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TOWN OF CROMWELL - BOARD OF FINANCE  
REGULAR MEETING  
THURSDAY – September 24, 2015  
CROMWELL TOWN HALL (ROOM 224/225) @ 7:00 P.M.

*Gloria Brendergast, ass*  
TOWN CLERK

**Minutes and Records of Votes**

**Present:** Chairman Jack Henehan, Vice Chairman Julius Neto, Joseph Corlis, Amanda Drew and Ed Weners

**Not Present:** Alternate Dan Kelly and Bob Milardo

**Also Present:** Town Manager Anthony Salvatore, Director of Finance Marianne Sylvester, Board of Education Business Manager Karen Clancy and Steve Rose

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

**SEATING OF ALTERNATES** – *No alternates in attendance.*

**APPROVAL OF AGENDA** - *A motion was made by Mr. Neto and seconded by Mr. Corlis to approve the agenda dated September 24, 2015. All were in favor – Motion Passed.*

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**August 27, 2015 Regular Meeting** – *A motion was made by Mr. Neto and seconded by Mr. Weners to approve the amended minutes dated August 27, 2015 Regular Meeting. All in favor – Motion Passed.*

Not Present: Change Alternate Dan Delisle to Alternate Dan Delisle (Resigned) and Bob Milardo (Resigned) to Bob Milardo.

Page 2 – Budget Report – 2<sup>nd</sup> Paragraph: Change the dollar amount for the Willowbrook Road Project from \$325,00 to \$325,000.

Page 3 – CNR FUND: Change \$785 to \$785,000.

Page 3 – REPORT OF TAX COLLECTOR: Change “there is a cap, which is depended on legislature” to “there is a cap on the mill rate for motor vehicle which is depended on legislature”.

**CITIZENS COMMENTS** – None

**REPORT OF THE TOWN MANAGER** – Town Manager Anthony Salvatore reported that he attended a meeting for the Fire District Motor Vehicle Taxes week of 9/21/2015. There was discussion as to what the cap of the mill rate for 2016-17 and how it affects the financial budget. It was noted that it would not affect this fiscal budget. For 2017-18 it was noted that the Fire

District cannot tax for motor vehicle but the Town of Cromwell can.

Mr. Salvatore also mentioned that the State Aid was cut. Not sure how that will affect the fiscal year but will monitor as the fiscal year proceeds.

Mr. Salvatore stated that there was further discussion on the LED lighting project. A decision may be made to proceed with the project by next month's meeting and also discussed updates to road repairs.

**BUDGET REPORT** – Finance Director Marianne Sylvester reported there is nothing significant to report (provided a year-to-date budget report as of August 31, 2015). Also reported that the auditors were on site unexpectedly.

**REPORT OF TAX COLLECTOR** – Finance Director Marianne Sylvester provided a report as of August 31, 2015 and it shows the budget revenue and what was collected. Mr. Wenners questioned the cuts to the pilots. Ms. Sylvester responded that she only looked at how Cromwell was affected and did not do a comparison as to how other municipalities were affected but would be willing to provide this information.

**OLD BUSINESS** – None

**NEW BUSINESS** –

**Discussion and action to appropriate \$10,000 within the CNR Fund to contribute to the purchase of LED lighting for the practice fields at Cromwell High School** – *A motion was made by Ms. Neto and seconded by Ms. Drew to approve \$10,000 within the CNR Fund to contribute to the purchase of LED lighting for the practice fields at Cromwell High School. All were in favor – Motion Passed. (Note: A motion to amend the wording of the original motion by Ms. Drew and seconded by Mr. Neto from “appropriate \$10,000 within the CNR Fund for purchase lighting . . .” to what is motioned above.)*

Discussion as to what fields would utilize the new lighting. Also mentioned that the work scope is at least two months before work is to start. It will not be ready for this season's sports. Maintenance to the lighting will be covered by the Board of Education's budget. The town is providing \$10,000 and the Board of Ed is providing \$5,000 if LED lighting is purchased (\$3,000 if regular lighting is purchased).

**Discussion and action to fund the BOE Capital Fund.** *A motion was made by Mr. Neto and seconded by Mr. Wenners to allow the BOE to transfer \$61,818 for unexpended funds to the Capital Fund account. All in favor – Motion Passed.*

BOE Business Manager Karen Clancy reported that BOE Capital Fund for 2014-2015 ended in a surplus. \$61,818 is what is being asked to contribute into this fund and \$1,400 will be going towards the General Fund. Approximately \$50,000 of these funds will be used to contract an owner's project manager to oversee a facilities study and make recommendations. ESC is the priority with the Middle School to be considered next. Further discussion took place in regards to specifics for the study. It was also noted that a demographic study was recently performed and is being used when determining the work scope.

It was asked how much was in the fund at this time. Ms. Clancy responded that there is approximately \$43,000 (\$20,000 originally set aside for ventilation which has been put on hold

until the study is completed) \$5,000 would be used for the LED light of the practice fields and the rest to be determined.

**Discussion and action regarding the purchase of land associated with road improvements.**  
*A motion was made by Mr. Neto and seconded by Ms. Drew to approve the transfer of \$70,000 from the General Fund balance to the CNR Fund. All in favor – Motion Passed.*

*A motion was made by Mr. Neto and seconded by Ms. Drew to appropriate \$70,000 within the CNR Fund for the purchase of land for road improvements and costs associated with this purchase. All in favor – Motion Passed.*

Discussion with Town Manager and Finance Board in regards to what the \$70,000 would cover. Not only is it for the purchase of the land but all the fees associated with the purchase (administrative fees, survey fees, title search, etc) for the County Line road project. The project is to widen the road to meet the town's specification and allow trailer truck access to the transfer station.

**Authorization to use the remaining funds within the existing appropriation for the Tax Software Upgrade in the CNR Fund to upgrade the server that houses the Tax software (Balance = \$35,400; Server Upgrade = \$6,500).** *A motion was made by Mr. Neto and seconded by Ms. Drew to appropriate up to \$6,500 to upgrade the server from the tax software account to be utilized for this upgrade. All in favor – Motion Passed.*

Director of Finance Marianne Sylvester clarified the request by stating that the \$35,400 was appropriated for the server upgrade but it did not work out as planned. The Tax Department will need approximately \$6,500 for the server to make it more secure. The balance of the money would be put back into the CNR Fund balance. Most of the work is being done by our IT support people and the some work may be required by the software company.

#### **BOARD OF EDUCATION** – Liaison Report

Joseph Corlis reported that the Board of Education met on September 8, 2015 and the Business Manager reported that the final number was \$61,818 to the positive. There was also a presentation by Construction Solutions Group for ESC and the Middle School. Discussed what could be done to improve the conditions in those schools. This was reviewed by the Board of Ed and discussed the matters mentioned above.

Mr. Corlis thanked the Business Manager, member of the BOE and Administration for ending with a positive balance after having a large deficit in the Special Education account (moving money around to enable the account to end with a positive balance).

Mr. Henahan asked if Special Education is status quo and Ms. Clancy concurred. Ms. Clancy feels the account is appropriately funded.

**CHAIRMAN'S COMMENTS** – Chairman Henahan mentioned that he had the privilege to attend a couple of meeting with the Board of Ed over the last few weeks and found it very interesting. He feels that they are doing a terrific job and hopes it continues for this fiscal period.

**VICE CHAIRMAN'S COMMENTS** – None

**GOOD AND WELFARE** – None

**ADJOURNMENT** - *A motion was made by Mr. Neto and seconded by Mr. Wenners to adjourn the regular meeting of the Finance Board at 7:54 p.m. All were in favor – Motion Passed.*

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cynthia Hardacker".

Cynthia Hardacker  
Recording Clerk