

**TOWN OF CROMWELL BOARD OF FINANCE  
REGULAR MEETING  
THURSDAY, MARCH 24, 2022 7:00 pm  
CROMWELL TOWN HALL – COUNCIL CHAMBERS  
MEETIN MINUTES**

PRESENT: Chairman John Ireland, Vice Chairman Steve Wygonowski, Ed Maley, Dan Kelly, Matthew Blanchette, Brian Stermer, Alternate Anne Hulick, Alternate Gail Richey

ALSO PRESENT: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester, Board of Education member Katherine Russ

- A. CALL TO ORDER – John Ireland called the meeting to order at 7:01 pm.
- B. PLEDGE OF ALLEGIANCE – Pledge of Allegiance was said by all
- C. APPROVE AGENDA – John Ireland proposed to move Board of Education Liaison report to after Citizens comments and add Discussion and action to re-allocate \$2,000 from the appropriation for the School Building Project's architectural schematic designs to pay for the School Building Committee Commission Clerk. This action would be approved pending Town Council approval. Steve Wygonowski made a motion to approve the changes, Dan Kelly seconded. **Brian Stermer, Matthew Blanchette, John Ireland, Steve Wygonowski and Dan Kelly voted in favor of the motion. Ed Maley voted against the motion. Motion Passes.**
- D. SEAT ALTERNATES - None
- E. CITIZENS COMMENTS – None
- F. BOARD OF EDUCATION LAISON REPORT –
  - 1. Board of Education member, Katherine Russ, gave updates on the Board of Education including:
    - a. The CHS Kitchen renovation is going back out to bid
    - b. They approved new courses for the High School
    - c. They had a presentation from students on social media
    - d. There is website for the building committee where the minutes and agendas will be posted.
  - 2. Matthew Blanchette gave an update from the building committee
    - a. He stated that in the last meeting, the architect presented three building options for the Middle School; renovating the existing building, renovating the existing building with an addition and then building a whole new building. Matthew Blanchett stated that at the next meeting the committee will decide which option to go in.
      - a. There was discussion on the decision to push to apply for state funding by June 30<sup>th</sup>. There were concerns of not being ready and the timeline being short. There was also discussion on the steps leading to applying for the grant.
- G. NEW BUSINESS
  - 1. Discussion and action to appropriate, within the CNR Fund, an additional \$5,000 for the Town Hall Facility Space Study and expand the scope to include the architectural design of a Community/Senior Center. (Currently, this budget line has an available balance of \$17,105.)

- a. Town Manager, Anthony Salvatore, presented the Board with the proposal. There was discussion on the background of this project as well as what the town was looking for with this new study. Matthew Blanchette made a motion to appropriate, within the CNR Fund, an additional \$5,000 for the Town Hall Facility Space Study and expand the scope to include the architectural design of a Community/Senior Center, Dan Kelly seconded. **All in Favor. Motion Passes.**
2. Discussion and action to add the Phase I Environmental Site Assessment to the appropriation approved for the School Building Project's architectural schematic designs.
  - a. Finance Director, Marianne Sylvester, presented the request, stating that the School Building Project needs to have a Phase I Environmental Site Assessment in order to receive the grant. Ed Maley made a motion to add the Phase I Environmental Site Assessment to the appropriation approved for the School Building Project's architectural schematic designs. Dan Kelly seconded. **All in favor. Motion Passes.**
3. Discussion and action re-allocate \$2,000 from the appropriation for the School Building Project's architectural schematic designs to pay for the School Building Committee's Commission Clerk. This action would be approved pending Town Council approval.
  - a. Finance Director, Marianne Sylvester, presented the request. She stated that there was some confusion over who would be paying the commission clerk. This request is pending approval from the Town Council. However, it was being presented in order to speed up the process. There was discussion to broaden to scope of the appropriation originally made for the architectural schematic designs, to include everything the building committee will need to get to applying for the grant. There was discussion on what it would entail and how it would work. Ed Maley brought up a concern that expenses coming out of the appropriation would need to be validated. If the scope was broadened, the Building Committee would go through the Town's purchasing process, which needs approval by the Town Manager and Finance Director. There was also discussion on how the motion should be worded and what to encompass in the motion. The Town Council would also have to approve the motion to broaden the scope as well. Matthew Blanchette made a motion to expand the scope of the previously approved appropriation of \$100,000 for the purpose of the Architectural Design, the Middle School Building project and the Phase I Environmental Assessment, to include all reasonable expenses related to activities required to submit the grant to the State of Connecticut until June 30<sup>th</sup> and to validate any actions taken with respect to any actions taken prior to this date. Dan Kelly seconded. **All in favor. Motion passes.**

#### H. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting, February 24, 2022
  - a. John Ireland asked that personal information in the emails attached to the minutes be whited out.
  - b. Matthew asked that his comments about encouraging the Board of Education to finish the tennis courts by the season and have a long term plan for them be added, and fix the motion to be inclusive rehabilitating the lights, as well as a few grammatical errors be corrected
  - c. Dan Kelly made a motion to approve the meetings with changes, Matthew Blanchette seconded. **All in favor. Motion Passes.**

I. REPORT OF THE TOWN MANAGER

1. Town Manager Anthony Salvatore gave updates for the town including:
  - a. The Budget came in at 3.66% increase
  - b. The bids for the sidewalk project are going out
  - c. Tennis court project is starting
  - d. The town has taken over the Farmer's market
  - e. Also gave an economic development update

J. REPORT OF THE FINANCE DIRECTOR

1. The Finance Director, Marianne Sylvester, gave an update on the current year budget. She noted that there is nothing standing out to her. They still are watching the Legal and Tax budgets.

K. REPORT OF THE TAX COLLECTOR

1. The Finance Director gave an update on the tax collection stating that the town has collected over 100% budgeted revenue.

L. CHAIRMAN'S COMMENTS

1. Chairman John Ireland reminded everyone that the Budget meetings will start on April 6<sup>th</sup> in the Library in the Belden Room. He is also sending out an email with helpful worksheets to the Board. The Mill rate meeting was set for May 5<sup>th</sup> at 7:30 pm.

M. VICE CHAIRMAN'S COMMENTS

1. Vice Chairman Steve Wygonowski thanked Matthew Blanchette for all his work on the building committee.

N. GOOD AND WELFARE

1. Matthew Blanchette wanted to let everyone know that there would be a celebration for Enzo on Sunday

O. ADJOURNMENT

1. Ed Maley made a motion to adjourn the meeting, Mathew Blanchette seconded. All in favor. Motion Passes. Meeting ended at 9:19PM.

Respectfully Submitted,

*Sara Kennedy*

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