



# Town of Madison, CT

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## Board of Finance

Draft

Minutes of a regular meeting of the Board of Finance held on July 21, 2021, 7:00 p.m.  
Madison Town Campus and via Zoom Online Platform

Present: Jean Fitzgerald, Filmore McPherson, Justin Murphy and John Picard,  
Judith Friedman (via teleconference)

Also present: Peggy Lyons, First Selectwoman (via teleconference); Stacy Nobitz,  
Finance Director; Austin Hall, Director, Beach and Recreation  
Department; Melissa Balletto, Assistant Director, Positive Youth  
Development, Youth and Family Services

Ms. Fitzgerald called the meeting to order at 7:30 p.m.

### **REGULAR SESSION**

1. Pledge of Allegiance. The Board of Finance and members of the audience stood and recited the Pledge of Allegiance.
2. Approval of minutes – June 16, 2021. On motion made by Mr. Picard, and seconded by Mr. Murphy, the Board voted unanimously to approve the minutes of the regular meeting of June 16, 2021 as submitted.
3. Chairman’s comments. There were no Chairman’s comments.
4. Citizen and Finance member comments. There were no citizen or Finance member comments.

### **NEW BUSINESS**

5. Discuss and take-action to accept a grant in an amount up to \$12,000 from Work Force Alliance to provide funding for a MYFS Summer Youth Employment Program. On motion made by Mr. Picard, and seconded by Ms. Friedman, the Board voted unanimously to accept a grant in an amount up to \$12,000 from Work Force Alliance to provide funding for a MYFS Summer Youth Employment Program.

Ms. Balletto noted that some job placements are in Madison but there is one at the Guilford Yacht Club in Guilford and one at the Community Dining Room in Branford.

She noted that they are grateful to the establishments that have offered to provide youths jobs through this program.

6. Discuss and take-action to approve accepting a Grant in the amount of \$5,000 from the Erwin C. Bauer Charitable Trust to be used for Habitat Exploration programs at Bauer Park, Rockland Preserve, and Salt Meadow Park. On motion made by Mr. Picard, and seconded by Mr. Murphy, the Board voted unanimously to approve accepting a grant in the amount of \$5,000 from the Erwin C. Bauer Charitable Trust to be used for Habitat Exploration programs at Bauer Park, Rockland Preserve, and Salt Meadow Park.

7. Discuss and take-action to approve incorporating an Administrative Assistant/Health Coordinator position into the ARP Funding schedule in the amount of \$24,245.52. A motion was made by Mr. Picard, and seconded by Ms. Friedman, to approve incorporating an Administrative Assistant/Health Coordinator position into the ARP Funding schedule in the amount of \$24,245.52.

In response to a question by Mr. Murphy regarding the proposed plan regarding the Administrative Assistant positions for Land Use and Health, First Selectwoman Lyons noted that, with the resignation of the Town Planner and reorganization, it was agreed Land Use would need its own Administrative Assistant rather than split a position with the Health Department which would leave the Health Department with little support. It appears that increased responsibilities will continue for the Health Department so it is recommended to use a portion of American Rescue Funds to fund an Administrative Assistant for the Health Department for a year to fill this gap. This position will be filled by an employee who has retired and is willing to come back on a temporary basis. After the year ends a determination will need to be made to possibility include this position in the budget.

After discussion the Board voted on the motion made by Mr. Picard, and seconded by Ms. Friedman, to approve incorporating an Administrative Assistant/Health Coordinator position into the ARP Funding schedule in the amount of \$24,245.52. The motion was unanimously approved.

8. Discuss and take-action to approve the American Rescue Plan Round 2 projects and services schedule; total expenditures not to exceed \$419,300. On motion made by Mr. Picard, and seconded by Mr. McPherson, the Board voted unanimously to approve the American Rescue Plan Round 2 projects and services schedule; total expenditures not to exceed \$419,300.

In response to a question by Mr. McPherson, Mr. Hall noted that there has been an increase in the Meals-On-Wheels program from 20 to 80 seniors per day. ARP funds will be used to fund the increase in use for one to three years. As other available funds dry up, funding for this program will gradually need to be shifted to the budget until it eventually becomes fully funded with budget funds.

9. Discuss and take-action to enter into a 5 Year Lease Agreement for \$655,714 and an interest rate of 1.36% with First American for the financing of the 2022 Capital Improvement Program Highway Equipment Leasing Plan and to authorize the first Selectwoman to sign the same. On motion made by Mr. Picard, and seconded by Mr. Murphy, the Board voted unanimously to enter into a 5 Year Lease Agreement for \$655,714 and an interest rate of 1.36% with First American for the financing of the 2022 Capital Improvement Program Highway Equipment Leasing Plan and to authorize the first Selectwoman to sign the same.

In response to a question by Mr. Picard, Ms. Nobitz noted that the equipment has a 7 – 10-year life span.

10. Discuss and take-action to enter into a 4 Year Lease Agreement for \$208,000 and an interest rate of 1.4% with First American for the financing of the 2022 Capital Improvement Program Police Vehicle Replacement Leasing Plan and to authorize the First Selectwoman to sign the same. On motion made by Mr. Picard, and seconded by Ms. McPherson, the Board voted unanimously to enter into a 4 Year Lease Agreement for \$208,000 and an interest rate of 1.4% with First American for the financing of the 2022 Capital Improvement Program Police Vehicle Replacement Leasing Plan and to authorize the First Selectwoman to sign the same.

11. Discuss and take-action to approve applications from 175 Fort Path Road, LLC/Milano Development and Ironworks, LLC under the Town of Madison Tax Incentive/Assessment Deferral Program; pending Town Meeting approval. A motion was made by Mr. Murphy, and seconded by Mr. McPherson to approve applications from 175 Fort Path Road, LLC/Milano Development and Ironworks, LLC under the Town of Madison Tax Incentive/Assessment Deferral Program, pending Town Meeting approval.

In response to a question by Mr. McPherson, Ms. Nobitz explained that the Bradley Road project was eligible for a five-year deferral until the full tax goes into effect. The Fort Path project is eligible for either a seven-year phase-in or 50% deferral for the next seven years.

In response to a question by Mr. Picard, First Selectwoman Lyons noted that the Board of Selectmen support the two applications under consideration, but agree there is a need for

further review of the program and the criteria moving forward. They agree there is a need for additional guidelines which provide detail on what the Town is trying to incentivize. They will be working with Town Counsel and the Economic Development Commission to provide further refinement. First Selectwoman Lyons noted that approval is a three-step process that includes the Board of Selectmen, Board of Finance and Town Meeting. Working through the initial applications has been a learning process and the plan is to use this experience to determine if changes need to be made.

Mr. Picard commented that he believes there should be criteria and parameters in place to encourage, through incentives, projects that move toward what the Town views as beneficial. Mr. Murphy commented that a major idea is to encourage projects that would add to the grand list.

Ms. Fitzgerald questioned if the Board of Selectmen planned to put a pause on applications while decisions are made on possibly modifying the program? First Selectwoman Lyons noted that they have not closed the application process but the Board of Selectmen has control on the timing of the review and moving forward of applications so can act in the best interest of the Town during the review process.

After discussion a vote was taken on the motion made by Mr. Murphy, and seconded by Mr. McPherson to approve applications from 175 Fort Path Road, LLC/Milano Development and Ironworks, LLC under the Town of Madison Tax Incentive/Assessment Deferral Program, pending Town Meeting approval. The motion was unanimously approved.

12. Review of Financials. Ms. Nobitz noted that she had provided the Board with an updated Fund Balance projection. Mr. McPherson commented that the Fund Balance was looking very positive.

13. Liaison Reports and Report from First Selectman. Mr. McPherson noted that he had attended the Library Board meeting and it was noted that a preliminary review shows their budget to be \$25,000 in the black. He noted that this demonstrates good management of their \$1.7 million budget. Mr. McPherson noted that the Library is now open their full hours which includes three night per week. They are also opening up their meeting rooms for use.

First Selectwoman Lyons noted that the Town has received three proposals for the Island Avenue School and there will be a public hearing on the proposals on August 3rd. At the public hearing a recommendation will be made for a preferred proposal which will sent on

to the Board of Finance and Planning and Zoning Commission for review. It might be possible that a special meeting will need to be called for this review.

First Selectwoman Lyons noted that the Selectmen's Office is putting together a formal Review Committee to oversee the American Rescue Funds. She will report back with information on their responsibilities.

First Selectwoman Lyons noted that the Selectmen's Office is putting together a possible infrastructure project list for undesignated fund balance funds. They will be discussing the possibility of setting up a reserve for the undesignated funds.

14. Citizen comments. There were no citizen comments.

15. Adjourn. On motion made by Mr. Picard, and seconded by Mr. Murphy, the Board voted unanimously to adjourn the meeting at 7:35 p.m.

Terry Holland-Buckley  
Clerk