

**Town of Essex
29 West Avenue
Essex, CT – Meeting Room A – 7:00 p.m.**

**Board of Finance
May 19, 2016**

MINUTES

In attendance: Keith Crehan, Chairman, Campbell Hudson, Vice Chairman, Mary-Louise Polo, Vincent Pacileo III, and Don Mesite. Absent: Jeffrey Woods

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

Meeting was called to order at 7:05 p.m. by Keith Crehan.

APPROVAL OF AGENDA:

Motion made by Vin Pacileo to approve the agenda, seconded by Don Mesite. Passed unanimously. Motion carried.

APPROVAL OF MINUTES:

Don Mesite had a correction page 2 under Selectman's Report. First paragraph – 1st sentence should read "Norman discussed the painting of the overpasses/bridges and "how" (added) the color of gray/green was chosen."

Don Mesite moved to accept the minutes (as amended) of the Regular Meeting on April 21, 2016, seconded by Vin Pacileo. Passed unanimously. Motion carried.

FINANCIAL REPORT:

Revenues:

Property taxes collections for the month totaled \$156,983 (\$104k current/\$18k interest & liens/\$35k prior years) and on a combined basis we are at 100.3% of budget or a surplus of \$70k. This compares well with April month end of the prior fiscal year which showed a y-t-d collection rate of 100.13% or a \$28k surplus. In the State & Federal Revenue category, we did receive the final ECS payment of the year of \$175,735 as well as \$4.4k of Pequot/Mohegan grant. A recent CCM webinar reported that the state still intends to fund the municipal grant in aid of approximately \$74k and we should see this money by the end of May. Local revenue totaled almost \$88k this month. Conveyance, Building Permits and Town Clerk fees contributed \$12k - \$13k each but the majority of the revenue was recorded in miscellaneous revenue and consists of the Region 4 and Supervision District surplus

distributions. We have adjusted the projected surplus slightly to \$96k.

Expenditures:

Expenditures for the month of April totaled \$1,483,690 bringing total YTD spending to \$19,423,951 or 83.5% of budget and with 10 months of the fiscal year behind us, this level of spending is where we would expect to be. Of this total, education expenditures totaled \$1,228,476 and town government totaled \$255,214. Transfer Station showed an uncharacteristic bump due to chipping performed during the month of \$22k. But overall, budget lines continue to track well at this point. We do plan on getting in some road and sidewalk improvements by the end of the fiscal year which should total approximately \$110k - \$125k. Even accounting for the expenditures due to the unanticipated special education costs, we continue to project finishing under budget by approximately \$86k. Please keep in mind that this is subject to change as we finish the fiscal year.

Motion made by Campbell Hudson to accept the Financial Report, seconded by Vin Pacileo. Passed unanimously. Motion carried.

SELECTMEN'S REPORT:

Oil Tank Money for Sinking Fund – Essex Elementary School sold the 8000 gallon oil tank for a net amount of \$7,775.00 and Norman's request is to put those dollars in the EES Capital Improvement Sinking Fund. The BOF agreed motion below.

Motion made by Vin Pacileo that the net proceeds from the sale of the EES heating fuel storage tank in the amount of \$7,775.00 be deposited to the EES Capital Improvement Sinking Fund as recommended by the Board of Selectman, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Norman discussed the recent bids for the EES paving and the Safe Walks to School projects. Other sidewalks needing repair in Town and the additional cost will have to be picked up by the Town as they will not be covered under the grant. Norman also discussed with Dave Caroline street crack sealing this summer as well. Other projects currently on the table are: solar panels at the elementary school as well as renovations to the media center/library. The new prefabbed building for public works will be shipped soon. The land use office move is in full swing with the temporary offices built in the auditorium. Air conditioning is currently being installed as well as clean-up of the server room to be used for additional storage.

Norman discussed the Essex Station Apartments and the Public Hearing which is now closed. He felt that a public hearing wasn't required for 830G Public Housing. It will now be put up to vote with the Zoning Commission.

Norman has been meeting with the Board of Trade to discuss getting new businesses to come to downtown, however, rents continue to be very high which could deter new prospects. Parking is also very limited and is a bit of a hindrance.

OLD BUSINESS: None

NEW BUSINESS:

Set Mill Rate – the BOF discussed the setting of the new mill rate. Vin Pacileo mentioned that we need to keep in mind the debt service which will increase soon when the approved general obligation bond is issued. Further discussion ensued and the Board of Finance agreed to go with a half mill rate increase. They feel it will be positive and palatable for current residents and new comers.

Motion made by Campbell Hudson to set the mill rate for the Town of Essex 2016-2017 at 21.58 mill, seconded by Mary-Louis Polo. Passed. Motion carried.

Appointment of Auditor – Mahoney & Sabol – Kelly received two proposals, one of them is a one year rate (flat for one year) and they also submitted a three year rate (also flat for three years).

Mary-Louise Polo made a motion to appoint Mahoney & Sabol Company LLP as the audit firm for the Town of Essex for the audit of the three fiscal years 2016, 2017 and 2018, seconded by Don Mesite. Passed unanimously. Motion carried.

Suspense List – Kelly distributed the suspense list prepared by the Tax Collector for Keith’s signature and BOF review.

Don Mesite made a motion to approve the tax suspense list as presented by the Tax Collector in the amount of \$30,411.19 (\$12,100.91 Motor Vehicle, \$1,014.46 Motor Vehicle Supplement and \$17,295.82 Personal Property), seconded by Campbell Hudson. Passed unanimously. Motion carried.

COMMUNICATION AND CORRESPONDENCE: None

PUBLIC COMMENT: None

ADJOURNMENT:

Motion made by Don Mesite to adjourn the meeting at 8:38 p.m., seconded by Vin Pacileo. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne M. Roziak