

Town of Cromwell, CT
Board of Finance
Regular Meeting
Tuesday, April 28, 2016
Town Hall Room 7:00 P.M. Room 224/225

Minutes and Record of Vote

Present: Chairman John Henehan, Vice Chairman Julius Neto, Joseph Corlis, Allan Spotts and Bob Milardo

Not Present: Amanda Drew, Alternates Dan Kelly and Jon Dzurka

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester, Director of Public Work Lou Spina, Board of Education Business Manager Karen Clancy, Steve Rose, and IS Manager Tommy Litwinczyk

Call To Order - Chairman John Henehan called the Regular Meeting dated April 28, 2016 to order at 7:00 p.m.

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

Seat Alternates – No alternates were seated.

Approval of Agenda – Motion was made by Mr. Neto and seconded by Mr. Spotts to approve the agenda dated April 28, 2016. *All in Favor – Motion Passed*

Approval of Minutes of Previous Meetings –

Regular Meeting March 24, 2016 – A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the minutes of the Regular Meeting dated March 24, 2016. *All in Favor – Motion Passed*

Public Hearing April 5, 2016 – A motion was made by Mr. Spotts and seconded by Mr. Corlis to approve the amended minutes from the Public Hearing dated April 5, 2016. *3 approved, 2 abstained – Motion Passed*

Correction on Page 2 first paragraph – From “Mr. Salvatore stated that Debt Services for 2016-17 is budgeted at \$3,882,962 compared to \$3,588,112 from last fiscal year” to “Mr. Salvatore state that Debt Service for 2016-17 is budgeted at \$3,588,112 compared to \$3,882,962 from last fiscal year.”

Special Meeting April 5, 2016 – A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the amended minutes from the Special Meeting dated April 5, 2016. *3 approved 2 abstained – Motion Passed*

Correction on Page 1 – Add “A motion was made to seat Alternates Dan Kelly and Jon Dzurka were seated. *All in Favor – Motion Passed*

Correction on Page 2 under Budget Line # 13 Legal Expense – Change 1 abstained to 1 opposed. Change the comment line to read “There was discussion regarding the increase in labor expense. Funds are needed to revise the Charter and legal to handle on-going union negotiations.

Special Meeting April 11, 2016 – A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the amended minutes for Special Meeting dated April 11, 2016. **4 approved, 1 abstained – Motion Passed.**

Correct the location in the header from Woodside Intermediate School to Town Hall 7:00 P.M. Room 224/225.

Correction on Page 2 under Budget Line #38 Health Dept – Change Ms. to Mr..

Correction on Page 3 under Budget Line # 36 Police Dept 3rd paragraph – Change “\$87,000 to replace two vehicles” to “\$37,000 to replace one vehicle”.

Special Meeting April 12, 2016 – A motion was made by Mr. Neto and seconded by Mr. Corlis to approve the amended minutes from Special Meeting dated April 12, 2016. **4 approved, 1 abstained – Motion Passed.**

Correct the location in the header from Woodside Intermediate School to Town Hall 7:00 P.M. Room 222.

Correction on Page 4 under Budget Line #45 Employee Benefits – Change the dollar amount from \$3,367,740 to \$3,367,742.

Correction on Page 5 under Budget Line #16 General Expense – Change the dollar amount from \$2,317,400 to \$934,400.

Citizens Report – None

Report of the Town Manager – Town Manager Anthony Salvatore reported that his office is continuing to monitor the actions in Hartford concerning the State Budget. He noted that the session does not officially end until May 4, 2016 (a day after Cromwell’s May 3, 2016 vote of the referendum). Mr. Salvatore stated that according to the Finance Director the town’s budget should be okay. It has been reported that there may be more cuts coming but believe we will be able to absorb them in the budget being presented. He also noted that legal is also being watch and funds may need to be transferred at a later date depending on the contract negotiations (one is completed and two in negotiations) and other legal actions that are in process. Mr. Salvatore also reported that the Library Director is still and will continue to address and monitor the needs to serve the Public as needed.

Discussion in regards to the contract and it was requested that a summary be provided explaining the financial impact on the budget. There was also discussion if the ECS Grant has been impacted. It was stated that it is hard to tell since the State Budget is still changing. There are proposal to cut another \$31,000 but still waiting to hear for the final numbers. Everything is up in the air until the final State Budget is approved and need to keep in mind that we have a Charter that needs to followed which means we need to sign off on the Town’s budget on May 3, 2016.

Report of the Finance Director – Finance Director Marianne Sylvester reported as far as the expenditures there are two areas of concern. Library and Legal which are being watched closely to determine whether or not funds will need to be transferred from accounts that may have surpluses. Revenue is a little more difficult but once I review from departmental revenue, tax collection, State Aid, etc., we should come in close to budget. With the expenditures we may see a little bit of a surplus. Ms. Sylvester does not anticipate a deficit at this time.

Chairman Henahan asked about the Library situation since missing the last few meetings. Ms. Sylvester then explained and filled him in as what was going on with staffing and coverage for programs that are normally offered by the library (adding part-time hours and staffing as needed). There was additional conversation as to how a medical leave case is handle and it was explained that it is determined on a case-by-case basis. It depends on the reason for the leave. No case is the same and is handled accordingly. The Town Manager mentioned a few scenarios as to why an employee would be on leave.

Ms. Sylvester also supplied an update on the ECS Grant there was an adjustment and not a cut. After Board of Ed Business Manager Karen Clancy made some changes we heard through the pipeline that the funds would be paid sometime next week. We are being restored in full as what we were budgeted. Ms Sylvester also mentioned that there is some grants we have not received in full but usually receive by the end of April, May or beginning of June (public school transportation, the second part of adult vocation and the \$31,000 we may or may not receive). There was discussion and asked how a budget adjustment works. Ms. Sylvester explains some of the particulars.

Ms. Sylvester reiterated how she continues to update the data as it is received and will bring the most updated information with her on May 3, 2106 so you can make an informed decision. She also stated that the our Charter always dictated when we vote on the budget and this is not the first year we have to vote on referendum without have the State figures.

Report of The Tax Collector – In the absence of Tax Collector Doug Sienna Ms. Sylvester reported from the report provided by the Tax Collector's office. She reported that the Motor Vehicle taxes are stronger than last year but also noted that he is a little behind on the current taxes is not unusual for this time of year and should catch up over the next couple of months. Mr. Salvatore also inputted that the 2.5% cap and if the fire district will have any impact; if so, it will affect municipalities. Discussion took place regarding this matter. It appears that they will be on budget or over budget. Ms. Sylvester noted that she suspects that the fire district budget may impact the town's budget but will have to wait and see.

Old Business – None

New Business –

1. To consider and act upon a resolution making an appropriation, and authorizing borrowing to finance such appropriation, for costs related to improvements to various Town infrastructure and facilities, including various road and storm drainage improvements in the Raymond Place area, and the construction of a detention pond in Watrous Park; repairs to the elevator at the Town Hall complex; parking lot improvements at the Town Hall complex, Cromwell High School and Cromwell Middle School; and lighting improvements including conversion of streetlights to LED lighting, lighting improvements at Pierson Park, and at Pierson Park football field, and recommending to the Town meeting the approval of such appropriation, if approved by the Board; and related matters. A motion was made by Mr. Neto and seconded by Mr. Spotts to approve

\$5,666,000 for the above matters listed and to authorize borrowing. ***4 in favor, 1 opposed – Motion Passed***

There was documentation included in the packet with the breakdown of each item and their costs. There was a correction regarding Item a3 where the dollar amount should read \$500,000 and Item a4 where the amount should be \$775,000. The dollars amounts were reverse in error. The Town Council approved these funds and the correction will be presented to the Town Council for their approval (Note: The dollar amount does not impact the total previously approved). This will not show up in the voting of the referendum on May 3rd. Once the Finance Board approves the motions then needs to be presented to a Special Town Meeting for supplemental appropriation. Additional conversation took place in regards to the details as to how it will be handled. Mr. Neto also wanted to know if anyone reached out to the Water District for any research they might have done previously and Mr. Salvatore responded back with a yes.

2. To consider and act upon a resolution making an appropriation, and authorizing borrowing to finance such appropriation, for costs related to the acquisition of a dump truck and related equipment for use by the Cromwell Public Works Department, and recommending to the Town Meeting the approval of such appropriation, if approved by the Board; and related matters. A motion was made by Mr. Neto and seconded by Mr. Spotts to approve \$207,000 for the above matters listed and to authorize borrowing. ***All in favor – Motion Passed***

Director of Public Works Lou Spina presented the facts to the Finance Board as to what is needed to acquire a tri-axle dump truck and justification as to why it is needed. There discussion concerning this matter between Mr. Spina and the Board. It was also asked what is going to be done with the truck that is being replaced and as Mr. Spina noted, he will review his fleet to see what can be taken out of service and the either trade it in or sell it as they do with all town vehicles.

3. To consider and act upon a resolution making an appropriation, and authorizing borrowing to finance such appropriation, for costs related to replacement of windows at Edna C. Stevens Elementary School, and recommending to the Town Meeting the approval of such appropriation, if approved by the Board; and related matters. A motion was made by Mr. Neto and seconded by Mr. Spotts to approve \$202,000 for the above matters listed and to authorize borrowing. ***4 in favor, 1 opposed – Motion Passed.***

Steve Rose and Board of Ed Business Manager Karen Clancy presented the details and explanation as to why the windows were needed. Discussion took place between them and the Finance Board. Concerns were presented in regards as to whether or not the repairs should be done pending the outcome of the study being done to evaluate what the school needs for repairs. The work needs to be done, whereas, the other may not start for another 5+ years.

4. Authorize the Board of Education to enter into a multi-year financial loan agreement for the purpose of purchasing district technology equipment. A motion was made by Mr. Neto and seconded by Mr. Corlis to approve to enter into a multi-year financial loan to purchase technical equipment for Woodside School. ***All in favor – Motion Passed***

Ms. Clancy presented her annual request for equipment replace based on the cycle they have for the four schools in the district. This is to replace outdated equipment and to keep the technology current. The equipment at Woodside School is approximately 6+ years old.

There was discussion on this matter and IS Manager Tommy Litwinczyk answered all questions presented to him. He also mentioned that due to the budget issues of the previous years and the cuts that needed to be done, it is now creating a situation where the equipment is so outdated and now we are trying to catch up by updating the equipment and get back on track of the every four years. The cost is approximately \$85,000.

Board of Education-Liaison Report – Mr. Corlis reported that the Board of Ed met on April 19, 2016 where the Business Manager report that there are three areas that there is a deficit (pupil services which will be offset once Medicaid reimbursement, other professional technical services as a result of legal cost projected by the end of the school year, and pupil transportation for special ed students).

Chairman's Comments – Mr. Henehan stated that it is great to be back and apologize for missing the meetings.

Vice-Chairman's Comments – Mr. Neto welcomes back Mr. Henehan and noted that he is sure that everyone is happy to see him anchor the chair and state that it is great to see Mr. Henehan around.

Good and Welfare - None

Adjournment – A motion was made by Mr. Milardo and seconded by Mr. Neto to adjourn meeting at 8:18 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

Cynthia Hardacker
Recording Clerk