

Disclaimer. Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

**BOARD OF SELECTMEN
REGULAR MEETING
May 15, 2013**

Present: Norman M. Needleman, First Selectman
Stacia R. Libby, Selectman
Joel B. Marzi, Selectman

Norman Needleman called the meeting to order at 7:01 p.m.

Approval of Agenda:

Motion was made by Joel Marzi to approve the Agenda with one change to remove the Job Description item on the Agenda. Norman Needleman seconded the motion. All in favor.

Approval of Minutes:

Motion was made by Stacia Libby to approve the May 1, 2013 Regular Meeting Minutes. Norman Needleman seconded the motion. Joel Marzi abstained since he was not present at that meeting.

Communications and Correspondence:

There was discussion on the Essex Veterans' Memorial Hall.

CL&P Outage Map

There was discussion on the CL&P Outage Map. Mr. Needleman discussed that the color coding was percentages of outages and not actual outages.

CL&P Pole Removal

Mr. Needleman reported that the CL&P pole in front of the Essex Town Hall has been removed. The intersection will be T'd off for a safer intersection.

Public Announcements / Comment:

INFORMATIONAL ITEMS:

Capital Committee - Nothing new to report.

Traffic Calming Program–Traffic Options Promoting Public Safety (T.O.P.P.S.) - Nothing new to report at this time. There is a meeting scheduled for tomorrow. This will be tabled until the next Board of Selectmen's meeting.

Household Hazardous Waste - The next collection date is May 18th in Essex.

OLD BUSINESS:

Sanitary Waste Commission Fee Collection – The next Sanitary Waste Commission meeting will be on Monday and waste reduction management is on the agenda. There was discussion regarding elimination of cash at the landfill.

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NEW BUSINESS:

Recreation Programs Special Revenue Fund Purchasing Guidelines

Mr. Needleman presented the Guidelines. There are currently no written procedures for spending Park and Recreation Funds. After discussion and a few edits, the Selectmen agreed to the Guidelines with a few changes (see attached).

Motion was made by Stacia Libby to recommend to the Board of Finance a request for approval of the Recreation Programs Special Revenue Fund Purchasing Guidelines. Joel Marzi seconded the motion. All in favor.

Set Town Meeting – Intertown Capital Equipment Purchase Incentive Program

Mr. Needleman reported that the Towns that elect to participate in the ICE Program must obtain a resolution from their legislative body endorsing the proposal. (See attached). The grant funds would be used to provide a communications system that will assure contact during any type of emergency.

Motion was made by Stacia Libby to set a Special Town Meeting on Wednesday, June 5th, 2013 at 4:45 p.m. in Conference Room A. Joel Marzi seconded the motion. All in favor.

Public Comment:

There was discussion on changing the Board of Selectmen meetings from two per month to one. The Town Clerk's office needs to be notified when meetings are changed. Mr. Needleman would like to know what other towns do. The Selectmen would like to keep the 7 pm meeting held on the 3rd Wednesday of the month.

SELECTMEN GENERAL DISCUSSION:

Motion was made by Stacia Libby to adjourn the meeting at 7:31 p.m. Norman Needleman seconded the motion. All in favor.

Respectfully submitted,
Maria P. Lucarelli



ESSEX PARK & RECREATION

29 WEST AVENUE
ESSEX, CONNECTICUT 06426

SUBJECT

- I. Recreational Programs Special Revenue Fund (fund 022) Benchmark
- II. Recreational Programs Special Revenue Fund Purchasing Guidelines

PURPOSE

- I. To establish a guideline that sets a desired level of fund balance that may be accrued in the Recreational Programs Special Revenue Fund at each fiscal year end (FYE) and the transfer of excess funds to the Park and Recreation Capital and Sinking Fund should this amount be exceeded.
- II. To establish guidelines for the goods and services that may be purchased by Park and Recreation authorized staff with funds from the Special Revenue Fund account.

DEFINITIONS

Special Revenue Fund – A governmental fund other than the General Fund used to account for the proceeds of a specific revenue source that are restricted to expenditures for a specific purpose. Park and Recreation Department collects recreation program revenues that are designed to offset all direct program expenses. This fund is to be self-supporting.

Special Revenue Fund Benchmark – The desired maximum fund balance as set by the Park and Recreation Commission.

Park and Recreation Capital Sinking Fund - A line item within the Town of Essex General Fund / Capital and Sinking Funds Budget, funds provided by the Town budget. Each year such funds are transferred to the Capital/Non-Recurring Fund to pay for Capital projects or equipment in Town Parks.

Fund Balance – The total Park and Recreation Special Revenue Fund funds at the close of each fiscal year.

Net Program Revenue – The amount by which current revenue year to date exceeds current expenses year to date in the Recreational Programs Special Revenue Fund during the fiscal year.

Net Fund Balance – The sum of the Fund Balance and Net Program Revenue.

POLICY

Section I – Special Revenue Fund Cap Amount

- The Special Revenue Fund Benchmark was set by the Park & Recreation Commission on February 6, 2013 at \$48,000.
- The Director of Finance will confirm the FYE Special Revenue Fund Balance on or about September 1 of each year.
- Of the Fund Balance, 75% of the funds excess in of \$48,000 will be recommended to be transferred to the Park and Recreation Sinking Fund, the remaining 25% of the funds in excess of \$48,000 will be retained in said special revenue fund. The amount of funds to be transferred may require a town meeting according to policy set forth by the Director of Finance.
- The Park and Recreation Director will deliver a memo to the Director of Finance and Board of Finance requesting the confirmed excess amount be transferred as stated above.
- Should the FYE Special Revenue Fund balance be less than \$48,000 then no transfer of funds to the Sinking Fund will occur.

- The Park and Recreation Director will confirm receipt of funds into the Park & Recreation Capital Sinking Fund and report the updated fund amount to the Park and Recreation Commission annually.

Section II – Special Revenue Purchases

- Expenditures from the Park and Recreation Commission Special Revenue Fund shall be for goods and services that are direct costs necessary to support the operations of recreation programs.
- Expenditures must be directly related to one of the individual line items of the Special Revenue Fund in the Town Budget approved at Town Meeting or as a necessary expense to support a newly created recreational program.
- Expenditures for goods greater than \$1,000 in cost will require the prior approval of the Park and Recreation Commission and First Selectmen.
- Expenditures for recreation programs services such as payments to Independent Contractors may be in any amount, while in accordance with the contract entered into with the Independent Contractor, and also must be covered in full by the revenues generated for that specific program.

Section III – Approval / Review

- The Special Revenue Fund Cap Amount policy is to be reviewed and approved by the Town of Essex Park and Recreation Commission, Board of Selectmen, and Board of Finance prior to its implementation.
- The Park and Recreation Commission may review the policy and cap amount formula annually and recommend changes. The ongoing use of this policy and any changes suggested by the Park and Recreation Commission require an annual review and approval by both the Board of Selectmen and Board of Finance.

List the equipment or vehicle(s) for which funding is sought (Provide Serial No., VIN and Model No.):

Equipment/Vehicle	Purpose	Total acquisition cost

Attach a written sales or lease agreement that provides the cost of the item being acquired and any additional costs associated with the acquisition (shipping, installation, etc.), approximate date of delivery and terms of the sale/lease. If leased, it must be a *capital lease, where at least one of the municipalities ultimately owns the equipment or vehicle.*

Attach a copy of the inter-municipal agreement which will be utilized to for the purpose of sharing the use of the equipment or vehicle(s) acquired under the provisions of this program. *NOTE that this is not required for the purpose of pre-approval.*

Sustainability: Explain how the cost of maintenance and repair, and ultimately equipment/vehicle replacement cost will be provided for at the end of its useful life.

The equipment, once installed, would fall under the aegis of Regional School District #4, which is directly supported by our three towns. Maintenance and operating costs, as well as the eventual cost of equipment replacement, would then be assigned a line in the District's budget.

Attach a copy of a municipal Resolution of Endorsement from each participating municipality. *NOTE that this is not required for the purpose of pre-approval.*

Certification by CEO of Lead Municipality: I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.

Signature _____ Date April 15, 2013
 Name, Title and Town: Richard H. Smith, First Selectman, Town of Deep River

*****For OPM Use Only*****

Equipment Cost: _____

Vehicle Cost: _____

Total: _____

X Factor(%)

Grant Amount: _____ (\$250,000 maximum)