

**BOARD OF FINANCE  
TOWN OF EAST WINDSOR  
11 RYE STREET  
BROAD BROOK, CONNECTICUT 06016**

**MINUTES OF REGULAR MEETING  
Wednesday, September 17, 2014 at 7:30 p.m.**

***DRAFT DOCUMENT*** – *These minutes are not official until approved at a subsequent meeting*

**Members Present:** Jerilyn Corso (Chairman), Cindy Herms (arrived 8:05 p.m.), Robert Little, Robert Maynard, and Sharon Tripp.  
**Members Absent:** Kathy Pippin.  
**Alternate Present:** Paulette Broder  
**Alternate Absent:** Gilbert Hayes  
**Others:** **Town Treasurer:** Kim Lord; **First Selectman:** Denise Menard;  
**Selectmen:** Dale Nelson.

**Press:** No one from the Press was present.

**I. Call to Order:**

Chairman Corso called the Meeting to Order at 7:30 p.m.

**II. Time and Place of Meeting:**

Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

**III. Attendance/Appointment of Alternates:**

See attendance noted above. Chairman Corso noted Regular Member Kathy Pippin is not present due to illness this evening, and Regular Member Cindy Herms had a conflicting EVENT and expects to arrive later. She requested a motion to appoint Paulette Broder as a voting member to fill Kathy Pippin's position this evening.

**MOTION:** To APPOINT Alternate Member Paulette Broder as a voting member for the September 17, 2014 Regular Meeting of the Board of Finance.

Tripp moved/Little seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous (Broder/Little/Maynard/Tripp)  
(No one opposed/No abstentions)

**IV. Approval of Minutes/Special meeting, June 10, 2014:**

**MOTION:** To APPROVE the Minutes of Special Meeting of the Board of Finance dated June 10, 2014 with the following amendment:  
"Members present: J. Corso, S. Tripp, C. Herms, K. Pippin, S. Brodeur (BRODER)."

Tripp moved/Broder seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous (Broder/Little/Maynard/Tripp)  
(No one opposed/No abstentions)

**Approval of Minutes/Regular Meeting August 20, 2014:**

**MOTION:** To ACCEPT the Minutes of Regular Meeting of the Board of Finance dated August 20, 2014 as presented.

Tripp moved/Broder seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous (Broder/Little/Maynard/Tripp)  
(No one opposed/No abstentions)

**V. Public Participation:**

No one requested to speak.

**VI. Communications:**

Nothing presented at this time.

**VII. Monthly Reports:**

**a. Treasurer:**

Treasurer Lord presented the Board with the standard reports:

- Cumulative Report of Cash, effective July 2014 – See Attachment A.
- Cash Flow Report – Webster Bank General Fund Cash Account – See Attachment B.

Treasurer Lord also reported she has been working with Webster Bank regarding service fees. She has been able to negotiate fee reductions which should result in a savings of \$8,000.00. Treasurer Lord also noted departments are presently

working with different credit card procedures. She is working with the departments to develop a uniform online payment procedure.

**Assessor's Report:**

Treasurer Lord reported the Assessor is out of state visiting family; there is no Assessor's Report this evening.

**Tax Collector:**

Treasurer Lord presented the Board with the Report of the Tax Collector – See Attachment C.

**b. Line-Item Transfer Requests:**

• **Transfer #4 – Tax Collector:**

**Estimated charge for DMV registration services with short by \$23.02 – bill was received in July.**

**MOTION: To APPROVE Transfer #4 in the amount of \$23.02 from Travel/5580 to DMV/8803.**

**Tripp moved/Broder seconded/**

**DISCUSSION: None.**

**VOTE: In Favor: Unanimous (Broder/Little/Maynard/Tripp)  
(No one opposed/No abstentions)**

• **Transfer 5 – Capital Non-Recurring:**

**To zero out account balances on completed projects and to fund additional surveys and workshops for the Town's ten-year plan of development.**

Treasurer Lord reported the Town's Plan of Conservation and Development (POCD) is a mandatory requirement which must be updated every ten years. One of the uses of the Plan is grant funding; various departments within the Town utilize the Plan as well. The Town Planner is currently working to complete East Windsor's update in-house, and has been assisted by a consultant to present one workshop; she would like to hire the consultant to conduct a workshop on commercial development and vacant properties. Treasurer Lord and First Selectman Menard advised the Board POCDs can typically cost a town \$100,000 or more for the services of an outside consultant. Treasurer Lord has

reviewed various line items and noted several have not had activity for a couple of years but still carry small balances. She is proposing transfer of these balances to fund additional workshops for the POCD.

**MOTION: To APPROVE Transfer #5 in the amount of \$10,317.19 from various accounts to the POCD/08-55-1025-7-799-0652.**

**Tripp moved/Maynard seconded/**

**DISCUSSION:** It was questioned: 1) if State Statutes addresses the transfer of such fund balances to the unassigned fund, and 2) what happens to money given to the Town in lieu of donation of open space? It was noted nothing in the State Statutes prevents the Board from approving this transfer, and money offered to the Town in lieu of the donation of land goes into the Open Space Fund which is used specifically for the purpose of purchase/preservation of open space land.

**VOTE: In Favor: Unanimous (Broder/Little/Maynard/Tripp)  
(No one opposed/No abstentions)**

**VIII. Matters referred from the Board of Selectmen:**

Nothing presented this evening.

**IX. Unfinished Business:**

**a. Annual Report:**

Treasurer Lord reported memos will be sent to department heads shortly requesting information to included in the annual report. The format for the report is being simplified and is being enhanced with local photos while offering a brief summary of department specific information. The financial data will be included as well.

**X. New Business:**

**a. Discussion – Lease Purchase Resolution approved by BOS:**

The Board of Selectmen (BOS) recently approved a Lease-Purchase Agreement for replacement of the HVAC system at the Town Hall, and the purchase/replacement of two trucks for the Department of Public Works (DPW). The approval generated e-mail correspondence questioning the lease-purchase approach to funding vs. bonding or installment funding. Mr. Little felt the lease-purchase approach was to be an exploratory exercise but it has become a financial commitment on behalf of the Town, which he views as borrowing; Mr. Maynard questioned the effect of taking the cost of these items from the fund balance on

the approved budget while taking into consideration the possibility of a default increase of 2%?

Treasurer Lord explained the RFP issued on the estimated cost of the HVAC replacement and DPW trucks. She noted bids for both items came in under the estimates, which reduces the amount financed and the cost of financing. Treasurer Lord reviewed the chronology of the lease-purchase agreement proposal, noting it had been discussed over several months by the BOS and BOF and was approved by both the BOS and the BOF during the budget season. Discussion continued regarding the financing options of bonding, lease-purchase agreements, and installment allocations via Capital Improvement funding.

Let the record show Ms. Herms arrived at 8:05 p.m.

Mr. Maynard reviewed the questions raised in his e-mail. He questioned the effect of taking all, or a part, of the cost of the HVAC and truck replacement from the Fund Balance, taking into consideration the possibility of three referendum failures and imposition of the default 2% budget increase? Treasurer Lord indicated the result would be Mr. Maynard's option A based on the July 1<sup>st</sup> approved budget.

Discussion continued regarding funding options. It was noted money has also been set aside under the CIP fund towards replacement of the trucks. Discussion continued further regarding the history of consideration and approval of the resolution enabling the Town to enter into the lease-purchase agreement, alternative funding options and their effect on the fund balance, and recommendation by the Town's financial advisor for the use of lease-purchase option.

**b. Financial Advisory Service RFP:**

Treasurer Lord reported she will be sending out RFPs to various financial institutions regarding services and cost comparisons.

**XI.** No Agenda Item listed.

**XII. Board Member Comments:**

Ms. Herms reported that at the BOS's Meeting held the previous night they approved a non-binding agreement to the framework for reimbursement to the condo associations. Discussion followed. First Selectman Menard clarified that the condo association's proposal is for reimbursement for the cost of street lights every 200' and fire hydrants within the condominium complexes. The BOS approved the outline of how the cost calculations for those items would be acquired; the BOS did not approve funding for those items. Members of the condo association were advised a request for the cost of the reimbursement of those items must be made by the condo association as part of the

budget request. The request then follows the same process as any budget request; it goes to the BOS, the BOF, public hearings and referendum. Discussion continued regarding the history of the condo association's request during last budget season, competing budget requests, and code of ethics.

No one else raised any discussion items.

**XIII. Invoice Authorization:**

Chairman Corso noted receipt of an invoice for recording secretarial services. After polling the Board for comments Chairman Corso signed/approved the payment as submitted.

**XIV. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 8:45 p.m.

**Tripp moved/Broder seconded/VOTE: In Favor: Unanimous**

Respectfully submitted: \_\_\_\_\_

Peg Hoffman, Recording Secretary, East Windsor Board of Finance

*Attachment A - 9/7/2014*

CUMULATIVE REPORT OF CASH

	Aug-14	NET CASH COLLECTION	BUDGETED REVENUE	DIFFERENCE BETWEEN BUDGET AND ACTUAL
End of Month Report of				
Current Taxes	\$869,310.21	\$15,258,022.95	\$27,789,172.00	(12,531,149.05)
MV Supplemental	\$0.00	\$0.00	\$250,000.00	(250,000.00)
Interest and Fees	\$22,913.60	\$23,534.64	\$225,000.00	(201,465.36)
Prior Year Taxes	\$61,783.05	\$75,785.97	\$300,000.00	(224,214.03)
<b>Total Tax Collector Report</b>	<b>\$954,006.86</b>	<b>\$15,357,343.56</b>	<b>\$28,564,172.00</b>	<b>(13,206,828.44)</b>
Sewer Benefit Assessment	\$747.00	\$1,371.44		\$1,371.44
Sewer Facility Connection Charge	\$23,392.04	\$33,260.99		\$33,260.99
Aircraft Registration	\$0.00	\$0.00	\$4,800.00	(\$4,800.00)
<b>Total Deposit</b>	<b>\$978,145.90</b>	<b>\$15,391,975.99</b>	<b>\$28,568,972.00</b>	<b>\$29,832.43</b>

% OF BUDGET COLLECTED 53.76%

Attachment B - 9/17/2014

**CASH FLOW REPORT- WEBSTER BANK GENERAL FUND CASH ACCOUNT**

**BEGINNING BALANCE**  
August 1, 2014

\$6,973,927

OUTFLOWS					
PAYROLL	TRANSFER TO BOE	ACCOUNTS PAYABLE	TRANSFER TO INVESTMENT ACCOUNT	TRANSFER TO CAPITAL ACCOUNT	TRANSFER TO OTHER/ BOUNCE
(\$469,790)	(\$1,033,000)	(\$726,986)	(\$4,688,000)		(\$4,583)

**INFLOWS**

LOCAL REVENUE	STATE REVENUE	TAX COLLECTIONS	TRANSFERS IN	BOND PROCEEDS	ENDING BALANCE
\$374,336	\$295,385	\$1,831,641	\$783,621		August 31, 2014
					\$3,336,551

