

*These minutes have not yet been approved.*

**Town of Essex  
29 West Avenue  
Essex, CT – Meeting Room A**

**Board of Finance  
August 25, 2016**

**MINUTES**

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

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

Meeting was called to order at 7:04 p.m. by Keith Crehan.

**APPROVAL OF AGENDA:**

***Motion made by Jeffrey Woods to approve the agenda, seconded by Mary-Louise Polo.  
Passed unanimously. Motion carried.***

**APPROVAL OF MINUTES:**

Vin Pacileo and Mary-Louise Polo asked for some corrections under Selectmen’s Report – 4<sup>th</sup> paragraph. Sentence should read: “Vin Pacileo discussed that we should be cautious given the current financial state of Connecticut.”

***Jeffrey Woods moved to accept the minutes as amended (see above) of the Regular Meeting on July 21, 2016, seconded by Vin Pacileo. Passed unanimously. Motion carried.***

**FINANCIAL REPORT:**

**Revenues:**

Property tax collections totaled \$10,064,002 for the first month of FY 2016-2017 or 44.87% of the total fiscal year budget. Current property tax collections for the month totaled \$10,031,243 which is down just slightly for the comparable prior fiscal year total collections of \$10,073,232. The last day to make the first of the semi-annual payments without penalty came on Monday, August 1<sup>st</sup> and we would see another \$1.7 million of collections deposited in the first days in August as current tax collections. Local revenues of \$63,905 for the month represent a strong start for the fiscal year. This compares to \$45k for the same period last year. Total revenues collected came in at 42.66% of budget versus 43.85% the prior year.

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**Expenditures:**

Expenditures for the month of July totaled \$2,944,084 or 12.4% of budget. This included an \$818K debt service payment and several annual requests for budgeted support from outside organizations (Fire Department, Ambulance Association, 9-Town Transit, etc.) This is our typical pattern. When compared to July 2015 expenditures of \$3,120,214 or 13.42%, we compare favorably, however it is worth noting that July 2015 had 3 payrolls for both the Town staff and BOE year-round staff compared to 2 payrolls this July. Nothing unusual or concerning to report at this point. Stay tuned.

***Motion made by Jeffrey Woods to accept the Financial Report, seconded by Vin Pacileo. Passed unanimously. Motion carried.***

**SELECTMEN’S REPORT:**

Norman asked Kelly to pull together an updated analysis of the Pension Plans. The return last year was well below the projected return and therefore, the two pension appropriations below are needed to improve the funding level and to bring us closer to where we want to be.

Norman discussed the age of the current Marine Patrol Boat being a 1990, 21’ boat. The police have not purchased a boat in a quite a long time and are requesting a replacement vessel with all the required computer and radio equipment within the next couple of years.

With regards to the police vehicle, we have ordered a replacement SUV for the 3<sup>rd</sup> police vehicle out of a total of 4 cars. When that comes in we will have drained the sinking fund. Therefore, an appropriation from the FY 2015/16 surplus, plus the \$20,000.00 in this year’s budget and next July 1 an additional \$20,000.00, that will get us the 4<sup>th</sup> vehicle. These vehicles cost approximately \$50,000.00+ each.

Norman discussed the Fiscal Year End Appropriations/Supplemental Appropriations for the Fiscal Year 2015-2016.

<b>Budget Category</b>	<b>Purpose</b>	<b>Account</b>	<b>Amount</b>
Fringe Benefits-Retirement	Police Pension Plan – additional contribution to improve funding level	10494-501500 supplemental appropriation	75,000.00
Fringe Benefits-Retirement	Merit Service Pension Plan – additional contribution to improve funding level	10494-501500 supplemental appropriation	50,000.00
Fringe Benefits-Employee Incentive	Provide funding for proposed employee retirement incentive	10496-501310 special appropriation	100,000.00
Capital & Sinking Funds Marine Patrol Boat	Additional appropriation for Marine Patrol Boat sinking fund	10496-508350-870 supplemental appropriation	30,000.00
Capital & Sinking Funds Police Vehicle	Additional appropriation for Police Vehicle sinking fund	10496-508350-850 supplemental appropriation	20,000.00
Capital & Sinking Funds Road Construction	Additional appropriation for Infrastructure improvements	10496-508700 supplemental appropriation	75,000.00

TOTAL APPROPRIATIONS: \$ 350,000.00

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***Jeffrey Woods made motion to approve and move to Town Meeting the supplemental appropriations for a total amount of \$350,000.00 (see above breakdown), seconded as amended by Mary-Louis Polo. Passed unanimously. Motion carried.***

A review and discussion ensued with regards to the General Fund, Statement of Revenues, Expenditures & Changes in Fund Balance – Budget (Final) and Actual from 1999 - 2016.

EES Sinking Fund Request:

Snow Blower: Norman requested a withdrawal from the EES Capital Sinking fund in the amount of \$5,200.00 for a snow blower attachment for the Essex Elementary school's tractor.

***Vin Pacileo made a motion to approve and move to Town Meeting the appropriation of \$5,200.00 for the purchase of the snow blower, seconded by Jeffrey Woods. Passed unanimously. Motion carried.***

**OLD BUSINESS:** None

**NEW BUSINESS:**

Annual Report Dedication Discussion: Kelly distributed a list of past recipients for review and to help decide on this year's recipient(s)

***Vin Pacileo made a motion that the 2015-2016 Annual Report be dedicated to the three former elected officials nominated, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.***

**COMMUNICATION AND CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

***Motion made by Vin Pacileo to adjourn the meeting at 8:37 p.m., seconded by Jeffrey Woods. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne M. Roziak