

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

MINUTES OF REGULAR MEETING

Wednesday, December 20, 2023

<https://zoom.us/j/7148971799>

Meeting ID: 714 897 1799

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

Board of Finance Members Present: Nichole DeSousa, Bill Syme, George Michna, Tom Lansner (via Zoom), and Tom Talamini

Alternate Member Present: Christina Cresenzi

Alternate Member Absent: Karen Turley

Advisory: Amy O'Toole, Finance Director/Treasurer, Jason Bowsza, First Selectman, Dr. Patrick Tudryn, Superintendent of East Windsor Public Schools, Ryan Galloway, Business Manager, BOE, and Sabo Khalilova, Recording Secretary

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Bill Syme called the Regular Meeting to Order at 7:02 p.m.

2. TIME AND PLACE OF MEETING:

Wednesday, December 20, 2023, 7:00 p.m. Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT 06016

3. ATTENDANCE/APPOINTMENT OF ALTERNATES:

Due to unfilled regular member vacancy, a newly elected alternate member, Christina Cresenzi had been promoted to be a voting member for this meeting.

MOTION was made by (Nichole DeSousa) and **SECONDED** by (Tom Talamini) to appoint Christian Cresenzi a voting member for the Board of Finance.

In Favor: All

Opposed: None

Motion: PASSED

4. **APPROVAL OF AGENDA:**

MOTION was made by (Nichole DeSousa) and **SECONDED** by (Tom Talamini) to accept agenda as amended.

In Favor: All

Opposed: None

Motion: PASSED

5. **ELECTION OF OFFICERS:**

MOTION was made by (Nichole DeSousa) and **SECONDED** by (Tom Talamini) to appoint Bill Syme as a Chair of the Board of Finance.

In Favor: All

Opposed: None

Motion: PASSED

MOTION was made by (Bill Syme) and **SECONDED** by (Nichole DeSousa) to appoint Tom Talamini as a Vice Chair of the Board of Finance.

In Favor: All

Opposed: None

Motion: PASSED

6. **AUDIT PRESENTATION:**

Michael VanDeventer presented 2023 Audit Results for the Town of East Windsor noting that unmodified opinions were being issued.

7. **APPROVAL OF MINUTES:**

a. **BOF Regular Meeting November 15, 2023**

MOTION was made by (Nichole DeSousa) and **SECONDED** by (George Michna) to approve the Regular Meeting Minutes for November 15, 2023.

In Favor: All

Opposed: None

Motion: PASSED

8. **PUBLIC PARTICIPATION:**

Heather Spencer expressed her support to elect Randi Reichle as a regular member of the Board of Finance to fill the vacancy.

Bob Leach, Chairman of the Republican Town Committee also expressed the endorsement of Randi Reichle to the Board of Finance.

9. **COMMUNICATIONS:**

None

10. **MONTHLY REPORTS:**

a. **Town FY 2023-2024 Financial Reports**

Amy O'Toole presented the Town's financials.

b. Board of Education 2023-2024 Financial Reports

Ryan Galloway presented the Board of Education financials. Nichole asked Ryan if the Board of Education would be able to implement the Auditor's suggestions. Ryan noted that he would be working to implement them. George asked Ryan what the invoice issue was and for how much. Ryan noted that it was for the prior copier contract, and it was \$16,000.

c. FY 23-24 Transfers

Transfer #17 for the Department of Planning:

MOTION was made by (Tom Talamini) and **SECONDED** by (Nichole DeSousa) to transfer \$2,500 from Professional Services to CIP Planning Digitization to cover unexpected time and material increase.

In favor: All

Opposed: None

Motion: **PASSED**

Transfer #18 for the Department of Planning:

MOTION was made by (Nichole DeSousa) and **SECONDED** by (Tom Talamini) to transfer \$2,500 from CNR Transfer to Planning Digitization to cover unexpected time and material increase.

In favor: All

Opposed: None

Motion: **PASSED**

d. Reconciliations:

Amy O'Toole stated that the Town reconciled through November.

Ryan Galloway stated that the Board of Education reconciled through October, and he would be working over the break to get them caught up.

11. BOARD OF SELECTMAN UPDATES & REFERRALS:

None

12. BOARD OF EDUCATION UPDATES & REFERRALS:

Dr. Patrick Tudryn shared the positive updated of the East Windsor Public Schools' activities and holiday happenings.

13. NEW BUSINESS:

Board of Finance Vacancy

Randi Reichle submitted her application and credentials for the vacancy.

MOTION was made by (Nichole DeSousa) and **SECONDED** by (George Michna) to appoint Randi Reichle to fill the vacancy for the Board of Finance.

In Favor: All

Opposed: None

Motion: **PASSED**

Jason Bowsza, First Selectman sworn in Randi Reichle as official regular member of the Board of Finance.

MOTION was made by (Nichole DeSousa) and **SECONDED** by (George Michna) to have Randi Reichle take over as a voting member from Christian Cresenzi.

In Favor: All

Opposed: None

Motion: PASSED

Annual Report

Amy O'Toole, Jason Bowsza and the members of the Board discussed the annual report and agreed it was ready to be posted on the Town's website. Jason Bowsza thanked Melissa LaBelle who worked with Amy O'Toole and the Town staff for their work in completing the report.

FY 24-25 Budget Calendar:

Amy O'Toole noted Budget workshop dates for Board Of Selectmen and Board Of Finance are noted on the calendar.

12. UNFINISHED BUSINESS:

None

13. BOARD MEMBER COMMENTS:

Tom Lansner (via Zoom) wished everyone a Merry Christmas and Happy New Year.

14. NEXT MEETING DATE:

January 17, 2024 Regular Monthly Meeting

15. ADJOURNMENT:

MOTION was made by (Nichole DeSousa) and **SECONDED** by (Tom Talamini) to adjourn the meeting at 7:44 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Sabo Khalilova, Recording Secretary, Board of Finance