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**TOWN OF CROMWELL - BOARD OF FINANCE  
 REGULAR MEETING  
 THURSDAY – January 28, 2016  
 CROMWELL TOWN HALL (ROOM 224/225) @ 7:00 P.M.**

*Gloria Prendergast*  
 TOWN CLERK

**Minutes and Records of Votes**

**Present:** Chairman John Henahan, Vice Chairman Julius Neto, Joseph Corlis, Amanda Drew, Bob Milardo, Allan Spotts and Alternate Jon Dzurka

**Also Present:** Town Manager Anthony Salvatore, Director of Finance Marianne Sylvester, Board of Education Business Manager Karen Clancy, Liaison Ed Wenners, Auditor Scott Basset and his associate Lauren Davis

**CALLED TO ORDER** - The meeting was call to order at 7:00 p.m. by Chairman Henahan.

**APPROVAL OF AGENDA** - *A motion was made by Mr. Neto and seconded by Ms. Drew to approve the agenda dated January 28, 2016. All were in favor – Motion Passed.*

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**November 19, 2015 Regular Meeting** – *A motion was made by Mr. Neto and seconded by Ms. Drew to approve the minutes dated November 19, 2015 Regular Meeting. All were in favor – Motion Passed.*

**December 17, 2015 Regular Meeting** – *This meeting was cancelled.*

**CITIZENS COMMENTS** – None

**REPORT OF THE TOWN MANAGER** – Town Manager Anthony Salvatore reported on the update concerning the LED lighting. Eversource has not gotten back with pricing which is holding up the project. Eversource has not given a time frame as to when the will supply pricing for the LED lighting. He is continuing to monitor progress of this project.

Mr. Salvatore also reported that he has received a preliminary copy of the budget from the Department Heads. Director of Finance Marianne Sylvester and himself will begin meeting with the Department Heads concerning the budget. He noted that due not receiving the cost from Eversource for the lighting the budget cannot be finalized for the lighting but will be budgeting what they believe is the appropriate amount.

Mr. Salvatore also commended the Director of Finance and her staff for an outstanding job on getting the bonds refinanced for six years with a savings of \$25,000 per year for a total savings of \$150,000.

He also noted that the situation in Hartford is still being monitored as to the reduction of the State Aid (reducing it by \$73,000). Mr. Salvatore noted that the reduction would be absorbed in this year's budget.

Mr. Neto asked Mr. Salvatore what he knows about whether there is going to be any new taxes or tax increases. Mr. Salvatore responded that he is hearing what everyone else is hearing that there is not going to be any new taxes and hopes that there is no reduction in municipal aid. He is concerned but believes that Cromwell will get what they were promised. There is a chance that the budget will need to be adjusted.

**REPORT OF THE FINANCE DIRECTOR** – Finance Director Marianne Sylvester reported that so far the budget does not have any surprises and appears to be on (refer to the Year-To-Date Budget Report provided). She also noted that the budget format has changed. The department heads are not just being asked for numbers but they need to detail what the expense is for. The departments are explaining why something is on the budget.

**REPORT OF TAX COLLECTOR** – Finance Director Marianne Sylvester reported for Tax Collector Doug Sienna and stated that real estate collection is strong. The Monthly Cash Collection Report was provided a report as of December 2015.

**OLD BUSINESS** – None

**NEW BUSINESS** –

**Discussion of Auditor's Report** – Scott Basset along with his associate Lauren Davis presented the Audit Report. He highlighted the report with the Finance Board and he answered any questions presented to him. There was approximately 40 minutes of discussion on the Auditor's Report.

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

Refer to the handout provided by Finance Director Marianne Sylvester. Town Manager Anthony Salvatore mentioned that the budget will not only ask for budget numbers from each department head but have them explain what their budget numbers are for. The department heads are asking to be accountable for the budget numbers submitted. Further discussion took place asking if the dept heads are being challenged to improve their numbers. Town Manager Anthony Salvatore supported that the departments have been performing projects with minimal staffing in a timely manner.

Chairman Henehan mentioned that road improvement will continue to be reviewed and big-ticketed items will be sent out for bonds.

**BOARD OF EDUCATION** – Liaison Report

Joseph Corlis reported that the Board of Education met in December 2015 and stated that there were no significant changes in the Budget. The Board of Education also met on January 12, 2016 where Business Manager Karen Clancy reported that there is still no significant changes to the budget. On January 26, 2016 the Board of Finance met again and reported that the 2016-17 budget approved by the Superintendent with an increase in the budget by 1.74%. Some of the increase is contractual increases and the board was asked not to make new request for expenses.

Mr. Corlis reported that he had a discussion with the Director of Special Education in regards to the transportation system. It is a complicated system but in short the buses are multi-tasking

(dropping off/picking up, etc.). Additional discussion in regards to fuel charges and the safe route plan.

**CHAIRMAN'S COMMENTS** – Mr. Henehan introduced and welcomed Jon Dzurka to the Board as an alternate.

**VICE CHAIRMAN'S COMMENTS** – Mr. Neto also welcomed Jon Dzurka to the Finance Board and told him not to be afraid to ask questions.

**GOOD AND WELFARE** – *A motion was made by Mr. Spotts and seconded by Ms. Drew to say the Pledge of Allegiance prior to each Finance Regular Meeting.* **All were in favor – Motion Passed.**

**ADJOURNMENT** - *A motion was made by Mr. Milardo and seconded by Ms. Drew to adjourn the regular meeting of the Finance Board at 8:30 p.m.* **All were in favor – Motion Passed.**

Respectfully Submitted,



Cynthia Hardacker  
Recording Clerk