting, if necessary.

- **No. 68 Collection and Disposal of Waste**

It was **MOVED** (Broder) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the transfer of \$800.00 to Collection & Disposal Account No.: 1-01-30-4205-5-547-0000-0 from LAP/Insurance &

Benefits Account No.: 1-01-35-7345-5-520-0000-0 and refers the matter to a Town Meeting, if necessary.

- **No. 69 Public Works**

It was **MOVED** (Pellegrini) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the transfer of \$1,209.63 to Drainage Projects – CNR Account No.: 1-08-55-1025-7-799-0483-0 from Drainage - CIP Account No.: 1-01-55-9447-7-799-0632-0 and refers the matter to a Town Meeting, if necessary.

**e. 2012-2013 Budget Added Appropriations/ Transfers**

- **No. 1 Board of Finance**

It was **MOVED** (Corso) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the transfer of \$100.00 to BOF – Conference and Training Account No.: 1-01-10-1135-3-325-0000-0 from BOF – Recording Secretary Account No.: 1-01-10-1135-1-110-0000-0 and refers the matter to a Town Meeting, if necessary.

- **No. 2, 3, 4 and 5 Information Technology**

This set of transfers is for the information technology department. The first transfer requested is to open a line for the IT full time salary. A transfer of \$4,000 is being requested.

A lengthy discussion was held.

It was **MOVED** (Broder) and **SECONDED** (Pellegrini) and **PASSED** (3-1)(In favor – P. Broder, J. Pellegrini, and J. Corso; Opposed – M. DeSousa) that the Board of Finance approves the transfer of \$1.00 to IT Salary Account No.: 1-01-50-8425-1-100-0000-0 from It Part Time Salary Account No.: 1-01-50-8425-1-101-0000-0 and refers the matter back to the Board of Selectmen and to a Town Meeting, if necessary.

The next transfer which was discussed was the \$10,000 to Town IT Hardware/Software line. It was indicated that there are invoices from the IT department for Hardware and Software which is required for the refresh which is currently taking place. Invoices have been produced to the Treasurer's Office.

A lengthy discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Finance approves the transfer of \$14,000.00 to Town IT

Hardware/Software Account No.: 1-01-55-9445-7-799-0737-0 from Public Safety Health Insurance Account No.: 1-01-15-2195-2-200-0000-0 and refers the matter back to the Board of Selectmen and to a Town Meeting, if necessary.

It was the general consensus that the other two transfers which were listed on the transfer request form (Nos. 2 and 4) not to be acted upon until such time those transfers are needed.

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

Chairman Jason Bowsza inquired if anything should be discussed at this meeting that was brought up at the last Board of Selectmen's Meeting.

Ms. Menard indicated that there was a presentation done by Mr. Len Norton, Director of Public Works, in which an outside agency was brought in to do a pavement study on the roads of the Town of East Windsor. The presentation will be given to the members of the Capital Improvements Projects Committee.

Ms. Menard also mentioned the grant for Prospect Hill Road was awarded to the Town of East Windsor in the amount of approximately \$400,000. The Town will have to contribute to the cost of the repairs to Prospect Hill Road. This road was one of those mentioned in the presentation as being a road in Town which is in need of repair.

Ms. Menard commented on the FEMA reimbursement which has been received of approximately \$30,000 and the reimbursement from an insurance claim regarding the financial server that crashed in the amount of \$7,000.

## **VIII. Unfinished Business**

### **a. 2011-2012 Board of Education Budget Discussion**

Mr. Bowsza discussed this briefly in the beginning of the meeting under Communications. As indicated before, the Board of Education has recognized the obligation of the post-audit. This matter has been resolved.

### **b. EW Housing Authority Payment**

Ms. Cabral indicated the Housing Authority has not yet sent the remaining balance of the PILOT payment. Ms. Menard indicated that the Board of Selectmen has spoken to the Chairman of the Housing Authority and they were advised that the Housing Authority does not have the funds at the present time to pay the remaining balance. Ms. Menard indicated she has given to the Chairman, Robert Slate, all of the paperwork in regards to the contract with the

Housing Authority for his review. The original contract is dated 1967 and it was updated in 1989.

A brief discussion was held.

It was the general consensus to let the new Board, Chairman, and Director review all of the paperwork which has been given to them and revise this subject at the next regular meeting.

**c. Credit Card Policy**

Ms. Cabral gave to all the Board Members a copy of the Credit Card Policy along with the State of Connecticut Credit Card Use Policy for their review. Ms. Cabral has spoken to the representative at Webster Bank regarding the Credit Card Policy and what other towns are doing in regards to a credit card policy. She indicated that she believes that the \$200 limit is a good because this is the purchase order policy as well. It was discussed if the limit was \$200 per day or \$200 per purchase. It was explained it would be \$200 per purchase and if a purchase would be over \$200, approval from the Treasurer's Office or Selectmen's Office would have to be obtained prior to the purchase. Ms. Menard commented that all management level personnel would have access to the credit cards, one person per department.

A brief discussion was held.

It was **MOVED** (Broder) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance sends to legal counsel to review the Credit Card Policy and Procedure as presented.

**d. Annual town Report for FY 2011-2012 Update**

Mr. Bowsza indicated that letters have gone out approximately two weeks ago requesting all Town Departments complete their information for the Annual Report. That information is due in the First Selectman's Office by mid-October. Once that information is received, the Board Members will review same before the information is submitted to the printer.

**VIII. New Business**

**a. Fire Truck Funding Discussion**

Ms. Cabral indicated that she has received an invoice from US Bank for the remaining balance of the Fire Truck in the amount of \$423,540.25. This is due on or about October 11, 2012. She indicated to the Board that a decision has to be made as to whether payoff the fire truck or to roll it over. She has spoken to a few financial institutions and only a couple of them, Webster Bank and TD

Banknorth, are interested in the short term financing. Ms. Cabral is concerned about rolling this debt service into the next year due to the fact other financing will be in place, such as, North Road Sewer Phase II and the modular classrooms for the Board of Education. If the Board decides to roll over this obligation, she reminded the Board that it will come with additional costs, such as attorneys fees and document preparation fees which could total approximately \$13,000.

A brief discussion was held regarding the fund balance.

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) and **PASSED** (3-2) (In Favor – M. DeSousa, J. Pellegrini, and J. Bowsza; Opposed – J. Corso and P. Broder) to appropriate \$248,545.00 to make the final fire truck payment in this fiscal year. The line which the appropriation will be made is entitled “2009 WHPT Fire Truck Principal”, Account No.: 1-01-60-9500-9-999-9011-0, and refer this matter to the Board of Selectmen and Town Meeting.

**IX. Invoice Authorization**

Ms. Cabral gave Mr. Bowsza three invoices: Millman in the amount of \$8400 for GASP 45; Grant Thronton in the amount of \$12,000 for audit; and CCM in the amount of \$60.00 for seminars. Mr. Bowsza asked if there were any objections for him to sign said invoices. No objections were made. Mr. Bowsza signed said invoices.

**X. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) Pending Litigation to Include First Selectman and Town Attorney**

Not needed, this executive session was cancelled.

**XI. Adjournment**

It was **MOVED** (Godeck) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance adjourns the August 15, 2012 Regular Meeting at 9:40 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary