

Town of Cromwell, CT
Board of Finance
Regular Meeting
Thursday, June 22, 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, Allan Spotts and Alternate Dan Kelly (Tardy arrived at 7:08 p.m.)

Not Present: Amanda Drew and Alternate Jon Dzurka

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

Called To Order – Chairman John Henehan called the Regular Meeting dated June 22, 2017 to order at 7:00 p.m.

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

Seat Alternates – No alternates at time a motion would have been made.

Approval of Agenda – A motion was made by Mr. Milardo and seconded by Mr. Corlis to approve the agenda dated June 22, 2017. *All in Favor – Motion Passed*

Approval of Minutes of Previous Meetings –

Regular Meeting April 27, 2017 – A motion was made by Mr. Neto and seconded by Mr. Corlis to approve the minutes of the Regular Meeting dated April 27, 2017. *Abstained by Mr. Milardo and Mr. Spotts and 3 approved – Motion Passed*

Special Meeting May 2, 2017 – A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the minutes of the Regular Meeting dated May 2, 2017. *Abstained by Mr. Milardo and 4 approved – Motion Passed*

Citizens Report – None

Report of the Town Manager – The Town Manager's report that there was no new news from the State. Mr. Salvatore noted that there is still a lot of uncertainty and as information is released, he will proceed as needed and pass on information to those that need to know. Chairman Henehan stated that the Finance Board is prepared to react to what decisions are made by the State. Mr. Salvatore noted that if needed depending what the outcome is from the State a supplemental may be required but will wait to see what happens.

Mr. Salvatore also reported that the Finance Dept is working on closing the fiscal year 2016-2017. It appears that the figures will finish in the black. Other than the uncertainty on the State level the Town of Cromwell looks good.

Report of the Finance Director – Finance Director Marianne Sylvester provided a copy of the Year-to-Date Budget Report is thru the end of May and a copy of the 2016-2017 Quarterly Budget Variance Report. Ms. Sylvester noted that they are still waiting to close out some purchase orders and waiting for invoices for work performed in June. As mentioned by the Town Manager, the budget will be in the black. Revenue from the tax collection at 100% or higher for this year's taxes (taxes are still coming in strong). Town Clerk's office is coming strong with their tax collection for convenience taxes. They exceeded their expectation but approximately \$40,000. Ms. Sylvester also reported that there were several areas that came in at a surplus (refer to your reports provided). One of the areas that provided a surplus for the Town was the LED lighting project and another was Employee Benefits to name a couple. Some discussion took place but bottom line is that when you offset the deficits with the surpluses, the Town will finish with a surplus.

Ms. Sylvester noted that she met with the Bond underwriters to discuss the options for the current interest rates and the market for possibly refunding as discussed last fall. After the election the interest rates turned against where we wanted to be but in the recent months they are turning in our favor and now we are looking at our option to refunding. Not sure how they want to proceed but weighing all options available. Ms. Sylvester further explained some of the options and what she thinks would be best.

Chairman Henahan asked it where we stood with the library project. Ms. Sylvester responded and answered questions presented in regards to when funds from the Town would be needed. According to the Grant the funding needs to be in place by March 2018. Town Manager Salvatore also provided details on the projects being considered. He also noted that they are weighing whether to refund and bond or just refund. He also noted that the library was approved preliminarily a \$3.6 million project by the Town Council. Note that this was done back on February 2015. We do have a million dollar grant coming; therefore, it will be a \$2.6 million project for the Town. Further discussion took place in regards to the library project.

There was discussion in regard to how much was put into the Pension and who decides it. Ms. Sylvester noted that 100% is paid and the actuaries decide what it is. It was then asked what investments are made and the response given is that a financial advisor suggests where money should be applied and then the Pension Committee then decides what investments are made.

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. Refer to the Collections Report and appears they are doing well and should meet the 98.75% or better.

Old Business – None

New Business –

1. Discussion and action to approve interdepartmental transfers within the 2016-2017 General Fund budget – a) From Public Work-Transfer Station (\$17,000) and Public Works-Admin (\$8,000) to Public Works-Parks Maintenance (\$25,000). A motion was made by Mr. Spotts and seconded by Mr. Corlis to approve the interdepartmental transfer with the 2016-2017 budget from Public Work-Transfer Station of \$17,000 and Public Work-Admin of \$8,000 to Public Works-Parks Maintenance of \$25,000. *All in favor – Motion Passed*

No discussion – a memo was provided prior to the meeting explaining the need for the transfer of funds.

2. Discussion and action to appropriate, within the CNR Fund, an additional \$22,000 for work related to the tennis court repairs in Waltrous Park. A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the additional \$22,000 for work related to the tennis court repairs in Waltrous Park. *All in favor – Motion Passed*

A copy of the estimate was included in the packet prior to tonight's meeting. Town Manager Salvatore updated everyone on the status of this project (warranty details, condition of the surrounding fencing, etc). The estimate outlines all the work that will be required to bring the tennis court back to excellent condition. He also expanded on the work performed to date and answered all questions presented to him.

Board of Education-Liaison Report – Mr. Corlis reported that the Board of Ed met on June 13, 2017 and the Board of Ed Director Eve Spencer reported no major changes to the budget. Ms. Spencer did request a transfer of \$15,000 from the other purchase service account 590 to the non-in structural equipment account 739.

Chairman's Comments – Chairman John Henehan had no comments except to wish everyone a great summer.

Vice-Chairman's Comments – None

Good and Welfare – None

Adjournment – A motion was made by Mr. Milardo and seconded by Mr. Corlis to adjourn meeting at 7:31 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

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Recording Clerk