

Town of Cromwell, CT  
Board of Finance  
Regular Meeting  
Thursday, August 22, 2019  
Town Hall Room 7:00 P.M. Room 224/225

**Minutes and Record of Vote**

Present: Vice-Chairman Julius Neto, Amanda Drew, Ed Maley Jr., Steve Wygonowski,  
Alternate Allan Spotts and Alternate Jon Dzurka

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester and IT  
Support for the Town of Cromwell Mark Austin

Not Present: Chairman John Henehan, Bob Milardo and Alternate Dan Kelly

**Called To Order** – Vice-Chairman Julius Neto called the Regular Meeting dated August 22, 2019 to order at 7:01 p.m.

**Pledge of Allegiance** – The Pledge of Allegiance was said by all.

**Seat Alternates** – A motion was made by Ms. Drew and seconded by Mr. Wygonowski to seat Alternates Jon Dzurka and Allan Spotts. *All in favor – Motion Passed.*

**Approval of Agenda** – A motion was made by Mr. Spotts and seconded by Mr. Maley to approve the agenda dated August 22, 2019. *All in favor – Motion Passed.*

**Approval of Minutes of Previous Meetings** – A motion was made by Mr. Spotts and seconded by Mr. Wygonowski to approve the minutes for the Regular Meeting dated July 25, 2019 as amended. *5 in favor and 1 abstained (Ms. Drew) – Motion Passed.*

- Page 1 under Present – add Alternate Jon Dzurka
- All Pages – Correct the spelling of Allan Spotts from Spots and Sports.

**Citizens Report** – None

**Report of the Town Manager** – Town Manager Anthony Salvatore reported that this year's fiscal budget is on target and that last year's budget is being finalized. He expects that it will come in under budget. Mr. Salvatore also reported that the projects are on schedule and getting ready to close up the library and expected to finish under budget for this project. Beginning to move the Transfer Station in the upcoming week and updated on the specifics for this project. Economical Development continues to do very well. He also updated on the other ongoing projects.

Discussion regarding the final method financing for the library project. Ms. Sylvester noted that when the final numbers are done they will be presented to the Board to request funds from the Fund Balance.

**Report of the Finance Director** – Finance Director Marianne Sylvester reported that they met with the Pension Board today to review the investment portfolio and everything looking good through the end of June 2019. Finished the year as targeted. The return was 7% and the goal was 7.1%.

The budget reports in your packets are for last year's budget and this year's budget through the end of July 2019. This year's budget just started and there is not much to report at this time. Ms. Sylvester also noted that the roadwork is on hold until the State decides on the Bond Commission. Mr. Salvatore also added that until bonding is determined roadwork will be affected and from reports he is getting bonding may take place early Fall. Ms. Sylvester noted that it is approximately \$238,000 that the town is expecting for General Fund.

Ms. Sylvester reported on 2019 Budget and noted that she is still waiting for revenue from various departments and final bills to be turned in to finalize the numbers. Operating surplus is expected to be approximately \$2,000,000. She detailed with the surplus came from.

She also reported that the auditors will be in end of September 2019. She hopes to have everything ready for the auditors by early September. Board of Ed generally needs to close their books sooner due to having to submit a report by September 1. They are waiting for a revenue to come in that will offset a deficit and expect to come in with a surplus approximately \$4,000 - \$5,000.

Discussion asking what the surplus was estimated at the time of the election. It was noted that it was lower than what the actual is. It was also asked if any projects for tarring that were planned that did not take place. The work that was planned is or has been worked on. There is no cash flow for the roadwork project.

Mr. Salvatore also updated the Board on the Coles Road project. Hoping to have the contractors break ground soon. He also update on other road reconstruction projects.

**Report of The Tax Collector** – Finance Director Marianne Sylvester reported for the Tax Collector and reported that the issues with the software have been resolved. The Tax Collector's report in the packet is through the end of June 2019. July's collections are expected to be strong. As of the end of June collections were budgeted for 98.75% and came in at 99.98%.

Last year's budget has not yet to be reconciled by the Finance Dept. They had just received the information from the Tax Department. Software issues affected June but not for July.

### **Old Business** –

- I. Discussion and action to appropriate \$40,000 within the CNR Fund for remediation of Blighted conditions at 49 River Road.*** A motion was made by Mr. Maley and seconded by Ms. Drew of appropriate \$25,000 for the remediation of blighted condition at 49 River Road.  
***All in favor – Motion Passed***

The original request was made last month and has been revised from \$40,000 to \$25,000 as described in the memo provided in your packets. Mr. Salvatore detailed the work that needs to be done to this property.

Discussion took place in regards to if any buildings will be taken down. The only structure is the freestanding garage. Also asked if the owner agreed if the owner would maintain once it is cleaned up and at this time he has not. It was noticed that a lien is being implemented. The property is not being

taken at this time. The owner has been given every opportunity to take action to clean up the property but has not been receptive. Work will start once the Council approve.

### **New Business** –

1. **Discussion and action to appropriate \$56,000 within the CNR Fund for computer workstation and server upgrades necessary due to the discontinuation of Microsoft support for certain versions, as specified.**

A motion was made by Mr. Maley and seconded by Ms. Drew to approve \$56,000 within the CNR Fund for computer workstation and server upgrades necessary due to the discontinuation of Microsoft support for certain versions, as specified. ***5 in Favor, 1 opposed (Jon Dzurka) – Motion Passed.***

Mark Austin (Town's IT Support) provided a letter describing the work required to get the computer workstations and server upgraded. He spoke on what has been done and what is planned to improve security.

Discussion took place in regards to the license costs as to why the cost is so expensive. It was also asked what the growth in computers. Work force hasn't grown but the need to utilize the computer to perform their work has grown. Mr. Austin recommends getting the licenses directly from Microsoft.

It was asked that for future computer issues that maybe there should be a committee of people in the field of IT that can give input and come up with a plan that will not only be financially sound for the town but for the security of the Town's data.

It was asked how many CNR requests we had this year. Ms. Sylvester indicated that we had three so far this year. Additional discussion to the breakdown of the total dollars allocated for CNR requests.

**Board of Education-Liaison Report** – Ms. Drew reported that the Superintendent had her first meeting and reported that they hired a Director of HR and a Director of their Curriculum. Both had worked with the Superintendent before. There are expected to be a number of changes – all to be for the positive.

**Chairman's Comments** – Vice –Chairman Neto passed on a message from Mr. Henehan that he wished he could be here tonight.

**Vice-Chairman's Comments** – Vice-Chairman Neto had to comments but did announced that Amanda Drew will be leaving the Finance Board and that tonight was her last night. He wished her well and appreciated her service. Replacement for Ms. Drew will be discussed at the next meeting.

**Good and Welfare** – None

**Adjournment** – A motion was made by Ms. Drew and seconded by Mr. Spotts to adjourn the meeting at 8:24p.m. ***All in Favor – Motion Passed***

Respectfully submitted,

**Cynthia Hardacker**

Cynthia Hardacker  
Recording Clerk