

**TOWN OF CROMWELL - BOARD OF FINANCE**  
**REGULAR MEETING**  
**THURSDAY – April 23, 2015**  
**CROMWELL TOWN HALL (ROOM 224/225) @ 7:00 P.M.**

*Gloria Prendergast*  
TOWN CLERK

**Minutes and Records of Votes**

**Present:** Chairman Jack Henehan, Vice Chairman Julius Neto, Joseph Corlis, Ed Wenners, Amanda Drew and alternate Dan Delisle

**Also Present:** Interim Town Manager Chief Anthony Salvatore, Director of Finance Marianne Sylvester, Board of Education Business Manager Karen Clancy, Town Engineer Jon Harriman and Doug Sierra

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

**SEATING OF ALTERNATES** - No alternates were seated at this meeting.

**APPROVAL OF AGENDA** - *A motion was made by Vice Chairman Neto and seconded by Ed Wenners to approve the agenda dated April 23, 2015. All were in favor – Motion Passed.*

**APPROVAL OF MINUTES**

**March 26, 2015 Regular Meeting** - *A motion was made by Vice Chairman Neto and seconded by Ed Wenners to approve the minutes from March 26, 2014 Regular Meeting. All were in favor – Motion Passed.*

**March 31, 2015 Public Hearing** - *A motion was made by Vice Chairman Neto and seconded by Ed Wenners to approve the amended minutes for March 31, 2015 Public Hearing (see amendments below). Four members were in favor and Julius Neto abstained – Motion Passed.*

**Amendments to the March 31, 2015 Public Hearing** minutes include on Page 1 of 2, last paragraph – change 1/94% to 1.94%.

**March 31, 2015 Special Meeting** - *A motion was made by Amanda Drew and seconded by Joseph Corlis to approve the minutes for the March 31, 2015 Special Meeting. Four members were in favor and Vice Chairman Neto abstained – Motion Passed.*

**April 6, 2015 Special Meeting** - A motion was made by Amanda Drew and seconded by Joseph Corlis to approve the amended minutes for April 6, 2015 Special Meeting. All were in favor – Motion Passed.

**Amendments are as follows:**

- Page 4 of 6 (Section D – 2015-16 Board of Education proposed budget), last paragraph – Change 3.25% to 3.5% and change the wording “The vote was then taken.” to “A vote was taken 5 to 1 approved the 3.5% budget increase (Bob Milardo voted against it).
- Page 5 of 6 (Budget Line #36 Police Dept), Paragraph 3, last sentence – Change \$0.25 per page to \$0.50 per page.

A motion was made by Vice Chairman Neto and seconded by Amanda Drew to approve the April 9, 2015 Special Meeting minutes. All were in favor – Motion Passed.

**CITIZENS COMMENTS** – None

**REPORT OF THE TOWN MANAGER** – Interim Town Manager Chief Salvatore reported no adjustments are being made and also noted the word is getting out to the public to vote for the referendum on May 5, 2015 from 12:00 to 8:00 p.m. via signs posted throughout the town, posting on the website and press releases (in Rare Reminder, etc.). Chairman Henehan also mentioned that there would be a meeting immediately after the votes has been finalized.

**BUDGET REPORT** – Finance Director Marianne Sylvester presented the up-to-date budget report the end of March 2015. Ms. Sylvester summarized that Public Works is still working through the issues but it should work itself out. There is a transfer on the agenda tonight. Town Manager’s office and employee benefit has a surplus which gives the board flexibility on the expenditures side and will be asking for interdepartmental transfers of funds to offset Public Work deficit. Revenue looks positive for tax collections and revenue from various sources are also coming in which helps on the revenue side.

Mr. Neto asked if the budget would look okay by year-end. Ms. Sylvester responded that the surplus of funds in other areas would compensate for the road issues from the winter weather. Revenue side will not come in significantly from last year. Tax Collection is on target, which Doug Sienna will report on. Mr. Neto asked if the other departments look okay. Ms. Sylvester informed the board that there is nothing that is standing out. All other departments are stable except for Public Works, which is good news.

**REPORT OF TAX COLLECTOR** – Doug Sienna presented a copy of the trend report prior to the start of the meeting. Mr. Sienna pointed out that there was a \$63,000 shift. He further explained that they were not budgeted to collect deferred taxes. So far

\$20,000 has been collected. The reason is that residents that wanted to participate in the program opted to get out bringing in the \$20,000. If anyone else wants a refund, this too will affect the cash flow but will still hit over 100% of the budget. Chairman Henahan asked if he would be on target. Mr. Sienna anticipates being in over budget. He believes it will not be as good as last year. Incoming cash is high some month and lower for others but will balance out.

Chairman Henahan asked what it would make for someone to move out of the deferred taxes. Mr. Sienna answered that the resident would have sold their house in which case the deferred tax would need to be paid.

Mr. Neto asked if this was unusual since it did not appear in last year's budget. Mr. Sienna responded that this was the first year for the deferral. Forty-four residents participated, seven of which paid the deferral and opted out of the program.

**Approve Tax Collector's Suspense List** – A list of accounts that are not collectable taxes for automotive and personal property. Reasons would include bad addresses, bankruptcy and/or death. This does not go away unless a person moves back into Cromwell in which case the account becomes active again. There is a 15-year limitation.

*A motion was made by Amanda Drew and seconded by Joseph Corlis to approve the 2015 Suspension List for \$11,683.53. All were in favor – Motion Passes.*

**OLD BUSINESS** – None

### **NEW BUSINESS**

**Appropriate \$100,000 within the LoCIP Fund for County Line Drive inspection costs** - *A motion was made by Vice Chairman Neto and seconded by Amanda Drew for the appropriation of \$100,000 with the LoCIP Fund for County Line Drive inspection costs. All were in favor – Motion Passes.*

Town Engineer Jon Harriman spoke on the County Line Improvement Project. Mr. Harriman explained what the project entailed and the cost of it. Some of the LoCIP funds were rolled over from last year and \$100,000 is being requested for this year (giving them \$122,000 to spend). Mr. Neto questions if this is the project that had challenges with Rocky Hill. Mr. Harriman said it was and has yet to be resolved. The work being done is being done in Cromwell (nothing is being done to Rocky Hill). DCD is mandating the Town of Cromwell to use the funds that have been accumulating. Mr. Harriman said that this is Phase I which includes widening the road to a full 30 feet width and extending utilities as far down to the transfer station. A temporary cul-de-sac will be constructed to allow tractor trailers to turn around when transfer station is closed. A sidewalk will also be added. Mr. Neto asked if the changes are being constructed for the long term. Mr. Harriman concurred that they are for the long term. Negotiations are still being conducted with Rocky Hill to widen the rest of the road to Shunpike Road. The work will begin from the back property line of the residence at the

entrance of the road down to the transfer state. Nothing is being done on the Rocky Hill side. All money will be spent on the Cromwell side. The work to be done comprises of cold reclaimed asphalt pavement for the majority of the project, some pavement overlay, some new pavement construction on slightly new alignments, a cul-de-sac, two catch basins and piping. The extension of utilities (electrical, telephone and cable conduits) and 100 feet of water main is proposed near the transfer station. New curbing, sidewalks, driveways, pedestrian ramps and utility adjustments will be constructed along the entire length.

**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 Vice Chairman Neto and seconded by Amanda Drew to authorize the Board of Education to enter into a multi-year financial loan agreement for the purpose of purchasing district technology equipment. All were in favor – Motion Passed.**

Board of Education Business Manager Karen Clancy is requesting a multi-year lease for technology equipment for the Edna C. Stevens Elementary School. ECS's equipment is more than six years old and has begun to show signs of failure. The equipment will include desktops, projectors, servers, infrastructure and other technology related equipment. She also stated that we need to continue to replace/repair equipment to stay current with technology.

Ms. Drew asked if it is for all the equipment. Ms. Clancy and Tom Litwinczyk (IS Manager) concurred it included all equipment. Mr. Neto asked if Cromwell's technology is up-to-date. Mr. Litwinczyk confirmed that Cromwell is current compared to other towns; in fact, Cromwell is ahead of most towns. Mr. Neto asked if it would be possible to have one server for all the networks. Mr. Litwinczyk stated that it would be hard to do. Having localized server is easier when work needs to be done at the locations being served.

Mr. Delisle inquired about the Freshman Program. Ms. Clancy said that she was hearing good things. No issues with equipment breakage or failures.

**Approve interdepartmental transfer from the Town Manager's Office (\$50,000) and Employee Benefits (\$80,000) to Public Works-Highway (\$130,000) for road improvements, pending Town Council approval - A motion was made by Amanda Drew and seconded by Joseph Corlis to approve interdepartmental transfer from Town Manager's office (\$50,000) and Employee Benefits (\$80,000) to Public Work-Highway (\$130,000) for road improvements, pending Town Council's approval. All were in favor – Motion Passed.**

Town Engineer John Harriman spoke for Public Work Director Lou Spina. Director Spina is asking for the transfer of funds for road improvement as a result of the difficult winter season. Due to the extreme cold temperatures, the roads have seen an unprecedented number of potholes, spider cracking and frost heaves. The Highway Department will work hard and efficiently to improve, maintain and reclaim out infrastructure. If approved, Chief Salvatore inputted that the objective is to do sectional

repairs/reclamation to Blackhaw Drive, Sequoia Drive, Loquat Drive and Arrow Wood Drive.

Mr. Neto inquired about the time frame for the work to be done. Mr. Harriman stated that the work would be done within weeks. If approved, a special meeting will be called to detail a plan of action.

Chairman Henehan wanted to know if this will interfere with the normal Spring roadwork and was told it should not. All work will either be done by town employees or if not, contracted to vendors (right now there are two vendors that are worked with).

Chairman Henehan asked Finance Director Marianne Sylvester about the bonding issue.

### **DISCUSSION AND ACTION ON OTHER FUND BUDGETS**

**Dog Fund - \$24,024** - *A motion was made by Vice Chairman Neto and seconded by Amanda Drew for discussion and action for the Dog Fund of \$24,024. All were in favor – Motion Passed.*

Chief Salvatore noted a change in outside services for the lease with the Town of Portland to the Town of Berlin. These Funds are mandated by the State.

Mr. Neto inquired if there are considerations being made to get out of the lease situation and have something internally. Chief Salvatore stated that he has some ideas but before going public would like to discuss with the Mayor and Town Council. He also mentioned that the town would benefit having their own facility. It would get the community more involved and help the community. Chief Salvatore did emphasize that the lease we have with Berlin is a good one.

**Sidewalk Fund - \$15,000** - *A motion was made by Vice Chairman Neto and seconded by Amanda Drew to approve \$15,000 for the Sidewalk Fund. All were in favor – Motion Passes.*

Finance Director Marianne Sylvester reported that this fund is to be used for improvements and expansion of the Town's sidewalk system. Specific expansion projects will need to be approved by the Town Council first. The appropriation is for engineering, design, material, supplies, labor and any item directly related to the project.

Mr. Neto asked if the \$15,000 was enough to cover work. Town Engineer Jon Harriman said it should be. Dan Delisle was looking for clarification for the expansion wording used. Expansion to him means new construction. It was explained to him that if new sidewalk construction was needed and if funds were left over from the repair work, then approval from the Town Council will be needed first. No new construction of sidewalks would be done with prior approval.

**BOARD OF EDUCATION** – Liaison Report

Joseph Corlis reported that the Board of Education met on April 14, 2014. Business Manager stated the budget stayed the same by limiting spending and relocation of funds. Also stated was to revise the budget projections in the area of utilities, maintenance of grounds as we move into the warmer months. At one time there was going to be a meeting schedule with State Representative Christine Carpino and our Superintendent along with other board of education members to discuss the matter of Special Education budget. Ms. Clancy noted that other towns are also having the same concerns and are talking with their representatives on the issues. She also mentioned that there are bills being passed concerning these matters (excess costs, etc.)

**CHAIRMAN'S COMMENTS** – Chairman Henehan wanted to thank everyone for working through the budget on the Government and Board of Education side. Voting of the referendum is scheduled for May 5, 2015. A meeting will be held immediately after the close of voting to work on setting the mill rate.

**VICE CHAIRMAN'S COMMENTS** – Mr. Neto just had a question on the grand list outcome. Ms. Sylvester stated that the grand list grew by approximately 1.4% to about \$1,290,000,000. It was requested that the latest numbers be distributed.

**GOOD AND WELFARE** – None

**ADJOURNMENT** - *A motion was made by Vice Chairman Neto and seconded by Amanda Drew to adjourn the meeting of the Finance Board at 7:59 p.m. All were in favor – Motion Passed.*

Respectfully Submitted,



Cynthia Hardacker  
Recording Clerk