

Town of Cromwell, CT
Board of Finance
Special Meeting
Tuesday, April 11, 2017 at 7:00 P.M.
Cromwell Town Hall, Room 224/225

Minutes and Record of Vote

Present: Chairman John Henehan, Amanda Drew, Allan Spotts, Joe Corlis, Bob Milardo and Alternate Dan Kelly

Not Present: Vice Chairman Julius Neto and Alternate Jon Dzurka

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester, Dr. Paula Talty, Board of Ed Director Eve Spencer, Chief Denise Lamontagne, Elections Dept (Bonnie and Alice), Joan Ahlquist, Tax Collector Doug Sienna, Parks & Rec Director Chris Rusack and Library Director Drusilla Carter

Call To Order - Chairman John Henehan called the Special Meeting dated April 11, 2017 to order at 7:40 p.m.

Seat Alternates – A motion was made by Ms. Drew and seconded by Mr. Spotts to seat Alternate Dan Kelly.

Discussion and decisions on the 2017-2018 Town Managers proposed budget:

Budget Line #2 Town Clerk

A motion was made by Mr. Spotts and seconded by Ms. Drew to approve \$208,223 for line item #2 Town Clerk. *All in Favor – Motion Passed*

Town Clerk Joan Ahlquist reported on her budget and what it comprised of. There was an increase in wages. Stated that revenue was good this year and had collected approximately 92% so far with the plan to collect the remainder by the end of the fiscal budget year. General discussion on some of the services being offered by her department (for example those 65 and over can get a free hunting and fishing license).

Budget Line #3 Election Dept

A motion was made by Mr. Milardo and seconded by Mr. Spotts to approved \$75,477 for line item #3 Election Dept. *All in Favor – Motion Passed*

Bonnie and Alice Kelly explained their budget. They stated that they had a reduction in their budget. Some of the items mention were upgrading Microsoft Office, funds needed for Spring Meeting which is being held in Groton (which hotels will be needed since it is not local) and noted that they had 1,000 new registered voters this year. Otherwise the budget is for departmental expenses and wages.

Budget Line #9 Tax Collector

A motion was made by Ms. Drew and seconded by Mr. Spotts to approve \$144,537 for line item #9 Tax Collector. *All in Favor – Motion Passed*

Tax Collector Doug Sienna explained his budget by pointing out some of the reductions/savings and expenses (rate books changed from hard cover to soft covers, cameras were removed from budget, etc.). Their budget also includes departmental expenses and wages.

Budget Line #22 Comm. Support Disabled

A motion was made by Mr. Spotts and seconded by Ms. Drew to approve \$100 for line item #22 Comm. Support Disabled. *All in Favor – Motion Passed*

Chris Rusack reported on the budget with the assistance from the Town Manager. It was noted that they wanted to reenact this committee and would like the \$100 to cover such things as handouts, etc.

Budget Line #42 Youth Services

A motion was made by Mr. Kelly and seconded by Ms. Drew to approve \$110,364 for line item #42 Youth Services. *All in Favor – Motion Passed.*

Mr. Rusack explained his budget and its programs/services he would like to support with it. It will cover expenditures for programs such as shoes for kids going back to school, seminars and socials for kids with and without disabilities on today's topics and concerns. There was additional discussion asking if the needs are increasing, etc. Studies are being conducted to make sure services being offered are up-to-date and keeping up with the times. Programs are being developed for kids of all ages (pre-school thru high school). Also mentioned that wages and department expenses are part of the budget.

Budget Line #43 Recreation

A motion was made by Mr. Spotts and seconded by Ms. Drew to approve \$259,076 for line item #43 Recreation. *5 in Favor and 1 opposed – Motion Passed*

Mr. Rusack detailed the budget for Recreation. Besides wages and departmental expenses he also mentioned that a catalog of the programs offered by the Recreation Dept is being developed (something that parents will hold onto and refer to throughout the year). This catalog will list all the programs being offered and is planned to be handed out to the students at school. Pre-school programs are being added. Some of the expenditures will include a graphic designer and the cost to print the catalog. Also there may be costs incurred to cover the cost for some of the programs offered. The program may cost higher than planned and the town may pick up the differences. Additional discussion took place on the some of the particulars of the catalog and programs being offered.

Budget Line #44 Library

A motion was made by Ms. Drew and seconded by Mr. Corlis to approve \$590,579 for line item #44 Library. *All in Favor – Motion Passed.*

Library Director Drusilla Carter summarized the library budget. Besides wages and the departmental expenses it also includes expenditures needed for new programs being added, more technology and renovations to the library. Staff is dependent on the types of programs offered and who is qualified to work them.

Budget Line #12 Donations & Dues

A motion was made by Ms. Drew and seconded by Mr. Corlis to approve \$46,042 for line item #12 Donations & Dues. *All in Favor – Motion Passed*

Mr. Salvatore stated what this budget entails. This line item is for the town to assist organizations requesting funds to help support their programs. Such as the Community Renewal Team but not Meals on Wheels for seniors which is handled differently.

Budget Line #13 Legal Expense

A motion was made by Ms. Drew and seconded by Mr. Corlis to approve \$222,764 for line item #13 Legal Expense. *5 in Favor and 1 opposed – Motion Passed*

The Town Manager expressed the importance of this line item and using attorneys for specific matters (land issues, etc). There was some discussion as to whether the town should consider in-house legal representation and Mr. Salvatore responded back that due to the various types of legal matters the town has it would be hard to have one person be versed in them. Hiring a law firm has the staff that can accommodate matters whether they are for land issues, employment, etc. Hiring an HR person may reduce some legal expenses.

Budget Line #14 Central Services

A motion was made by Ms. Drew and seconded by Mr. Kelly to approve \$140,300 for line item #14 Central Services. *All in Favor – Motion Passed*

This is a budget to cover postage that is supposed to be going up. Discussion on whether electronic distribution should replace mail distribution.

Budget Line #15 Insurance Expense

A motion was made by Ms. Drew and seconded by Mr. Spotts to approve \$595,400 for line item #15 Insurance Expense. *All in Favor – Motion Passed*

Budget includes worker's compensation which is a large number expect for this budgeted year. Minimal discussion took place regarding this line item.

Budget Line #16 General Expense

A motion was made and withdrawn by Ms. Drew. This line item is being tabled until the special meeting scheduled for April 17, 2017. *All were in favor of tabling this line item – Motion Passed*

Budget Line #17 Town Council

A motion was made by Ms. Drew and seconded by Mr. Spotts to approve \$36,730 for line item #17 Town Council. *All in Favor – Motion Passed*

Mr. Salvatore reported that the Town Council did not pass the 2018 fiscal budget.

Budget Line #18 Board of Finance

A motion was made by Ms. Drew and seconded by Mr. Kelly to approve \$1,350 for line item #18 Board of Finance. *All in Favor – Motion Passed*

There was no discussion for this line item.

Adjournment – A motion was made by Mr. Milardo and seconded by Ms. Drew to adjourn meeting at 9:10 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

Cynthia Hardacker
Recording Clerk