

Town of Cromwell, CT
Board of Finance
Regular Meeting
Thursday, February 27, 2020
Town Hall Room 7:00 P.M. Room 224/225

Minutes and Record of Vote

Present: Chairman Julius Neto, Vice-Chairman Allan Spotts, Ed Maley Jr., Steve Wygonowski and John Ireland

Also Present: Finance Director Marianne Sylvester and Superintendent Dr. Enza Macri (with some of her staff for additional support)

Not Present: Dan Kelly and Town Manager Anthony Salvatore

Called To Order – Chairman Julius Neto called the Regular Meeting dated February 27, 2020 to order

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

Seat Alternates – No alternates were seated. It was noted that the Town Council did appoint one alternate and one yet to be appointed.

Approval of Agenda – A motion was made by Mr. Spotts and seconded by Mr. Wygonowski to approve the agenda dated February 27, 2020. *All in favor – Motion Passed.*

Approval of Minutes of Previous – A Motion was made by Mr. Maley and seconded by Mr. Spotts to approve the minutes as amended from the Regular Meeting dated December 19, 2020. *All in favor – Motion Passed.*

Page 1 second bullet beginning of second line for The Report of the Town Manager – Change wording from “tarring” to “funding”.

Page 1 fourth bullet – Add “for the pouring of the foundation.” to the end of the second sentence.

Citizens Comments – None

Report of the Town Manager – Town Manager Anthony Salvatore was not present, but Finance Director Marianne Sylvester reported that he was working on the new fiscal year’s budget and that she was not given a report to present to the Board.

Report of the Finance Director – Finance Director Marianne Sylvester

Report of The Tax Collector – Refer to the Collections Report included in your packet through the end of January 2020. She also reported on the following:

- Mild winter giving a positive result to the budget.
- Keeping a close eye on Legal. Expenses are more than were expected. The lawsuits for the solar panel companies and the tax assessments and hope they will pass in the Town’s favor.

- Revenue is looking strong. Tax collections and building permits looking favorable and the rest looks to be on target.

Additional conversation regarding the General Expense and the large in flux and how it is handled. It was due to the Library Project. It was a concern how the bottom line will be affected.

Your number for tax collections is higher and the reason for it is because her number is based on actual deposits. She noted that the tax collector has been having issues with reporting due to glitches with the program being used. Should have January's but don't and will not have February number because the month is not yet over.

Snow removal costs spread over a few departments. The cost so far this year is \$42,456 in overtime compared to last year of \$84,000 and higher previous years before that.

Report of the Tax Collector – Refer to the report in your packet. As mentioned above, issues with reporting and hope to have them worked out for February's report.

Old Business –

- 1. Update on General Fund Fund Balance Policy, as approved by Town Council at their January 8, 2020 meeting.**

Chairman Neto reported that Town Council took upon themselves to set a General Fund Fund Balance Policy and a copy is in the packet. A motion was made by Mr. Maley to table the policy and seconded by Mr. Wygonowski. Additional discussion regarding the policy and if changes can be made in the future. Conversation basically stated that this will be used as a guideline, but changes can be proposed if need be. Chairman Neto noted that this Board makes the final decision. Finance decisions will be based on what is best for the residents keeping in mind the policy set by the Town Council. The policy will be looked at and keeping it in mind when financial decisions are being made. Mr. Maley withdrew his motion.

Mr. Maley noted that there was an article in the Middletown Press and the Hearse Paper written by David Haar on this same subject an encourages everyone to read it.

A new motion made by Mr. Maley to table and take it off future agendas and seconded by Mr. Wygonowski. ***All in Favor – Motion Passed.***

New Business –

- 1. Update on P.A. 13-60, pertaining to non-educational expenditures within the Board of Education budget.**

Superintendent Dr. Macri provided documentation on the Public Act13-60 and highlighted some of the itemized costs incurred for non-educational expenditures. It is a report that itemizes estimated costs for the maintenance of the public schools for the upcoming fiscal year.

Discussion regarding how the Town and the Board of Ed can combine services. Dr. Macri noted her appreciation for some of the input she received from some of the departments to give her a better understanding of some of the equipment being used and why.

2. Set Hearing and Deliberation date for 2020-2021 budget.

Ms. Sylvester handed out a copy of the Charter – Chapter C which explains the procedure for the annual budget and financial procedures. Setting the timeframe required to set the new fiscal year budget.

Town Council set their meeting next week on Monday and Tuesday where they will review the budgets from each department forwarding on for the Finance Board's March meeting. Last possible hearing date would be 21 days from Finance Board's March meeting which would make it April 16th.

Setting dates keeping in mind that enough time is given so that the Finance Dept. can prepare everything needed for the Referendum on May 5th. Dates were given as to what is not available and gave dates that were good. Starting as early as March 31st. Dates decided on are 4/1, 4/6 and 4/7 at 7:00 p.m.

Budget reports will be available at the April 23, 2020 meeting.

Board of Education-Liaison Report – Steve Wygonowski was this month's liaison. He found it interesting to see how the meeting flowed. They discussed next year's budget. Outlined the needs of the schools, addressed the classroom sizes and possible freezes. The Board of Ed budget was approved at 6.14.

Chairman Neto appreciated Steve taking the time to cover the meeting. It was asked that a schedule be distributed and ask that any gaps be filled.

Chairman's Comments – Chairman Neto apologized for being late and looks forward to the budget upcoming budget process.

Vice-Chairman's Comments – Vice-Chairman Spotts just asked everyone to be prepared and rest up for the upcoming budget season.

Good and Welfare – None

It was asked about the audit results. Ms. Sylvester will be able to answer questions at next meeting. It will be added to next month's agenda. Also noted that an RFQ will be done to see if the Town Council wants to go with a different audit company.

It was asked about the Town Aid Roads and if funds will be received. Not known when it will happen, and it is \$276,000 to Cromwell.

Adjournment – A motion was made by Mr. Spotts and seconded by Mr. Ireland to adjourn the meeting at 8:17 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

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Recording Clerk