



Town of Madison, CT

Board of Finance

Subject to Approval

Minutes of a regular meeting of the Board of Finance held on October 19, 2022, 7:00 p.m. via Zoom Online Platform

Present: John Picard, Jean Fitzgerald, , Filmore McPherson, and Katie Stein

Also present: First Selectwoman Peggy Lyons; Stacy Nobitz, Finance Director; Jaclyn Lehet, Executive Assistant; Sunnie Scarpa, Library Director, Nicole Wiles, President Library Board of Trustees, Rick Davis, Library Treasurer

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 September 21, 2022.

On motion made by Mr. Picard, and seconded by Mr. McPherson, the Board voted unanimously to approve the minutes of the regular meeting of September 21, 2022 as corrected.

Correction: Page 3, Item 9, line 3, Motion should read “\$65,000” rather than “\$6,500”.

3. Chairman’s comments.

There were no Chairman’s comments.

4. Finance member comments/liaison reports.

Mr. McPherson noted that the Library Board reported that they are operating in the black for the first quarter of the year. The Board of Finance will be provided additional report information under Item #7.

Ms. Stein noted the CIP received their meeting calendar today and their first meeting will be held in November. She also reported that the American Rescue Plan Committee met

last week and approved a substantial amount of funding from among the many wonderful applications that were received.

5. Report from First Selectman

First Selectwoman Lyons noted that the Town has received two TOD grants from the State including \$720,000 for the Madison Center Project and \$200,000 for the Sidewalk project in the vicinity of Route 79. They are planning on having a walk-through meeting with the Board of Selectmen, Board of Finance and CIP to discuss the next stage for this project.

First Selectwoman Lyons reported that the Mr. Hall is working on organizing the Senior Working Group and they would like a representative of the Board of Finance to be included.

First Selectwoman Lyons reported that the Town Bond Counsel is beginning the process of putting together an \$8 million bond for the end of the year. The Board members agreed they would like to have a representative from Bond Counsel attend the November Board of Finance meeting to provide information and be available to answer questions.

6. Citizen Comments

There were no citizen comments

NEW BUSINESS

7. Update from Scranton Library on Building Status and Operations.

Ms. Scarpa reported that in FY 2021-22 the Library's operating expenses exceeded the budget by \$61,000, half of which was grant related and involved a match. Attorney fees was also a line that was over budget. She also reported that revenue exceeded the budget by \$171,000 primarily due to grant funds and fund-raising efforts which exceeded their goal.

Ms. Scarpa noted that the Connecticut State Library reports lists of the number of registered card holders for each library in the State and it was reported that 60% of Madison residents have an active registered library card compared to the State-wide number which 35%.

Ms. Scarpa noted that, based on activity for the first quarter of the current fiscal year, the Library is on track to end the year on budget. This figure will be updated monthly. She also noted that they have expanded the Monday evening hours and this change has been very popular for meetings.

8. Routine Line Item Transfers for FY 22-23 totaling \$80,099.00; approved by Board of Selectmen 9/26/22.

On motion made by Ms. Stein, and seconded by Mr. McPherson, the Board voted unanimously to approve routine Line Item Transfers for FY 22-23 totaling \$80,099.00.

9. Discuss and take action to approve accepting a Sustainable Materials Management Grant award in the amount of \$54,500.00 to Madison Food Scrap and Unit-Based Pricing Co-Collection Pilot Program; pending Board of Selectmen approval.

On motion made by Mr. McPherson, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve accepting a Sustainable Materials Management Grant award in the amount of \$54,500.00 to Madison Food Scrap and Unit-Based Pricing Co-Collection Pilot Program, pending Board of Selectmen approval.

First Selectwoman Lyons noted that this is a pilot program for residents to have their food waste picked-up by their trash hauler, for the waste to be turned into energy. As a pilot program this will help determine the interest of the community to provide this product recycling as a regular service. Currently 45% of waste is food related so this would be an effective way to reduce the volume of waste. The program is set up for residents to pay a cost per bag.

10. Discuss and take action to approve accepting a Small-Town Economic Assistance Program (STEAP) grant in the amount of \$500,000 for Madison Center Project Streetscape Improvements Phase III; pending Board of Selectmen approval.

On motion made by Ms. Stein, and seconded by Mr. McPherson , the Board voted unanimously to approve accepting a Small-Town Economic Assistance Program (STEAP) grant in the amount of \$500,000 for Madison Center Project Streetscape Improvements Phase III, pending Board of Selectmen approval.

Mr. McPherson recommended that further review be given to the area from the Fire House to the Cumberland Farms/CVS/Bank. This area handles a lot of traffic with multiple turns in different directions so it will be important that the improvements do not interrupt the flow of traffic. First Selectwoman Lyons noted that DOT has approved the plan so the Town would have to go back to the State if any changes are considered moving forward. It was noted that the median in front of the Fire House will be flush with the road to make it easier to move the trucks.

11. Discuss and take action to approve a recommendation from the Ad-Hoc ARP Funding Committee to fund Round 10 ARP Funding in the amount of \$1,672,979.00, pending Board of Selectmen approval.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve a recommendation from the Ad-Hoc ARP Funding Committee to fund Round 10 ARP Funding in the amount of \$1,672,979.00, pending Board of Selectmen approval.

Ms. Stein noted that the tennis courts might be modified to provide lines for pickleball play.

12. Discuss and take action to approve entering into a 5-year lease purchase agreement for the purpose of financing three Town Fleet Vehicles; and to authorize the First Selectwoman to sign the same. This purchase has been approved through the 2022-2023 Capital Improvement Program

On motion made by Mr. McPherson, and seconded by Ms. Fitzgerald, the Board voted unanimously to open the agenda to modify Item 12 to change the action to be a request to approve a special appropriation of an amount not to exceed \$130,000 from the Capital Improvement Program for the purchase of three Town Fleet Vehicles, rather than a lease purchase.

Mr. Picard noted that because of the delay in obtaining vehicles it has been determined that it would be more economically efficient to purchase these vehicles rather than to enter into a lease.

On motion made by Mr. McPherson, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve a special appropriation of an amount not to exceed \$130,000 from the Capital Improvement Program for the purchase of three Town Fleet Vehicles.

13. Discuss and take action to approve a Special Appropriation request from Communications Department in the amount of \$4,488.00 for Repairs at the Communications Tower Facility at Dorset Road; approved by Board of Selectmen 9/26/22.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve the request from the Communications Department for a Special Appropriation of \$4,488.00 from Contingency to Account #CO65800A/53300, to fund unexpected repairs needed for the Communications Tower facility located at Dorset Road.

14. Discuss and take action to approve a Special Appropriation request from the Selectmen's Office in the amount of \$7,000 for funding a month-to-month rental agreement with Madison Investment Properties for the use of the sandy portion of the Property at 91 West Wharf Road; approved by Board of Selectmen 9/26/11.

On motion made by Ms. Stein , and seconded by Mr. McPherson, the Board voted unanimously to approve the request from the Selectmen's Office for a Special Appropriation of \$7,000.00 from Contingency to Account #GG83000A/53000, to fund the rental agreement with Madison Investment Properties for the use of the sandy portion of the Property at 92 West Wharf Road, adjacent to the Town owned West Wharf public beach.

First Selectwoman Lyons noted that this will be a long-term lease so the funds for the lease for next year will be included in the budget.

15. Review FY 2023-2024 Budget Process, including Capital Improvement Plan.

Ms. Nobitz noted that the Selectmen's Office is working on the 2023-2-24 budget process calendar so it will be available for the November Board of Finance meeting.

16. Review of Financials.

Mr. McPherson noted that the interest on short term investments is above budget and he thanked Ms. Nobitz for her oversight of this revenue item.

17. Citizen comments.

There were no citizen comments.

18. Adjourn.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Terry Holland-Buckley