

**TOWN OF CROMWELL BOARD OF FINANCE
REGULAR MEETING
THURSDAY, NOVEMBER 21, 2019 7:00 pm
CROMWELL TOWN HALL – COUNCIL CHAMBERS**

MINUTES

Present: Julius Neto, Allan Spotts, Ed Maley Jr., Steve Wygonowski, Dan Kelly, John Ireland

Absent: Alternate Jon Dzurka

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester

A. CALL TO ORDER

Meeting was called to order at 7:02 pm.

B. PLEDGE OF ALLEGIANCE

Allan Spotts led the Pledge of Allegiance.

C. SEAT ALTERNATES

No alternates necessary for this meeting.

D. APPROVAL OF AGENDA

Allan Spotts made a motion to approve the agenda, seconded by Steve Wygonowski. All were in favor.

E. CITIZENS COMMENTS

None

F. ORGANIZATION

1. Election of Board of Finance Chairman

Julius Neto requested nominations for Chairman. Allan Spotts nominated Julius Neto. John Ireland seconded the motion. No other nominations were brought forward. All were in favor.

2. Election of Board of Finance Vice Chairman.

Julius Neto requested nominations for Vice Chairman. John Ireland nominated Allan Spotts. Steve Wygonowski seconded the motion. No other nominations were brought forward. All were in favor

3. Set 2020 regular Board of Finance meeting schedule.

The 2020 meeting schedule was approved as attached.

G. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. Regular Meeting, October 24, 2019

- Change date of meeting minutes from "September 26," to "October 24,"
- Following "Also Present: ", change "Town Manager Jon Harriman" to "Town Engineer/Assistant Public Works Director Jon Harriman".
- Following "H. Report of the Town Manager", change "The State is still debating on the tarring of the roads..." to "The State is still debating on TAR (Town Aid-Roads) ..."; add a period after "resolved" and delete "but if not, it has been budgeted to cover and". Start new sentence "The General Fund..."

- Add “at all” to the end of the following sentence: “It was questioned if there was a history of the State not covering these funds and Mr. Maley stated that he has not seen where they did not cover this.”
- Page 2, 2nd bullet, second line: delete “pre-“ from “pre-grade”.

H. CITIZENS COMMENTS

I. REPORT OF THE TOWN MANAGER

The Town has still not received the TAR grant. There are no areas of concern with regard to the 2019-20 budget. The paving projects slated for fall 2019 are finished. The Town Manager is hoping the Library project will receive final approval tomorrow. The Public Works facility is moving forward and we are expecting the foundation to be poured before it gets too cold. The collective bargaining agreement for the Police was approved by Town Council and the Public Works agreement will be sent to the Town Council next month for ratification.

John Ireland asked about the blighted property on River Road. Mr. Salvatore stated that the property has been cleaned up and remains clean presently.

Mr. Neto asked about the Coles Road project and whether the Water Division had been consulted. The Town Manager believed that was the case.

J. REPORT OF THE FINANCE DIRECTOR

Marianne Sylvester presented budget reports covering financial activity through the end of October 2019. There are no areas of concern at this time. The Finance staff is working with the auditors to wrap up the FY19 audit.

K. REPORT OF THE TAX COLLECTOR

This year’s collections are at approximately the same level as the last fiscal year’s levels.

L. OLD BUSINESS

1. Recommendation to Town Council regarding General Fund Fund Balance Policy
Chairman Neto opened the issue for discussion. A draft of the policy, as presented at the October 24th meeting, was distributed. Discussion continued regarding the language in the policy pertaining to the replenishment of the Fund Balance if it goes below a certain percentage. There was also discussion pertaining to the appropriate level for Fund Balance. Mr. Ireland asked about long-term projects, which were identified by the Town Manager and Finance Director. Mr. Maley felt that long-term projects should not be part of the discussion since these should be funded through taxation when they are incurred. Mr. Wygonowski and Mr. Kelly stated a risk analysis should be done to determine the appropriate level of Fund Balance. Mr. Spotts pointed out that ultimately it is the Town Council that sets the policy.

Chairman Neto requested that suggestions for language changes be submitted to Ms. Sylvester for inclusion in another draft.

M. NEW BUSINESS

1. Discussion and action to approve a transfer of \$4,767.13 from the 2018-19 unexpended Board of Education funds to the Board of Education Capital Account.
Ms. Ann Burke presented the request from the Board of Education for a transfer of \$4,767.13 from General Fund Fund Balance to the BOE Capital Fund. A discussion regarding the air conditioning project followed.
A motion was made to approve a transfer of \$4,767.13 from the 2018-19 unexpended Board of Education funds to the Board of Education Capital Account by Allan Spotts, seconded by Dan Kelly. All voted in favor.

N. BOARD OF EDUCATION- LIASON REPORT

No report was provided.

O. CHAIRMAN'S COMMENTS

Chairman Neto opened a discussion to identify a liaison to the Board of Education. Mr. Neto suggested a rotation for all Board of Finance members to have an opportunity to attend BOE meetings. The idea will be discussed further next month.

Chairman Neto wished everyone a happy Thanksgiving.

P. VICE CHAIRMAN'S COMMENTS

Vice Chairman Spotts requested a moment of silence for State Representative Linda Orange, who passed away during the week.

Mr. Spotts also wished everyone a happy Thanksgiving.

Q. GOOD AND WELFARE

None

R. ADJOURNMENT

A motion was made to adjourn the meeting at 8:33 pm. All were in favor.

Respectfully submitted,

Marianne Sylvester
Finance Director/Treasurer
Acting Commission Clerk