

Town of Cromwell, CT
Board of Finance
Regular Meeting
Thursday, June 23, 2016
Town Hall Room 7:00 P.M. Room 224/225

Minutes and Record of Vote

Present: Vice Chairman Julius Neto, Joseph Corlis, Allan Spotts, Amanda Drew, Bob Milardo and Alternate Jon Dzurka

Not Present: Chairman John Henehan and Alternate Dan Kelly

Also Present: Town Manager Anthony Salvatore and Finance Director Marianne Sylvester

Call To Order – Vice-Chairman Julius Neto called the Regular Meeting dated June 23, 2016 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 Ms. Drew and seconded by Mr. Spotts to seat Alternate Jon Dzurka. *All in Favor – Motion Passed*

Approval of Agenda – A motion was made by Mr. Spotts and seconded by Ms. Drew to approve the agenda dated June 23, 2016. *All in Favor – Motion Passed*

Approval of Minutes of Previous Meetings –

Regular Meeting April 28, 2016 – A motion was made by Mr. Spotts and seconded by Ms. Drew to approve the minutes of the Regular Meeting dated April 28, 2016. *All in Favor – Motion Passed*

Special Meeting May 3, 2016 – A motion was made by Mr. Spotts and seconded by Mr. Corlis to approve the minutes from the Special Meeting dated May 3, 2016. *All in Favor – Motion Passed*

Citizens Report – None

Report of the Town Manager – Town Manager Anthony Salvatore reported that there was a long-range capital held the morning of June 23rd with the focus on the Board of Education needs. The Board of Ed is trying to come up with a comprehensive list of projects that are needed. Once completed the Mayor will be calling a joint meeting with Board of Ed, Board of Finance and the Town Council. Mr. Salvatore also discussed that Ms. Sylvester will be reviewing the bonds for the future of the town once the needs of the Board of Ed have been determined.

Mr. Salvatore also reported that other than the legal expense the remainder of the budget is in the black and there are not problems as the end of the fiscal year. He also noted that all the departments are working to close their budgets and the Finance department is assisting them close out their purchase orders and requests by the end of the fiscal year.

In addition, there is a problem to report concerning the air conditioning chillers. They are bad and will need to be repaired or replaced. Quotes are being collected and looking to the manufacturer for some assistance. Mr. Salvatore noted that he would prefer replacing the chillers over repairing them since you never know what else would be found once the repair begins. The appropriation will then be brought to Town Council and then the Board of Finance for approval.

Mr. Salvatore also discussed that some of the bonded projects were started and others were completed. He also mentioned that a property was acquired due to a lien and its penalties. It is poor shape and is looking to sell it. The Finance Board will be notified when this will occur.

Report of the Finance Director – Finance Director Marianne Sylvester reported on the budget reports included in the packets thru the end of May. As previously mention, she is trying to close the fiscal year. Ms. Sylvester also mentioned that projections for the end of this fiscal year. The revenue continues to be tight and there is a shortfall in the State Aid (about \$70,000 in total due to cuts in student transportation). Other areas are coming in strong. Tax collection exceeded budget by a little bit but not as much as previous years because of adjusting their budget with a more realistic figure. A tax collector's report is attached detailing data thru the end of May.

The departmental revenue is coming in a little lower than budgeted. Building inspection and building permits appears that they will not meet their budget due to construction being lower than in previous years. Also noted that the Conveyance Tax is lower than previous years.

Operationally we are coming in under budget for some of the departments and project that the outcome will be favorable. Employee Benefits is one that is coming in under budget. Ms. Sylvester also discussed how other departments coming in under budget.

Mr. Salvatore also added that the library is down one and half people. He mentioned that Ms. Sylvester has been monitoring the expense to staff the library and should have a favorable outcome for this fiscal year but have concerns if it goes for a longer period of time.

Mr. Salvatore also updated on the Governor's announcement to cut another \$20,000,000. Even though the governor announced the cut, there has not been any indication how or when this will happen. There was additional discussion regarding this matter. Ms. Sylvester answered questions as to how tight budget outcome is going to be and she explained that it was decided to use Fund Balance to support this year's budget.

Report of The Tax Collector – In the absence of Tax Collector Doug Sienna Ms. Sylvester reported from the report provided by the Tax Collector's office. She reported that Mr. Sienna noted that he expected to collect a little more this fiscal year. Refer to the tax report included in your packet.

Old Business – None

New Business – Discussion and action to approve interdepartmental transfers within the 2015-16 General Fund budget --

a. Employee Benefits to Legal Expense \$35,000. A motion was made by Mr. Spotts and seconded by Ms. Drew to transfer \$35,000 from Employee Benefits to Legal Expense. *All in favor – Motion Passed*

Ms. Sylvester explains that this was a combination of Town and Labor legal matters and don't expect it to exceed \$35,000.

2. General Expense/Contingency to Charter Revision \$300. A motion was made by Mr. Milardo and seconded by Ms. Drew to transfer \$300 from General Expense/Contingency to Charter Revision. ***All in favor – Motion Passed***

Ms. Sylvester explained that the funds are needed to pay the clerk taking the minutes at the meetings.

Board of Education-Liaison Report – Mr. Corlis reported that the Board of Ed met at a special meeting on Tuesday June 7th where the Business Manager report that there were no major changes in the budget and that they were receiving excess cost reimbursements to the tuition and transportation account and deficits and several budget line items that will offset throw a close out process when the Board of Education approves the end of the year transfers.

Chairman's Comments – Vice-Chairman Neto relayed a message from Chairman Henehan where he apologized for not being able to attend tonight's meeting due to a scheduling conflict.

Vice-Chairman's Comments – None

Good and Welfare - None

Adjournment – A motion was made by Mr. Milardo and seconded by Ms. Drew to adjourn meeting at 7:22 p.m. ***All in Favor – Motion Passed***

Respectfully submitted,

Cynthia Hardacker

Cynthia Hardacker
Recording Clerk