

**TOWN OF CROMWELL - BOARD OF FINANCE
REGULAR MEETING
THURSDAY – March 24, 2016
CROMWELL TOWN HALL (ROOM 224/225) @ 7:00 P.M.**

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TOWN CLERK'S OFFICE
CROMWELL, CONN.

Lou Spina
TOWN CLERK

Minutes and Records of Votes

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

Also Present: Town Manager Anthony Salvatore, Director of Finance Marianne Sylvester, Board of Education Business Manager Karen Clancy and Chief Denise Lamontagne

CALLED TO ORDER - The meeting was call to order at 7:01 p.m. by Chairman Henehan.

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

APPROVAL OF AGENDA - *A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the agenda dated March 24, 2016. All were in favor – Motion Passed.*

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

February 25, 2016 Regular Meeting – *A motion was made by Mr. Neto and seconded by Mr. Spotts to approve the amended minutes dated February 25, 2016 Regular Meeting. 5 were in favor and 1 abstained – Motion Passed.*

CITIZENS COMMENTS – None

REPORT OF THE TOWN MANAGER – Town Manager Anthony Salvatore reported that he is continuing to monitor the situation in Hartford and have not heard any additional news for either this year's or next fiscal year and such will be proceeding accordingly.

We are also monitoring our accounts. Legal being one we are watching closely. There are several issues for needing to monitor it so closely; such as, union contracts, land purchases, etc.) and may need to supplement this line item later in the fiscal year. No concerns at this time but will continue to monitor it.

Mr. Salvatore also reported that the library is down two full-time employees (due to long term medical leave). Mr. Salvatore noted that he continues to work with the Assistant Librarian to meet the demands of the citizens and may need to make some adjustments.

REPORT OF THE FINANCE DIRECTOR – Finance Director Marianne Sylvester reported she has included in your packet copies of the Budge Report thru February 2016. As mentioned earlier, Legal and Library are being watched. Overall, the budget looks strong due to the mild winter. Director of Public Works Lou Spina is working on putting together some road

improvement projects for the Spring.

Ms. Sylvester also mentioned the update in regards to the revenue for the ECS - the Education Cost Sharing Grant from State Aid that had been cut and now may have an opportunity to make some changes to perhaps make it a better situation due to some additional information provided by Board of Ed Business Manager Karen Clancy and noted that this may be a positive change. It should not be as negative as originally projected. Not quite sure of its impact but should know more sometime in April. Discussion took place regarding this matter and available grants.

Ms. Sylvester also noted that this week she received notification that the town received the 26th certificate of achievement for excellence in financial reporting. That is through the Government finance office association (National Association). This is good for the town.

She also reported on the CNR accounts. She noted that some of them are being closed to free up funds so new ones can be created. As a result of closing some of them, approximately \$130,000 - \$140,000 is being put back into Fund Balance and will be redistributed to take care of Item 1B and K3 on this month's agenda.

REPORT OF TAX COLLECTOR – Tax Collector Doug Sienna was not in attendance but did supply an updated Monthly Cash Collection Report as of February 2016. Ms. Sylvester in Mr. Sienna's absence noted that compared to last year's collections this year is slightly lower but it may be due to timing. Other variances are due to how they are budgeted (percentages are different, etc.). Additional discussion took place in regards to this matter.

OLD BUSINESS – None

NEW BUSINESS –

Discussion and action on additional funding needed for Downtown Drainage improvement project (near Police Station).

- **Appropriate \$50,000 within the LoCIP Fund for the Downtown Drainage project –** *A motion was made by Mr. Neto and seconded by Mr. Spotts to appropriate \$50,000 within the LoCIP Fund for the Downtown Drainage project. All in Favor – Motion Passed.*

Ms. Sylvester noted that the bids for this project were received and came in higher than expected (refer to the list of proposals received). \$200,000 was already approved and this request is for the additional funds needed. Additional discussion too place regarding this project and it was noted that a Town Engineer would be overseeing the project.

- **Transfer \$50,000 from the General Fund fund balance to the CNR Fund –** *No action required*
- **Appropriate an additional \$50,000 within the CNR Fund for the Downtown Drainage project –** *A motion was made by Mr. Neto and seconded by Mr. Milardo to appropriate and additional \$50,000 within the CNR Fund for the Downtown Drainage project. All in Favor – Motion Passed.*

This is the same project just another phase of it. Refer to the memo dated March 15,

Discussion and action to approve Other Funds budgets –

- **Sidewalk Fund - \$10,000** - *A motion was made by Mr. Spotts and seconded by Mr. Neto to approve \$10,000 for the Sidewalk Fund. All in Favor – Motion Passed.*

Discussion took place asking if it was for existing infrastructure and not for new expansion of sidewalks. Refer to the report provided in your packet.

- **Dog Fund - \$24,024** – *A motion was made by Mr. Milardo and seconded by Mr. Spotts to approve \$24,024 for the Dog Fund.*

Discussion took place but was mentioned that funds are needed due to share responsibilities with Berlin.

*** Note: The Sidewalk Fund and Dog Fund needs to go to a special meeting for approval because it is an annual appropriation (special revenue). Refer to the report provided in your packet.

It was suggested to have the Charter changed to streamline these funds for the future.

Appropriate \$17,300 within the CNR fund for a 2016 Distracted Driver High Visibility Enforcement Grant, which is 75% reimbursable – *A motion was made by Ms. Drew and seconded by Mr. Spotts and Mr. Neto. All in Favor – Motion Passed.*

Refer to the memo dated March 9, 2016 from Chief Lamontagne. She reported on why the funds are needed and explained the process. She also detailed some of the infractions that would take place as a result.

BOARD OF EDUCATION – Liaison Report

Joseph Corlis reported that the Board of Education met on March 8, 2016 and the Business Manager reported that there were no significant changes in the budget. They also met on March 22, 2016 and was noted that the Board of Ed Budget had no significant changes and the Business Manager talked about the public accounts and wants to work with the Town on technology improvements. A meeting will be held between the Board of Ed Business Manager, the Director of Finance and the Town Manager to see where the Town and Board of Ed can save money on computers, etc.

CHAIRMAN'S COMMENTS – Mr. Henahan referred to a memo he sent to the Superintendent of Schools stating that the town and Board of Ed continue to work together to see where money can be saved. Also noted that the Budget Books were dispersed and requested that they be reviewed prior to the upcoming scheduled meetings.

VICE CHAIRMAN'S COMMENTS – None

GOOD AND WELFARE – Ms. Drew mentioned that there are workshops being offered for the ECS renovation project. Thought it might be beneficial for the Board members to attend since funds may be required in the future. The third workshop is taking place on Monday (March 28th). The agenda for this workshop is to discuss options for this project.

ADJOURNMENT - *A motion was made by Mr. Milardo and seconded by Mr. Neto to adjourn the regular meeting of the Finance Board at 7:49 p.m. All were in favor – Motion Passed.*

Respectfully Submitted,

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

Cynthia Hardacker
Recording Clerk