

**TOWN OF CROMWELL BOARD OF FINANCE
REGULAR MEETING
THURSDAY, OCTOBER 25, 2007
TOWN HALL ROOM 224/225**

Minutes

Present: Michael Gengler, Loraine Caruso, John Henehan, Alternate Jeremy Shingleton, Julius Neto, Edwin Maley and John Flanders.

Also Present: First Selectman Paul Beaulieu, Finance Director Marianne Sylvester.

A. CALL TO ORDER:

Chairman Michael Gengler called the meeting to order at 7:35 p.m.

B. SEATING OF ALTERNATE: None.

C. APPROVAL OF AGENDA:

John Flanders made a motion to approve the agenda, seconded by Loraine Caruso. All were in favor. Motion Passed.

D. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

1. Special Meeting, September 7, 2007-Loraine Caruso made a motion to approve the minutes, seconded by Ed Maley. All were in favor except Julius Neto and John Henehan abstained. Motion Passed.

2. Regular Meeting, September 27, 2007- Loraine Caruso made a motion to approve the minutes with modifications. All were in favor except Julius Neto abstained. Motion Passed.

E. CITIZENS COMMENTS: None.

F. REPORT OF THE FIRST SELECTMAN: The sign for the Town Hall will be completed by end of November. Also the subcommittee is hoping to have the field done in the spring.

G. FINANCIAL

1. BUDGET REPORT:

The Finance Director will review the rating agency to determine what areas can be improved. There should be a debt management policy in place. A Fixed Asset policy was put into place and updated. Our Capital Improvement Plan (5 year CNR documentation) is a positive as well as the fact that we have a Long-Range Financial model and plan in place. Financial Management was rated "good" which is a positive. We do not have any areas that are "vulnerable" (no plan or no plan followed) "Good is defined as follows by standard and poors. A financial management assessment of good indicates that practices are deemed currently good but not comprehensive. The Government maintains many best practices deemed as critical to support credit quality, particularly within the finance department. These practices however may not be institutionalized or formalized in policy, may lack detail or long-term elements, or may have little recognition by decision makers outside of the finance department (The long – range planning process is in our favor, but since it was only recently implemented it lacks full credibility).

"Strong" is defined as "A financial management assessment of strong indicates that practices are strong well embedded and likely sustainable. The government maintains most best practices deemed to supporting credit quality and these are

embedded in the governments daily operations and practices. Formal policies support many of these activities, adding to the likelihood that these practices will be continued into the future and transcend changes in the operating environment and personnel.

2. UPDATE ON BONDING PROPOSAL:

The long range planning committee met on October 11, 2007 to decide on who they would consider for the initial interviews for 2008 bonding. They will be requesting State Educational approval in which authorization is in place for school renovations (asbestos) for a 2.7 million note.

Five bonafide council firms that submitted information in request to our RFQ they are Day Pitney, Robinson Cole, Pullman and Comley, Shipman and Goodwin, and Murhta Cullina. Kent Scully and the Finance Director selected Day Pitney, Robinson and Cole, and Pullman and Comley to come in for interviews. Day Pitney's rate for a \$10,000,000 bond is 0.25% of the amount of project or \$25,000.

The long range planning committee is looking at how policies and procedures are formalized and need to be refreshed. The fund balance is in place, growth of the town is a strong point, our weak point is referendum and we are reviewing the community growth in town.

Julius Neto recommended that a good fund balance policy be put in place. We need to review the town's needs and consider how we can finance the projects that are needed.

H. REPORT OF THE TAX COLLECTOR:

The revenue budget for the tax collector is reduced on the budget report. The Finance Director provided a \$180,000 allowance for the Senior Tax Abatement program. The Finance Director will discuss the adjustment with the Tax Collector.

I. OLD BUSINESS: None.

J. NEW BUSINESS:

1. Discussion and Action on an appropriation of \$30,000 from the capital non-recurring fund for the total cost of the 2007-2008 DUI enforcement grant (75% will be reimbursed to the town)

A motion was made by Loraine Caruso to approve the appropriation of \$30,000 from the capital non-recurring fund for the cost of the 2007-2008 DUI enforcement grant, seconded by Julius Neto. The motion passed unanimously.

Captain Roy Nelson discussed the purpose of the grant for dui enforcement and is requesting to apply and receive an expanded 75%-25% for 2008. Chief Salvatore discussed how there is no way to budget and supplant the fund balance. This would be considered a violation of the funding balance.

K. EXECUTIVE SESSION: (took place at 8:35 p.m.)

L. BOARD OF EDUCATION – LIASON REPORT:

Michael Gengler met with the Board of Education on October 9th and 24th.

At the last meeting the curriculum was discussed along with CMT and CAP tests for each grade level. Paula Tolty went over the special needs curriculum.

M. CHAIRMAN'S COMMENTS:

The general funding balance of \$7,000.00 will be recouped.

Tom McDermott of the building committee is working with the Board of Education regarding alternatives for energy from solar panels.

The Clean Energy Task Force would like support from the community.

N. VICE CHAIRMAN'S COMMENTS:

Loraine Caruso wished everyone up for elections good luck. Chairman Michael Gengler expressed his enjoyment serving on this board.

O. GOOD AND WELFARE: None.

P. ADJOURNMENT: Adjourned at 8:35 p.m.

Respectfully Submitted,

Michelle Milardo
Clerk

The Modifications for the September 27, 2007 Minutes are as follows:

- G. Budget Report: period at the end of not much to report. The old fiscal year...**
- H. Report of the Tax Collector: Actual Tax Collector's report stated a 54% collection. The Budget report for Revenue stated 44% due to the timing of the journal entry to record the taxes collected in August.**
- I. Old Business: last sentence the amount of requests is \$1,144,400.**
- J. New Business:**
 - 1. Edwin Maley made a motion to transfer 250,000 from general fund fund balance to the CNR general fund balance, seconded by Loraine Caruso. Motion Passed unanimously.**
 - 2. Police Dept appropriations for 103,000 include 2 police vehicles \$65,000, Automatic External Defibrillators \$8,000, Bullet proof vests \$23,000 and Accident Crime Scene reconstruction 7,000.**
 - 3. Recreation Dept appropriations for 93,400 include Baseball softball backstops \$26,400 and Skatepark Watrous Park \$67,000.**
 - 4. The Town Improvement Fund appropriations for \$123,400 for Sewer Garage Ceiling and the Recreation items were not included in the CNR appropriation but to be funded through the Town Improvement Fund through this appropriation.**