

**Board of Finance
Regular Meeting
October 17, 2013
Essex Town Hall
Meeting Room A
7:00 p.m.**

MINUTES

Present: James Francis, Chairman, Fred Vollono, Keith Crehan, Lee Rowley, Jeffrey Woods and Campbell Hudson

Others in attendance: Norman Needleman, First Selectman
Robert Dixon, Treasurer
Kelly Sterner, Finance Director
Yvonne Roziak, Recording Secretary

James Francis called the meeting to order at 7:03 p.m.

APPROVAL OF AGENDA:

James Francis asked for a motion to approve the agenda with a couple of changes. 1) To move the Treasurer's Report to after the Approval of Agenda, 2) Add an item "B" Town Hall Furnace under Selectmen's Report and 3) Add an item "C" Year End Transfer & Supplemental Appropriation under Treasurer's Report.

A motion was made by Lee Rowley to approve the agenda with the recommended changes, seconded by Keith Crehan. Unanimously approved. Motion carried.

TREASURER'S REPORT:

Robert Dixon, Treasurer, reported that revenue remains strong and expenses appear in line with budget. He anticipates the budgeted fund decrease of some \$118,000 should be covered an anticipated surplus from Region #4 along with an increase in Municipal Revenue Sharing which, again, should result in a surplus for the coming year. Robert Dixon also reviewed the 2012-2013 Fiscal Year end recommended transfers and required supplemental appropriations.

TREASURER'S REPORT (cont'd):

10409-508400 Board of Finance – Contingency balance as of 6/30/13 \$35, 946

Org #	Department	Primary Cause(s)	Variance with Budget prior to year end transfer	Recommended year end transfer
10407	Town Clerk	Document Fees to State	\$13,213	\$13,203
10406	Legal Services	Legal Issues related to subdivision lawsuits	\$15,948	\$15,948
10416	Park & Recreation	Costs related to Storm Sandy. FEMA rev is partial offset	\$6,065	\$6,065
10461	Public Restrooms	Electricity/Waste Removal	\$815	\$730

\$36,041 \$35,946

Motion was made by Keith Crehan to approve the transfers in the amount of \$35,946 as recommended and presented by the Treasurer, seconded by Lee Rowley. Unanimously approved. Motion carried.

Org. #	Department	Primary Cause(s) / Offset (if applicable)	Original Budget Appropriation	Actual	Variance with budget prior to year end appropriation
10424	Police Services	2 nd Resident Trooper / Replacement Patrols at Overtime Rate / Replacement patrols by State Troopers Partially offset by DUI Grant revenue	\$ 315,805	\$ 346,505	\$ 30,700
10427	Emergency Management	Offset by Insurance proceeds of \$41,626 shown in revenue	\$ 778,600	\$ 835,748	\$ 57,148

Motion was made by Lee Rowley to approve and recommend to Town Meeting the supplemental appropriations as recommended by Treasurer for Police Services in the amount of \$30,700 and Highway Department costs in the amount of \$57,148, seconded by Campbell Hudson. Passed unanimously. Motion carried

Motion made by Lee Rowley to accept the Treasurer's report, seconded by Keith Crehan. Unanimously passed. Motion carried.

APPROVAL OF MINUTES:

Motion made by Lee Rowley to approve the Regular Meeting Minutes of September 19, 2013, seconded by Keith Crehan. Unanimously approved. Motion carried.

SELECTMEN'S REPORT:

Norman Needleman, First Selectman, discussed the Property Acquisition and Letter of Intent to acquire a portion of the land that makes up the Perry property located at 27 West Ave. The Perry property abuts Pratt house, Town Hall. The Town, however, does not want an easement. The proposed purchase price would be \$200,000 for the potential purchase of the land. Mr. Needleman would like to move forward and get approval from the Town to purchase the property. He would also eventually like to see that all Town property be exempt from Zoning.

Mr. Needleman asked the Board of Finance to approve this request contingent on approval by the Board of Selectmen at their next meeting. It would then be presented at a future Town Meeting.

Discussion ensued with the Board of Finance members as to what they felt should be approved (if anything) this evening in order to go forward.

Lee Rowley asked where the funds would come from to purchase this property. Mr. Needleman indicated that the Board of Finance would make that call; however, it would most likely come from the unassigned fund balance in the General Fund or a future bond.

Lee Rowley made a motion to approve and recommend the potential purchase of land at 27 West Ave. contingent on Board of Selectmen approval and fund it through undesignated fund unless arrangements are made with a bond, seconded by Jeffrey Woods. Passed unanimously. Motion carried.

Norman Needleman, First Selectman, also discussed the need to purchase a new Town Hall furnace. The current boiler is cracked and needs to be replaced as soon as possible. The existing boiler is from 1974, and the estimate to replace came in at \$32,500 (budget amendment request is \$40,000). Mr. Needleman needs to have work begin as soon as possible. The scope of the job will take approximately 5 days for the removal of the current system and installation of the new system.

Lee Rowley made a motion to approve and recommend to Town Meeting the Board of Selectmen's request for an amount not to exceed \$40,000 for repairs to the Town office building boiler. Funds to be transferred from the Board of Finance contingency budget line (10409-508500) to Municipal Property Improvements (10496-508800). Fred Vollono seconded the motion. Passed unanimously. Motion carried.

Mr. Needleman briefly discussed the Town Hall parking lot construction and said the base coat of asphalt will be laid in the parking lot in a day or so and that the grading done so far has had minimal surprises. Some fencing issues have surfaced and will be looked at being paid for through a sinking fund. Public Works has been working very hard on this project to help manage the project cost.

Kelly Sterner, Finance Director, indicated the annual report went to printer and a draft will be sent back and reviewed – things are on track for 11/18 for the Annual Town Meeting. The dedication ceremony will begin at 6:30 p.m.

Kelly Sterner, Finance Director, distributed for information purposes only, spreadsheets containing fiscal expenditure forecasts going out 5 years which included the assumptions used. The forecasts involved a basic forecast and several scenarios which included capital debt assumptions and impact for the potential funding of capital projects. With the template of the basic forecast in place, various scenarios can be incorporated to determine future fiscal impact.

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATIONS & CORRESPONDENCE: None

PUBLIC COMMENT:

Campbell Hudson thanked James Francis for all of his hard work and service as Board of Finance Chairman as well as Lee Rowley for his service to the board.

ADJOURNMENT:

Lee Rowley made a motion to adjourn the meeting at 8:50 p.m., seconded by Keith Crehan. Unanimously passed. Motion carried.

Respectfully submitted,

Yvonne Roziak