

Board of Finance
Regular Meeting
August 16, 2012
Meeting Room A
Essex Town Hall

Present: James Francis, Keith Crehan, Campbell Hudson, Lee Rowley,
Frederick Vollono

Absent: Jeffrey Woods

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

James Francis called the meeting to order at 7:06 p.m.

Approval of Agenda:

James Francis asked the recording secretary to add to all agendas going forward as item #2 – “Approval of Agenda”.

Approval of Minutes:

Campbell Hudson moved to approve the minutes with the following changes:

Page 1 changes:

- **Selectmen’s Report** - 4th paragraph – “Mr. Needleman also reported that the Town Public Works department is looking “at” (changed versus “of”) an “over the rail mower”

Page 3 changes:

Revaluation Appropriation Recommendation:

Mr. Needleman recommended to the Board a request for an appropriation from the Revaluation Sinking Fund "of" (added) an amount not to exceed \$140,000 for the upcoming full revaluation. Three bids were received and it appears Vision "Government Solutions" (added) (- an Appraisal Technology Taxpayer Information Site - deleted) is the best fit.

New Business: Appointment of Recording Clerk: Motion was made to approve the new recording clerk – Yvonne Roziak. (through end of year – TBD – deleted).

A motion to accept and approve the Regular Meeting Minutes of 07/16/12 was made by James Francis. Keith Crehan seconded the motion and it was unanimously approved. Motion carried.

TREASURER'S REPORT:

A. Estimated July YTD Financial Update:

B. School Financial Reports

Treasurer Robert Dixon distributed copies of the Treasurer's Report for July and it stands to be on forecast. July appears non-event. On the revenue side total tax revenue was 37% of budget; however that is based upon actual cash deposited as of months end. On an accrual basis an additional \$972,000 was received resulting in a collection rate of 42% versus 45% in July 2011. Building permits remained strong; conveyance tax has a one month lag and should be in line with budget. Expenses appear reasonable.

Mr. Dixon also reported that the school remains on budget.

Keith Crehan made a motion to accept the Treasurer's Report. Lee Rowley seconded the motion and it was unanimously approved. Motion carried.

SELECTMEN'S REPORT:

First Selectman Norman Needleman reported that the "over the rail mower" will be delivered within the next few days. The cost will be \$35,000 to purchase versus \$7,000 budgeted annually to continue to rent one. The Town will forfeit a new truck for this purchase.

Mr. Needleman discussed a new group consisting of Kelly, Bob, Norm and Jim as well as the assessor and tax collector to review an enhancement to Elderly Tax Relief program. This program was put into place in 2004, and re-authorized a few years ago. With an eye on making sure that none of our older long term residents of the Town are forced from their homes in their golden years. Current thinking is that we will ask the Citizens of the Town to consider a tax freeze for qualifying seniors, with the Town accruing any increases. Repayment would occur at the end of owner's residency.

Discussion ensued with regards to certain tax liens and how they would show up on the books. Keith Crehan asked Bob and Kelly as to when do we not include a tax lien and when is it written off and put on the suspense list. Kelly will check with Tax Collector, Megan Haskins with regards to the write off of liens (10 years vs. 15 years) and how do they handle taxes that haven't been paid. Bob Dixon indicated that the interest rate on such liens is set once a year. Kelly questioned, if we didn't charge interest, is it considered imputed income. She contacted the IRS and they indicated to her that an IRS Determination Letter would be required which could cost approximately \$6,000 to obtain. Kelly asked for any thoughts and comments on this to be communicated to her. Mr. Needleman asked Kelly to check with Madison's Tax Assessor as to whether or not their program places a normal traditional lien and does it have a sunset.

STEAP Grant applications are being sought to invest in the town hall campus, playground and library. Work is needed in the parking lots (both expanding and finishing), replacing playscapes and repairing the tennis courts.

Mr. Needleman discussed the newly developed Capital Committee and that they are identifying capital needs in infrastructure and buildings that we will require financing via a general obligation. The roof at the school will be a priority next summer. In three months the Committee will come back to the Board of Selectmen with all of their recommendations.

OLD BUSINESS:

Annual Report Dedications: The Board continued discussion of several nominees brought forward at the last Board of Finance meeting for the dedication of the Annual Report. These nominees are recognized volunteers who have made significant contributions to the Town.

Keith Crehan made a motion to approve the Board's selection for the dedication of the 2011-2012 Annual Report. Frederick Vollono seconded the motion and it was unanimously approved. Motion carried.

NEW BUSINESS: None

COMMUNICATIONS AND CORRESPONDENCE: None

PUBLIC COMMENT: None

Motion was made by Keith Crehan to adjourn at 8:06 p.m. Frederick Vollono seconded the motion. Unanimously passed. Motion carried.

Respectfully submitted.

Yvonne Roziak
Board of Finance Recording Secretary