

*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 – August 19, 2021**

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

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

Meeting called to order at 7:06 p.m. by Campbell Hudson

**APPROVAL OF THE AGENDA:**

***Ethan Goller moved to approve the agenda adding Items 5A & 5B, seconded by Vin Pacileo. Passed unanimously. Motion carried.***

**APPROVAL OF THE MINUTES:**

***Vin Pacileo moved to approve the minutes of July 15, 2021 (as amended – see below), seconded by Ed Tedeschi. Passed unanimously. Motion carried.***

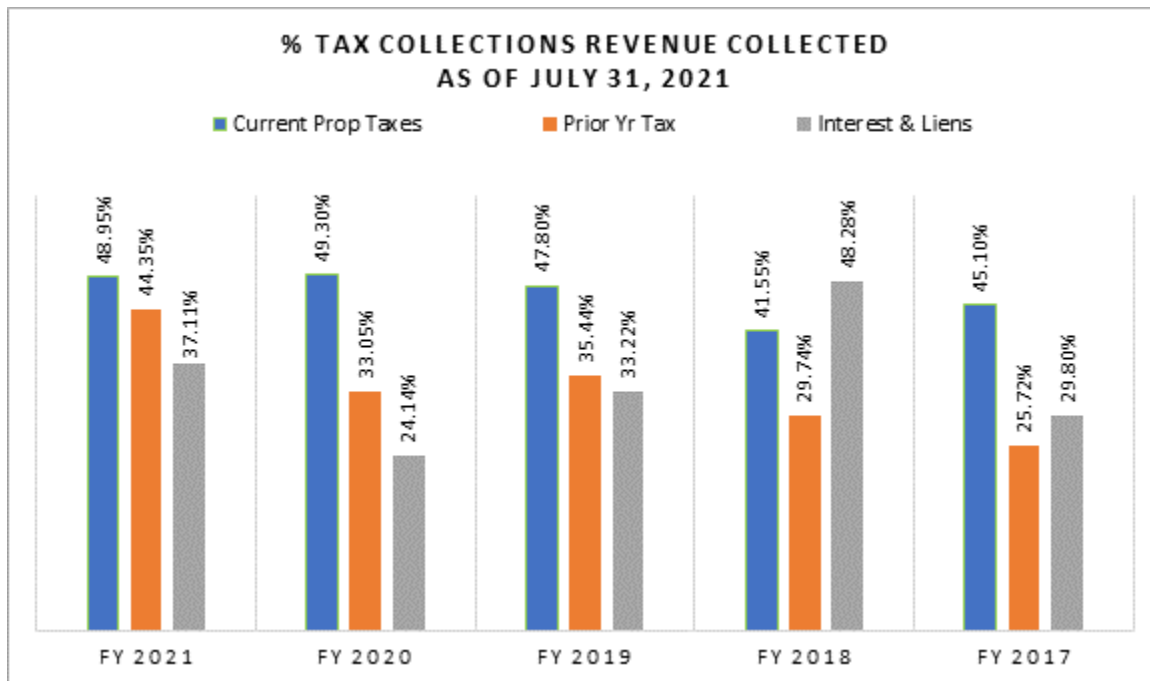
***“Under Selectmen’s Report” Page 3 – Campbell Hudson requested to add Executive Session to the agenda to discuss the pending litigation and to also invite the First Selectman,” seconded by Vin Pacileo. Passed unanimously. Motion carried.***

***“Under Public Comment” – Page 4 – Campbell Hudson requested to amend this motion as follows: “For the purposes of discussing the pending litigation, Keith Crehan motioned to go into Executive Session and invite the First Selectman to attend,” seconded by Vin Pacileo. Passed unanimously. Motion carried.***

**FINANCIAL REPORT:**

**REVENUES**

The current property tax deposits for July 2021 totaled \$11,773,727 which is a collection rate of 49.95%. Additional “on time” payments through August 5<sup>th</sup> totaled \$1,231,100. As shown in the chart below, tax collections are starting off strong compared to prior years.



As of July month-end, the YTD total tax collections were \$11,858,798 or 48.90% of the fiscal year total which is slightly below the 49.14% of the prior year. Interest and Liens were robust and significantly above prior year collections in July. As in prior years the only state and federal revenue received included circuit court fees. In Local Revenue, Town Clerk Fees (\$17,191) and Conveyance Taxes (\$19,945) continue to be strong into this new fiscal year. Miscellaneous receipts consist primarily of the equity distribution from CIRMA totaling \$12, 433.

**EXPENDITURES**

Expenditures for the month of July totaled \$4,214, 354 or 16.43% of budget. Selectmen’s budget expenditures made up \$1,930,118 of the total. This spending is 21.85% of budget as of the end of July 2021 compared to 16.98% as of July 2020 and 24.01% at July 2019 month end. The higher expenditure is due to the retirement fund contribution made in October versus July last fiscal year. First quarter payments to Essex Library, Insurance, and 911-services as well as the semi-annual Fire Department distribution and annual pension distribution and bond payment all hit the budget during July causing our spending to appear high at the front end of the fiscal year. Board of Finance reflects a negative balance as the Elementary School

These minutes have not yet been approved

reimbursed the Town for their portion of Audit Fees not yet invoiced by Mahoney Sabol.

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

**SELECTMEN’S REPORT:**

- a. FY 2021-2021 Encumbrances

**Ethan Goller made a motion to approve the Encumbrance Requests listed in the Encumbrances FY 2020-2021 list in the amount not to exceed \$208,885, seconded by Ed Tedeschi. Passed unanimously. Motion Carried.**

**Encumbrances**

2021-01	Technology	Technology Support - GIS	6,000.00
2021-02	Capital & Sinking Fund	Municipal Property Improvement	21,770.00
2021-03	Transfer Station	Building Maintenance	2,355.00
2021-04	Capital & Sinking Fund	Capital - Road Reconstruction	83,580.00
	Public Works	Road Maintenance & Repair	34,185.00
	Public Works	Sidewalk Maintenance & Repair	9,700.00
2021-05	Public Works	Building Maintenance	1,295.00
2021-06	Capital & Sinking Fund	Capital Equipment Lease	25,000.00
	Capital & Sinking Fund	Public Works - Equipment	25,000.00

- b. Fire Department Appropriation – BOF Contingency

**Ethan Goller made a motion to approve the transfer from fiscal year 2020-2021 Board of Finance contingency budget line (10409-508400) to the Municipal Property Improvements budget line (10494-508800) of a sum not to exceed \$10,400. Said sum to be used for the removal of the underground storage tank at the Ivoryton Firehouse. Funds will be reimbursed to Essex Fire Company. Seconded by Ed Tedeschi. Passed unanimously. Motion Carried.**

**OLD BUSINESS:** None

These minutes have not yet been approved

**NEW BUSINESS:**

ARPA Motions

a. **Ambulance ARPA Request Motion**

**Ambulance Rescue Plan Act (ARPA) – Ambulance**

*Vin Pacileo made a motion to approve and recommend to Town Meeting an appropriation amount not to exceed \$285,000 to be allocated from the American Rescue Plan Act Funds for an Ambulance for Essex Ambulance (non-profit) due to support the additional extra wear and tear as a result of the COVID pandemic, seconded by Ed Tedeschi. Passed unanimously. Motion carried.*

**Fire Safety Knoxbox ARPA Request Motion**

**American Rescue Plan Act (ARPA) – Community Fire Safety Knoxbox**

*Ed Tedeschi made a motion to approve and recommend to Town Meeting an appropriation amount not to exceed \$26,000 to be allocated from the American Rescue Plan Act Funds for the Community Safety Knoxbox Program to support first responders in providing rapid access to community individuals affected by COVID, seconded by Vin Pacileo. Passed unanimously. Motion carried.*

**Shoreline Soup Kitchen ARPA Request Motion**

**American Rescue Plan Act (ARPA) – Shoreline Soup Kitchen**

*Ethan Goller made a motion to approve and recommend to Town Meeting an appropriation in an amount not to exceed \$10,000 to be allocated from the American Rescue Plan Act Funds for the Shoreline Soup Kitchen to aid a local non-profit organization due to the COVID pandemic. Contingent upon a minimum of at least 8 Towns (including Essex), seconded by Ed Tedeschi. Passed unanimously. Motion carried.*

**Annual Report Dedication Discussion**

A list of potential candidates was solicited to the Board of Finance to dedicate the 2021 Annual Report to someone or a group. Campbell Hudson indicated we should think about the names submitted (as well as others) and be prepared to determine a candidate or candidates at our September 16, 2021 meeting.

*These minutes have not yet been approved*

**COMMUNICATIONS AND CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

***Vin Pacileo moved to adjourn the meeting at 8:15 p.m., seconded by Ed Tedeschi. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne Roziak  
Recording Secretary