

**Board of Finance  
Regular Meeting  
Essex Town Hall – Meeting Room A  
November 21, 2013**

**MINUTES**

In attendance: Keith Crehan, Chairman, Campbell Hudson, Vice Chairman, Fred Vollono, Mary-Louise Polo, Jeff Woods, and Donald Mesite

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

Meeting called to order by Keith Crehan at 7:06 p.m.

**APPROVAL OF AGENDA:**

Keith Crehan asked for a motion to approve the agenda with the following changes:

Add to Items to Agenda as follows:

2A: Appoint Chairman – Keith Crehan

***Motion made by Fred Vollono to approve appointment of Keith Crehan as Board of Finance Chairman, seconded by Jeff Woods. Passed unanimously. Motion carried.***

2B: Appoint Vice Chair – Campbell Hudson

***Motion made by Fred Vollono to approve appointment of Campbell Hudson as Board of Finance Vice Chairman, seconded by Jeff Woods. Passed unanimously. Motion carried.***

2C: Appoint Retirement Board Representative – Fred Vollono

***Motion made by Don Mesite to approve appointment of Fred Vollono as Retirement Board Representative, seconded by Jeff Woods. Passed unanimously. Motion carried.***

3A: Appoint Board Clerk – Yvonne Roziak

***Motion made by Jeff Woods to approve appointment of Yvonne Roziak as Board of Finance Recording Clerk, seconded by Keith Crehan. Passed unanimously. Motion carried.***

**APPROVAL OF MINUTES: SPECIAL AND REGULAR**

***Jeff Woods made a motion to approve the Special Meeting Minutes of November 18, 2013, seconded by Fred Vollono. Passed unanimously. Motion carried.***

The following changes were made to the Minutes of October 17, 2013:

Under Treasurer’s Report: 2012-2013 Budget Year – FYE Special Appropriations for Annual Town Meeting Approval.

Org. #	Department	Primary Cause(s) / Offset (if applicable)	Original Budget Appropriation	Actual	Variance with budget prior to year end appropriation
10450	Highway Department	<i>Costs incurred during Storm Sandy and 2013 Blizzard, substantially offset by FEMA reimbursements</i>	\$ 778,600	\$ 835,748	\$ 57,148

Under Selectmen’s Report – Page 3 - 5<sup>th</sup> Paragraph – ***Motion correction:***

***Motion made by Jeff Woods to approve and recommend contingent on Board of Selectmen approval and the related appropriation of a sum not to exceed \$200,000, therefore, to be funded through the undesignated fund unless arrangements are made with a bond. Seconded by Jeff Woods. Passed unanimously. Motion carried.***

Under Selectmen’s Report – Page 3 – 7<sup>th</sup> Paragraph – ***Motion correction:***

***Lee Rowley made a motion to approve and recommend to Town Meeting the Board of Selectmen’s request for an amount not to exceed \$40,000 for repairs “or replacement of the Town Hall boiler”. Funds to be transferred from the Board of Finance contingency budget line (10409-508500) to Municipal Property Improvements (10496-508800). Fred Vollono seconded the motion. Passed unanimously. Motion carried.***

Under Public Comment – Page 4 – Added sentence:

“In addition, the Board saluted Robert Dixon for his hard work and dedicated service”.

***Motion made by Campbell Hudson to accept and approve the amended minutes of October 17, 2013, seconded by Jeff Woods. Passed unanimously. Motion carried.***

## **TREASURER'S REPORT:**

**Kelly Sterner, Finance Director reported the following on the Revenue and Expenditures Reports for the 2013 – 2014 fiscal year through October 31, 2013:**

### **Revenue**

Current property tax collections as of October month end represent 54.1% of the full year budget. This matches exactly to our collection rate at the same point last year. Prior year and interest/liens are lagging the prior year which is no surprise as the tax collector cleared up several large delinquent accounts last year. State and Federal Revenues are also on track with the prior year. With regard to local revenues, most sources are trending above their budgeted levels on an annualized basis and are significantly above receipts at the same time last year.

### **Expenditures**

Town expenditures seem to show no real surprises at this point. The Selectmen's portion of the budget is at a higher "spent" percentage than last year; however, the \$330k contribution to the pension plans was made during the month of October this fiscal year but was not made until later last fiscal year. Backing out this amount, we are on par with FY 2012-2013.

***Motion made by Jeff Woods to accept the Treasurer's report, seconded by Campbell Hudson. Passed unanimously. Motion carried.***

## **SELECTMEN'S REPORT:**

Norman Needleman, First Selectman, discussed the Town meeting held on Wednesday evening, 11/20/13 and the vote to approve the purchase of .65 acres of land on the Perry Property. Vote passed 34 to 30.

A request from the Board of Selectmen to appropriate \$25,000 out of the Parks & Rec. sinking fund for assembly of playground equipment and the purchase and installation of a new fence.

A second request from the Board of Selectmen to appropriate \$25,000 out of the Municipal Prop. Sinking fund for continued improvements on the West Ave approach to the Essex Town Hall. Specifically, the stone wall in the front of the building needs to be replaced.

***Jeff Woods made a motion to approve and recommend to Town Meeting the Board of Selectmen's request to appropriate funds from the Park & Rec sinking fund in an amount not to exceed \$25,000 for costs associated with the assembly of playground equipment at the Grove Street Playground as well as a new fence for the tennis court, seconded by Fred Vollono. Passed unanimously. Motion carried.***

***Jeff Woods made a motion to approve and recommend to Town Meeting the Board of Selectmen's request to appropriate funds from the Municipal Property sinking fund for improvements to the West Ave approach to the Essex Town Hall in an amount not to exceed \$25,000 seconded by Don Mesite. Passed unanimously. Motion carried.***

Norman Needleman also discussed the unfavorable report from State Department of Transportation regarding The Walnut Street Bridge. Signs have been posted at the bridge limiting vehicle size to 10 tons. Given this information Mr. Needleman is recommending that the necessary engineering work for replacement or repair of the bridge begin immediately. The town may utilize a bond anticipation note to finance the repairs. The Walnut Street Bridge may be eligible for 80% reimbursement.

Mr. Needleman indicated that the recent OSHA inspection report indicated there is lead paint existing within the main building of Town Hall and that it needs to be addressed. They also noted several minor findings at the Public Works Garage which have already been corrected and / or updated.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

The proposed Board of Finance calendar was presented. It was noted that a couple of conflicts exist with the Region 4 budget calendar. The board discussed the conflicts and adjusted several dates.

***Fred Vollono made a motion to approve the 2014 BOF calendar as amended, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.***

**COMMUNICATIONS AND CORRESPONDENCE: NONE**

**PUBLIC COMMENT: NONE**

**ADJOURNMENT:**

***Jeff Woods made a motion to adjourn the meeting at 8:20 p.m., seconded by Campbell Hudson. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne Roziak  
Board Clerk