

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

MINUTES OF REGULAR MEETING

Wednesday, April 17, 2019

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

Regular Members Present: Jerilyn Corso (Chairman), Kathy Pippin, Sarah Muska, Bill Syme, Karen Christensen, Barbara Petano

Regular Members Absent: None

Alternate Members Present: None

Alternate Members Absent: Danielle Godeck, Alan Baker

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chairman Corso called the Regular Meeting to Order at 7:00 p.m. Everyone stood and said the Pledge of Allegiance.

2. TIME AND PLACE OF MEETING:

Wednesday, April 17, 2019, 7:00 p.m. at the East Windsor Town Hall Meeting Room (11 Rye Street, Broad Brook, Connecticut, 06016)

3. ATTENDANCE/APPOINTMENT OF ALTERNATES:

The whole Board was present so no alternates needed to be appointed.

4. APPROVAL OF AGENDA:

MOTION made by (Syme) and **SECONDED** by (Pippin) to add 10b-Appointment of Auditor, under New Business, to the Agenda.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Pippin) to accept the Agenda, as amended.

In Favor: All

Opposed: None

Motion: **PASSED**

5. APPROVAL OF MINUTES:

MOTION made by (Muska) and **SECONDED** by (Petano) to accept the Minutes of the Regular Meeting, March 20, 2019, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Public Hearing, March 27, 2019, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Budget Workshop, March 27, 2019, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Budget Workshop, March 28, 2019, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Budget Workshop, April 2, 2019, as presented.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Pippin) to accept the Minutes of the Budget Workshop, April 4, 2019, with the following corrections, under the motion to accept the Public Works Budget, Muska made the motion and Syme seconded the motion, Muska did not make both as stated in the Minutes.

In Favor: All

Opposed: None

Motion: **PASSED**

6. PUBLIC PARTICIPATION:

Sarah Andrews, Main St. – Stated that any cut to the BOE budget would be devastating. She asked the Board to look over the numbers again before they finalize the budget and let the people have a vote. She stated that this is the sentiment of many people in the Town.

Cathy Simonelli, Depot St. – Stated that she wanted to echo something that Sarah Andrews said. The public has shown that they want to have a say on what they really need and want. She encourages the Board to put forth a budget that doesn't further cut the Board of Ed and even restore some of what was cut the other day. Let's let the taxpayers decide the first time around.

7. COMMUNICATIONS:

None

8. MONTHLY REPORTS:

A. Town Financial Reports:

The Treasurer stated that the Tax Collector did a tax sale on April 2nd and collected \$166,000 on \$166,000 and the only write-off was \$569. In the report she is short for the current which Amy said was not surprising with the adjustments that happened to the Grand List. She stated that the Assessor gave her the final Grand List of \$954,201,918, which is just shy of \$5 million short of last year's Grand List.

B. FY 18-19 Transfers:

None, but the Treasurer stated that there will be one coming from Building Repair for sewer costs on South Rd and someone called about another issue today.

C. Board of Selectman Updates & Referrals:

Mr. Maynard explained that the Town should spend some of the Fund Balance on the South Rd. Sewers to fix the issue there. He handed out a picture showing the area he was talking about. To see the handouts, it is hereto attached as Attachment A (2 pages). When asked why this project was not funded by CIP as recommended by the committee he said that the more money you spend in CIP the more the taxes are for the Town. He stated that with the Fund Balance the Town can fund projects out of the budget and pay for them through the Fund Balance. When asked to clarify why the process was changed he stated that he had already answered that question.

a. CIP Projects – Funding:

Mr. Maynard handed out the CIP projects and what the CIP Committee recommended funding and what the BOS decided to change and fund. To see the handouts, they are hereto attached as Attachment B (4 pages). The discussion continued and Amy stated that no matter how much money you go to Bonding for it is about \$75,000 to do it. It was decided the Town was going to have to start thinking about Bonding projects for about \$5 million starting soon. After a very lengthy discussion the Board decided to fund the following projects through the Fund Balance:

1. BOE –	IT Group	\$38,000
	Library & Textbooks	\$77,000
	Athletics & Extra Curricular	\$38,500
	Broad Brook Ele. Café Tile	\$27,500
2. Police -	Vehicle	\$56,000
	Computers	\$23,100
3. DPW -	Vehicle (Truck)	\$60,000
	Garage Equipment	\$20,000
	Drainage	\$50,000
	Exterior Lighting	\$50,000
	Vehicle	\$26,000
4. TP -	Generators (2)	\$97,000
	Sewer (South Rd)	\$94,000

MOTION made by (Syme) and **SECONDED** by (Petano) to approve \$657,100 for the projects discussed and forward for an additional appropriation to the Board of Selectmen to set a Town Meeting.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION made by (Muska) and **SECONDED** by (Petano) to take a 5 minute recess at 8:18 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Chairman Corso called the meeting back to order at 8:23 p.m.

D. Board of Education Updates and Referrals:

Cathy Simonelli stated that everything was addressed during the discussion of CIP and there was nothing new to report. The shortfall is still about \$255,157.

a. Cafeteria –

The projected shortfall will be about \$65,000-\$67,000.

9. UNFINISHED BUSINESS:

A. Fund Balance Policy Update:

Amy stated that there were a few changes to the Fund Balance Policy. On the Committed Fund Balance, it says “BOF is the highest level of decision making authority of the Town”. This is incorrect the BOF is not the highest level. It was revised to say “of the legislative body of the Town, (i.e. Town Meeting or Referendum), the highest level of decision making authority of the Town”.

MOTION made by (Muska) and **SECONDED** by (Christensen) to accept the Fund Balance Policy revised on 4/17/19, as amended.

In Favor: All

Opposed: None

Motion: **PASSED**

10. NEW BUSINESS:

A. Approve FY 19-20 Budget and Forward it to Referendum:

MOTION made by (Syme) and **SECONDED** by (Muska) Shall the fiscal year 2019-2020 annual budget of \$41,303,202 proposed by the BOF for the Town of East Windsor be approved.

In Favor: All

Opposed: None

Motion: **PASSED**

B. Appointment of Auditor:

MOTION made by (Muska) and **SECONDED** by (Petano) to accept Mahoney Sable as the FY 18-19 auditors.

In Favor: All

Opposed: None

Motion: **PASSED**

11. BOARD MEMBERS COMMENTS:

Sarah Muska-:

I think that this Board did a great job of working together to try to put forth a budget based on the needs not the wants of the Town. Based on the public that spoke at the public hearing and tonight and the many e-mails that I've received, the taxpayers would like their say, and I think it is fair that we are leaving it in the hands of the voters, to let them decide. The first budget referendum is May 14th and the polls will be open from 6 a.m.-8 p.m.

Kathy Pippin:

She is glad it is done, it was a tough, tough one and she believes in leaving it up to the Town of East Windsor.

Bill Syme:

Thinks that the Board has presented a budget that is fair to all parties in Town, businesses and residents and it is up to the voters now. She is pleased, just pleased.

Karen Christensen:

Nothing to report

Barbara Petano:

Nothing to report

Jerilyn Corso:
Nothing to report

12. NEXT MEETING DATE:

Wednesday, May 15, 2019 at the East Windsor Town Hall Meeting Room.

13. ADJOURNMENT:

MOTION made by (Muska) and **SECONDED** by (Pippin) to adjourn at 8:32 p.m.

In Favor: All

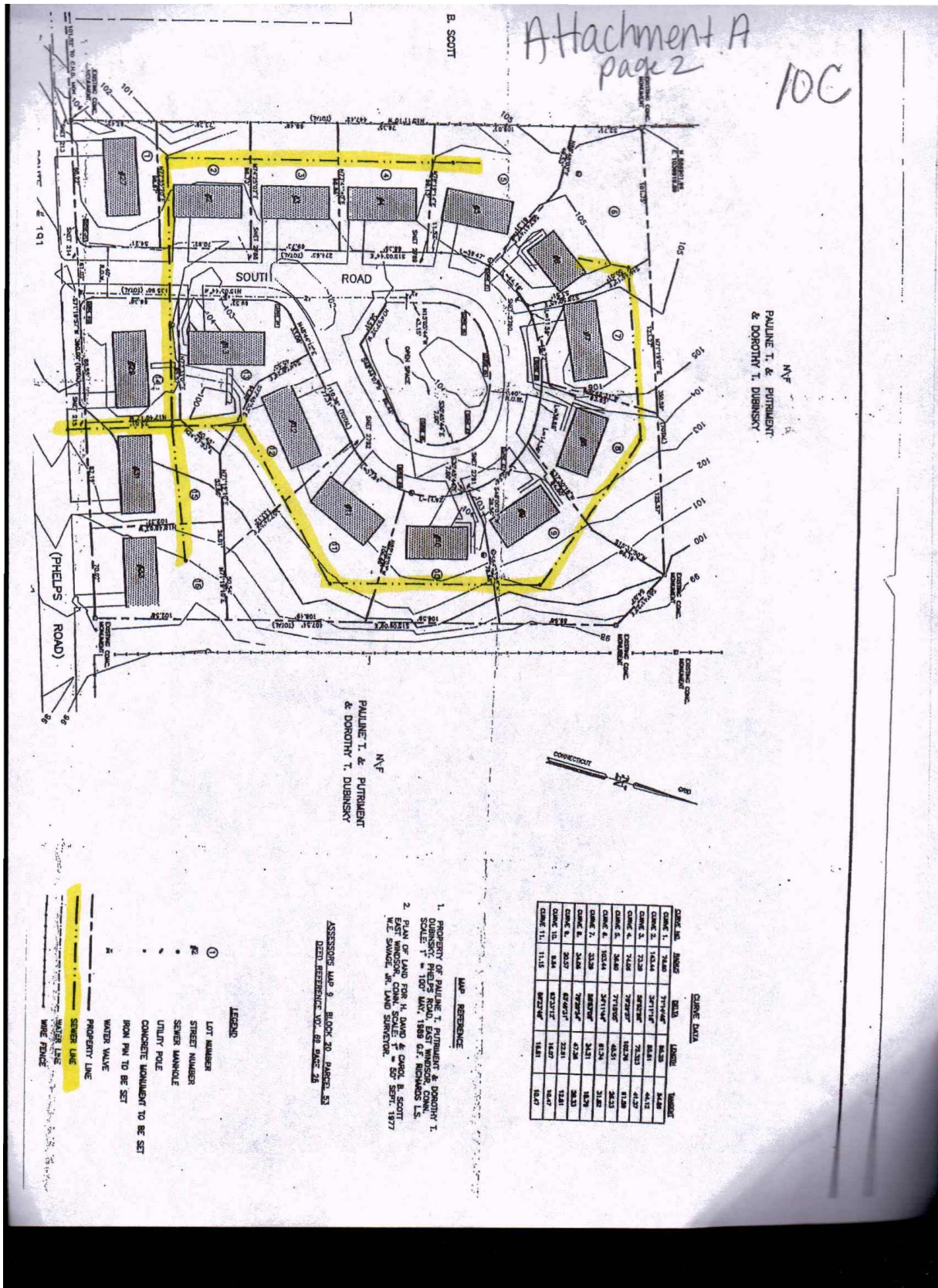
Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Rebecca D'Amicol, Recording Secretary





CIP Committee Approved Projects (ranked by priority)

Town of East Windsor Capital Improvement Projects

Project Prioritization

11/6/18 CIP to BOS for budget consideration

ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
1	Police	Vehicles	Replace 2.5 older high mileage vehicles	2,100	\$100,900.00 \$45,000	\$100,900.00	\$100,900.00	Sedans no longer made; chose Ford police utility vehicle as replacement. Some/most custom equip won't be reusable due to re-vamp with 2020 design. Request is estimate due to unavailability of final costs at time of request.
2	Public Works	Chip Sealing Roads	Ongoing maintenance	1,935	\$75,000.00	\$75,000.00	\$75,000.00	\$75k reimbursed by State LOCIP Program; funded annually to take advantage of this program
3	Public Works	Pavement Management	Annual maintenance and/or reconstruction	1,910	\$500,000.00 \$400,000	\$1,000,000.00	\$1,000,000.00	Independent 2017 pavement study shows 17% of roads need base rehabilitation; 15% structural improvement, 24% preventative maintenance with 44% not needing work at this time. Study shows over half of EW's roads (71 miles) need some level of work at an estimated cost of \$14M.
4	Police	NextGen Solutions	Replacement of aged software system	1,875	\$36,980.00	\$36,980.00	\$173,920.50	Town previously made contractual commitment to this software replacement; this is payment 3 of 4. Software used by most towns in CT improves PD efficiency. Patrols have better access to necessary information. Allows PD to become integral part of larger communication network sharing necessary information.
5	Public Works	Vehicle	Ongoing replacement of Public Works and Parks + Grounds vehicles and equipment	1,540	\$200,000.00 \$149,000	\$200,000.00	\$200,000.00	1996 6W and 1998 10W dump trucks among the 12 vehicles overdue for scheduled replacement. FY20 request is for replacement of a dump truck.

ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
6	Public Works	Town wide Drainage Projects	Ongoing maintenance + replacement of Town wide drainage	1,395	\$50,000.00	\$50,000.00	\$50,000.00	2 culvert crossings with failing metal pipes on East Rd and Pleasant St are the priority in FY20; numerous drainage issues across town.

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7	Public Works	GIS System	State Mandated updates to the GIS System	1,375	\$25,000.00	\$25,000.00	\$25,000.00	next 2 tasks are State Mandated, past due and estimated to cost \$70k: 1) locate and map storm drainage systems, 2) map location of every street sign.
8	Assessor's Office	Revaluation	State Mandated Revaluation required every 5 years	1,115	\$20,000.00	\$20,000.00	\$138,472.00	previous savings (\$78k in CNR) have reduced request to only amount required to reach expected cost of next evaluation.
9	Town Property	Vehicle Replacement Program	vehicle replacements	633	\$20,000.00	\$25,590.00	\$25,590.00	continuous funding in small level amount allows replacement of vehicles when necessary and allows EW to take advantage of grants requiring matching funding when they become available.
SUBTOTAL / annual projects					\$1,027,880.00	\$1,533,470.00	\$1,788,882.50	
10	Board of Education	Kitchen steam boiler	replace kitchen steam boiler; kettle and oven ok at this time	1,910	\$20,485.00	\$20,485.00	\$20,485.00	currently unable to use; essential to HS lunch prep; will need to cook in another building which in addition to transport issues also disrupts food prep for the other school.
11	BBFD	E7-139 Fire Truck Replacement	Replace 2001 HME Pumper truck - cost distributed over 5 years	1,860	\$100,000.00	\$200,000.00	\$1,000,000.00	double frame is starting to separate; only 2 locations can diagnose; 2nd truck out (previously 1st out); also used for mutual aid; \$20-25k maint last year; BBFD hopes to keep this truck in service for 5 years while funds are saved for a replacement but this carries some risk. Other funding options considered by CIP: lease/purchase or bonding. CIP allocated \$100k towards possible purchase or lease/purchase. In 2-3 years, bonding may be feasible for this vehicle.

ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
12	Town Property	PD + Radio Tower Generator replacements	replace critical aged generators	1,770	\$50,000.00	\$97,000.00	\$97,000.00	PD Generator is burning coolant and has voltage spikes causing damage to electronic equipment. Tower generator unreliable, difficulty getting parts; required to maintain radio communications.
13	Police	Vehicle computers	replace old, failing laptops in police vehicles	1,520	\$23,070.00	\$23,070.00	\$49,985.00	CIP plans to replace small unit at 35k this year and do the larger unit at 62k next year. current laptops 10+ years old; FY20 request covers 6 of 13 cruisers; remainder of 7 to be submitted next year; new laptops are tablet design with removable keyboard; allows officer to remove and use outside of cruiser increasing efficiency and access to information

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14	Treasurer	Financial Software	replace current software	1,144	\$124,470.00	\$124,470.00	\$124,470.00	Current software is designed for non-profits, not municipalities. Two options: town only and town+BOE; Treasurer and Superintendent to determine feasibility to include BOE before final funding allocation; initial funding includes both and will be adjusted in final allocation if not feasible.
15	Town Property	Exterior Lighting	upgrade exterior lighting throughout town	1,084	\$10,000.00	\$40,000.00	\$150,000.00	FY20 focus is EW Park lighting; 16 of 27 (60%) lights at EW Park don't work and field shed wiring needs repair. Upfront costs returned in operating savings.
16	Public Works	DPW Facility Equipment	Purchase new Equipment for use in the service garage	1,056	\$10,000.00	\$20,000.00	\$100,000.00	FY20 project is forklift; existing loader is large, has no maneuverability in garage and doesn't fit through the storage building door; not helpful in moving large 55 gallon drums and material deliveries; often tied up in other uses. Need something more flexible and maneuverable for efficiency.
17	Town Property	Dog Pound Repairs	Replace kennels inside and out	1,004	\$20,000.00	\$61,930.00	\$61,930.00	Entire facility needs major work both in and out. Inspector has identified many major issues. CIP recommends funding in 3 phases. This is phase 1 of 3; Len will discuss with the inspector to see what they feel the highest priority repairs are.

ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
18	Board of Education	BB Café tile replacement	replace original tile over 65 years old with vinyl tile	693	\$27,500.00	\$27,500.00	\$27,500.00	ORIGINAL TILE. Over 65 years old. Estimate covers asbestos removal and disposal with vinyl tile replacement.
19	Board of Education	MS Parking	Expand north parking lot; adds 39 spaces	657	-	\$71,300.00	\$71,300.00	currently parking on lawn areas daily; adds 39 spaces; price estimate from 2017.
20	Board of Education	HS S-wing carpet replacement	Replace 25+ year old carpet	633	-	\$53,000.00	\$53,000.00	Carpet is 25+ years old and showing its age.
21	Public Works	South Rd Sewer	Repair South Rd Sewer to allow transfer to WPCA	630	\$94,000.00	\$94,000.00	\$94,000.00	Once the town rehabs the South Rd sewer, which is in significant disrepair, WPCA will take it over and maintain going forward; this is associated with the town owned land but resident owned housing on South Rd.
		Roof replacements						DPW: roof has multiple patches; chimney in disrepair; replacement is standing seam metal roof expected to last well beyond the 40 yr life estimate.

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22	Town Property	(DPW, BBFD, Sr. Ctr)	Replace aging roofs	540	-	\$600,000.00	\$600,000.00	BBFD/SrCtr: fastener heads putting pressure on underside of EPDM membrane and a post is rubbing against membrane creating a tear. Both need reinforcement before winter; many patches over entire roof.
23	Public Works	Sidewalks	Repair/Replace Sidewalks	525	-	\$44,000.00	\$100,000.00	Sidewalk repairs and additions needed throughout town; FY20 submission of \$44k to fix deteriorating sidewalks on Depot St which pose a safety hazard.
24	Parks and Rec	Playground Replacement	bring all playgrounds to code	482	-	\$45,000.00	\$150,000.00	difficult to purchase replacement parts for current equip due to age of equipment; equipment not up to code and doesn't meet current safety standards.
25	Scout Hall	HVAC Replacement-small unit	Replace 18 yr old unit; life expectancy of 20 yrs.	230	-	\$30,000.00	\$30,000.00	similar to large unit of same age which failed in fall, 2018.

ID#	Town Entity	Project Name	Project Title	Weight Value	Initial Recommended Funding	Project Request FY 19/20	Total Project Cost	Project Description and Information
26	Parks and Rec	Field expansion and renovation	plans for multiple fields, courts and equipment	115	-	\$100,000.00	\$500,000.00	to accommodate increases in field requests from youth sports as well as private rentals; no current ability to rest, rotate or rehab due to constant use; land clearing, reassigning/regrading of existing park property required.
27	Parks and Rec	Reservoir Basketball Court Expansion	expand and restructure East Windsor Park BB	110	-	\$75,515.00	\$151,030.00	Project expands court area to create a second court and adds parking area; currently most used court in town; expansion opens possibility of running leagues.
COMBINED TOTAL					\$1,507,405.00	\$2,757,740.00	\$5,169,582.50	

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