

Town of Cromwell, CT
Board of Finance
Regular Meeting
Thursday, January 26, 2017
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, Bob Milardo, Amanda Drew, Alternate Jon Dzurka and Alternate Dan Kelly.

Not Present: Allan Spotts

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester, Board of Ed Finance Director Eve Spencer and Liaison Ed Wenners

Call To Order – Chairman John Henehan called the Regular Meeting dated January 26, 2017 to order at 7:00 p.m.

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

Seat Alternates – No alternates were needed to be seated.

Approval of Agenda – A motion was made by Mr. Neto and seconded by Ms. Drew to approve the agenda dated January 26, 2017. *All in Favor – Motion Passed*

Approval of Minutes of Previous Meetings –

Special Meeting December 19, 2016 – A motion was made by Mr. Neto and seconded by Mr. Corlis to approve the amended minutes of the Special Meeting dated December 19, 2017. *2 abstained and 4 approved – Motion Passed*

Changes to the December 19, 2016 meeting was changing the Regular Meeting to Special Meeting.

Citizens Report – None

Report of the Town Manager – Town Manager Anthony Salvatore reported on the 2016-2017 Budget. He noted that the State cut \$84,000 from the ECS payment. He also reported that he had asked all department heads to be cautious in spending but did not put any restrictions on them. As of right now the budget is still looking okay.

Mr. Salvatore reported on the 2017-2018 Budget. He expressed concerns as to what the State may cut and not sure what to plan on for revenue. He is going by the numbers given but is concerned as what will be lost.

Mr. Salvatore updated on the LED lighting and noted that it is 85% done and noted what was left to be done. He also mentioned that a maintenance program is being developed.

Budget was due in today and waiting on a couple of stragglers. Review of the budget will begin once everything is received.

He updated on the contracts. Three are completed and will start on the Police Civilian contract and then the Town Hall contract.

Questions were asked by the Finance Board asking if there is a plan for possible changes to the State Funds. Mr. Salvatore responded that the Board of Ed and Town are staying conservative with budgeting. Extensive discussion took place with suggestions as to how department could cut back. Town Manager stated that the departments are not fluffing their numbers but is budgeting very lean. If cuts were required, they would probably come from programs and/or services. Personnel may be consolidated or eliminate seasonal and/or part-time personnel. He assured everyone that what can be done is being done but concern is there if there are cutbacks.

Report of the Finance Director –

1. Audit Overview. Finance Director Marianne Sylvester handed out the Audit Reports and highlighted some areas of the report. She explained how the data was comprised. Specifics can be found in the books provided.

Ms. Sylvester noted that the Audit was good. Auditors made recommendations to reconcile collections on a monthly basis, which will make the year-end reconciliation easier. It was asked who was responsible for the deposits for the tax collector. Ms. Sylvester responded that either the Tax office or the Finance Dept. does it. It was also asked if there was a procedure in place to make sure the monthly reconciliation is being done. Ms. Sylvester state that she will report back letting the Finance Board know that it is being done.

Ms. Sylvester also reported to the Town Council. She read a statement to them with findings, recommendations and any other pertinent information they needed to know. A copy of the statement was included in the packet for tonight's meeting.

2. Budget Report. Ms. Sylvester reported on the Budget. She summarized stating that the expenditures are on target. Everything seems to be on target through the 2nd Quarter. Some areas are coming in under budget and a few over budget funds will be adjusted as needed to put those lines in budget.

She also noted that the local capital grant was cut and will not be getting it.

Report of The Tax Collector – In the absence of Tax Collector Doug Sienna Ms. Sylvester reported that the collections report included in the packet provided prior to the meeting. Collections are coming in strong. It was asked if there were any reason the Tax Collector would not provide reconciliation report as recommended by auditors. It was stated that he intentions is to provide it.

Old Business – None

New Business –

1. Discussion and action to appropriate \$100,000 within the CNR Fund for costs associated with the architectural study/design and other related costs for the Library expansion. A motion was made by

Mr. Neto and seconded by Mr. Corlis to appropriate \$100,000 with the CNR Fund for costs associated with the architectural study/design and other related costs for the Library expansion. ***6 approved and 1 opposed – Motion Passed.***

A copy of the memo was provided in your packet. It explains why the appropriation is needed. Discussion took place in regards to whether or not this expense was justified due to their financial situation. It was explained that it has been along time coming and needs to be done since it is in the terms of the state grant and has to be done by June 30, 2017. If approved tonight, the design is done – then Town Council will approve (around July 2017). The library renovation and sewer will be combined for bonding purposes. It was asked when the design comes back do we get prorated rate. The rate is 2 to 1.

There were concerns with the timing but it appears this is what the residents want. The areas will consist of the children's area; add a conference area and a bigger historical section to name a few. \$100,000 is being presented to the Finance Board first before presenting it to the Town Council.

a. Transfer \$100,000 from the General Fund fund balance to the Capital/Non-Recurring Fund fund balance. A motion was made by Mr. Neto and seconded by Mr. Corlis to transfer \$100,00 from the General Fund fund balance to the Capital/Non-Recurring Fund fund balance. ***All in favor – Motion Passed.***

2. Set Hearing and Deliberation dates for 2017-18 budget. A memorandum on the 2017-2018 Budget Time Frame was distributed and it was decided that April 11, 2017 at 7:00 p.m. in the Town Hall Room 224/225 for the Town and Public Hearing. Jon Dzurka noted that he would not be able to attend.

Deliberation dates were set for April 12th and 17th, 2017. The time and place to be determined and will be finalized at the February 2017 Finance Board meeting. ***A vote was taken to approve the dates and all were in favor.***

3. Approve Board of Finance budget request. A motion was made by Mr. Neto and seconded by Mr. Corlis to approve Board of Finance budget request of \$1350.00. ***All in favor – Motion Passed***

Board of Education-Liaison Report – Mr. Corlis reported that the Board of Ed met on January 10, 2017 and the Board of Ed Director Eve Spencer stated that there are no major changes to the budget. Budget for Woodside, Middle School and High School decreased slightly; where as, ECS is slightly higher. The Board of Ed also met on January 24, 2017 and the Board of Director Eve Spencer stated that there were no major changes to the budget. The Superintendent spoke as a result of the significant cutbacks. She mentioned that there would be no increases in salaries and no additional expenditures would be made. There could be a possible reduction in personnel if need be. Director Eve Spencer stated that the budget is still being worked on and that there is nothing to report at this time. There are no joint meeting scheduled at this time and this concludes his report.

Chairman's Comments – None

Vice-Chairman's Comments – None

Good and Welfare – Chairman Henahan mentioned that Allan Spotts' wife has taken ill and to keep them in their thought.

Adjournment – A motion was made by Mr. Milardo and seconded by Mr. Neto to adjourn meeting at 8:21 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

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Recording Clerk