

These minutes have not yet been approved

BOARD OF FINANCE

**Town of Essex
29 West Avenue
Essex, CT 06426
Via Remote & In person – 7:00 p.m.
Auditorium**

MINUTES

Thursday – October 21, 2021

In attendance: Campbell Hudson, Vice Chair, Vin Pacileo III, Ethan Goller and Ed Tedeschi.
Absent: Mary-Louise Polo and Keith Crehan, Chairman,

Others in attendance: Norman Needleman, First Selectman
James Frances, Treasurer
Tracey Celentano, Finance Director
Kelly Sterner

Meeting called to order at 7:15 p.m. by Campbell Hudson

APPROVAL OF THE AGENDA:

Ethan Goller moved to approve the agenda, seconded by Vin Pacileo. Passed unanimously. Motion carried.

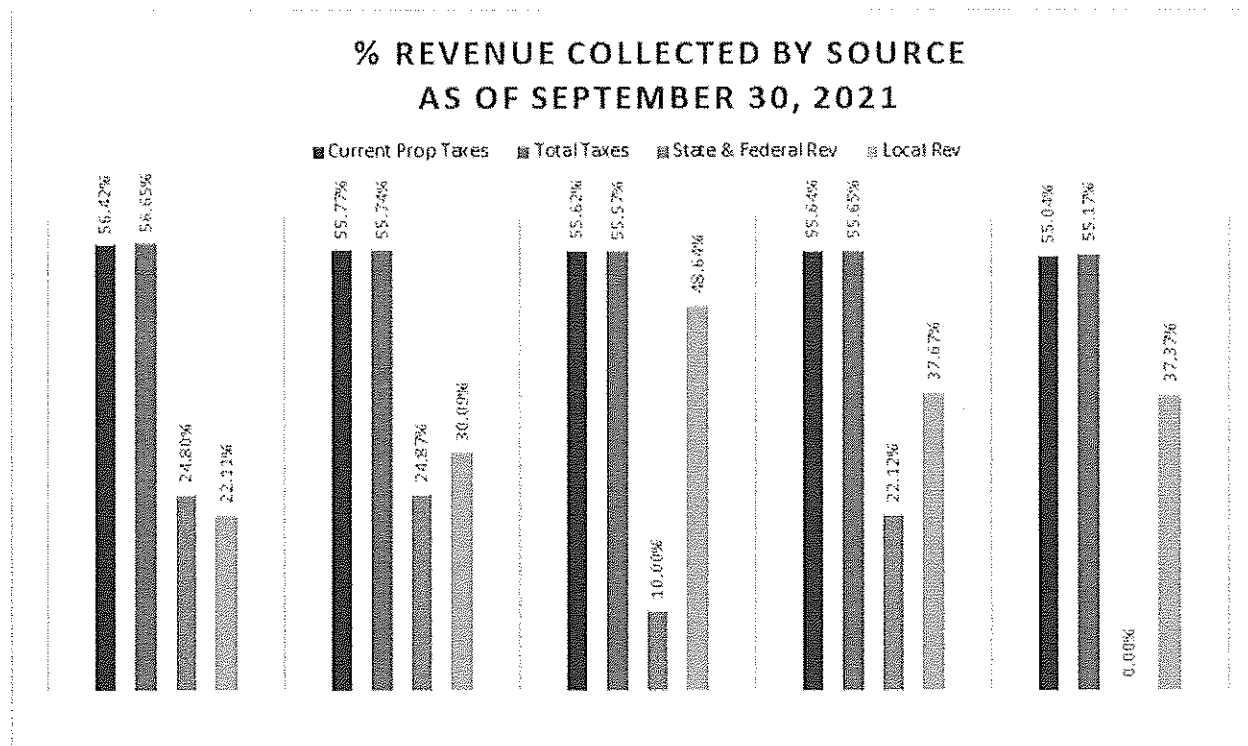
APPROVAL OF THE MINUTES:

Ed Tedeschi made a motion to approve the minutes of September 16, 2021, seconded by Ethan Goller. Passed unanimously. Motion carried.

FINANCIAL REPORT:

REVENUES:

Overall tax revenue is trending well compared to historical collection rates. Total tax collections for the month were \$175.2k with current property taxes accounting for \$125.9K of the total.



As of September month-end, the YTD total tax collections were \$13,738,380 or 56.65% of the fiscal year total compared to 55.74% as of September 2020 and 55.57% as of September 2019. State revenue is at 24.80% collected which is comparable to prior years at this same time. Grants received in September include Municipal Revenue Sharing for \$4,673 and Grants in Lieu of Taxes for \$13,150. Local revenues are below prior years with \$133.4k or 22.11% of the fiscal year collected year-to-date. Conveyance taxes collected total 44.3K or 40.29% and Town Clerk Fees total \$37.4K or 32.53% of the budgeted fiscal year. This is slightly below prior years but continues to trend above budget year-to-date. Total revenues collected came in at 54.56% of budget versus 54.07% for September 2020 and 54.04% for September 2019 month end. This includes the budgeted deficit of \$290,794.

EXPENDITURES

Expenditures for the month of September totaled \$2,505,083 bringing spending YTD to \$8,366,419 or 32.61% of budget. Selectmen's budget expenditures made up \$1,165,424 of the total. As of September month-end, the Selectmen's budget spending YTD is \$3,617,518 or 40.96% of budget compared to 36.47% as of September 2020 and 36.30% at September 2019 month end. Payroll

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accounted for \$332.8K of the monthly spending and debt service payments totaled \$423.2K in September. There were three payrolls in September 2021 versus being recorded in October 2020. Quarterly payments were also made to insurance, libraries, and Valley Shore 911. The negative YTD spending in BOF will be relieved in October when the first installment to Mahoney Sabol is recorded.

Tracey also indicated that the audit is pretty much complete, the OPEB Valuation and Disclosure reports are the only outstanding item which we should receive in the next couple of weeks. Actual field work, financial statements and footnotes are pretty much there, we should get them within two weeks.

Another note, the Town is administering the \$1.5M Small Cities Grant for Essex Court.

Ed Tedeschi moved to accept the financial report, seconded by Ethan Goller. Passed unanimously. Motion carried.

SELECTMEN'S REPORT:

Norman indicated we're moving ahead with all the sidewalks and everything is pretty much done except for the Centerbrook pedestrian arm by the railroad in the parking area.

Kelly, Norman and Tracey discussed the OPEB Trust on a call with Steve Lemanski from Hooker & Holcombe with regards to the liability and implicit rate subsidy for BOE employees. Per Norman, the Town's maximum liability would be 5 people at \$4,200 per year. Research needs to be completed regarding the statutes and discussions with the BOE regarding the rates.

The Garden Club reached out to request assistance from the Town to shift the club's responsibility over to the Town. It is getting much harder for them to keep up with the way things were done in the past and additional expense will need to be included into next year's budget.

Maintenance schedule for the Ball fields will need to be revised as it is currently not working well.

OLD BUSINESS: None

NEW BUSINESS:

- a. ARPA/Request – Policy Body Cameras (refer to backup support #7 and #7A attached)

Ethan Goller made a motion to approve and recommend to Town Meeting an amount not to exceed \$44,500 for the purchase of police cameras and related necessary equipment as approve and recommended by Board of Selectman. If eligible, said funds are to be appropriated from the American Rescue Plan Act (ARPA) Fund. Otherwise, a transfer from the Board of Finance Contingency would be the secondary source of funding, seconded by Vin Pacileo. Passed unanimously. Motion carried.

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- b. Sinking Fund Request – Park & Recreation (refer to backup #7B attached)

Ethan Goller made a motion to approve and recommend to Town Meeting an appropriation from the Park & Recreation Sinking Fund for the cleanup and restoration of Town parks due to flooding from Tropical Storm Ida in an amount not to exceed \$50,000 as requested by the Essex Board of Selectman. If FEMA funds are received related to this project, said funds will be returned to the Park & Recreation Sinking Fund, seconded by Ed Tedeschi. Passed unanimously. Motion carried.

- c. BOF 2022 meetings/Budget 2022 calendar (refer to revised backup #7C attached)

Vin Pacileo made a motion to Approve the Board of Finance Calendar for 2022 as well as the Town of Essex Calendar of Budget Meetings for 2022-23 Budget Meetings, seconded by Ethan Goller. Passed unanimously. Motion carried.

COMMUNICATIONS AND CORRESPONDENCE: - Yvonne's resignation letter was accepted at this meeting.

PUBLIC COMMENT: None

ADJOURNMENT:

Vin Pacileo moved to adjourn the meeting at 8:18 p.m., seconded by Ethan Goller. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne Roziak
Recording Secretary

/attachments

Received For Record

Yvonne M. Roziak

10/26, 2021
Assist. Town Clerk, Essex, CT

*@ 10:50
P.M.*

**Town of Essex
American Rescue Plan Act (ARPA)
Summary List of Projects**

Description	Amount	First Selectman	BOS	BOF	Town Meeting
Funds Received June 2021	\$986,699				
Fire Department Coaching	\$35,000	x	5/19/2021	6/10/2021	7/21/2021
Police Vehicle	\$75,000	x	6/2/2021	6/10/2021	7/21/2021
Town Hall Antenna	\$25,000	x	6/21/2021	7/15/2021	7/21/2021
Ambulance (New)	\$285,000	x	7/21/2021	8/19/2021	9/1/2021
Shoreline Soup Kitchen	\$10,000	x	7/21/2021	8/19/2021	9/1/2021
Community Fire Safety Knoxbox	\$26,000	x	7/21/2021	8/19/2021	9/1/2021
Funds Obligated	\$456,000				
Employee / Volunteer Appreciation	\$15,750 to \$57,000				
Funds Pending Approval	\$57,000	TBD			
Remaining Balance as of 9/15/21	\$513,000				
2022 Funds to be Received	\$986,699				
Total ARPA Funds not Obligated	\$1,499,699				
Other Projects					
Air Packs with Compressors	\$700,000	estimate			
Fire Department Radios	\$540,000	estimate			
Revenue Loss - Park & Rec	TBD				
RiverCog (10% of County Alloc)	\$129,322				
Technology - Auditorium & Room A	TBD	estimate			
Land Use Remote Scanning	\$75,000	estimate			
Total Other Projects	\$1,444,322				

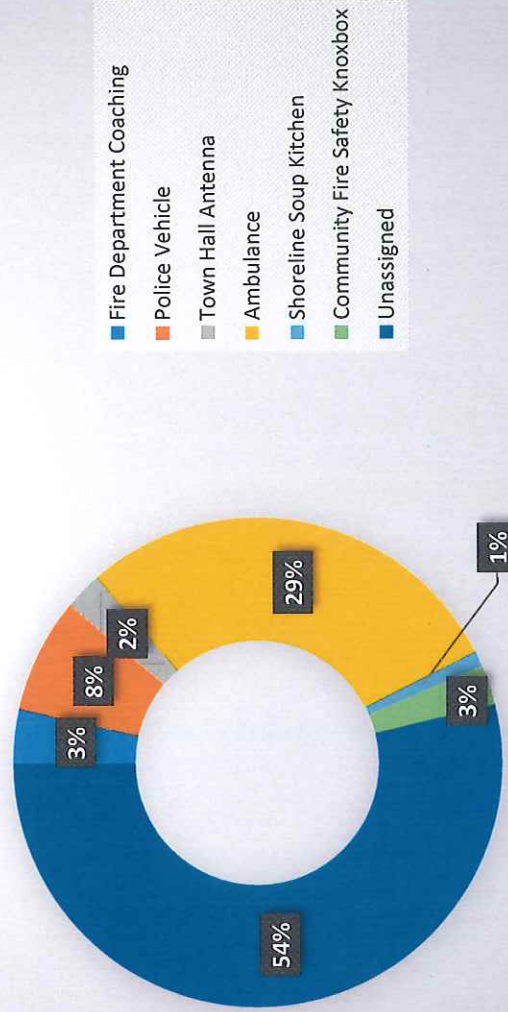
John Planas working on narrative & cost breakout

BACKUP Support
7

Funds Received June 2021 **\$986,699**

Fire Department Coaching	\$35,000
Police Vehicle	\$75,000
Town Hall Antenna	\$25,000
Ambulance	\$285,000
Shoreline Soup Kitchen	\$10,000
Community Fire Safety Knoxbox	\$26,000
Unassigned	\$530,699

ARPA Funds Usage - First Tranche



Pricing for Police Cameras and Related Necessary Equipment

<u>Vendor</u>	<u>Amount</u>
- Telrepco	33,249.75
- AT&T (<i>using higher of 2 quotes</i>)	7,176.00
- Contingency *	4,050.00
	<u>44,475.75</u>
Potential Grant Funding (33%) **	<u>(12,953.00)</u>
Town funding needed	<u><u>31,522.75</u></u>

* - *approx. 10% contingency for other equipment / installation costs*

** - *State of CT Body Worn Camera / Dashboard Camera Grant Program .
Town has not yet applied as we have been receiving quotes.*



Quote

Foertsch Holdings Inc
101 North Plains Industrial Rd
Bldg 2
Wallingford, CT 06492
(203) 284-5200

EXPIRATION DATE: 10/22/2021

Order Number: 0104587

Order Date: 9/20/2021

Salesperson: 0048/ Roseann Mayo

Salesperson Email: rmayo@telrepco.com

Customer Number: 0011780

Sold To:	Ship To:
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Town of Essex Police Dept
29 West Ave.
Essex, CT 06426

Town of Essex Police Dept
29 West Ave.
Essex, CT 06426

Confirm To:

Off. Christopher McCarthy

Customer P.O.	Ship VIA	F.O.B.	Terms
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ARB ICV&BWC4000 UDE 5yr onprem

UPS GROUND

Net 30 Days

Item Code	Unit	Ordered		Price	Amount
ARB-BWC4-CAMERA	EA	7		825.00	5,775.00
Whse: 000	BODY WORN CAMERA (BWC4000) - USB CABLE FOR CHARGER / BATTERY PK - INCLUDES KLIKFAST MOUTNING STUD - PANASONIC				
ARB-SOFUDEBWC-OP5	EA	7		675.00	4,725.00
Whse: 000	PANASONIC BWC, ON-PREM DEVICE LICENSE FOR 5 YRS, UNIFIED DIGITAL EVIDENCE W/ DEVICE MGMT, LIVE STREAMING AND BASIC REDACTION. ALSO INCLUDES SERVICE ENTITLEMENTS: BWC CINFUGURATION, 24X7 HELP DESK, SOFTWARE MAINT & SUPPORT				
5yr licensing for the Body worn cameras					
ARB-SVCBWC5Y	EA	7		360.00	2,520.00
Whse: 000	PROTECTION PLUS 5YR PANANSONIC FOR BWC MK3 / PER DEVICE FOR YEARS 1,2,3,4 & 5				
ARB-BWC4-MNT-KIT	EACH	7		140.00	980.00
Whse: 000	BWC4000 MOUNT KIT INCLUDING BELT CLIP, MAGNET, MOLLE, VESTMNT, STUD KIT				
ARB-BWC4-BATTERY	EACH	3		180.00	540.00
Whse: 000	MK4 BWC SPARE BATTERY PK PANASONIC				
ARB-BWC4-8DOCK-P	EACH	1		1,500.00	1,500.00
Whse: 000	BWC4000 8 BAY DOCK PANASONIC MULTI-BAY (FOR BWC CAMERA) CHARGER & VIDEO OFFLOAD STATION (WITH AC ADAPTER INCLUDED)				
ARB-BWC3CTB	EA	5		295.00	1,475.00
Whse: 000	COMMON TRIGGER BOX PANASONIC				
UUSBHAUB6	EA	5		7.00	35.00
Whse: 000	6ft usb to micro cable				

Continued



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Confirm To:

Off. Christopher McCarthy

Customer P.O.	Ship VIA	F.O.B.	Terms
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ARB ICV&BWC4000 UDE 5yr onprem

UPS GROUND

Net 30 Days

Item Code	Unit	Ordered		Price	Amount
RAYM2-24-58	EA	5		50.00	250.00
Whse: 000	PANORAMA ANTENNA DASH OR WINDSHIELD MOUNT - 2X2 MIMO WIFI ADHESIVE MOUNT ANTENNA - DUAL BAND 2.4/5.0GHz				
ARB-SOFUDEICV-OP5	EA	5		675.00	3,375.00
Whse: 000	PANASONIC ICV, ON-PREM DEVICE LICENSE FOR 5 YRS, UNIFIED DIGITAL EVIDENCE W/ CLOUD DEVICE MGMT, STREAMING AND BASIC REDACTION. ALSO INCLUDES SERVICE ENTITLEMENTS: 24X7 HELP DESK, SOFTWARE MAINT & SUPPORT				
	5yr licensing for the In-Car systems - serial#'s of existing ICV systems to be provided.				
ARB-BWC4-1DOCK-16V	EACH	5		295.00	1,475.00
Whse: 000	BWC4000 SINGLE BAY CAMERA CHARGER PANASONIC WITH 16V HARNESS				
CBLMS-F00200	EA	5		39.95	199.75
Whse: 000	SIREN DETECTOR CABLE FOR TRIGGERING ARBITRATOR				
INSTALL SERVICES	EA	5		1,100.00	5,500.00
Whse: 000	INSTALL SERVICES				
	Installation of BWC system to integrate into the existing ARB ICV MK3 system within the fleet, including install of CTB, lights & siren triggers included, BWC Pairing Dock, Includes up to 3 onsite trips to customer location and one preinstall onsite visit.				
ARB-SOFDEPLOYVC	EA	2		2,450.00	4,900.00
Whse: 000	Arbitrator ONE DAY OF SERVICES FOR DEPLOYMENT, TRAVEL INCLUDED				
	Mfg. 2 days onsite / remote services for installation / set up of UDE BES, ICV & BWC configuration and training.				
	The solution presented for ICV and BWC does not include the server & storage for on premise application deployment. The dept will utilize the CSP network for offloading video and storage of recordings. This solution does not include the redaction component.				

Continued

PROFESSIONAL FIELD CARE
48 Riverview Avenue
Deep River, Connecticut 06417
Tel. 860-526-4421
Fax 860-526-4913

QUOTE

September 13, 2021

Town of Essex
Essex, CT 06426

**Cleanup and Restoration of Comstock Small Field due to Flooding
from the Most Recent Tropical Storm**

Fence Line & Sod Surface for both 70" and 90" Fields

Cleanup of Debris & Leaves Against Fence Line

Restoration of 70' Field which had the Most Damage

Removal of Cross-Contaminated Materials from Stream Bed

Removal of Eroded Sod Edges

Regrading of the Base Materials Before the Installation of New Clay Material

Install New Clay Materials

Reconfiguration of Bases and Stanchion Footings for Bases

Resodding Edges from Erosion

Removal of Materials that Bled onto the Sod Surface in the Outfield.

Total \$32,000



ARROW FENCE, INC.

P.O. BOX 86
EAST HAMPTON, CT 06424

Phone 860.267.6636 Fax 860.267.7851

SUBMITTED TO:

Town of Essex
29 West Avenue
Essex, CT 06426

Proposal

Date	Proposal #
9/16/2021	28044

Email: fences@arrowfenceinc.com

Website: www.arrowfenceinc.com

Customer Phone

Customer E-mail

mbarnes@EssexCT.gov

P.O. No.	TERMS	ESTIMATED INSTALL DATE	REP	FOB
	Net 30	2-3 Weeks ARO	SMH	Essex, CT

Description	Qty	Unit Price	Total
RE: COMSTOCK FIELDS - REPAIR FLOOD DAMAGED FENCES			
FIELD #1 - DIG AND RESET (4) POSTS AND 30' OF 10' HIGH FENCE THAT IS LEANING OVER DUE TO FLOODING			
FIELD #2 - DIG AND RESET (11) POSTS AND 110' OF 4' HIGH CHAIN LINK FENCE THAT IS LEANING OVER DUE TO FLOODING			
CONCRETE PER POST	15	17.00	255.00T
INSTALLATION LABOR	1	1,625.00	1,625.00T
To place your order please sign and return one copy as your acceptance		Subtotal	\$1,880.00
		Sales Tax (0.0%)	\$0.00
Arrow Fence, Inc.	Customer Acceptance & Date	Total	\$1,880.00

TOWN OF ESSEX 2022 BOARD OF FINANCE CALENDAR All meetings are on the third Thursday of the month at 7 pm in Meeting Room A unless otherwise noted.	
January 20, 2022	
February 17, 2022	
March 24, 2022	Board of Selectmen's Budget 2022-2023
March 30, 2022 (Wednesday)	Board of Education Budget 2022-2023 Recommend budget to Public Hearing
April 14, 2022 <i>(must be at least 2 weeks prior to Town meeting)</i>	2022-2023 Budget Public Hearing – Auditorium, 7:30 pm
April 14, 2022	Following the Public Hearing - Auditorium Recommend budget to Town Meeting
May 9, 2022 (Monday) <i>(must be 2nd Monday in May)</i>	Annual Budget Town Meeting, Auditorium, 7:30 pm
May 9, 2022 (Monday)	Following Annual Budget Town Meeting Set Mill Rate / Appointment of Auditor
May 19, 2022	As needed
June 16, 2022	Annual Banking Resolutions
July 21, 2022	
August 18, 2022	Annual Report dedication discussion
September 15, 2022	Annual Report dedication determination Year-end Transfers
October 20, 2022	Approval of Meeting Calendar
November 14, 2022 (Monday)	Annual Town Meeting – Auditorium <i>(for informational purposes)</i>
November 17, 2022	
December 15, 2022	
January 19, 2023	
Approved October 21, 2021 meeting	

Town of Essex			
Calendar for 2022-2023 Budget Meetings			
Date	Time	Meeting Description	Location
Wednesday, February 16, 2022	5:00 pm	Board of Selectmen - Budget Meeting #1	Town Hall, Conference Room A
Wednesday, March 9, 2022	following BOS 5:00 pm meeting	Board of Selectmen - Budget Meeting #2	Town Hall, Conference Room A
Wednesday, March 23, 2022	5:00 pm	Board of Selectmen - Budget Meeting #3 (if needed)	Town Hall, Conference Room A
Thursday, March 24, 2022	7:00 pm	Board of Finance - Budget Meeting #1 (presentation of BOS budget)	Town Hall, Conference Room A
Wednesday, March 30, 2022	7:00 pm	Board of Finance - Budget Meeting #2 (presentation of Essex BOE Budget)	Town Hall, Conference Room A
Thursday, April 14, 2022 Must be before 4/25/22	7:30 pm	2022-2023 Budget Public Hearing	Town Hall, Auditorium
Thursday, April 14, 2022	Immediately following Public Hearing	Board of Finance - Budget Meeting	Town Hall, Auditorium
TBD (if necessary)	7:00 pm	Board of Finance - Budget Meeting (if necessary)	Town Hall, Conference Room A
Tuesday, May 3, 2022	Noon – 8:00 pm	Regional School District #4 Budget Referendum	Town Hall, Auditorium
Monday, May 9, 2022	7:30 pm	Annual Budget Town Meeting	Town Hall, Auditorium