

These minutes have not yet been approved

BOARD OF FINANCE

**Town of Essex
29 West Avenue
Essex, CT 06426
Conference Room A**

June 20, 2019

MINUTES

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

Others in attendance: Norman Needleman
James Francis, Treasurer
Kelly Sterner, Finance Director

Meeting called to order at: 7:30 p.m. by Campbell Hudson

Campbell Hudson indicated an item will be added under Selectmen's Report item 5a. - A Budget Amendment Request for \$40k for the removal of an Underground Storage Tank at the Firehouse.

APPROVAL OF THE AGENDA:

Mary-Louise Polo moved to approve the agenda (as amended), seconded by Ed Tedeschi. Passed unanimously. Motion carried.

APPROVAL OF THE MINUTES:

Vin Pacileo made a motion to approve the minutes of May 13, 2019, seconded by Ed Tedeschi. Abstained: Mary-Louise Polo. Passed. Motion Carried.

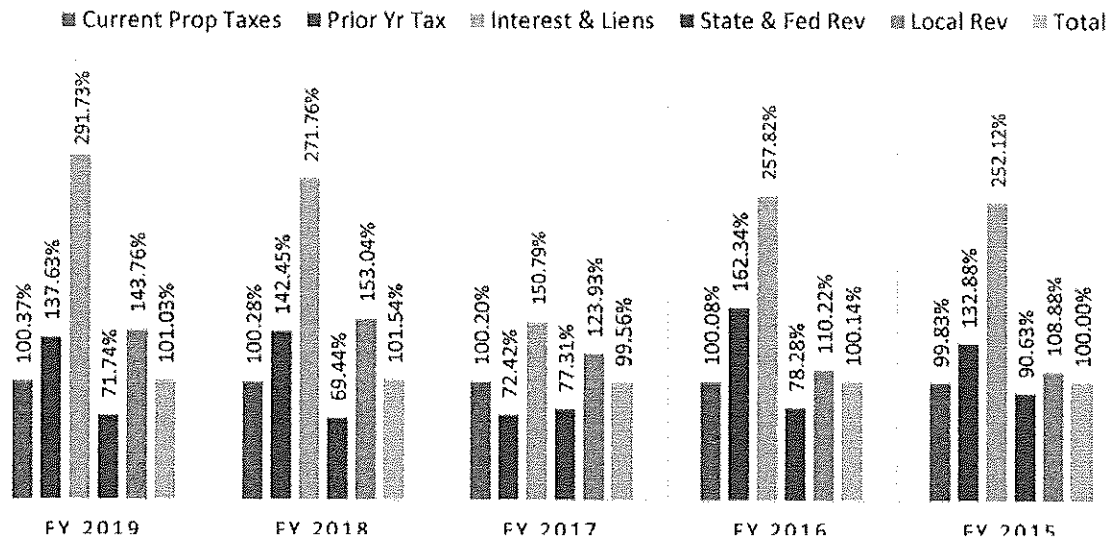
FINANCIAL REPORT:

Kelly Sterner, Finance Director, provided the following financial report for the fiscal year through the month ending May 2019:

REVENUES

As we head into the last month of the fiscal year, revenue collections exceed budget in many categories. Current property tax collections for May were \$93,450 which brings the collection rate to 100.37% which compares well with prior years.

% REVENUE COLLECTED BY SOURCE AS OF MAY 31, 2019



Interest and liens fees and prior year tax collections totaled \$61k for the month. The combined effect produced YTD total tax collections, as of May 2019 month end, of \$23,145,184 or 101.03% compared to 100.93% for May 2018 and 100.13% for May 2017. Revenue from State sources remain almost unchanged from the prior month. Total local revenue added \$48.1k for the month of May which brought total local revenue to \$849.2k or 143.76% of our fiscal year budget which compares to 153.04% as of May 2018 and 123.93% as of May 2017. Local revenue for the month consisted primarily of interest income, conveyance tax, Town Clerk fees and building permits. Total revenue collected for the current year has now reached 101.03% of budget. At this point, our forecasted fiscal year end revenue surplus is \$507.5k.

EXPENDITURES

Expenditures for the month of May totaled \$1,651,612 bringing total spending YTD to \$21,743,349 or 90.1% of budget. Selectmen's budget expenditures YTD totaled \$6,901,249 or 85.11% of budget as of the end of May 2019 compared to 87.72% as of May 2018 and 86.01% at May 2017 month end. Selectmen's budget spending for the month totaled \$648.1k. Payroll expenses accounted for \$279.9k of the total. This is higher than we typically see as May had 3 bi-weekly pay cycles rather than the typical 2 cycles. Additionally, the May total includes the annual sinking fund transfers which accounted for \$287.5k of the total. At this point we anticipate Town Clerk, Emergency 911 and Zoning Commission to have minor budget overages by the end of the fiscal year. However, the anticipated budget lines that are forecasted to be under budget are enough to result in total expenditures finishing approximately \$135 under budget. This may be revised, depending on requested fiscal year end encumbrances.

Combining the currently forecasted revenue and expenditures, the overall surplus is revised to \$500.7k.

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Vin Pacileo made a motion to accept the Financial Report, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

SELECTMEN'S REPORT:

- a. Funding Request for UST removal at Fire House and replacement with convault.
(see Budget Amendment Request Form – attached).

Ed Tedeschi made a motion to approve and recommend to Town Meeting the transfer from fiscal year 2018-2019 Board of Finance contingency budget line (10409-508400) to the Municipal Property Improvements budget line (10494-508800) of a sum not to exceed \$40,000. Said sum to be used for the removal of the underground storage tank, installation of a above ground convault tank and pad, and some paving work at the Essex Fire Engine Company #1 Saybrook Road station. Seconded by Vin Pacileo. Passed unanimously. Motion Carried.

OLD BUSINESS: None

NEW BUSINESS:

- a. Bank Resolutions:

Mary-Louise Polo made a motion to authorize the Treasurer to invest any portion of the General Fund, as specified amounts that may be available, in direct obligations of the U.S. or certificate of deposits or specified regular savings accounts for the fiscal year 2019-2020; and to approve Bank of America, Essex Savings Bank, TD Bank, Liberty Bank, Key Bank, Webster Bank, Washington Trust, Citizen's Bank and the State of Connecticut Short Term Investment Fund (STIF) for investments and for regular checking accounts for the fiscal year 2019-2020.

COMMUNICATIONS AND CORRESPONDENCE: None

PUBLIC COMMENT: None

ADJOURNMENT:

Vin Pacileo made a motion to adjourn the meeting at 8:25 p.m., seconded by Ed Tedeschi. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne Roziak
Recording Secretary

(Attachment)



BUDGET AMENDMENT REQUEST FORM

Request #: 2019-06

Type of Amendment

☒ Transfer

☐ Appropriation

☐ Supplemental Appropriation

Date Presented at Board of Finance Meeting

June 20, 2019

Agenda Item # added as 5a.

Description of Request

Funding Request for UST removal at Fire House and replacement with convault

The Essex Fire Engine Co operates out of a facility on Saybrook Road that is owned and maintained by the Town. The property has an underground storage tank (UST) for fuel. The Town wishes to remove the UST and replace it with an above ground convault. Additional funds for site work are requested for a total amount not to exceed of \$40,000.

Fund/Budget Lines Impacted FY 2018-2019

Source

<u>Fund</u>	<u>Account Name</u>	<u>Account #</u>	<u>Amount</u>
010 General Fund	FBO Contingency	10409-508400	40,000.00

Use

<u>Fund</u>	<u>Account Name</u>	<u>Account #</u>	<u>Amount</u>
010 General Fund	Municipal Property Imprv.	10450-505475 10414-508800	40,000.00

Current Balance of Sinking Fund: n/a

Date Approved by Board of Selectmen: June 19, 2019

Approved by Board of Finance?

Yes ☒

No ☐

Date approved by Board of Finance:

June 20, 2019

Town Meeting Required?

Yes ☒

No ☐

If yes, reason Town Meeting is required:

in excess of \$20K