

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

**REVISED MINUTES OF REGULAR MEETING  
Wednesday, December 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, Robert Maynard, Kathy Pippin, and Sharon Tripp.  
**Members Absent:** Robert Little.  
**Alternate Present:** Paulette Broder.  
**Alternate Absent:** Gilbert Hayes  
**Others:** **Town Treasurer:** Kim Lord; **First Selectman:** Denise Menard;  
**Town Staff or Department Heads:** Laurie Whitten, Planning Department; **Auditors:** Michael J. VanDeventer, CPA, Partner, and Peter E. Bihuniak, CPA, Senior, of Mahoney Sabol – CPAs and Advisors  
**Press:** No one from the Press was present.

**I. Call to Order:**

Chairman Corso called the Meeting to Order at 7:31 p.m.

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

Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.; see Call to Order above

**III. Appointment of Alternates:**

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

Tripp moved/Herms seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous

**IV. Approval of Minutes/Regular Meeting, November 19, 2014:**

**MOTION:** To **APPROVE** the Minutes of the Regular Meeting of the Board of Finance dated November 19, 2014 as amended.

Tripp moved/Pippin seconded/

DISCUSSION: Mr. Maynard requested the following revisions:

**Page 3: Minutes/Notes from Un-posted Meeting of October 15, 2014: Board Member Comments:** discussion of Mrs. Herms and Mr. Maynard regarding their position as condominium owners, paragraph 3: “.....Mr. Maynard acknowledged he, too, is a condominium owner; he felt that he would not personally receive any money as reimbursements would NOT be going to his condominium association.”

**Page 8: Minutes for November 19, 2014 Meeting; Board Member Comments:** Mr. Maynard wanted to reword his comment at the bottom of the page regarding the “\$36,356,748” to **“Next year’s default budget, if the referendum fails three times, will be \$36,356,748.”**

VOTE: In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp.)

**V. Public Participation:**

**Paul Anderson, 89 Main Street:** spoke regarding the EWCA. See Attachment A.

**MOTION:** To **TAKE ITEM 9A – FY 13 – 14 Audit Presentation – under New Business out of order.**

Tripp moved/Herms seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp)

**IX. New Business/a. FY 13 – 14 Audit Presentation:**

Michael J. VanDeventer, CPA, Partner, and Peter E. Bihuniak, CPA, Senior, of Mahoney Sabol – CPAs and Advisors joined the Board to discuss the results of the 2014 audit for the Town of East Windsor. They provided the Board with the following documents: 1) hard copy of their PowerPoint presentation dated December 17, 2014, 2) Federal and State single audit reports as of June 30, 2014, and 3) Basic Financial Statements, Supplementary Information and independent auditor’s report as of June 30, 2014.

Treasurer Lord said any questions raised by the Board members should be forwarded via e-mail to Chairman Corso.

**MOTION:** To **GO BACK to the posted Agenda order.**

Tripp moved/Pippin seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp.)

**VI. Communications:**

No communications to discuss this evening.

**VII. Monthly Reports/a. Treasurer/Tax Collector/Assessor:**

**a. Treasurer:**

Treasurer Lord presented the Board with the following standard reports:

- Cash Flow Report – Webster Bank General Fund Cash Account – See Attachment D.
- Cumulative Report of Cash, effective November 2014 – See Attachment E.

**Assessor's Report:**

Treasurer Lord presented the Assessor's Report dated December 10, 2014 – See Attachment F. Treasurer Lord also noted the Assessor has finished the supplemental auto Grand List, which is down from a similar Grand List for the previous year.

**Tax Collector:**

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

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

Treasurer Lord referenced the Transfer Request Form listing transfer requests #7, #8, and #9. See Attachment H for specifics of each transfer.

**MOTION:** To **APPROVE** Transfer #7.

Tripp moved/Broder seconded/

DISCUSSION: None.

**VOTE:** In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp.)

**MOTION:** To **APPROVE** Transfer #8.

Tripp moved/Herms seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp.)

**MOTION:** To **APPROVE** Transfer #9.

Tripp moved/Herms seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp.)

**VIII. Unfinished Business/a Annual Report:**

Treasurer Lord reported the 2013 – 2014 Annual Report has been completed, and been sent to the printer. Treasurer Lord is having 350 copies printed with a color front and back page.

**IX. New Business/b. POCD Update – Town Planner Laurie Whitten:**

Town Planner Laurie Whitten, of the Planning Department, joined the Board. She discussed the POCD (the Plan of Conservation and Development). She is meeting with all boards and commissions to discuss their goals for East Windsor moving forward. Town Planner Whitten provided the Board with Section 5 – Action Plan – from the 2004 POCD which summarizes an overview of the current plan’s intent and goals.

**c. 2015 Meeting dates – Third Wednesday of each month – 7:00 p.m.**

Treasurer Lord presented the Board with the proposed 2015 Meeting schedule. See Attachment I.

**MOTION:** To **APPROVE** the 2015 times and dates for the Board of Finance.

Herms moved/Broder seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous (Broder/Herms/Maynard/Pippin/Tripp.)

**d. FOIA/Meeting Minutes:**

Chairman Corso discussed what is required in meeting minutes.

**e. Set 2015 Budget Workshop Dates (April 2015):**

The Board preferred to wait until the January, 2015 Meeting to set budget workshop dates.

**X. Board Member Comments:**

Chairman Corso said all BOF related items must be discussed in public.

Mr. Maynard invited First Selectman Menard to sit at the table during BOF meetings. .

Mr. Maynard referred to the new CNR budget format. Discussion occurred.

Mrs. Pippin noted supplemental appropriation for the consoles for the police department passed last night. Mrs. Pippin wanted to commend the Police Department for their detailed presentations for CIP requests – including cruiser replacement and video equipment; she would like to see the Police Department well equipped.

No other Board members requested to speak.

**XI. Invoice Authorization:**

Invoice not submitted at meeting.

**XII. Adjournment:**

**MOTION:** To **ADJOURN** this Meeting at 8:55 p.m.

Tripp moved/Herms seconded/VOTE: In Favor: Unanimous

Respectfully submitted: \_\_\_\_\_  
Peg Hoffman, Recording Secretary, East Windsor Board of Finance