

*Minutes have not yet been approved*

**BOARD OF FINANCE  
Room A  
Town of Essex  
29 West Avenue  
Essex, CT 06426**

**October 19, 2017**

**MEETING MINUTES**

In attendance: Keith Crehan, Chairman, Don Mesite and Vin Pacileo III, and Jeffrey Woods. Absent: Mary-Louise Polo and Campbell Hudson

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

Meeting called to order at: 7:09 p.m. by Keith Crehan, Chairman

Keith Crehan asked that we move item 4a. Financial Report to item 6c. And to replace item 4a. with Supplemental Appropriations ahead of Estimated September 2017 YTD Update.

**APPROVAL OF THE AGENDA:**

***Keith Crehan made a motion to approve the agenda (as amended) seconded by Don Mesite, Passed unanimously. Motion Carried.***

**APPROVAL OF THE MINUTES:**

***Keith Crehan made a motion to approve the minutes of September 28, 2017, seconded by Don Mesite. Passed (two members abstained Vin Pacileo and Jeffrey Woods). Motion Carried.***

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**FINANCIAL REPORT:**

Kelly Sterner, Finance Director, provided the following financial report for the fiscal year for September 2017:

**REVENUES:**

Current property tax collections rate of 55.04% for September is tracking slightly ahead of historical rates for their respective month-end as shown in the chart below.

As of September month end, the YTD total tax collections were \$12,647,540 or 55.17% of the fiscal year total. Prior year collections and Interest & Lien Fees have had a strong first quarter. The State budget impasse continues to block revenue from State sources. Local revenues remain strong through the first quarter of the fiscal year. Annual Transfer Station permits were up for renewal in September and brought in \$31k. Building permits, Town Clerk Fees and Conveyance tax accounted for another \$52.6k and the annual lease payment from MIRA added \$15k to Regional Recycling. Total revenues collected finished September 2017 at 53.37% of budget versus 53.07% the prior year which continues to impress given the absence of State funds.

**EXPENDITURES:**

Expenditures for the month of September totaled \$2,234,950 bringing total expenditures for the fiscal year to \$7,251,941 or 30.12% of budget. Selectmen's budget expenditures totaled \$679k for a total expended fiscal year to-date of \$2,574,539 or 32.61% as of the end of September 2017 compared to \$30.48% as of September 2016 and 31.4% at September 2015 month end. This spending included Public Works expenditures for chip sealing and sidewalk repair/replacement, quarterly insurance, libraries and PSAP payments as well as the cost to replace the heating system isolation valves throughout the Town Hall.

Capital Projects: The Walnut Street bridge project is well underway. Drilling of the pilings is going much slower than planned and the contractor/sub-contractor has been working weekends to try to get back on schedule. The bathroom projects should be starting soon. A few details remain to be finalized. These 6 rooms will be accomplished one floor at a time.

***Motion made by Don Mesite to accept the Financial Report, seconded by Vin Pacileo. Passed unanimously. Motion carried.***

**SELECTMEN'S REPORT:** *Supplemental Appropriations moved to item 4a.*

Norman briefly spoke about the progress in the building department with regards to the document management systems (Municipity). It will take some time (as much as a year perhaps) to get it built and running. We are working our way through it and once it is up and functioning it will contain all of our Town records will be online.

Norman also discussed the Walnut Street Bridge project (as stated above) and how they hit granite and have had some breakages with the equipment causing delays. Norman also stated that Bob Doane will be working on the Centerbrook project very soon.

**OLD BUSINESS:** None

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**6a. Year End transfers for FY 2016-2017**

2016-2017 Budget Year				
FYE Transfers				
10409-508400	Board of Finance - Contingency balance at 6/30/17		\$	73,000
Org #	Department	Primary Cause(s)	Variance with Budget prior to year end transfer	Recommended year end transfer
10415	Central Services	Building Maintenance & Repair-Boiler Lag Controls	\$ 6,852.00	\$ 6,852.00
10413	Zoning Board of Appeals	State of CT fees / Board Clerk payroll	\$ 603.00	\$ 603.00
10428	Emergency 911	minor overage in Everbridge annual subscription	\$ 98.00	\$ 98.00
10410	Conservation Commission	exp overrun in Grounds Maint. & Repairs	\$ 815.00	\$ 815.00
10496	Capital & Sinking Funds	overage in municipal property improvements budget line	\$ 24.00	\$ 24.00
10412	Zoning Commission	State of CT fees	\$ 1,080.00	\$ 1,080.00
10414	Building Dept	State of CT fees - offset by higher than budgeted Building fees	\$ 2,663.00	\$ 2,663.00
10419	Enforcement Officer	minor payroll & office supplies overages	\$ 286.00	\$ 286.00
10425	Water	credit that had been in effect was exhausted for fy 2017	\$ 12,254.00	\$ 12,254.00
			\$ 24,675.00	\$ 24,675.00

**Don Mesite made a motion to approve the 2016-2017 budget year fiscal year ending transfers as listed in the above chart, amounting to a total of \$24,675.00, seconded by Vin Pacileo. Passed unanimously. Motion carried.**

**6b. Year End Supplemental Appropriations FY 2016-2017**

2016-2017 Budget Year					
FYE Supplemental Appropriations for Town Meeting Approval					
Org #	Department	Primary Cause(s) / Offset (if applicable)	Original Budget Appropriation	Actual	Variance with Budget prior to year end appropriation
10407	Town Clerk	Document Fees to State - offset by higher than budgeted Town Clerk fees collected	\$ 163,035	\$ 183,052	\$ 20,017
10406	Legal Services	*negotiation of 2 union contracts *zoning commission-update regulations	\$ 74,000	\$ 99,983	\$ 25,983
10450	Highway Department	*Costs associated with sidewalk repairs *Costs associated with plowing and sanding *Costs associated with seasonal / temp. workers	\$ 868,402	\$ 898,280	\$ 29,878

**Jeffrey Woods made a motion to approve and recommend to Town Meeting supplemental appropriations in the amount of \$20,017 for Town Clerk \$25,983 for Legal Services budget, and \$29,878 for Highway Dept. budget for the 2016-2017 budget year, seconded by Don Mesite. Passed unanimously. Motion carried.**

6c. Estimated September 2017 Appropriation - Municipal Sinking Fund Request – to appropriate an amount not to exceed \$35,000 (2017 Operator Upgrade) from the Municipal Property sinking fund for the recommended capital upgrades (Phase I) to the Town Hall Elevator.

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Norman discussed the need for elevator repairs for the elevator which was installed in 1972. The parts are old and hard to get. Replacement was not an option and would be out of commission for one month. Schindler Elevator offered several solutions including a phase in process (Capital Improvement Plan for 2017-2022) which makes the most sense. The recommendations to be completed by 2022 will net a brand new elevator. Each year the performance, reliability, safety, and/or aesthetics of the elevator will improve while they upgrade the most important components of the elevator.

***Vin Pacileo made a motion to approve and recommend to Town Meeting the appropriation of an amount not to exceed \$35,000 (for the 2017 recommendations) from the municipal property sinking fund for the phase 1 capital upgrades to the Town Hall elevator as recommended by Board of Selectmen, seconded by Don Mesite. Passed unanimously. Motion carried.***

Kelly asked if we wanted to discuss these items at the Special Town meeting scheduled for November 2, 2017 at 5:00 p.m. versus the Annual Town Meeting so that meeting can be dedicated to the boards and commission appointments. The Building Committee agreed to have these appropriations on the agenda for the Special Town Meeting.

**NEW BUSINESS:** None

**COMMUNICATIONS AND CORRESPONDENCE:** None

**PUBLIC COMMENT:**

Keith Crehan and the Board of Finance members thanked Jeffrey Woods for his contributions during his term on the Board of Finance. Tonight was his last meeting on the Board as he is not seeking re-election in November.

**ADJOURNMENT:**

***Vin Pacileo made a motion to adjourn the meeting at 7:58 p.m., seconded by Don Mesite Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne Roziak  
Recording Secretary