



**TOWN OF MADISON  
BOARD OF FINANCE**  
REGULAR MEETING, March 16, 2016

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Approved April 20, 2016

Present: Joseph MacDougald, Mark Casparino, Bennett Pudlin, Jason Ulstad,  
Sharon Kokoruda, Jennifer Tung

Also present: Tom Banisch, First Selectman; Stacy Nobitz, Finance Director; Mike Ott,  
Public Works Director; Joe Beerbower, member of the public; MCTV

Mr. MacDougald called the meeting to order at 7:00 p.m.

1. Pledge of Allegiance. The Board of Finance and members of the audience stood and recited the Pledge of Allegiance.

**EXECUTIVE SESSION**

a. Review Settlement – Heart and Hypertension Claim Rollinson v. Town of Madison. On motion made by Mr. MacDougald, and seconded by Mr. Pudlin, the Board voted unanimously to enter Executive Session at 7:00 p.m. to review the settlement for Robinson v. Town of Madison.

On motion made by Mr. MacDougald, and seconded by Mr. Ulstad, the Board voted unanimously to return to open session at 7:10 p.m.

**REGULAR SESSION**

Mr. MacDougald called the regular session to order at 7:10 p.m.

2. Approval of minutes – Regular meeting of February 17, 2016 and Budget Workshops of March 1, 2016 and March 8, 2016. On motion made by Mr. MacDougald, and seconded by Mr. Casparino, the Board voted unanimously to table approval of the minutes of the regular meeting of February 17, 2016 and Budget Workshops of March 1, 2016 and March 8, 2016.

3. Chairman’s comments. There were no Chairman comments,

4. Citizen and Finance member comments. There were no citizen or Finance member comments.

## **NEW BUSINESS**

5. Discuss and take action on Special Appropriation for payout of Heart and Hypertension claim for Rollinson in the amount of \$45,000. On motion made by Mr. MacDougald, and seconded by Ms. Tung, the Board voted unanimously to approve an \$85,000 settlement for a Heart and Hypertension claim for Rollinson with \$45,000 to come from a special appropriation from undesignated fund balance.

6. Discuss and take action to approve the application for a Responsible Growth and Transit-Oriented Development (TOD) Grant totaling \$1.5 million. A 10% match is required. Mr. Banisch noted the Town has an opportunity to obtain an OPM grant with a maximum of \$2 million. This was such a good opportunity that he talked to Mr. Ott and Mr. Anderson and they agreed it would be beneficial to hire a firm to help with the preparation of the application. The funds would be used for downtown projects including reconstruction of the Tuxis walkway and walkways on Bradley Road and Wall Street to better facilitate access to the downtown area. These improvements will be especially beneficial for the Vista clients who work downtown. Also included in the application will a request for funds to conduct a waste water study as a segway to the next phase of the Downtown Development project. Since the planning for the downtown project is already completed, construction will be able to start immediately and this could be a great success story for the State. Other towns are already looking at Madison's project as a model. Mr. Banish noted that the project would require a \$200,000 match and they are hopeful that the money, approved by the Town and put into the project last year, will be acceptable as the match.

In response to a question by Mr. Tung, Mr. Banisch noted that, at this point, they do not have a back-up funding source if the funds previously budgeted and expended by the Town are not an acceptable match.

Mr. MacDougald commented that the obligation being asked of the Board of Finance this evening is to approve the application. The Board will be given another opportunity to consider the matching funds source if the application is approved.

On motion made by Mr. Pudlin, and seconded by Mr. Casparino, the Board voted unanimously to approve the submission of an application for a Responsible Growth and Transit-Oriented Development (TOD) Grant totaling \$1.5 million with an understanding that a 10% match is required.

7. Discuss and take action on approval of the submission of an application for grant funding under the Connecticut Department of Transportation Local Transportation Capital Improvement Program for the pavement rehabilitation of Nortontown Road and portions of Opening Hill Road. Mr. Ott explained that the Local Transportation Capital

Improvement Program is a no match \$1 million grant administered like the Green Hill Road project. An application for the pavement rehabilitation of Nortontown Road and portions of Opening Hill Road was recently completed. The process is relatively simple with the Town providing the design and the funds being provided after approval.

Ms. Tung questioned why paperwork for the grant had not been provided to the Board in advance of this request. Mr. Banish noted that this opportunity came up with a very brief window to complete the paperwork. Mr. Ott is currently putting the application together.

On motion made by Mr. Casparino, and seconded by Ms. Kokoruda, the Board voted to approve the submission of an application for grant funding under the Connecticut Department of Transportation Local Transportation Capital Improvement Program for the pavement rehabilitation of Nortontown Road and portions of Opening Hill Road. Mr. MacDougald, Mr. Casparino, Mr. Pudlin, Mr. Ulstad, and Ms. Kokoruda voted in favor of the motion and Ms. Tung abstained due to the last of paperwork being submitted.

8. Discuss the 2015-16 Financial Auditors. Mr. MacDougald noted that, at a prior meeting, the Board had indicated interest in discussion if this is an appropriate time to consider putting service as the Town Auditor out to bid. Mr. MacDougald noted that the current auditor, Blum Shapiro, is his personal auditor so he will recuse himself from this discussion. Mr. Casparino took over running the meeting for item #8.

Mr. Casparino asked if the Town was satisfied with the work of the current auditor. Ms. Nobitz noted that the work of Blum Shapiro has been very satisfactory. She is concerned that it is too late in the year to begin the RFP process for auditor for FY 15-16. In addition, she commented that the Finance Office has been looking to enhance the audit Financial Statements to add new information to these reports to make the Town eligible for a Certificate of Excellence. It would be simpler to keep the same auditor for FY 15-16 to be able to make these changes.

Mr. Pudlin noted that the commission agreed they should wait to discuss putting out an RFP for auditor las year because of the implementation of the CIP program and while he agrees it would be a good idea to go out with an RFP it appears that this should be delayed until after the F 15-16 audit.

Ms. Nobitz suggested another option to consider, in order to provide a fresh input, is to switch to a different firm partner. If the Board wants to begin the RFP process for auditor she would suggest the process begin in September.

On motion made by Mr. Casparino, and seconded by Mr. Pudlin, the Board voted unanimously to appoint Blum Shapiro as the auditor for the Town of Madison for FY 15-16 with an understanding that, in September, 2016, they will begin the process to go out to bid for auditor for FY 16-17.

9. Review of Financials. Ms. Nobitz noted that a report from Anthem is not available but an initial review indicates that the prior month included a high number of claims.

10. Citizen comments. There were no citizen comments.

11. Liaison Reports and Report from First Selectman. Mr. Banisch noted that the Economic Development Commission has initiated conversations with the downtown property owners regarding setting up a Downtown Development Authority, which would be a taxing authority to facilitate maintenance and development of the downtown area. The authority would have the authority to tax, seek grants and fund projects. A public meeting held by the EDC was well attended by the affected property owners. A sub-Committee was formed to investigate options for a Downtown Development District with two EDC members to work with Mr. Anderson, property owners and Mr. Rackey to facilitate the sub-Committee. The sub-Committee will help to evaluate the different options to form a District, make a presentation to the affected property owners and then make a recommendation for implementation. The first project for the Authority would be to work on management of maintenance of the downtown area which could include Bradley Road and Wall Street.

Mr. Casparino complimented the EDC Chairman and Commission on a number of good projects they have worked on in the past year.

Mr. Banish noted that his office has been talking to an individual, who is a grant writer, about working part-time on grants for the Town. His office subscribes to a grant finder site that allows the search of grants, including federal, state and private for specific projects. He has also been in contact with the University of Connecticut about a possible intern program for a student to assist with grant writing as a part of their coursework.

Mr. Casparino reported that the EDC had also met with representatives of a local business that provides event planning. They are interested in working with the Town to market the Surf Club as a venue for weddings and have indicated that this could be a good revenue source for the Town.

Mr. Pudlin reported that Lori Murphy was chosen to fill a vacancy in the Senior Commission. Mr. Pudlin also noted that there have been a number of mechanical issues with the senior busses and the Department is now down to one bus. They are looking at the possibility of purchasing a smaller vehicle with a lift that could provide needed service at a lower cost.

Ms. Kokoruda reported on a motion made by the Parks and Recreation Commission to begin to charge supporters and parents of out-of-town sports teams who are playing at the Surf Club as a way to increase revenue. She is not supportive of this idea and believes there is a need for additional discussion and consideration about the repercussions. Mr. Banish noted that records indicated that there were 970 cars entering the facility without

paying during baseball season last year and they are looking at ways to cover this potential revenue. Mr. Banish noted that they are looking at another alternative solution for consideration.

12. Adjourn to Budget Workshop. On motion made by Mr. Casparino, and seconded by Mrs. Kokoruda the Board voted unanimously to adjourn to the Budget Workshop meeting at 7:45 p.m.

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Terry Holland-Buckley, Clerk