



Town of Madison, CT

Board of Finance

Draft

Minutes of a regular meeting of the Board of Finance held on October 20, 2021, 7:00 p.m. via Zoom Online Platform

Present: Jean Fitzgerald, Filmore McPherson, Happy Marino, Justin Murphy, John Picard, and Judith Friedman

Also present: Stacy Nobitz, Finance Director; Lauren Rhines, Town Services; Sunnie Scarpa, Library Director; Nicole Wiles, President, Richard Davis, Treasurer, Library Board of Trustees; Bobby Kytyle, Fire Chief Madison Hose Co. 1; Jeff Young, Lieutenant, Madison Hose Co. 1

Mr. McPherson called the meeting to order at 7:00 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 – September 15, 2021. On motion made by Mr. Murphy, and seconded by Mr. Picard, the Board voted to approve the minutes of the regular meeting of September 15, 2021 as submitted. Ms. Fitzgerald, Mr. McPherson, Mr. Murphy, Mr. Picard and Ms. Friedman voted in favor of the motion and Ms. Marino abstained.
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. Update from Scranton Library on Building Status and Operations. Sunnie Scarpa noted that she was present to provide a year end summary for the Library for last fiscal year and to provide an update on the first quarter of the current fiscal year. She noted that the Library closed out last fiscal year with operations expenditures only exceeding the budget by \$18,935, which is lower than had been expected due to the unusual circumstances of last year. Operations income exceeded the budget by \$42,265. Another

positive is that the fund-raising goal was exceeded by \$28,128 and grant income was exceeded by \$17,000.

Ms. Scarpa also reported that, following a review of the first quarter, they are forecasting that the new facility is on budget and is on target for the end of the year. They are expecting this first year in the new building to run with normal operations. Ms. Scarpa noted that the Scranton Library Friends resumed their book sale and made a pledge over what was budgeted. Following the hiring of additional part-time help, they plan to expand the Library's Saturday hours to be open from 9:30 a.m. to 5:30 p.m. starting October 30th, which will be convenient for the public and will also enable the Library to expand their popular programming.

Mr. Picard noted that he had attended a breast cancer event at the Library last week with some non-resident friends and they were very impressed with the Library facility. Ms. Scarpa noted that there are currently approximately 20 outside groups using space at the Library since the August opening.

Ms. Scarpa noted that the Library will be holding their "Toast To The Town" event on December 2nd at 5:30 p.m. to thank the townspeople for their support for the Library.

6. Discuss and take-action to approve a request from Madison Hose Co. 1 to move funds from the Capital Improvement Program year 2022-2023 to fiscal years 2021-2022 in the amount of \$100,000 for the new R2 Madison Fire Boat. Bobby Kytle explained that funding for a new Fire Boat had been included in the CIP for the past five years. Last year a request was made to delay funding to FY 2022-2023 so the Fire Company could do further research on the best boat to purchase now that they have the option for a dock at the Beach Club. Lieutenant Young noted that he is in charge of the Marine Division. Approximately a year ago they started to look at options since new dock allowed for the purchase of a larger boat that would be more appropriate to meet the current needs of the community.

Lieutenant Young noted that they looked at the option of purchasing new but the prices were excessive. After researching used boats, they found one in New York and are recommending the purchase of a 2006 Mission Marine 338 Hull that is 29' long, has an aluminum hull, a water level side door to load victims into the boat, a fully enclosed, lockable cabin door and includes a trailer for \$100,000. They will also need to purchase new twin 300 hp motors for \$69,000 and will add new search and navigation electronics for \$23,000 and lighting and wiring clean-up for \$10,000. The total cost for all items is \$202,000.

Chief Kytlye noted that the boat located at the new dock will allow for a 5 – 10-minute response time. He also noted that this boat should have a life expectancy of 25 years or more if maintained properly. He does not anticipate any great increase in operating costs over the costs associated with the current boat. They will be providing operations training to staff to train them on the larger boat. They are working out an arrangement with the Marina for interior storage when the boat is taken out of the water for the off-season which is usually from early November to the end of April. Chief Kytlye noted that this past year they responded to a total of 23 calls for rescue, missing parties, and flare siting.

On motion made by Mr. McPherson, and seconded by Ms. Friedman, the Board voted unanimously to approve the request of Madison Hose Co. 1 to move funds from the Capital Improvement Program year 2022 – 2023 to fiscal year 2021-2022 in the amount of \$100,000 for the new R2 Madison Fire Boat.

7. Discuss and take-action to approve a Special appropriation request from Madison Hose Co. 1 Apparatus/Truck replacement Fund in the amount of \$102,000 to fund the new R2 Madison Fire boat; pending Town Meeting approval. On motion made by Mr. Murphy, and seconded by Ms. Friedman, the Board voted unanimously to the request of Madison Hose Co. 1 for a special appropriation of \$102,000 from fund balance to Account #MH00982 57309, Madison Hose Fire Co. 1 Apparatus/Truck Replacement, to fund the new R2 Madison Fire Boat, pending Town Meeting approval.

8. Discuss and take action to approve a request from the Facilities Department to close out completed projects to the master CNRE Account. On motion made by Mr. McPherson, and seconded by Mr. Murphy, the Board voted unanimously to approve the request of the Facilities Department to close out completed projects and to return the funds totaling \$209,920.46 to the Master CNRE account.

9. Discuss and take-action to reallocate funding from the CNRE Salt Meadow Kayak Launch fund and the CNRE Salt Meadow Fencing fund to the Salt Meadow Dog Park. Mr. Hall noted that the Kayak Launch project is completed and there is a balance of funds available. He is requesting that these funds be reallocated for the Salt Meadow Dog Park. This project is still in the design, planning and approval stage so there is no current estimated opening date.

On motion made by Mr. Picard, and seconded by Mr. McPherson, the Board voted unanimously to approve the request of the Beach, Recreation and Senior Services Department to reallocate funding in the amount of \$2,950 from the CNRE Salt Meadow Kayak Launch fund and \$16,000+ from the Salt Meadow Fencing fund to the Salt Meadow Dog Park fund

10. Discuss review process of Ordinance 20-11 Senior Tax Freeze. Mr. McPherson noted that he had attended the Board of Selectmen's meeting where there was discussion about setting up a review committee for the Senior Tax Freeze process. Ms. Nobitz noted that there has been interest in conducting a review of the senior tax programs to make improvements and to make them more efficient for a number of years. It is agreed that it would be helpful to have the Board of Finance involved in this process. Applications for the program are due February 1st so there is a need to move forward quickly if changes are to be implemented for next season.

Mr. Hall noted that they have data on the program for the past 5 years which he can provide. He also agrees there could be new ideas to improve the process for the seniors and the Departments involved. The Board members agreed it would be important for Mr. Hall to be involved in the review process.

Ms. Fitzgerald requested that Mr. McPherson serve as a Board of Finance liaison for this review. Mr. McPherson noted that the ordinance that there should be two members of the Board of Finance participating in the review and he recommended that Mr. Picard serve as the second representative.

Ms. Fitzgerald requested that Mr. McPherson and Mr. Picard take the lead on this topic to have information available for consideration at the next Board of Finance meeting.

11. Review FY 2022 – 2023 CIP Committee process and Budget. Ms. Nobitz noted that the First Selectwoman's version of the 2022-2023 CIP Committee process will be submitted to the Committee. They are currently working on back-up documentation. No action is anticipated until after the election. Once the election is over they will set up a meeting and work out a calendar.

12. Review of Financials. Ms. Nobitz noted that there are no unusual items in the financial reports. The prior year audit is currently in process. She is confident in the current \$8,917,000 fund balance estimate. She noted that the \$581,000 in special appropriations approved since this original estimate still leaves an \$8.3 million unassigned balance estimate. As the Board continues to see a portion of the undesignated fund balance used to offset the mill rate, there will be a need to fill in that gap when looking at next year's budget.

In response to a question by Mr. McPherson, Ms. Nobitz noted that the \$40,000 under Miscellaneous Income from CIRMA is an equity distribution for the end of the prior year results.

In responses to a question by Mr. McPherson, Ms. Nobitz noted that \$1 million was put into the Town Pension Fund.

13. Liaison Reports and Report from First Selectman. First Selectwoman Lyons was not able to be present at the meeting so there was no report from the First Selectman.

There were no Liaison reports.

14. Citizen comments. There were no citizen comments.

15. Adjourn. On motion made by Mr. Picard, and seconded by Mr. McPherson, the Board voted unanimously to adjourn the meeting at 7:40 p.m.

Terry Holland-Buckley
Clerk