

BOARD OF FINANCE

Regular Meeting
November 17, 2011
Meeting Room A
Essex Town Hall

Present: James Francis, Keith Crehan, Campbell Hudson, Lee Rowley, Frederick Vollono.

James Francis called the meeting to order at 7:23 pm.

Others present: First Selectman Norman Needleman, Selectman Joel Marzi, Town Clerk Frances Nolin, Treasurer Robert Dixon, Deputy Treasurer Kelly Sterner.

Swearing in of New Members:

Town Clerk Frances Nolin swore in newly elected member Keith Crehan.

Election of Officers:

Motion was made by Frederick Vollono to elect James Francis as Chairman. Keith Crehan seconded the motion and it was unanimously approved. Motion carried.

Motion was made by Frederick Vollono to elect Keith Crehan as Vice Chairman. Lee Rowley seconded the motion and it was unanimously approved. Motion carried.

Appointment of Clerk:

Motion was made by Frederick Vollono to appoint Cynthia Varricchio as Board of Finance Clerk. Campbell Hudson seconded the motion and it was unanimously approved. Motion carried.

Approval of Agenda:

Motion was made by Campbell Hudson to approve the agenda. Keith Crehan seconded the motion and it was unanimously approved. Motion carried.

Approval of Minutes:

Motion was made by Campbell Hudson to approve the Regular Meeting Minutes of October 20, 2011 with the following changes/corrections:

Page 1—Treasurer's Report, second paragraph second sentence should read: "James Francis responded this is because of...."

Page 2—Last paragraph, should read: Robert Dixon provided the Board with a handout with regard to the GASB Statement 54 which is about the new fund balance requirements."

Page 3—Funding Request—New Position Description, under discussion, last sentence should read: "Mr. Hudson suggested that we consult labor counsel to ensure the position change does not need to be posted and to ensure there are no other issues that might arise creating this position."

Page 4—Essex Elementary School Flooring, first paragraph, second sentence replace the word "motion" with "resolution"; under first motion, should read "Motion was made by Campbell Hudson to rescind the Board of Finance ~~motion~~ resolution...."; at the beginning of the second motion, add "A replacement motion was then made by.....".

Page 5—2010-2011 Annual Report, Printing Vendor Selection, motion should read: "Motion was made by Keith Crehan to approve Essex Printing as the vendor for the printing of the 2010-2011 Annual Report and to print 500 copies ~~in~~ for an amount..."

August 18, 2011. Frederick Vollono seconded the motion and it was unanimously approved. Motion carried.

TREASURER'S REPORT:

Estimated October YTD Update: School Financial Reports:

Treasurer Robert Dixon reported that property tax collection remains strong and just ahead (2/10ths of a percent) of last year. Interest Income, conveyance tax and building permit fees continue to be down. Mr. Dixon reported that on the expenditure side there are a number of line items that are over because of Storm Irene. Mr. Dixon stated that we anticipate FEMA funding to cover 75% of the storm related expenses.

Motion was made by Keith Crehan to accept the Treasurer's Report. Lee Rowley seconded the motion and it was unanimously approved. Motion carried.

SELECTMEN'S TOPICS:

Norman Needleman, newly-elected First Selectman reported that he had been sworn in yesterday. Mr. Needleman reviewed three phases of Emergency Management items:

- Emergency Management funding, we are moving forward with the process of additional funding. The Board approved a special appropriation in the amount of \$32,528 at their October 2011 meeting. The approval will be voted on at the November 21 Town Meeting.
- We are in the process of moving the Emergency Operations Center (EOC) to the former Probate Court office. There are issues with the current EOC that will not be covered by insurance. The insurance will cover moving the office temporarily out and then back, and removing mold on the floors, ceiling and walls. The insurance will not cover asbestos remediation, or repairs designed to eliminate the problem once and for all. Remediating the flooding problem for the EOC could impact the lower vault. Mr. Needleman will be investigating and reporting back the associated costs.
- The third phase is to address the remaining issues on the Emergency Management list.

There was discussion as to whether or not there was an opportunity to move the EOC to the Fire Department property.

Mr. Needleman stated that he is in the process of assembling a five year comprehensive review of capital projects.

OLD BUSINESS:

Annual Report—Approval of Payment to Printer:

Motion was made by Keith Crehan to authorize payment to Essex Printing in the amount of \$925 for the printing of the 2010-2011 Annual Report. Frederick Vollono seconded the motion and it was unanimously approved. Motion carried.

Motion was made Keith Crehan to authorize payment to Cynthia Varricchio in the amount of \$23.20 for supplies associated with the Annual Report dedication. Campbell Hudson seconded the motion and it was unanimously approved. Motion carried.

NEW BUSINESS:

2012 Board of Finance Meeting Schedule:

James Francis reviewed the schedule with the Board. There was discussion that the March 22, 2012 date for the Board of Education budget presented a scheduling conflict for Superintendent Dr. Ruth Levy. There was discussion to swap the budget meetings to provide for the Board of Education to attend on

March 15, 2012 rather than March 22. We will check with Dr. Levy to determine if that works with her schedule.

Motion was made by Campbell Hudson to approve the 2012 meeting schedule. Keith Crehan seconded the motion and it was unanimously approved. Motion carried.

January 19, 2012	
February 16, 2012	
March 15, 2012	Budget Presentation: Board of Selectmen or Board of Finance Budget 2012-2013 (to be determined)
March 22, 2012	Budget Presentation: Board of Selectmen or Board of Finance Budget 2012-2013 (to be determined)
April 19, 2012	
April 23, 2012 (Monday)	2012-2013 Budget Public Hearing – Auditorium, 8 pm
April 23, 2012 (Monday)	Following the Public Hearing Recommend budget to Town Meeting
May 14, 2012 (Monday)	Annual Budget Meeting, Auditorium, 8 pm
May 17, 2012	Appointment of Auditor/Set Mill Rate
June 21, 2012	Annual Banking Resolutions
July 19, 2012	
August 16, 2012	Annual Report dedication discussion
September 20, 2012	Annual Report dedication vote/printer selection
October 18, 2012	Year-end Transfers
November 15, 2012	Approval of Meeting Calendar
November 19, 2011 (Monday)	Annual Town Meeting <i>(for informational purposes)</i>
December 20, 2012	
January 17, 2013	

COMMUNICATIONS AND CORRESPONDENCE:

There was discussion regarding the Elementary School Renovation Project and the State reimbursement as well as the condition of the Elementary School roof and what will need to be done in the future.

PUBLIC COMMENT:

Melanie Phoenix asked for clarification on tax revenues.

Motion was made by Campbell Hudson to adjourn at 8:27 pm. Lee Rowley seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,
Cindy Varricchio
Board Clerk