

Town of Cromwell, CT
Board of Finance
Special Meeting
Tuesday, May 1, 2018
Cromwell High School – Library
8:19 P.M. (after referendum votes are tallied)

Minutes and Record of Vote

Present: Chairman Henehan, Amanda Drew, Ed Maley Jr., Steve Wygonowski, Alternate Dan Kelly, Alternate Allan Spotts and Alternate Jon Dzurka

Not Present: Vice Chairman Julius Neto and Bob Milardo

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester, Superintendent John T. Maloney, Asst. Superintendent Krista Karch, Board of Education Business Manager Eve Spencer and Tax Collector Doug Sienna.

Call To Order - Chairman Henehan called the Special Meeting dated May 1, 2018 to order at 8:19 p.m.

Seat Alternates – A motion made by Mr. Maley and seconded by Ms. Drew to seat Alternate Dan Kelly. *All in Favor – Motion Passed.* A motion made by Ms. Drew and seconded by Mr. Wygonowski to seat Alternate Allan Spotts. *All in Favor – Motion Passed.*

New Business –

Discussion and decisions on the 2018-19 budget based upon the results of the budget referendum. Should the budget not be approved, action to recommend a new budget to a subsequent referendum. *No action taken.*

Discussion and decisions on setting the mill rate for fiscal year 2018-19 should the entire budget be approved. Finance Director Marianne Sylvester distributed copies of the approved budget summary to the board members. *A motion was made to discuss and decide on setting the mill rate for fiscal year 2018-19. All in Favor – Motion Passed.*

Finance Director Marianne Sylvester handed out a worksheet with calculations and amounts Item 2 list of approvals for setting the Mill Rate.

Approve projected revenue other than taxation – A Motion was made by Ms. Drew and seconded by Mr. Spotts to approve the project revenue other than taxation of \$6,263,000. *All in Favor – Motion Passed.*

Finance Director Marianne Sylvester provided a spreadsheet for Revenue Detail. Discussion followed asking if the numbers came from the Governor's proposed budget and Ms Sylvester indicated that it did. The initial figure was \$4,226,805 and reduce by the Renter's Rebate making it a figure of \$4,150,000.

It was also asked if there are any expected changes in State Grants. It was answered that the potentially the grant for roadwork may be cut in half.

Approved Senior Tax Deferral amount – A motion was made by Ms. Drew and seconded by Mr. Kelly to approve \$95,000 for Senior Tax Deferral Amount. ***All in Favor – Motion Passed.***

Discussion followed. It was noted that the dollar amount includes circuit breaker and town benefits. The estimated amount for both is \$95,000. The town benefit is approximately \$40,000 and the circuit breaker is approximately \$55,000.

Approve to be used from Fund Balance – A motion was made by Ms. Drew and seconded by Mr. Wygonowski to approve \$629,000 to be used from the Fund Balance for capital items. ***All in Favor – Motion Passed.***

Ms Sylvester indicated that historically this is where the Fund Balance is used to offset capital items. Chairman Henahan noted that details have been previously discussed in meeting that took place prior to this meeting. Ms. Sylvester provide a list of capital projects already approved by Town Council and Board of Finance totaling \$629,000. (Capital items: \$672,500 - \$153,500 for CNR + \$110,000 for Willowbrook)

Voting for the amount to be used from Fund Balance in the amount of \$629,000. ***All in Favor – Passed.***

Approve Collection Factor for property taxes – A motion was made by Mr. Spotts and seconded by Ms. Drew to approve Collection Factor for property taxes at 98.75%. ***All in Favor – Motion Passes.***

Finance Director Marianne Sylvester noted that this number works and recommended not to raise it. Tax Collector Doug Sienna noted that the 98.75% is an attainable number. Collections have been consistent and expect to meet budget.

Approve Grand List – A motion was made by Mr. Spotts and seconded by Ms. Drew and Mr. Kelly to approve 2018-19 Grand List of \$1,433,766,210. ***All in Favor – Motion Passes.***

Finance Director Marianne Sylvester noted that the Grand List increased by 5.92% from last year. Adjustments were as a result of some issues and reductions as discussed. At this time it was hard to determine what part of it was economic growth. Will try to track for next fiscal period.

Approve Mill Rate – A motion was made by Ms. Drew and seconded by Mr. Spotts to approve the mill rate of 30.33%. ***All in Favor – Motion Passed.***

Finance Director Marianne Sylvester noted that the Grand List decreased by 1.35% from last year. Discussion took place in regards to showing the Fund Balance here and possibly using that to better the mill rate. The Fund Balance is a reserve used for possible emergencies. Posting it would be consider. Fund Balance is approximately 17%. Ms. Sylvester broke out some of the projects planned. She expressed why the reserve is necessary (for such things as state cuts, natural disasters, etc.). It was also recommended to list the projects planned. Also suggested that more exposure to the process of determining the mill rate and how it is determined.

Approve transfer from General Fund fund balance to the Capital and Non-Recurring Fund for 2018-19 capital requests, as approved in the budget process. A motion was made by Mr. Wygonowski and seconded by Ms. Drew to approve the transfer of \$629,000 from the General Fund fund balance to the Capital and Non-Recurring Fund for the 2018-19 capital requests as approved in the budget process. ***All in Favor – Motion Passed.***

Discussion and action to 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 Ms. Drew and seconded by Mr. Wygonowski to authorize the Board of Education to enter into a multi-year financial loan agreement for the purpose of purchasing district technology equipment in the cap amount of \$214,000. The motion was amended by Mr. Maley to cap the amount to \$220,000. ***All in Favor – Motion Passed. Voting to authorize the Board of Education to enter into a multi-year financial agreement for the purpose of purchasing district technology equipment. All in Favor – Motion Passed.***

Superintendent John Maloney explained the Multi-Year Loan for technology equipment. He provided a memo and outlined the focus. 2018 the focus will be for the high school. Some further discussion took place asking about particulars.

Approve Tax Collector's Suspense List - \$19,556.51. A motion was made by Ms. Drew and seconded by Mr. Kelly to approve the Tax Collector's Suspense List of \$19,556.51. ***All in Favor – Motion Passed.***

Ms. Sylvester handed out the Suspense Report. Tax Collector Doug Sienna explains what the report consisted of and the process of collecting.

Approval of Minutes of Previous Meetings:

- Regular Meeting of March 22, 2018. A motion was made by Ms. Drew and seconded by Mr. Kelly to approve the amended minutes from the Regular Meeting of March 22, 2018. ***5 approved and 1 abstained (Mr. Spotts).***

Page 1 under the Regular Meeting of February 22, 2017 should be 2018 and the vote should be 4 approved and 2 abstained (Mr. Neto and Mr. Milardo).

Report of the Town Manager – Typing error: Budge should be Budget.

Page 2 under New Business 1b in second paragraph – Correct typo repaid should be repair.

Page 2 under New Business 2 in second paragraph – Chief VanderSloot should be Captain VanderSloot.

- Public Hearing of March 28, 2018. A motion was made by Ms. Drew and seconded by Mr. Wygonowski to approve the amended minutes from the Public Hearing of March 28, 2018. ***5 approved and 1 abstained (Mr. Spotts).***

Page 1 4th paragraph 2nd sentence should read, “The Board of Education Budget for the upcoming fiscal period is \$29,911,229 which is a 1.19% increase from last year.
- Special Meeting of March 28, 2018. A motion was made by Ms. Drew and seconded by Mr. Kelly to approve the minutes of the Special Meeting of March 28, 2018. ***5 approved and 1 abstained (Mr. Spotts).***
- Special Meeting of April 2, 2018. A motion was made by Ms. Drew and seconded by Mr. Wygonowski to approve the amended minutes of the Special Meeting of April 2, 2018. ***5 approved and 1 abstained (Mr. Spotts).***

Page 1 Discussion and decisions on the 2017-2018 Town Manager's proposed budget should be 2018-2019 Town Manager's proposed budget.

Budget Line #47 Board of Education – A short recess took place prior to the discussion that took place.

Page 4 Budget Line # 16 General Expense – The 3rd paragraph should read “An amended motion was made by Mr. Maley and seconded by Mr. Milardo to reduce the budgeted amount by \$9,000.

Page 4 Budget Line # 16 General Expense – The motion made by Ms. Drew and seconded by Mr. Neto to approved the amended amount of \$92,002 should follow the amended motion made by Mr. Maley.

- Special Meeting of April 4, 2018. A motion was made by Mr. Wygonowski and seconded by Mr. Maley to approve the amended minutes of the Special Meeting of April 4, 2018. **3 *approved and 3 abstained (Mr. Kelly, Mr. Spotts and Ms. Drew).***

Also Present should also include Alternate Allan Spotts.

Chairman’s Comments - Chairman Henehan thanked everyone for the hard work and good discussion that took place. He appreciates the comments and discussion.

*** It was asked if there will be a meeting next month. It will be decided approximately a week before.

Vice-Chairman’s Comments – None

Good and Welfare – Wished Ms. Drew a speedy recovery. It was mentioned that the Field Road Development was approved. It will consist of 75 homes.

Adjournment – A motion was made by Mr. Spotts and seconded by Mr. Maley to adjourn the meeting at 9:23 p.m. ***All in Favor – Motion Passed***

Respectfully submitted,

Cynthia Hardacker

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Recording Clerk