

**Town of Essex
29 West Avenue
Essex, CT 06426
7:00 p.m. Meeting Room A
Board of Finance**

December 19, 2013

MINUTES

In attendance: Keith Crehan, Chairman, Campbell Hudson, Vice Chairman, Jeffrey Woods, Mary-Louise Polo
Absent: Fred Vollono, Don Mesite.

Others in attendance: James Francis, Treasurer
Kelly Sterner, Finance Director
Yvonne Roziak, Recording Secretary

Meeting called to order at: 7:10 p.m. by Keith Crehan, Chairman

Approval of the Agenda:

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

Approval of the Minutes:

The following changes were made to the Minutes of November 21, 2013:

Page 3 – under Revenue – 3rd sentence should read:

“Prior year property taxes and interest/liens are lagging the previous year which is no surprise as the tax collector cleared up several large delinquent accounts last year.”

Page 3 – under Selectmen’s Report – first paragraph should read:

Norman Needleman, First Selectman, “also discussed: **A)** the Town meeting held on Wednesday evening, 11/20/13 and **B)** the vote to approve the purchase of .65 acres of land part of the Perry Property. Vote Passed 34 to 30.”

Page 4 – under New Business – The end of the Motion should include “(Copy of Calendar Attached).”

Campbell Hudson made a motion to approve the minutes as amended. Seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Treasurer's Report:

Director of Finance, Kelly Sterner reported the following:

Revenues

Current property taxes viewed as % collected ytd at 54.46% are just a hair below last November's rate of 54.97%. Collections of prior year's property taxes and Interest & Lien fees are below last year's levels but look on target to meet or exceed budgeted amounts. State and Federal revenue are following their typical seasonal pattern of collection. Grants in Lieu of Taxes has already exceeded budget (this category comes in as one lump sum each year) however if history holds true, the amount estimated by the state for Access Line Tax Share which typically comes in during March, will be short of the budget amount offsetting this surplus. Local Revenues continue strong with each category exceeding revenue levels at November 2012. Building Permits compare particularly well as they are more than twice what they were at the same time last year.

Expenditures

The total % of approved budget expended as of November month end is slightly ahead of the prior fiscal year. But once again, if the pension fund payment, which was not issued until January for the 2012-2013 fiscal year, is backed out then spending levels are almost identical. Most lines seem to be trending in their normal pattern. The transfer from BOF contingency for the boiler is not yet reflected as we were awaiting final billing. While an amount not to exceed \$40,000 was authorized, the final cost came in at \$32,500 which is the amount that will be transferred. While no new financials for EES were produced due to a joint BOE meeting this month rather than separate board meetings, a conversation with supervision district indicates that expenditures to date and forecasted continue to track within budgeted amounts at this point.

Motion made by Campbell Hudson to accept the Treasurer's report. Seconded by Jeffrey Woods. Passed unanimously. Motion carried.

Selectmen's Report:

A. Sinking Fund Request

Norman Needleman, First Selectman requested to the Board of Finance to approve an appropriation of an additional \$25,000 from Municipal Property Sinking fund in conjunction with Grant money, general fund dollars and money from the Park and Recreation sinking fund for improvements to the Town Hall campus.

Norman Needleman discussed the request is also for additional work to be done in the front of the building and that the building will have nice aesthetics from the outside.

Campbell Hudson made a motion to approve and recommend to Town Meeting the Board of Selectmen's request to appropriate funds from the Municipal Prop. sinking fund in an amount not to exceed \$25,000 for improvements related to the Civic Campus Project at the Essex Town Hall. Seconded by Jeffrey Woods. Passed unanimously. Motion carried.

Mr. Needleman also discussed the following:

- The two new boilers recently installed at the Town Hall are considerably more efficient than the boiler replaced which is providing significant savings in heating fuel usage.
- As part of the Civic Campus project, the Town has installed new outdoor LED lights versus the old outdoor lighting for the parking lot and outside the police building.
- Mr. Needleman would like to convert all Town owned streetlights to LED. These LED fixtures create savings by using less energy and lasting longer than traditional light fixtures. The town has been talking with CL&P to see if they have a program to help finance the installation/conversion of the streetlights.

Old Business: None

New Business: None

Communications & Correspondence: None

Public Comment: None

Adjournment:

Campbell Hudson made a motion to adjourn at 7:45 pm, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne Roziak