

**TOWN OF CROMWELL BOARD OF FINANCE
REGULAR MEETING
THURSDAY, October 26, 2023, 7:00 p.m.
CROMWELL TOWN HALL – COUNCIL CHAMBERS
AMENDED MEETING MINUTES**

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JoAnn Doyle
TOWN CLERK
CROMWELL, CT

PRESENT: Chairman John Ireland, Vice Chairman Steve Wygonowski, Brian Stermer, Matthew Blanchette, Julia Aurigemma, Anne Hulick, Ed Maley (joined the meeting at 7:07 p.m.)

ABSENT: Dan Kelly

ALSO PRESENT: Town Manager Anthony Salvatore, Finance Director Sharon DeVoe

- A. **CALL TO ORDER** – Chairman John Ireland called the meeting to order at 7:01 p.m.
- B. **PLEDGE OF ALLEGIANCE** – Pledge of Allegiance was said by all.
- C. **APPROVE AGENDA** – No changes
- D. **SEAT ALTERNATES** – Chairman John Ireland asked for a motion to seat Anne Hulick in Dan Kelly's place. A motion was made by Vice Chair Steve Wygonowski, seconded by Matt Blanchette. **ALL IN FAVOR. MOTION PASSES.**
- E. **CITIZENS' COMMENTS** – None
- F. **BOARD OF EDUCATION LIASON REPORT** – Chairman John Ireland had a quick conversation earlier with Chairman Celina Kelleher this week. She mentioned that they are still waiting on the results of the facility study that was done last month.
- G. **NEW BUSINESS** – Chairman Ireland asked for a motion for discussion and action to approve an appropriation of \$20,000 within the CNR Fund for Andrews Technology/UKG Time and Attendance Project for the time clock. Motion made by Vice Chairman Steve Wygonowski, seconded by Anne Hulick. **ALL IN FAVOR. MOTION PASSES.**

Finance Director Sharon DeVoe presented an overview regarding the new time clock system. Our current time clock system, NOVAtime was bought out two years ago by a company called Kronos. The Town would like to purchase the clocks now, because Kronos only has so many; but the clocks cannot be installed until the Fall of 2024. In order to take advantage of certain discounts, the agreement would need to be signed by the end of April, 2024.

Vice Chairman Steve Wygonowski asked about the \$460 per month charge, which Finance Director Sharon DeVoe stated would be the monthly cost to transition, and that Kronos would honor what we currently pay to NOVAtime.

Brian Stermer asked how many time clocks the town has. Finance Director Sharon DeVoe stated there are five, total.

Ed Maley asked about the monthly software costs and then a monthly fee for the service. The quote Finance Director Sharon DeVoe presented includes the purchase of the new software, the clocks and the installation. The monthly costs are already in the budget.

- H. APPROVAL OF MINUTES OF PREVIOUS MEETINGS – Chairman John Ireland asked for a motion to approve the minutes of the September 28, 2023 regular meeting. Motion made by Vice Chairman Steve Wygonowski, seconded by Brian Stermer. **ALL IN FAVOR. MOTION PASSES.**

- I. REPORT OF THE TOWN MANAGER – Town Manager Salvatore stated that Allen Road may be opened tomorrow. He is hoping to have Pierson Park ready for football for the 2024 season. Senator Lessor was able to get 1.5 million for us. We will concentrate on the old highway yard. Plans include making the mechanic's old garage into a team room for visitors and for the home team, having internal and external lavatories and a larger pavilion. There are plans to add 55 more parking spaces after we move the fueling station.

Town Manager Salvatore is still in negotiations with the operating engineers and hopeful to come to agreement and sign a contract soon.

Town Manager Salvatore stated that we have come to an agreement with the developer of One Hundred Berlin Road, and a 10-year tax abatement program was put in place. He also stated that we have borrowed a one-year note for \$40 million so we have the upfront money for the school.

- J. REPORT OF THE FINANCE DIRECTOR – Finance Director Sharon DeVoe went over fiscal year 2023 fiscal year 2024 budget reports; fiscal year 2024 reflects the activity through the end of September. For fiscal year 2023, we are anticipating a surplus, but it is just an estimate and will not be finalized until the completion of the audit.

Finance Director DeVoe put together a budget variance report with final numbers and final transfers, and we are at a positive \$2 million.

Matt Blanchette asked if the auditors have received preliminary financial statements at this point. Finance Director DeVoe stated that the auditors are still collecting information.

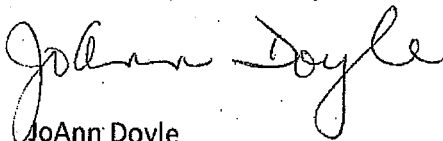
There was a discussion of the expenditure reports and fund balances.

Long-Range Capital Planning projects were discussed at a meeting in September.

- K. REPORT OF THE TAX COLLECTOR – Finance Director Sharon DeVoe presented the tax collection through June 30, 2023.

- L. SCHOOL BUILDING UPDATE – Matt Blanchette gave a school building update. Site work will begin next Monday with tree clearing to the north of the Boy Scout Lodge, and some other preliminary work, to set the stage for site access. The actual groundbreaking for the project is towards the end of January. We are waiting on a final letter of approval from the State Grant Office to go out to bid, which should be within two weeks.
- M. CHAIRMAN'S COMMENTS – Chairman John Ireland wished all candidates well in the upcoming Municipal Election on November 7th.
- N. VICE CHAIRMAN'S COMMENTS – Vice Chairman Steve Wygonowski thanked Town Manager Salvatore and the Town for the support with Trick or Trunk, which he attended on Sunday, 10/22. It was a great night with a good turnout and it was a lot of fun.
- Vice Chairman Wygonowski mentioned that the Fire District recently purchased a new ambulance at a cost of \$350,000.
- O. GOOD AND WELFARE – None
- P. ADJOURNMENT – Chairman John Ireland adjourned the meeting at 8:30 p.m.

Respectfully submitted,



JoAnn Doyle
Recording Secretary