TOWN OF CROMWELL BOARD OF FINANCE
REGULAR MEETING
THURSDAY, JANUARY 25, 2024 7:00 pm
CROMWELL TOWN HALL – COUNCIL CHAMBERS
AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVE AGENDA

D. SEAT ALTERNATES

E. CITIZENS COMMENTS

F. BOARD OF EDUCATION LIASON REPORT

G. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Regular Meeting, December 22, 2023

H. REPORT OF THE TAX COLLECTOR

I. REPORT OF THE TOWN MANAGER

J. REPORT OF THE FINANCE DIRECTOR

K. SCHOOL BUILDING UPDATE

L. CHAIRMAN'S COMMENTS

M. VICE CHAIRMAN'S COMMENTS

N. GOOD AND WELFARE

O. ADJOURNMENT

This meeting is live-streamed at www.cromwellct.com Quick links – Live Town Meetings.

TOWN OF CROMWELL BOARD OF FINANCE
REGULAR MEETING
THURSDAY, DECEMBER ,2023 7:00 pm
CROMWELL TOWN HALL – COUNCIL CHAMBERS
MEETING MINUTES

PRESENT: Chairman John Ireland (phone), Vice Chairman Steve Wygonowski, Dan Kelly, Matthew Blanchette, Jamin DeProto, Ed Maley

ABSENT:

ALSO PRESENT: Town Manager Anthony Salvatore, Director of Finance Sharon DeVoe, Kathryn Russ, Board of Education member, Police Chief Frederick Sifodaskalakis

A. CALL TO ORDER – Vice Chairman Steve Wygonowski called the meeting to order at 7:03 PM.

B. PLEDGE OF ALLEGIANCE – Pledge of Allegiance was said by all.

C. APPROVE AGENDA – No changes

D. SEAT ALTERNATES – None

E. CITIZENS COMMENT- None

F. BOARD OF EDUCATION LIASON REPORT – Kathryn Russ gave an update on the Board of Education. They are working to get a tri-board meeting in March to discuss the facilities assessment. They are currently in a budget deficit and are in a budget freeze.

G. NEW BUSINESS
   1 Discussion and action to approve an appropriation in the amount of $17,000 within the CNR Fund for the 2023 Bullet Proof Vest Partnership Grant (50% reimburseable).
      a. Police Chief Frederick Sifodaskalakis presented the request. Matthew Blanchette made a motion to approve an appropriation in the amount of $17,000 within the CNR Fund for the 2023 Bullet Proof Vest Partnership grant; seconded by Dan Kelly. ALL IN FAVOR. MOTION PASSES

H. APPROVAL IF MINUTES OF PREVIOUS MEETINGS
   1. Regular Meeting, November 16, 2023
      a. Dan Kelly made a motion to approve the minutes from November 16, 2023; seconded by Matthew Blanchette. 4/0 2 abstained. MOTION PASSES.

I. REPORT OF THE TOWN MANAGER
   1. Anthony Salvatore, Town Manager, gave a brief update of town projects. The budget process has started. Discussion followed on the Fund Balance and open projects.

J. REPORT OF THE FINANCE DIRECTOR
   1. Director of Finance, Sharon DeVoe, presented the budget through end of November. There are currently no concerns. There will be a long range planning meeting in January.

K. REPORT OF THE TAX COLLECTOR
  1. Director of Finance, Sharon DeVoe took questions on the tax collectors report. She stated that all the money was accounted for and in the bank. There is an issue with QDS (tax software) not reconciling with the bank. The Tax Collector is looking to rectify this.

L. SCHOOL BUILDING UPDATE – Matthew Blanchette gave a school building update. The project is out to bid.

M. CHAIRMAN'S COMMENTS – Chairman John Ireland thanked Steve Wygonowski for running the meeting.

N. VICE CHAIRMAN'S COMMENTS – Vice Chairman Wygonowski gave a fire district update. The Exceutive Director role is still open. This week approved a new ambulance for about $400,000. There is a two year delivery window.

O. GOOD AND WELFARE – Ed Maley wants a full and final accounting on the tax revenue.

P. ADJOURNMENT – Dan Kelly made a motion to adjourn the meeting, seconded by Matthew Blanchette. Meeting adjourned at 8:19 PM.

Respectfully Submitted,
Sara Kennedy
Sara Kennedy

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-336,000	0	-336,000	-169,577.26	-166,422.74	50.5%
021 TAX COLLECTOR	-49,919,166	0	-49,919,166	-30,784,578.25	-19,134,587.75	61.7%
022 ASSESSOR'S OFFICE	-500	0	-500	.00	-500.00	.0%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-17,499.70	-28,400.30	38.1%
033 BUILDING INSPECTION	-350,000	0	-350,000	-214,243.00	-135,757.00	61.2%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-28,548.65	-71,251.35	28.6%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-3,710.00	-21,290.00	14.8%
053 SENIOR SERVICES	-500	0	-500	-550.00	50.00	110.0%
061 LIBRARY	-500	0	-500	-546.62	46.62	109.3%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-4,353.00	-5,147.00	45.8%
207 STATE OF CONNECTICUT	-5,841,349	0	-5,841,349	-1,967,797.18	-3,873,551.82	33.7%
208 MISCELLANEOUS SOURCES	-928,239	0	-928,239	-666,411.67	-261,827.33	71.8%
TOTAL GENERAL FUND	-57,556,454	0	-57,556,454	-33,857,815.33	-23,698,638.67	58.8%

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TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 001 GENERAL FUND		ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
208 MISCELLANEOUS SOURCES							
00120208 62001	INVESTMENTS	-400,000	0	-400,000	-601,013.35	201,013.35	150.3%
00130208 63042	DISASTER RELIEF	0	0	0	.00	.00	.0%
00140208 64038	RIVERPORT FESTIV	0	0	0	.00	.00	.0%
00150208 65033	SRO - BOE 50% SH	-74,782	0	-74,782	.00	-74,782.00	.0%
00150208 65034	SCHOOL OUTSIDE S	0	0	0	.00	.00	.0%
00150208 65035	MAP REPRODUCTION	0	0	0	.00	.00	.0%
00150208 65036	OUTSIDE SERVICES	-100,000	0	-100,000	.00	-100,000.00	.0%
00150208 65050	FIRE DISTRICT FE	-60,740	0	-60,740	-31,202.50	-29,537.50	51.4%
00150208 68003	SEWER USAGE FUND	-30,319	0	-30,319	-30,887.00	568.00	101.9%
00150208 68005	GEER STREET PROJ	0	0	0	.00	.00	.0%
00150208 68006	MATTABASSETT PIL	-100,000	0	-100,000	.00	-100,000.00	.0%
00161208 66100	SCHOOL RENTALS	-1,000	0	-1,000	.00	-1,000.00	.0%
00163208 66113	OTHER RENTALS	-2,500	0	-2,500	-375.00	-2,125.00	15.0%
00163208 66301	PILOT-TELECOMMUN	-25,000	0	-25,000	.00	-25,000.00	.0%
00169208 63024	MISC. REVENUE -	-1,000	0	-1,000	-768.91	-231.09	76.9%
00169208 63032	DUE FROM CMS ROO	0	0	0	.00	.00	.0%
00169208 66901	MISCELLANEOUS RE	-75,000	0	-75,000	-1,564.91	-73,435.09	2.1%
00169208 66902	HEALTH DEPT MISC	-5,000	0	-5,000	.00	-5,000.00	.0%
00169208 66903	DEV COMPLIANCE M	0	0	0	-600.00	600.00	100.0%
00169208 66908	CDA LOAN REPAYME	0	0	0	.00	.00	.0%
00169208 66909	TRANSFER-STEAP G	0	0	0	.00	.00	.0%
00169208 66910	TRANSFER - LOCIP	0	0	0	.00	.00	.0%
00169208 66912	INSURANCE DIVIDE	-52,898	0	-52,898	.00	-52,898.00	.0%
00169208 66914	PRIOR YEAR ADJUS	0	0	0	.00	.00	.0%
00169208 66915	BANK ACCOUNT DIF	0	0	0	.00	.00	.0%
00169208 69001	PROCEEDS-SALE OF	0	0	0	.00	.00	.0%
00180208 68002	CAPITAL PROJECTS	0	0	0	.00	.00	.0%
00180208 68004	SEWER ASSESSMENT	0	0	0	.00	.00	.0%
TOTAL MISCELLANEOUS SOURCES		-928,239	0	-928,239	-666,411.67	-261,827.33	71.8%
TOTAL GENERAL FUND		-928,239	0	-928,239	-666,411.67	-261,827.33	71.8%
TOTAL REVENUES		-928,239	0	-928,239	-666,411.67	-261,827.33	

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	421,255	0	421,255	186,432.74	559.52	234,262.74	44.4%
002 TOWN CLERK'S OFFICE	225,761	0	225,761	102,800.76	14,467.11	108,493.13	51.9%
003 REGISTRAR OF VOTERS	84,951	0	84,951	32,320.72	11,385.78	41,244.50	51.4%
004 PLANNING COMMISSION	3,525	0	3,525	782.02	104.57	2,638.41	25.2%
005 ECONOMIC DEVELOPMENT	122,443	0	122,443	496.59	453.41	121,493.00	.8%
006 BOARD OF FINANCE	41,867	0	41,867	28,462.50	12,392.50	1,012.00	97.6%
008 CHARTER REVISION COMM	500	0	500	.00	.00	500.00	.0%
009 BOARD OF ASSESSMENT APPEALS	600	0	600	221.70	.00	378.30	37.0%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	321.72	81.72	846.56	32.3%
011 INLAND WETLANDS	1,900	0	1,900	495.00	.00	1,405.00	26.1%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	51,060	0	51,060	43,525.00	7,000.00	535.00	99.0%
014 TOWN COUNCIL	2,400	0	2,400	1,046.25	.00	1,353.75	43.6%
015 LEGAL EXPENSE	232,100	0	232,100	63,362.50	141,537.50	27,200.00	88.3%
016 CENTRAL SERVICES	211,925	0	211,925	109,699.69	82,869.54	19,355.77	90.9%
017 INSURANCE EXPENSE	620,330	0	620,330	427,722.79	139,351.32	53,255.89	91.4%
018 GENERAL EXPENSE	15,002	0	15,002	1,850.19	3,000.00	10,151.81	32.3%
019 DEVELOPER/PLANNER	147,981	0	147,981	77,022.50	1,327.42	69,631.08	52.9%
020 FINANCE DEPARTMENT	424,379	0	424,379	205,925.56	1,575.80	216,877.64	48.9%
021 TAX COLLECTOR	164,975	0	164,975	76,079.17	59.52	88,836.31	46.2%
022 ASSESSOR'S OFFICE	253,058	0	253,058	118,044.83	2,175.41	132,837.76	47.5%
030 PUBLIC WORKS ADMIN.	247,328	0	247,328	132,370.19	17,133.28	97,824.53	60.4%
031 ENGINEERING	249,420	0	249,420	113,939.66	8,666.28	126,814.06	49.2%
032 SOLID WASTE REMOVAL	827,740	0	827,740	362,354.24	359,969.61	105,416.15	87.3%
033 BUILDING INSPECTION	224,935	0	224,935	107,515.51	4,212.12	113,207.37	49.7%
034 HIGHWAY DEPT.	1,528,616	0	1,528,616	471,049.31	354,136.57	703,430.12	54.0%
035 BUILDING MAINTENANCE	658,784	0	658,784	269,987.45	90,205.70	298,590.85	54.7%
036 PARKS & GROUNDS	458,248	0	458,248	235,738.47	33,413.72	189,095.81	58.7%
037 PUBLIC WORKS-OTHER	474,000	0	474,000	240,832.61	193,214.97	39,952.42	91.6%
038 VEHICLE MAINTENANCE	326,371	0	326,371	126,988.30	92,106.74	107,275.96	67.1%
040 POLICE DEPARTMENT	3,952,555	30,216	3,982,771	1,850,646.63	55,792.00	2,076,332.49	47.9%
041 EMERGENCY MANAGEMENT	21,050	0	21,050	7,952.35	.00	13,097.65	37.8%
042 ANIMAL CONTROL	95,128	323	95,451	40,770.52	.00	54,680.81	42.7%
050 HEALTH DEPARTMENT	214,966	0	214,966	107,988.12	37,603.90	69,373.98	67.7%
051 HUMAN SERVICES	144,009	0	144,009	72,356.77	300.05	71,352.18	50.5%
053 SENIOR SERVICES	145,338	0	145,338	59,540.32	9,627.86	76,169.82	47.6%
054 YOUTH SERVICES	113,172	0	113,172	58,660.31	3,384.84	51,126.85	54.8%
055 TRANSPORTATION SERVICES	159,489	0	159,489	69,751.18	5,041.08	84,696.74	46.9%
060 RECREATION DEPARTMENT	290,775	0	290,775	149,585.65	8,685.89	132,503.46	54.4%
061 LIBRARY	690,975	0	690,975	321,527.26	22,272.29	347,175.45	49.8%
070 BONDED DEBT	3,131,059	0	3,131,059	561,567.00	.00	2,569,492.00	17.9%
080 EMPLOYEE BENEFITS	4,294,415	-30,539	4,263,876	1,595,002.96	1,373,097.52	1,295,775.07	69.6%
090 BOARD OF EDUCATION	36,163,384	0	36,163,384	13,436,734.00	.00	22,726,650.00	37.2%
119 DEVELOPMENT COMPLIANCE	116,125	0	116,125	59,090.15	819.89	56,214.96	51.6%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION	1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND	57,556,454	0	57,556,454	21,928,561.19	3,088,025.43	32,539,867.38	43.5%

7/1/2023 FUND BALANCE REPORT

1-Jul-23 PROJECTION			
Fund Balance	$	12,139,538	79.15 days
Less		9,461,335	60-day reserve
Available	$	2,678,203	

Town's Share after Grant and/or Borrowings

	600,000	North Rd Ext (2021-22)	Waiting on State Audit to close (80%/20% Grant)
	25,000	Willowbrook Road	Waiting on State Audit to close (80%/10%/10% Grant)
	750,000	PW Facility	
Less	1,375,000		

CNR FUND BALANCE

Beg Balance	**1-Jul-23**	$ 149,502	
Senior Facility Improvements	**28-Sep-23**	(45,065)	
Time Clocks	**26-Oct-23**	(20,000)	
Bullet Proof Vest Grant	**21-Dec-23**	(17,000)	$ 132,502

Plus:

River Landing	298,805	Jan-24

Remaining Available Balance **$ 1,602,008**

BOE FUND BALANCE

1-Jul-23 $ 8,913

$ 8,913

Anticipated grant reimbursements:

STEAP-pkglot	96,000
	96,000

NOTE: All projects were reviewed January 2024 with the Town Engineer.

Engineering Department
Town of Cromwell
Cromwell, CT

Memorandum

To: Sharon DeVoe – Finance Director

From: Jon Harriman, P.E.

Date: 1/18/2024

Re: Various Capital Improvement Projects – Fund Balance

The intent of this memo is to provide an update on several capital improvement projects that are complete, yet remain open.

Public Works Facility – Funds were set aside in the original estimate to account for the future development/reuse of the old highway facility. Items remaining to be completed include the demolition of remaining structures and the relocation of the fleet fueling facility. This work is tied into the Urban Act Grant which expands Pierson Park into the old highway facility and repurposes the former mechanics garage as a football support building for team and official rooms. I anticipate that we will bid this project in the coming months and be in construction this year. Once that work is complete the fund could be closed.

North Road Extension Bridge – This project was completed with a Federal Local Bridge grant. DOT is performing final audits of the project and has not allowed the Town to release final retainage to the contractor or engineer. The contractor did not meet the DBE goal for this project. The State's CHRO office has conducted a review and sent a recommendation to DOT. As of January 12th, the Town awaits the findings of the review and the final audits.

Willowbrook Road – This project was completed under an STP-URBN grant. Final close-out is pending CTDOT final audit. An update was requested on December 4th and again on January 18th. I am still waiting for a response at this time.

Monthly Cash Collection Report
Town of Cromwell Tax Collector's Office
Cumulative Report FY 2023/2024

Date of Report:
1/17/2024

For December 2023

	Bank Deposits	Bounced Checks	Payment Transfers*	Taxes Refunded	Net Cash Collections	Budgeted Revenue	Difference + or -	
Current Taxes	30,484,794.48	(164,665.94)	3,532.21	(20,759.16)	30,302,901.59	49,143,666.00	(18,840,764.41)	61.66%
Interest and Liens/Fees	116,147.93	(312.11)			115,835.82	150,000.00	(34,164.18)	77.22%
Supplemental M/V Current	71,949.31				71,949.31	375,000.00	(303,050.69)	19.19%
Prior Year Taxes	199,011.37		(48,757.14)	(2,933.72)	147,320.51	250,000.00	(102,679.49)	58.93%
Total	30,871,903.09	(164,978.05)	(45,224.93)	(23,692.88)	30,638,007.23	49,918,666.00	(19,280,658.77)	61.38%

Collector's Report/Munis Reconciliation

Total Tax Collections	$30,638,007.23	
	($1,580.11)	Collection Agency Fees
	$3,256.43	Prior Year Refunds
		Bounced Checks xing months
		Deposit Corrections xing months
	($40,162.70)	Credit Card Payment DIT
	($18,056.59)	Cash/Check Payment DT
	($4,095.14)	Fire District Transfer Error
	($1,694.23)	Reconcilling Items
		Tax Collector difference
	$30,575,674.89	**MUNIS total**

*Payment transfer total nets to **zero** once Fire District tax transfers are added.