



# Town of Madison, CT

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## Board of Finance

Subject to Approval

Minutes of a regular meeting of the Board of Finance held on July 20, 2022, 7:00 p.m.  
via Zoom Online Platform

Present: Cindy Breckheimer, Jean Fitzgerald, Filmore McPherson, Justin Murphy,  
and Katie Stein

Also present: First Selectwoman Peggy Lyons; Stacy Nobitz, Finance Director; Jaclyn  
Lehet, Executive Assistant; Sam DeBurra, Emergency Management  
Director; Scott Cochran, Agency Director, Youth and Family Services;  
Erin Mannix, Town Planner; Yelena Pelletier, Milliman

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

### REGULAR SESSION

1. Pledge of Allegiance. The Board of Finance stood and recited the Pledge of Allegiance.
2. Approval of minutes – Regular meeting of June 15, 2022.

On motion made by Mr. McPherson, and seconded by Ms. Breckheimer, the Board voted unanimously to approve the minutes of the regular meeting of June 15, 2022 as submitted.

3. Chairman's comments.

There were no Chairman's comments.

4. Finance member comments/liaison reports.

Mr. McPherson reported that at the Library Board meeting it was noted that in-person visits to the Library are up with 10,000 visits in June. It was also noted that income over expenses for the year was \$110,000 to the positive primarily due to higher than budgeted fund-raising efforts.

Mr. Murphy reported that starting in July, seniors will be asked to pay \$7.00 for their Meals-On-Wheels meal if they are able. The Madison Foundation will assist with

subsidizing meals if there are individuals who need assistance. First Selectwoman Lyons noted that some ARPA funds have been set aside for the Meals-On-Wheels Trust Fund.

Ms. Stein noted that applications are now being accepted for projects to be funded by the American Rescue Plan. She also reported that RFQ's are now out and being received for the construction manager for the Academy School project.

#### 5. Report from First Selectman

First Selectwoman Lyons introduced and welcomed Jaelyn Lehet the new Executive Assistant. She noted that she previously worked for the Town of Durham. She noted that the Town has also hired a new Human Resources Director, Debra Ferrante who came from the Town of Westport. She also noted that Kristin Consiglio, who was promoted internally, is the new Tax Collector.

First Selectwoman Lyons advised of several grant opportunities on the horizon including \$2.5 million from the Federal Community Projects Program for the Emergency Management project which will expand the Madison Hose Fire House and add a training and Emergency Management Center. Word on whether this project will be funded will not be known until the Federal budget is finalized. She noted that a funding match may be required to receive this grant. First Selectwoman Lyons also noted that Madison is applying through Eversource for funding for electric charging stations to charge the municipal fleet as well as to make charging stations available to residents. This grant will require approximately \$50,000 in matching funds. The Board of Selectmen will be considering this item and then it would be passed onto the Board of Finance.

First Selectwoman Lyons advised they are continuing to move forward with the Library Agreement. Language has been negotiated and the Library voted on the Agreement this week. The agreement will now go to the Board of Selectmen for approval.

In response to a question by Ms. Stein, First Selectwoman Lyons noted the draft was sent back to the Library Committee with proposed changes. They have since met and made some revisions and are scheduled to meet tomorrow to further discuss the proposed change. The final document will then go back to the Board of Selectmen who will take action in August.

#### 6. Citizen Comments

There were no citizen comments.

## NEW BUSINESS

7. Discuss and take action to approve accepting Supplemental Certified Local Government Grant in the amount of \$8,500 as requested by the Old Elm Street Historic District Committee.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to approve accepting a Supplemental Certified Local Government Grant in the amount of \$8,500 as requested by the Old Elm Street Historic District Committee.

In response to a question by Mr. McPherson, Ms. Mannix noted that the project will focus on conducting an inventory of properties in the District.

8. Discuss and take action to approve accepting a DECD Brownfield Assessment Grant in the amount of \$200,000 to fund the environmental site assessment of the Academy School Building.

Mr. McPherson questioned if the \$200,000 for the Brownfield Assessment Grant is above and beyond the bonded funds for the Academy School building? Ms. Lyons noted that the environmental assessment of the former Academy School building in support of a Community Center redevelopment project is outside the scope of the original budget so this grant is supplemental to the original budget.

In response to a question by Mr. Murphy, Ms. Mannix noted that Phase I of the project recommended additional testing and a remediation plan. The grant funds will provide the remediation plan for the building and property but will not include any action.

On motion made by Ms. Stein, and seconded by Mr. Murphy, the Board voted unanimously to approve accepting a DECD Brownfield Assessment Grant in the amount of \$200,000 to fund the environmental site assessment of the Academy School Building.

9. Discuss and take action to approve a grant in an amount up to \$14,000 from Work Force Alliance to provide funding for a MYFS Summer Youth Employment Program pending Board of Selectmen approval.

Mr. Corcoran noted that the Workforce Alliance Funds will provide funding for participant wages for seven eligible youths to work for seven weeks at the Chamber of Commerce, Madison Tech Department, Guilford Yacht Club, Beach and Recreation, What's Cooking and Scranton Library. The funding will also cover Benefits, Program Supervision and Administration/Miscellaneous costs.

On motion made by Ms. Stein, and seconded by Mr. Murphy, the Board voted unanimously to approve accepting a grant in an amount up to \$14,000 from Work Force

Alliance to provide funding for a MYFS Summer Youth Employment Program pending Board of Selectmen approval.

10. Review Firemen's Pension Plan changes.

Mr. Picard noted that Board members were provided with a copy of the Town of Madison Volunteer Fireman's Deferred Benefit Pension Plan. The Plan was last updated in 1990 so there was agreement that it was an appropriate time to update the numbers.

Ms. Nobitz noted that there were negotiations between the Town and Fire Department to come up with the proposed agreement. The plan will first go to the Board of Selectmen for a vote next week, and then the Board of Finance will be asked to act before the plan goes to Town Meeting.

Yelene Pelletier reviewed the current flat annuity plan which is available at \$3,000 per year for participants 60 years old with 20 years of service and \$5,000 per year at age 65 with 20 years of service. The proposed updated plan would double these amounts to be phased in over a 10 years period with an election for participants with less than 20 years of service. Ms. Pelletier reviewed a chart showing the cost to the Town with projections of the Town's contribution over 20 years under the current plan and under the proposed plan.

In response to a question by Mr. Murphy, Ms. Pelletier noted that the plan maxes out at 20 years of service.

In response to a question by Mr. Murphy, Emergency Management Director DeBurra noted that, for a member to be considered active and eligible for the plan, they need to meet criteria established for meetings, drills and fire calls. Individuals also have the option of maintaining their membership with the Department but not participating in the specified number of meetings, drills and fire calls, but they would then not be eligible to accrue time toward the pension.

Mr. Picard noted that, most likely, the Board will not have a regular meeting in August so if action on the Firemen's Pension Plan is necessary, the Board could hold a special meeting.

11. Discuss and take action to approve a Special Appropriation of \$10,000 for the Town Campus generator Replacement Project pending Board of Selectmen approval.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to approve the request of the Emergency Management Department for a

special appropriation, to come from CNRE, of \$10,000 to Account CN00000V/57108 for the Town Campus Generator Replacement Project pending Board of Selectmen approval.

12. Discuss and take action to approve routine Line Item Transfers for FY 22-23 totaling \$118,349.00; \$43,775.00 pending Board of Selectmen approval.

On motion made by Ms. Stein, and seconded by Ms. Breckheimer, the Board voted unanimously to approve routine Line Item Transfers for FY 21-22 totaling \$118,349.00; \$43,775.00 pending Board of Selectmen approval.

13. Discuss and take action to approve routine Line Item Transfers for FY 22-23 totaling \$190,903.10 pending Board of Selectmen approval.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to approve Line Item Transfers for FY 22-23 totaling \$190,903.10 pending Board of Selectmen approval.

14. Review of Financials.

. Mr. McPherson noted that the fund balance looks good and he believes this is a conservative estimate so he anticipates it could go up with the report received next month.

15. Citizen comments.

There were no citizen comments.

16. Adjourn.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to adjourn the meeting at 7:45 p.m.

Respectfully submitted

Terry Holland-Buckley