

# **Board of Finance Regular Meeting**

29 West Avenue, Essex, CT 06426

September 18, 2014

## **MEETING MINUTES**

In attendance: Keith Crehan, Chairman, Campbell Hudson, Vice Chairman, Don Mesite, Mary-Louise Polo, and Fred Vollono. Also in attendance: Norman Needleman, Selectman, Kelly Sterner, Finance Director and Jim Francis, Town of Essex Treasurer

**CALL TO ORDER:** meeting called to order at 7:03 pm.

### **APPROVAL OF THE AGENDA**

**Motion made by Don Mesite to approve September 18, 2014 agenda. Seconded by Fred Vollono. All in favor. None opposed. Motion carried.**

### **APPROVAL OF MINUTES**

The minutes of the September 4, 2014 were reviewed and the following changes were made:

Page 2, section B, first and second paragraph change “explorer” to “Ford Explorer”

Page 2, section B, second paragraph change “Victoria’s” to “Victoria”

Page 2, section C, change motion to include the specific accounts and therefore to read: “...the total sum of \$190,000, and budgeted as reported: \$50,000 for fire truck sinking fund, \$25,000 for police vehicle sinking fund, \$40,000 for wastewater study sinking fund, \$50,000 for municipal property improvements, and \$25,000 for Open Space sinking fund. Seconded by.....”

**Motion made by Don Mesite to approve the September 4, 2014 Special Meeting Minutes as amended. Seconded by Fred Vollono. All in Favor. None opposed. Motion carried.**

### **FINANCIAL REPORT**

A) Estimated August YTD

Kelly Sterner, Director of Finance provided the board with the following report for the 2014/2015 fiscal year-to-date as of August 2014:

#### **REVENUES**

Property tax collections continue on track for FY 2014/2015. Current property tax collections for August YTD totaled \$11,468,986 or 53.02% of the fiscal year total. This is only slightly behind August collections of the prior year of 53.3%. Total tax revenue collections were 53.03% of budget versus 53.1% the prior 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 \$91,630 through the end of the month remain behind last year due to a very strong start in building permits last year; however, conveyance tax revenues had a good month in August 2014. Total revenues collected totaled 50.61% of budget versus 51.2% the prior year.

**EXPENDITURES**

Expenditures for the month of August totaled \$4,318,965 or 18.73% of budget. This compares to August 2013 expenditures of \$4,057,570 or 17.9%. Highway Department expenditures were \$135,770 through the end of August 2014 compared to \$87,515 the prior year due to an earlier start on budgeted/scheduled road repairs this fiscal year. Outside of this exception, we are generally holding to our typical pattern. While it is still very early in the fiscal year, General Fund expenditures appear in line at this point.

**Motion made by Mary-Louise Polo to accept the August 2014 Financial Report as presented. Seconded by Don Mesite. All in Favor. None opposed. Motion carried.**

B) Recommended FYE 2013/2014 transfers

Org #	Department	Primary Cause(s)	Variance with Budget prior to year end transfer	Recommended year end transfer
10412	Zoning Commission	Permit Fees to State	\$ 4,254	\$ 4,254
10415	Central Services	Telephone Expense higher than budgeted due to postponement of phone system upgrade to VOIP	\$ 8,869	\$ 8,869
10414	Building Dept	Full Time Payroll -payout of vacation time for retirement	\$ 5,955	\$ 5,955
10423	Resident Trooper	Higher than projected fringe rate	\$ 6,629	\$ 6,629
10416	Park & Recreation	Park Operations, Maintenance and Repairs	\$ 4,197	\$ 1,793
			\$ 29,904	\$ 27,500

**Motion made by Campbell Hudson to approve 2013/2014 budget year fye transfers as listed above, amounting to a total of \$27,500. Seconded by Fred Vollono. All in favor. None opposed. Motion carried.**

C) Required FYE 2013/2014 Appropriations.

Org #	Department	Primary Cause(s) / Offset (if applicable)	Original Budget Appropriation	Actual	Variance with Budget prior to year end appropriation
10407	Town Clerk	Document Fees to State - offset by higher than budgeted Town Clerk fees collected	\$ 153,277	\$ 174,708	\$ 21,431
10450	Highway Department	Costs associated maintaining Town roads during severe winter season - no offset	\$ 805,146	\$ 873,799	\$ 68,653

**Motion made by Campbell Hudson to approve and recommend to Town Meeting the 2013/2014 budget year fye supplemental appropriations of \$21,431 for the Town Clerk budget and \$68,653 for the Highway Department budget, as listed above. Seconded by Fred Vollono. All in favor. None opposed. Motion carried.**

## **SELECTMAN'S REPORT**

### **A) WPCA/SWC budget transfer**

(SWC has been disbanded) The town's Water Pollution Control Authority (WPCA) is requesting SWC funds of \$4,000 for be transferred to WPCA for legal fees. WPCA currently has a budget of \$5,000 for legal fees. Transfer would therefore give WPCA total of \$9,000 to meet legal needs.

WPCA requested they engage an attorney with experience in water pollution control issues to be prepared and handle the community wastewater situation in Ivoryton and the requested additional funds would give the WPCA the ability to do so. The hired specialized attorney would be for this situation only. WPCA is trying to be proactive with anticipating what may arise.

Options could include: approve the transfer at this time, or, when/if need arises, WPCA will request additional monies from the contingency fund at a future date.

**Motion made by Don Mesite to approve the budget transfer of \$4,000 from SWC legal fees budget line to the WPCA legal fees budget line. Seconded by Mary-Louise Polo. Campbell Hudson Opposed. 4 yeas: 1 nay. Motion carried.**

### **B) Matching Funds request for EES Security Grant**

State awarded the Town funds through a School Security Grant Program for video equipment to be installed at Essex Elementary School (EES). The proposed budget for the project is \$26,720. Grant provides 27.89% of the costs or \$7,444.19. The remaining 72.11%, or \$19,275.81, must be covered by matching funds from the Town.

**Motion made by Fred Vollono to approve transfer of \$19,275.81 from BOF contingency fund to give to the grant fund to provide match funds necessary for the School Security Grant Program. Seconded by Mary-Louise Polo. All in favor. No opposed. Motion carried**

**OLD BUSINESS - None**

### **NEW BUSINESS -**

Annual Report Dedication.

Board discussed several potential dedications for the 2013/2014 annual report.

**Motion made by Fred Vollono to accept the proposed dedication. Seconded by Mary-Louise Polo. All in favor. None opposed. Motion carried.**

**COMMUNICATION AND CORRESPONDENCE - None**

**PUBLIC COMMENT – None**

### **ADJOURNMENT**

**Motion made by Fred Vollono to adjourn meeting at 8:30 pm. Seconded by Mary-Louise Polo. All in favor. None opposed. Motion carried.**

Next scheduled Board of Finance meeting is Thursday, October 16, 2014.

Respectfully submitted,

Michelle Roise  
Interim Recording Secretary