

TOWN OF CROMWELL - BOARD OF FINANCE
REGULAR MEETING
THURSDAY – May 28, 2015
CROMWELL TOWN HALL (ROOM 224/225) @ 7:03 P.M.

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6-2 20 15 at 11:03 M.
TOWN CLERK'S OFFICE
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Minutes and Records of Votes

Present: Chairman Jack Henahan, Joseph Corlis, Ed Wenners, Amanda Drew,
Alternate Dan Delisle and Alternate Dan Kelly

Not Present: Vice Chairman Julius Neto and Bob Milardo

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

CALLED TO ORDER - The meeting was call to order at 7:03 p.m. by Chairman Henahan.

SEATING OF ALTERNATES – Motion was made by Mr. Corlis and seconded by Mr. Wenners to seat alternates Dan Delisle and Dan Kelly. *All were in favor – Motion Passed.*

APPROVAL OF AGENDA - A motion was made by Mr. Wenners and seconded by Mr. Corlis to approve the agenda dated May 28, 2015. *All were in favor – Motion Passed.*

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

April 23, 2015 Regular Meeting – A motion was made by Mr. Wenners and seconded by Mr. Corlis to approve the minutes dated April 23, 2015 Regular Meeting.

Amended Page 5 Dog Fund from \$24,024 to \$24,024. Also need to change wording in third paragraph of Sidewalk Fund from “Expansion to *him* means new construction” to “Expansion to *Dan Delisle* means new construction.”

A vote was taken to approve the amended minutes of April 23, 2015 Regular Meeting. All in favor – Motion Passed.

May 5, 2015 Special Meeting – A motion was made by Mr. Wenners and seconded by Mr. Corlis to approve the minutes of May 5, 2015 Special Meeting. *All were in favor – Motion Passed.*

CITIZENS COMMENTS – None

REPORT OF THE TOWN MANAGER – Interim Town Manager Chief Salvatore reported the transfer of funds in areas of concern would be addressed and covered by Finance Director Marianne Sylvester. Purchase orders for this fiscal period need to be submitted no later than June 9, 2015. Finance Director Marianne Sylvester is trying to close this fiscal year.

Chairman Henehan asked about the progress for the permanent Town Manager position. Interim Town Manager Chief Salvatore states that a meeting is set for May 29, 2015. Chairman Henehan thanked Chief Salvatore for covering the position of Town Manager and appreciated his efforts.

BUDGET REPORT – Finance Director Marianne Sylvester reported that the budget looks positive. A copy of the Year-To-Date Budget Report was provided for review. If additional funds are needed, they can use funds available in Employee Benefits. Revenue looks positive. Supplemental Motor Vehicle and prior year's collections exceeded the budgeted amounts. Revenue, in total, should come in approximately \$350,000 over budgeted amounts. Chairman Henehan questioned the collections on the accounts that were in appeal. Clarification was provided.

Ms. Sylvester also stated the cash reconciliation report that was provided in the Board of Finance packet show tax collections have been reconciled with the Finance Department.

Chairman Henehan inquired if there are any expenditures areas of concern. Ms. Sylvester said that she is watching the legal expenses. She stated that a transfer maybe needed if attorney fees come in higher than the past couple of months. Chief Salvatore also mentioned Reiman Drive and stated that he is doing what he can to keep expenses in control.. Ms. Drew asked if the State responded to the town's request. Chief Salvatore noted that the State is in receipt of the Town's request by has not acted on it as of this date.

REPORT OF TAX COLLECTOR – Doug Sienna was not presented but a copy of the Collections Report was distributed. Finance Director Marianne Sylvester reported in her report on what she could. Refer to the notes under BUDGET REPORT.

OLD BUSINESS – None

NEW BUSINESS –

Discussion and action to appropriate \$9,000 within the CNR Fund for bulletproof vests. (50% or \$4,500 to be reimbursed through BVP grant funds) – A motion was made by Ms. Drew and seconded by Mr. Corlis to discuss and appropriate \$9,000 with the CNR Fund for bullet-proof vests. All were in favor – Motion Passed.

Chief Salvatore noted that 9 bulletproof vests will be purchased and will be getting 50% back from BVP grant fund. Shelf life for bulletproof vests is 5 years and the vests are replaced as necessary. The department staggers the purchase of the vests so the budget is not overextended. Chairman Henehan asked if the vests are reused when an officer retires or leaves. Chief Salvatore stated that they are not passed on to new employees. It is in the contract where new vest are assigned to new officers. All officers are equipped with the vests except for the Chief. Mr. Corlis inquired if the vests can be recycled. Chief Salvatore noted that the vests are recycled in various ways but is done accordingly.

Approve Inter-Departmental transfers, pending Town Council approval:

From Tax Collector's Office to Town Clerks Office (\$9,400) – A motion was made by Ms. Drew and seconded by Mr. Corlis to approve inter-departmental transfer from Tax Collector's

Office to Town Clerk's Office for \$9,400. All were in favor – Motion Passed.

This is to support the shared position between Town Clerk and Tax Collectors Office.

From Transfer Station (Solid Waste) to Highway (\$20,000) – *A motion was made by Ms. Drew and seconded by Mr. Corlis to approve inter-department transfer from Transfer Station (Solid Waste) to Highway Dept for \$20,000. All were in favor – Motion Passed.*

This is to cover the deficit for overtime incurred from plowing and road reconstruction.

From Town Manager's Office to Highway (\$37,500) – *A motion was made by Ms. Drew and seconded by Mr. Corlis to approve inter-departmental transfer from Town Manager's Office to Highway Dept for \$37,500. All in favor – Motion Passed.*

This is to cover the deficit for overtime incurred from plowing and road reconstruction.

From Town Manager's Office to H.R. Expenses (\$8,000) – *A motion was made by Ms. Drew and seconded by Mr. Corlis to approve inter-departmental transfer from Town Manager's Office to H.R. Expenses for \$8,000. All in favor – Motion Passed.*

This is to cover the expansion of security camera system in the Town Hall.

From Employee Benefits to Building Maintenance (\$15,000) – *A motion was made by Ms. Drew and seconded by Mr. Corlis to approve inter-departmental transfer from Employee Benefits to Building Maintenance for \$15,000. All in favor – Motion Passed.*

This is to cover the cost to replace the 30-year-old carpet in Town Clerk and Public Work's areas.

BOARD OF EDUCATION – Liaison Report

Joseph Corlis reported that the Board of Education met on May 12, 2015. Business Manager stated that there are no significant changes for last month's report. Short falls of Special Education is limiting spending. Vice Chairman for Board of Education noted that the speaker system needed replacement due to difficulty in hearing the person speaking. Finance Director Marianne Sylvester reported that Karen Clancy stated that Steve Rose reallocated funds to cover the cost to replace the speaker system; therefore, resolving the matter internally.

Chairman Henahan inquired if anything was said about changing outside sources to inside sources. Mr. Corlis responded that they did not. He did state that they are focusing on regionalizing the sources. Adult services may stay in-house. Mr. Corlis said that he would Board of Finance updated with any changes. He also noted that the town is responsible for any Special Ed needs to the age of 21 years of age.

Mr. Wenners inquired if the school enrollment is increasing or decreasing. Mr. Corlis reported that presently there are approximately 2,000 students. Enrollment has been stable; however, Chairman Henahan reported that new housing developments may impact enrollment but don't see anything in the near future.

CHAIRMAN'S COMMENTS – Chairman Henehan expressed appreciation to the Board for their cooperation and hard work.

VICE CHAIRMAN'S COMMENTS – None

GOOD AND WELFARE – Ms. Drew reported the Fire District passed their budget and she understood they increased the mill rate by 0.25.

ADJOURNMENT - *A motion was made by Mr. Wenners and seconded by Mr. Corlis to adjourn the meeting of the Finance Board at 7:39 p.m. All were in favor – Motion Passed.*

Respectfully Submitted,

A handwritten signature in cursive script, reading "Cynthia Hardacker".

Cynthia Hardacker
Recording Clerk