

**BOARD OF FINANCE REGULAR MEETING
Town of Essex
29 West Avenue, Essex, CT 06426**

**Thursday, October 16, 2014
Meeting Room A
7:00 p.m.**

MINUTES

In attendance: Campbell Hudson, Vice Chairman, Don Mesite, Mary-Louise Polo, Fred Vollono, Jeff Woods. Also in attendance: Bruce Glowac, Selectman, Stacia Libby, Selectman, Kelly Sterner, Finance Director, Yvonne Roziak, Recording Secretary. Absent: Keith Crehan, Chairman

CALL TO ORDER

Board of Finance meeting called to order at by Campbell Hudson at 7:05 p.m.

APPROVAL OF AGENDA

Jeff Woods made a motion to approve the agenda, seconded by Mary-Louise Polo, passed unanimously. Motion carried.

APPROVAL OF MINUTES

Don Mesite made a motion to approve the minutes of Oct. 16, 2014, seconded by Mary-Louise Polo, passed unanimously. Motion carried.

FINANCIAL REPORT

Kelly Sterner, Finance Director provided the following financial report for the fiscal year through the month ending September 30, 2014.

REVENUES

The September YTD property tax collection rate of 53.9% is just slightly ahead of the 53.5% rate at September 2013 month. The current year collection rate is in a dead heat with last fiscal year, while prior year collections and interest & lien fees have been strong this first quarter of the fiscal year. State & Federal revenue lags the prior year only due to the unexpected receipt last fiscal year of the final Municipal Revenue Sharing distribution from the State. Local revenues of \$144,292 through

the end of the month still lag last year due to a very strong start in building permits last year, however, conveyance tax and town clerk revenues were strong again and have made up some of the difference by September month end. Total revenues collected totaled 51.8% of budget versus 51.9% the prior year.

EXPENDITURES

Expenditures for the month of September totaled \$6,791,970 or 29.4% of budget. Expenditures during the month included quarterly payments to the libraries, workers comp general insurance premiums and Valley Shore 911 services. This compares to September 2013 expenditures of \$6,455,337 or 28.5%. The BOE budget for Essex Elementary is projecting a better than \$35k surplus at this point due primarily to staffing changes that will positively impact the teacher salary budget line. This will offset a large portion of the budgeted deficit for FY 2014/2015.

Don Mesite made a motion to accept the financial report, seconded by Jeff Woods. Passed unanimously. Motion carried.

SELECTMEN'S REPORT

Bruce Glowac, Selectman, opened the discussion with the first priority project on the Capital Planning Report (attached) will be two bridges in town, those being the Walnut Street Bridge and the Ivory Street Bridge. They are in critical need of repair and will begin as soon as possible. There are grants available for the bridge work at approximately 80% reimbursement. The Ivory Street bridge work being done will be done by the Town for less cost.

Bruce continued to review the plan line item by line item based on priority.

Campbell Hudson asked about timing of the Capital Planning Report. Bruce Glowac indicated that First Selectman, Norman Needleman would like to move this proposal to Town Meeting in November. The urgency for this Town Meeting is due to the bridge work needing to be started and the school needs.

Bruce Glowac also indicated that since this report was completed, the Essex Fire Department presented to the Board of Selectmen a 10 year capital plan including a request for a new pumper truck. As it stands today, the annual contributions to the Fire Department equipment sinking fund will not adequately fund capital expenditures according to their outlined needs. With that in mind, funding for the new pumper truck is included as part of this capital project plan.

Kelly Sterner, Finance Director, indicated that we will need to get from Attorney Joe Fasi, Bond Counsel, the proper protocol that we will need to go through including in what order, tax exemption etc., to apply for a bond.

The Board of Finance discussed the delivery approach of the Capital Project Plan to the Town and how it will affect them. Campbell Hudson believes that more info may be needed at the Town Meeting regarding the new fire truck and the school needs.

Jeff Woods made a motion to accept and support the concept of the Capital Project Plan (including the new fire truck) based on the information as presented, seconded by Fred Vollono. Passed unanimously. Motion carried.

OLD BUSINESS

Annual Report Dedication will be presented at the Annual Town Meeting on November 17, 2014.

NEW BUSINESS

Kelly Sterner, Finance Director reviewed the three Annual Report printing quotes. Based on the numbers, process and 500 printed copies, Essex Printing came in at the lowest price. Kelly Sterner, Finance Director recommended to the BOF that Essex Printing be selected as the printer of choice for the Town of Essex Annual Report.

Jeff Woods made motion to approve Essex Printing as the printer for the annual report, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

COMMUNICATIONS AND CORRESPONDENCE

Kelly Sterner, Finance Director reviewed the recently received Region 4 ADM numbers. Ms. Sterner also informed the BOF that the Supervision District has made the Town aware of a tax issue that originated in 2006. Central Office has provided a historical timeline of the issue and copies of related documentation. They are currently working with tax counsel to resolve the issue.

PUBLIC COMMENT - None

ADJOURNMENT

Don Mesite made a motion to adjourn the meeting at 8:20 p.m. seconded by Jeff Woods. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne Roziak
Recording Secretary