

These minutes have not yet been approved

BOARD OF FINANCE

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

June 21, 2018

MINUTES

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

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

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

APPROVAL OF THE AGENDA:

Campbell Hudson made a motion to approve the agenda, seconded by Ethan Goller. Passed unanimously. Motion carried.

APPROVAL OF THE MINUTES:

Page 3 – first paragraph, first sentence should have “EES” deleted and replace with “Essex ~~Elementary~~ Board of Education.”

Page 3 – in the motion, second line down, should read as follows: “Capital Improvement sinking fund of an amount not to exceed \$100,000 to purchase new air handlers and related expenditures” also delete “school” after EES and to move the request to Town”.

Page 3 – under Selectmen’s Report – last paragraph should be moved to “New Business” as it relates to the setting of the mill rate.

Ethan Goller moved to approve the minutes as amended of May 14, 2018, seconded by Ed Tedeschi. Passed unanimously. Motion carried.

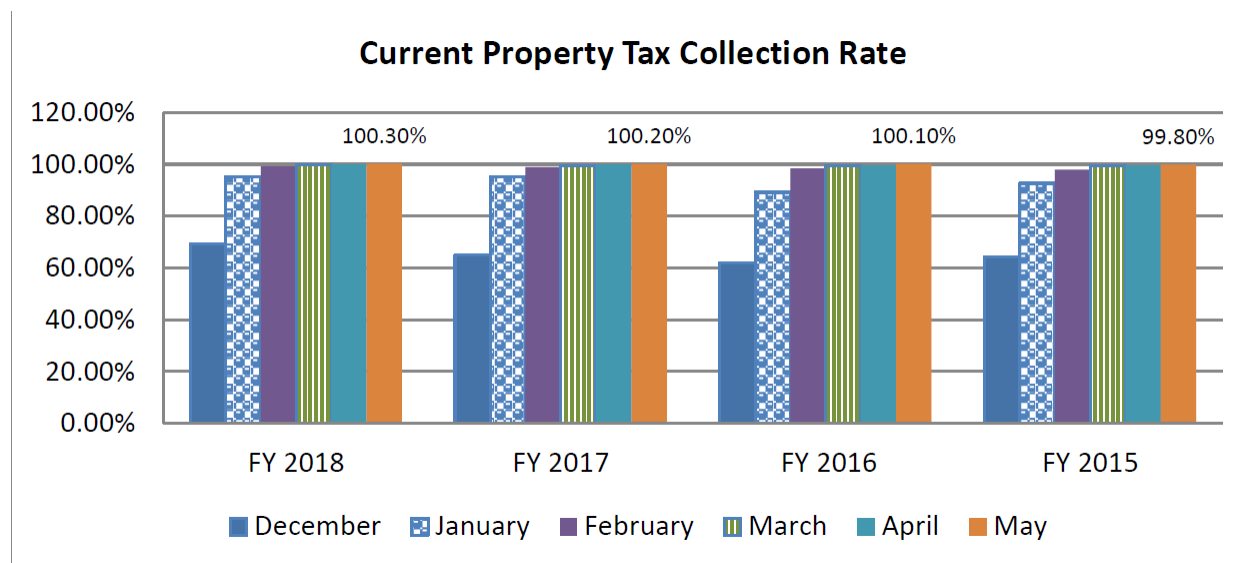
Campbell Hudson observed the recent passing of Bob Dixon. Bob was very well thought of and he did a great job here when he was Treasurer and an ex officio member of the board. He will be missed by all.

FINANCIAL REPORT:

Kelly Sterner, Finance Director, provided the following financial report for the fiscal year through the month ending May, 2018:

REVENUES:

Fiscal year 2017-2018 revenues started the year strong and have not lost momentum along the way. The collection rate for current property taxes finished May 2018 at 100.3%. We assume during budgeting that the Tax Collector, based on historical experience, will achieve a 99% collection rate. A stronger collection rate combined with lawful additions to the grand list has pushed the budgeted collection rate over 100%.



The total tax collections for May 2018 were \$90,074 bringing the YTD total tax collections to \$23,136,932 or 100.9% of the fiscal year total. Healthy prior year collections and interest & lien fees are major contributors to this success. No state funding was received in May. Before the end of the fiscal year, we will receive the LoCIP grant of \$74k and, after numerous months of predicting that we will not receive the second half of the Town Aid Road grant, funding for this grant has been approved by the State and we should receive the remaining \$107k by fiscal year end. Local revenues for the month totaled \$57.5k. Once again, the bulk of it was building permits of \$17.5k and conveyance tax of \$12k. Town Clerk fees added \$9.1k and the quarterly Regional Recycling Fees added \$8.8k. Total revenues collected through May 2018 reached 101.5% of budget versus 100.0% as of May 2017 and 100.3% as of May 2016.

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EXPENDITURES:

Total general fund expenditures for the month of May totaled \$1,679,675 bringing total expenditures for the fiscal year to \$22,170,341 or 91.8% of budget. Selectmen's budget expenditures for the month totaled \$691.8k for a total expended fiscal year to-date of \$6,991,746 or 87.7% as of the end of May 2018 compared to 86.0% as of May 2017 and 84.2% at May 2016 month end. Annual transfers to sinking funds and the dog fund accounted for \$289k of this total. We continue to project the following budget lines for potential fiscal year end overages: Highway Department, Town Clerk, Zoning Commission, Legal Service and Central Services. However, we expect savings on other budget lines and the BOF contingency to be sufficient to cover this.

FYE Forecast: As of the end of May, we are projecting a fye budget surplus of \$400k-\$450k. This is up from last month's projection primarily due to the add back of the Town Aid Road grant.

Campbell Hudson made a motion to approve the Financial Report, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

SELECTMEN'S REPORT:

Norman discussed the recent auto thefts in the area. The police force is also frustrated and the public needs to be more diligent.

Norman also discussed that our road repair is becoming more and more necessary and we will be adding more funding to get repairs done.

Norman and Kelly put together a Historical Budget Data grid that outlines the Grand Lists, Mill Rates, Budgeted Revenue /Expenditures along with each First Selectman from 1956, and 1987 thru Fiscal Year 2019. The grand list column indicates reflects when a re-evaluation took place and the effect that it had on each grand list as well as the mill rate during those times. This is a working document for future planning.

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 2018-2019; 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 2018-2019, seconded by Ethan Goller. Passed unanimously. Motion carried.

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COMMUNICATIONS AND CORRESPONDENCE: None

PUBLIC COMMENT: None

ADJOURNMENT:

Campbell Hudson made a motion to adjourn at 8:00 p.m., seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Respectfully submitted,

Yvonne Roziak
Recording Secretary