

Town of Cromwell, CT
Board of Finance
Regular Meeting
Thursday, May 24, 2018
Town Hall Room 7:00 P.M. Room 219

Minutes and Record of Vote

Present: Chairman John Henehan, Amanda Drew, Steve Wygonowski, Ed Maley Jr., Alternate Dan Kelly and Alternate Jon Dzurka (came late around 7:20 p.m.)

Not Present: Vice Chairman Julius Neto, Bob Milardo and Alternate Allan Spotts

Also Present: Town Manager Anthony Salvatore, Finance Director Marianne Sylvester and Public Works Director Lou Spina

Called To Order – Chairman John Henehan called the Regular Meeting dated May 24, 2018 to order at 7:00 p.m.

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

Seat Alternates – A motion was made by Mr. Neto and seconded by Mr. Maley and seconded by Mr. Wygonowski seat Alternate Dan Kelly and Alternate Dan Kelly and approximately one hour after the start of the meeting to seat Alternate Jon Dzurka.. ***All in Favor – Motion Passed***

Approval of Agenda – A motion was made by Ms. Drew and seconded by Mr. Wygonowski to approve the amended agenda dated May 24, 2018. ***All in Favor – Motion Passed***

Needed to correct the date listed for the Special Meeting, May 2, 2018 to May 1, 2018.

Approval of Minutes of Previous Meetings –

Regular Meeting April 26, 2018 – A motion was made by Mr. Maley and seconded by Ms. Drew to approve the minutes of the Regular Meeting dated April 26, 2018. ***All in Favor – Motion Passes.***

Special Meeting May 1, 2018 – A motion was made by Ms. Drew and seconded by Mr. Wygonowski to approve the minutes of the Special Meeting dated May 1, 2018. ***All in Favor – Motion Passed***

Citizens Report – None

Report of the Town Manager – Town Manager Anthony Salvatore reported that all lines items on this year's fiscal periods budget appears to be solid. Details to be given by the Finance Director. He noted that the Fire District had their meeting to set their mill rate and it increased by 1.25%. He noted that they were prohibited to tax motor vehicles for the last two years because of the cap put in place by the State of 32 mills. Town Manager mentioned that we were under for the Town's mill rate

and if including the Fire District, it would have put Cromwell over which prohibited to taxing cars. They are now back to taxing motor vehicles.

Base on the actions of the Fire District they negated half of what the Town did (half of the 1.35% decrease). There was a 30% increase in the Fire District's budget from last year. The collected 2.8% last year and 3.6% this year. Discussion took place regarding how to notify the residents of the change in the mill rate. Most residents not realizing that the Town and the Fire District are separate entities by being taxed on one bill. Once affects the other. It was noted that it would cost approximately \$5,000 to send out separate bills. The Town and the Fire District have an agreement where the Fire District pays the Tax Collector a percentage of the costs incurred. Determination on how to explain the change in the mill rate is being considered.

Report of the Finance Director – Finance Director Marianne Sylvester provided budget reports through the end of April 2018. All budget areas are within the parameters except for those mention under New Business. No areas of concern.

Finance Dept is working on closing out the fiscal year. Cutoff date for new purchase orders is June 5, 2018. Public Works is working on road improvements over the next six weeks. Ms. Sylvester mentioned that news of getting the second half of the Town Aid Roads is a good possibility. She further explained its impact and how the balance will be covered.

Ms. Sylvester noted that she will be transitioning to Farmington Saving Bank for our banking services. Should be switched over by August 1, 2018. She will be meeting with the auditors next week to determine dates for audit. They usually come for a week in July for a preliminary audit and again in September/October for the full audit.

Some discussion took place regarding the Tax Collector's line item. Ms. Sylvester explained it and referred to the Tax Collector's Report for details. Also discussed the Town Aid Roads.

Mr. Salvatore also mentioned that the bonding for the library went through and as a reminder, the Town needs to upfront \$2,000,000+ for the bond. The bond commits to \$1,000,000 and the town takes care of the rest.

Report of The Tax Collector – Finance Director commented on the Tax Collector's report in Mr. Sienna's absence. The Tax Collector's Collection Report is as of the end of April 2018. They met the 98.75% in collections plus some. Discussion as to how the numbers are reported. Suggested that a line be added to the existing report showing all dollars being received by the Tax Dept. (such as Miscellaneous Expenses, etc.).

Old Business – None

New Business –

- 1. Discussion and action to appropriate the following additional requests within the CNR Fund for the 2018-19 fiscal year.**

NOTE: Town Manager referenced the Nooks Hill project funds as to whether or not to renovate or demolish the building in question. The Town Council decided to demolish the building. Mr. Salvatore would like to take the funds set aside for this project and redirect them to the projects

below. It would cost approximately \$10,000 to demolish the building; therefore, would like to apply the funds for the following:

a. Highway-Replacement plow for 7-CW for \$18,000. A motion was made by Mr. Maley and seconded by Ms. Drew to approve \$18,000 to purchase a replacement plow for the 7-CW for the Highway Dept. *All in favor – Motion Passed*

Public Works Director Lou Spina explained the he would like to purchase a new Plow for the 7-CW Sterling Dump Truck. Replacing a 25-year-old plow presently on the Dump Truck.

Conversation as to the process of CNR process versus grant reimbursement to the CNR fund. Ms. Sylvester explained the process but was questioned as to why funds were being appropriated, used and then reimbursed to the CNR fund and then used on another project. Ms. Sylvester will speak with the auditors on the transfer of funds when they meet next week.

Discussion regarding the \$153,000 minus the \$84,000 for listed projects and how the balance would be used. It was mentioned that the funds would be used on road repairs as determined by a study that is done.

This number is not related to a project but would like to supplement the PCI Plan. \$500,000 is the ideal amount to have. Mr. Spina has been working with \$300,000. He is trying to get back to what it should be without going over and above.

Before the vote for approving the \$18,000 for the plow attachment for 7-CW it was recommended to seat Alternate Jon Dzurka. Reference to the vote is noted under “Seat Alternates”.

b. Road Improvements, increased by \$50,000. A motion was made by Mr. Maley and seconded by Ms. Drew to approve an increase of \$50,000 for Road Improvements. *All in Favor – Motion Passed.*

Mr. Spina provide information describing and detailing the need of the road work. Once the dollar amount is determined a report will be generated that prioritizes the road improvements to be done first.

c. Parks - V-Plow for Tool Cat for \$4,400. A motion was made by Ms. Drew and seconded by Mr. Kelly to approve \$4,400 for the purchase of a V-Plow for the Tool Cat for the Parks Dept. *All in Favor – Motion Passed.*

Mr. Spina noted that the Tool Cat is used for multiple purposes and would like to purchase a V-Snow Plow attachment to speed up snow removal in tight areas.

d. Parks – Sander for Mason Dump Truck for \$6,500. A motion was made by Ms. Drew and seconded by Mr. Dzurka to approve \$6,500 for the purchase of a new sander for the Mason Dump Truck for the Parks Dept. *All in Favor – Motion Passed.*

Mr. Spina explained that current sander is in rough shape and would like to replace a unit that is 12 years old. The existing sander is beyond repair.

e. Transportation – Wheelchair Accessible Bus, increase by \$5,000. A motion was made by Ms. Drew and seconded by Mr. Dzurka to approve the increase of \$5,000 for the Wheelchair Accessible Bus for the Transportation Dept. *All in Favor – Motion Passed.*

Ms. Sylvester explain the need to add \$5,000 to the original request for \$65,000 making it a total of \$70,000 needed to purchase a wheelchair accessible bus. Human Services applied for 5310 Dept. of Transportation Grant where 80% of the purchase price will be grant funded and 20% covered by the Town. Due to possible increase in price they wanted to make sure there was enough funds available. Note: This has not yet been approved by the Town Council.

2. Discussion and action to approve an interdepartmental transfer of \$3,000 from Public Works to Transportation. A motion was made by Mr. Kelly and seconded by Ms. Drew to approve the interdepartmental transfer of \$3,000 from Public Works to Transportation. *All in Favor – Motion Passed.*

Ms. Sylvester requested the transfer of \$3,000 from Vehicle Maintenance to Transportation to fund maintenance and repairs specific to wheelchair accessible buses due to aging fleet and additional transportation services provided to the Senior and Special Needs population for this current fiscal year.

Board of Education-Liaison Report – Ms. Drew reported that the Board of Ed expressed a concern for the lack of attendance at the last referendum voting at their last meeting. They suggested that more advertising may be needed. Suggested that putting a sign on the hill by Kmart Plaza would be good and to post it on the Fire District's electronic boards. Discussion regarding whose responsibility it is for advertising and updating of the advertising. It was noted that once it happens it needs to be done thereafter which now someone would have to assume responsibility for it.

A quote came back from the bus company. It was 2.5% increase. It was noted that the fuel charges in the past were not correctly charged. Paying was to start from depot to depot but instead they were paying from pickup to depot. Dattco is gradually increasing to make-up for some of the difference from the error made. Funds will come out of this fiscal year's budget. Fuel charge for 2018-2019 will be paid correctly.

It was asked if there was discussion on the new school. It was but was tabled to June's meeting. Comparison is being made whether to go with a one-story building or two-story building. Unfortunately, it will not be happening this year since approval from the Town Council, Board of Finance and a Special Meeting is held did not take place. They were not prepared to have this done by June 30, 2018; therefore, this will be held off until next year.

Chairman's Comments – Chairman John Henehan combined his comments and Good and Welfare together. He express his sincere sympathy to the Sypes family and the family of Allan Spotts who both lost a son. He asked that everyone keep them in their prayers.

Vice-Chairman's Comments – None

Good and Welfare – See Chairman's Comments.

Adjournment – A motion was made by Ms. Drew and seconded by Mr. Kelley to adjourn meeting at 8:26 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

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Recording Clerk