

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

MINUTES OF REGULAR MEETING

Wednesday, October 17, 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, Kathleen Pippin,
and Jerilyn Corso
Members Absent: Danelle E. Godeck
Alternates Present: Paulette Broder and Sharon Tripp
Alternate Absent: None
Others: Catherine Cabral, Denise Menard, Richard Pippin, Dale Nelson,
and James Richards
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 Ms. Danelle E. Godeck will not be attending due to another commitment and a motion would be in order appointing an alternate as a voting member.

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

III. Added Agenda Items

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

IV. Approval of Minutes

Regular Meeting of September 19, 2012

It was **MOVED** (Pellegrini) and **SECONDED** (Broder) and **PASSED** (U) that the Board of Selectmen approves the minutes of September 19, 2012 Regular Meeting, as presented.

A lengthy discussion was held. It was discussed that there was a discrepancy in the Board of Selectmen Special Meeting Minutes of September 25, 2012 and Town Meeting Minutes of October 2, 2012 regarding the fire truck funding. There was a scrivener's error wherein it stated that it was recommended by the Board of Finance and it should have read recommended by the Board of Selectmen.

IV. Public Input

None.

V. Communications

Chairman Jason Bowsza indicated that he has received communication from Ms. Joanne Slater, Town Clerk dated October 15, 2012 addressed to all Boards and Commissions. Within that email, she states that if a Regular Meeting is cancelled, date of meeting changed or place of where the meeting takes place is changed; a notice of the cancellation of the Regular Meeting has to be filed with the Town Clerk. Also, if a meeting has been changed due to venue, the original meeting must be cancelled and a Special Meeting Agenda would have to be filed. Reason being all Regular Meetings are scheduled for a certain time and place and if that place is being changed, the Town Clerk has to be notified of same.

Board Recessed at 8:14 p.m.
Board Reconvened at 8:16 p.m.

VI. Monthly Reports

a. 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". Ms. Cabral indicated the Tax Collector has been doing a great job in collection of delinquent taxes which shows in the reports.

A brief discussion was held regarding the reports.

b. Assessor's Report

Ms. Cabral indicated that in the Board Member's packets is the Assessor's Report dated October 10, 2012. In that report, the Assessor discusses the Grand List of October 1, 2012. Approximately 1300 personal property packets were sent to personal property owners by the end of September. Included in this process is the discovery of unregistered (including out of state registered). Fifty-seven letters were sent to individuals who have ownership of vehicles with Vermont registrations but who indicate that their residency is East Windsor, Connecticut. There has been some resistance but for the most part it has proven to be an educational process with proper follow-up and declaration of pertinent vehicles. A form letter and explanation sheet was given with the report so the Board Members are aware of the process. It should be noted that the Assessor's Office is in communication with Department of Motor Vehicles of the States of Maine, New York, New Hampshire, Florida, and Massachusetts to gain some type of information for follow-up and potential personal property valuations.

Field reviews continue in order to follow proper procedure to confirm useable sales of our residential properties and gain information as needed to verify the use of these sales for the tables. Capitalization rates are being formulated in order to value our commercial properties in a fair and equitable manner.

Board of Assessment Appeals met on Monday, September 17, 2012 and finalized their decisions on twelve appeals relating to motor vehicles on the grand list of October 1, 2011 and motor vehicle supplemental of October 1, 2010. Ten appeals were granted and two were denied. The assessment reduction was in the amount of 52,178 which equates to a tax loss of \$1,290.17.

A brief discussion was held.

c. Treasurer's Report

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated October 9, 2012 for their review. Ms. Cabral indicated that as of September 30, 2012, the revenue received was \$376,370. Overall the revenues received for the month of September are at 44.60%. She indicated that the local revenue increased by \$42,175 this month of which \$10,084 is from the Town Clerk fees and \$26,800 is from Building Permit fees. The total general cash position as of September 30, 2012 is \$13,169,309. Webster General Fund cash as of September 30, 2012 is \$1,928,756. Tax Collections net of refunds for the month are \$334,195.

A brief discussion was held.

d. 2011-2012 Budget Added Appropriations/ Transfers

None.

e. 2012-2013 Budget Added Appropriations/ Transfers**• No. 6 Building Department**

Ms. Cabral indicated the transfer which is being requested is for \$2,000 to create a new line up until recently, the Public Works Department had the gas and oil line and it was then reallocated out to each department. The new line created would be Building/Gas & Oil, Account No.: 1-01-10-1125-6-620-0000-0.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the transfer of \$2,000.00 to Building/Gas & Oil, Account No.: 1-01-10-1125-6-620-0000-0 from Public Works/Gas & Oil, Account No.: 1-01-25-3180-6-620-0000-0 and refers the matter to a Town Meeting, if necessary.

• No. 7 Information Technology

A motion was entertained by Ms. Marie DeSousa and seconded by Ms. Jerilyn Corso that the Board of Finance approves the transfer of \$10.00 to IT/Gas & Oil, Account No.: 1-01-50-8425-6-620-0000-0 from IT/Communications, Account No.: 1-01-50-8425-5-542-0000-0 and refers the to a Town Meeting, if necessary.

A discussion was held. It was questioned if the IT Tech was the only person using this vehicle. Ms. Menard indicated it was an old police cruiser that he is using presently and she was not sure if it was being used during the evening. She would check on this and get back to the Board with an answer. It was also questioned if the IT Tech was an employee or a contractor. If he is a contractor, it was question as to why he is using the Town car. It was explained that the IT Tech is a contractor who has been hired for one year. It was an oversight during the time the contract was drawn up that there would be a possibility that he would need a vehicle to drive to the Annex, Senior Center and Town Hall during the computer refresh. A complete criminal background check has been done. The amount of work that needs to be done and traveling back and forth to the Town Annex/Police Station and Town Hall was never anticipated.

The motion was rescinded by Ms. Marie DeSousa and the second was rescinded by Ms. Jerilyn Corso. No action was taken on this transfer request.

- **No. 9 CNR**

Ms. Cabral explained this transfer request which is a transfer of \$7,341.20 to CNR-Town Information Technology from CNR-Unassigned. This the is the check received from CIRMA for the Financial Server crash, monies should be allocated to the Town Information Technology lien for a new server replacement. Ms. Menard indicated it is to reimburse the line which was charged \$15,000.

It was **MOVED** (Pellegrini) and **SECONDED** (DeSousa) and **PASSED** (U) that the Board of Finance approves the transfer of \$7,341.20 to CNR-Town Information Technology, Account No.: 1-08-55-1025-7-799-0661-0 from CNR-Unassigned, Account No.: 1-08-55-1025-7-799-0658-0 and refers the matter to a Town Meeting, if necessary.

- **No. 10 CNR**

The next transfer discussed was from CNR-Unassigned to CNR-PD Renovations in the amount of \$32,000. Ms. Menard indicated this transfer is for the additional funds needed to complete the renovation of the locker room. The expense was split. The second half of the renovations is for the plumbing. Recently, there was a problem with the plumbing and overflowing toilets. This is a necessary expense to complete this project.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the transfer of \$32,000.00 to CNR-PD Renovations, Account No.: 1-08-55-1025-7-799-0469-0 from CNR-Town Unassigned, Account No.: 1-08-55-1025-7-799-0658-0 and refers to the matter to a Town Meeting, if necessary.

- **No. 11 CNR**

It was **MOVED** (DeSousa) and **SECONDED** (Pellegrini) that the Board of Finance approves the transfer of \$21,500.00 to CNR-Town Information Technology, Account No.: 1-08-55-1025-7-799-0661-0 from CNR-Town Unassigned, Account No.: 1-08-55-1025-7-799-0658-0 and refers to the matter to a Town Meeting, if necessary.

A discussion was held. Ms. Menard began to explain the details from the Board of Selectmen Meeting last evening. As the Board is aware, the Town is updating the computer systems, the Building Department Permitting Software (Cornerstone) will be incompatible without a full upgrade. This is the software that has been determined to be antiquated and cumbersome to use. Through CIP requests, the land use staff has been requesting new permitting

software that all departments could use. The proposed new software is known as Viewpoint. To upgrade the Cornerstone software, which only the Building Department can use, the cost will be \$13,500 plus \$ 3,000 a year which is approximately \$16,500 for the fiscal year 2012-2013. Subsequently, Diversified Software, the parent company of Cornerstone, has informed the Town that they are closing their business as of October 31, 2012. CRCOG has a contract for regionalizing permitting software, called Viewpoint. The goal is to have a regional permitting system that all can use from town to town. Viewpoint was demonstrated to Town staff in November of 2011. After reviewing other permitting software, all the staff present was excited about how easy and versatile Viewpoint was. At this time, through CRCOG, the Town of East Windsor is being offered a full package, with training for \$43,000. the offer has been made to have this cost covered over a two year span, without any additional costs to East Windsor, as we have made efforts in the past to get this funded. In the future, there will be additional costs to municipalities to have extended payment plans. The Viewpoint cost for fiscal year 2013 will be \$21,500 and fiscal year 2014 \$21,500. This includes training for all departments, and will enable all pertinent departments to be engaged in the permitting process through their computers, and stakeholders be able to apply for a permit online. In other words, this will enable a streamline permitting process.

A brief discussion was held.

The **Motion** was voted upon and it was **passed unanimously**.

- **No. 12 and 13 CNR**

The next two transfer discussed was from CNR-Unassigned to CNR-Public Safety Security System in the amount of \$5,000.00 and CNR-Unassigned to CNR Town Renovations in the amount of \$11,486.64. The first expense is for the Town's ID system which has been discussed along with security cameras for the Town the second one is for Town renovations. The monies for these transfers are coming from the CIRMA Members Equity check.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the transfer of \$5,000.00 to CNR-PD PS Security System, Account No.: 1-08-55-1025-7-799-0468-0 from CNR-Town Unassigned, Account No.: 1-08-55-1025-7-799-0658-0 and approves the transfer of \$11,486.64 to CNR-Town Renovations, Account No.: 1-08-55-1025-1025-7-799-0640-0 from CNR-Town Unassigned, Account No.: 1-08-55-1025-7-799-0658-0, and refer both matters to a Town Meeting, if necessary.

VII. Matters referred from the Board of Selectmen

None.

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

Ms. Cabral indicated the Housing Authority has not yet sent the remaining balance of the PILOT payment.

Board Recessed at 9:25 p.m.

Board Reconvened at 9:30 p.m.

b. Credit Card Policy

Ms. Cabral gave to all the Board Members a copy of documents entitled “Town of East Windsor Credit Card Policy and Procedure, October 17, 2012” and “town of East Windsor Credit Card Use Policy, October 17, 2012” for the Board Members review. She indicated the Town Attorney has reviewed both documents. Ms. Cabral and Ms. Menard explained the documents. It was asked about the \$200 limit and it was explained the limit is \$200, but to obtain a higher amount it must be requested to the First Selectman and Treasurer. It is written in the policy if the card is abused by an employee, may result in disciplinary action, up to and including dismissal.

A brief discussion was held regarding changing wording. It was noted that this policy should be reviewed in six months to see how it is working. It was suggested maybe have the policy for nine months at the end of the fiscal year.

It as **MOVED** (Desousa) and **SECONDED** (Pellegrini) and **PASSED** (3-2) (In Favor – J. Pellegrini, M. DeSousa, and J. Corso; Opposed – P. Broder and K. Pippin) that the Board of Finance forward the Credit Card Use Policy and Credit Card Policy and Procedure to the Town Attorney for review recommendations and back to the Board of Finance for the final review.

c. 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. Ms. Menard apologized to the Board indicating that due to the computer difficulties which the Town has been

experiencing due to the computer refresh, she will have Jennifer from her office email all of the Town Departments to get the reports done and forwarded to Jennifer as soon as possible.

IX. New Business

None.

X. Invoice Authorization

None.

XI. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance adjourns the October 17, 2012 Regular Meeting at 9:52 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary