



Town of Hartland
22 South Road
EAST HARTLAND, CT 06027
860-653-6800
www.hartlandct.org

RECEIVED
OCTOBER 25, 2023
HARTLAND TOWN CLERK

Re: **Regular Meeting Minutes for the Hartland Board of Finance**

Date: October 18, 2023

Time: 7:30 PM

Place: via Zoom (2474243820)

Attendance: Chair Nicole Bernabo, Vice Chair Tim Irwin, Philip Groth, Tom Kean, Laura Irwin

Others in Attendance: Magi Winslow – First Selectman, Karen Eseppi – Treasurer, and Superintendent, Imma Canelli

1. The Regular Meeting was called to order at 7:32 pm by Chair Nicole Bernabo.
2. The minutes from the September 20, 2023 Special Meeting were read. Mr. Groth made a motion to amend the minutes as set forth in the attached.

Mr. Kean seconded the motion to amend the minutes. Ms. Irwin abstained. Motion carried.

3. Expenses/Reports:

- **Board of Education:** As of September 30, 2023, the budget is 16.97% expended and there are no unexpected expenditures. Superintendent Canelli informed the Board about an Infiltration grant that is being offered to schools where there is a 52.5% reimbursement rate for such infrastructure improvements. The Board asked the Superintendent to pursue researching the viability of utilizing this grant for Hartland Schools.

Mr. Groth made a motion to accept the Board of Education September 2023 Expense Report. Mr. Kean seconded the motion. Motion carried.

- **Board of Selectmen:**

The budget is 33% expended as of September 30, 2023. Selectman Winslow reported that there is a shortfall in Line 012 of \$32.52 as a result of the mandated housing plan requirements. There was a discussion regarding the waste disposal fees, including transfer station stickers. Selectman Winslow reported that there is ongoing research on the fee structure and it is anticipated such research will be completed soon so that a report may be given to the Board of Finance by the December meeting. Selectman Winslow also provided an update on the restructured Highway crew, the Nelli B House upgrades, the Affordable Housing Plan completion, Berg Field camera installation and the reappointment of the Town Treasurer.

Mr. Groth made a motion to accept the Board of Selectman September 2023 Expense Report. Tom Kean seconded the motion. Motion carried.

- **Treasurer:** Property Tax receipts are being received at levels similar to last fiscal year. The tiered Pilot Grant has been received and the ECS grant is anticipated to be received shortly. Waste disposal fees are increasing and building permits are higher than projected. Conveyance taxes are at approximately \$4,000. With regard to Special Funds, the \$82,000 school infrastructure lavatory renovations are ongoing. The new fire truck is scheduled for delivery after Thanksgiving. Mr. Groth made a motion to accept the Treasurer's Report for September 2023. Mr. Kean seconded the motion. Motion carried.

4. Old Business:

- a. Hybrid Meeting Structure. The Board agreed that the November meeting would continue with the hybrid format (in person and virtual).

5. New Business:

- a. Chair Nicole Bernabo notified the Board that should she be re-elected in November that she would not be seeking nomination as the Chair and hopes that other members of the Board will consider seeking the Chair nomination.



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- b. There was discussion regarding an invitation to the Fire Department to present to the Board of Finance.
- 6. Communication and Public Comment: NONE
- 7. The next meeting for the Hartland Board of Finance will be held via Hybrid on Wednesday, November 15, 2023 at 7:30 pm. Mr. Groth made a motion to adjourn the Regular Meeting of the Board of Finance held on Wednesday, October 18, 2023 at 8:43 pm. Mr. Irwin seconded the motion. Motion carried.

Respectfully submitted,

Nicole A. Bernabo
Chair, Board of Finance

These minutes are not official until accepted at a subsequent meeting.



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Date: September 20, 2023

Time: 7:30 PM

Place: via Zoom (2474243820)

Attendance: Chair Nicole Bernabo, Vice Chair Tim Irwin, Philip Groth, Tom Kean, Heather Penman, and Frank Monchun

Others in Attendance: Magi Winslow – First Selectman, Karen Eseppi – Treasurer, and Scott Levan – Selectman

1. The Regular Meeting was called to order at 7:31 pm by Chair Nicole Bernabo.
2. The minutes from the August 30, 2023 Special Meeting were read. Tom Kean made a motion to amend the minutes are follows:
 Item 5. The first sentence needs to be removed.
 Heather Penman seconded the motion to amend the minutes. Philip Groth abstained. Motion carried.
3. Expenses/Reports:
 - **Board of Education:** Treasurer Karen Eseppi gave the report since Superintendent Imma Canelli was unable to attend. As of July 31, 2023 – 4.07% and as of August 31, 2023 – 7.56% of the budget has been expended. The Board of Finance is thanked again for holding the special meeting at the end of August. Currently, there are no unexpected expenses.
 - **Board of Selectmen:** As of May 31, 2023 – 86.12%, as of June 30, 2023 – 94.18%, as of July 31, 2023 – 22.52%, and as of August 31, 2023 – 30.05% of the budget has been expended.

LINE ITEM TRANSFERS FROM 2022-2023 BUDGET

1. \$ 796.57	FROM: 036 HIGHWAYS	TO: 004 BOARD OF FINANCE
2. \$ 103.40	FROM: 036 HIGHWAYS	TO: 008 TAX COLLECTOR
3. \$13,163.35	FROM: 036 HIGHWAYS	TO: 011 LEGAL COUNSEL
4. \$ 4,612.50	FROM: 036 HIGHWAYS	TO: 012 PLANNING & ZONING
5. \$ 1.04	FROM: 036 HIGHWAYS	TO: 017 ENFORCEMENT OFFICER
6. \$ 1,302.75	FROM: 036 HIGHWAYS	TO: 019 ADMIN. EXP. & PRINTING
7. \$21,702.70	FROM: 036 HIGHWAYS	TO: 018 TOWN HALL & OFFICE BLDGS.
8. \$ 2,770.33	FROM: 031 CONTINGENCY	TO: 018 TOWN HALL & OFFICE BLDGS.
9. \$ 419.10	FROM: 031 CONTINGENCY	TO: 021 SOCIAL SECURITY/MEDICARE
10. \$12,353.64	FROM: 031 CONTINGENCY	TO: 022 REGISTRARS
11. \$ 446.96	FROM: 031 CONTINGENCY	TO: MEMBERSHIPS/CONTRIBUTIONS
12. \$ 1,181.20	FROM: 031 CONTINGENCY	TO: 032 INSURANCE & BONDS
13. \$ 2,163.75	FROM: 031 CONTINGENCY	TO: 035 COMMUNICATIONS/CIVIL DEF.
14. \$ 665.02	FROM: 031 CONTINGENCY	TO: 037 WASTE DISPOSAL/RECYCLING
15. \$ 1,293.57	FROM: ELECTIONS	TO: 037 WASTE DISPOSAL/RECYCLING
16. \$ 1,684.25	FROM: ELECTIONS	TO: MISCELLANEOUS

Chair Nicole Bernabo made a motion to rollover Line Item 050 (Capital Outlay) from Fiscal Year 2022-2023 to Line Item 050 (Capital Outlay) for Fiscal Year 2023-2024 in the amount of \$60,938.42, to accept the Board of Selectmen Expense Reports for May 2023 and June 2023, and the returning of \$68,141.92 to the General Fund for Fiscal Year 2022-2023. Tom Kean seconded the motion. Motion carried.

Upon review of the July and August reports, Chair Nicole Bernabo questioned the significant increase in waste disposal expenses, including status of fees being charged for special items being



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Board of Finance Minutes
 September 20, 2023
 Page 2

disposed of at the Transfer Station, including rugs and items by commercial contractors. After discussion, Chair Nicole Bernabo requested that the Board of Selectman provide a presentation at the October meeting to the Board of Finance regarding the proposed Transfer Station fee changes and waste disposal options given the significant expense to the Town.

Chair Nicole Bernabo made a motion to accept the Board of Selectmen July 2023 and August 2023 Expense Reports and the Line Item transfers totaling as outlined above from Fiscal Year 2022-2023. Tom Kean seconded the motion. Motion carried.

First Selectman Magi Winslow updated the Board of Finance on the Brault bear case, the Food Bank, projects at the Nellie B. West, Affordable Housing, the MDC, Gaylord House, and surrounding land, Town Hall antenna, and installing cameras at Berg Field. The Board recommended that the Board of Selectmen set a record retention policy for the cameras on Town Property. There are no budget shortfalls in the new Fiscal Year.

- Chair Nicole Bernabo made a motion to accept the Board of Selectman reports/expenses for July and August 2023. Tom Kean seconded the motion. Tim Irwin abstained. Motion carried.
- **Treasurer:** May 2023 Report – Property Tax receipts were greater than what had been anticipated. June 2023/Year-end Report – Tax receipts were approximately \$152,000 greater than what had been budgeted, interest income was approximately \$67,000 greater, miscellaneous income included FEMA reimbursement for COVID related expenses and building permit income was greater than what was budgeted due to the number of permits and upgraded fee schedule.

The Annual Report for the 2022-2023 Fiscal Year has been filed with the Town Clerk.

Chair Nicole Bernabo made a motion to accept the Treasurer's Reports for May and June 2023 and the Annual Report showing a General Fund Balance for Fiscal Year 2022-2023 of \$1,290,319.37. Tom Kean seconded the motion. Motion carried.

For July 2023 Board of Selectmen expenses were 22.52% due to transfers to the Fire Departments, Library, Recreation, and Dog Fund. The first half of the Town Aid Road grant was received. For August 2023, 52.79% of budgeted property tax receipts was received. The Auditors were in in August and we hope to have the audit completed by December 31, 2023. Treasurer Karen Eseppi thanked the Board of Finance for holding the Special Meeting on August 30, 2023.

Chair Nicole Bernabo made a motion to accept the July and August 2023 Treasurer's reports as presented. Tom Kean seconded the motion. Motion carried.

4. Old Business: NONE
5. New Business: There was discussion on monthly meetings going forward. The consensus was for hybrid meetings and should Board of Finance members attend virtually, to contact Chair Nicole Bernabo.
6. Communication and Public Comment: NONE



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Board of Finance Minutes
September 20, 2023
Page 3

7. The next meeting for the Hartland Board of Finance will be held via Hybrid on Wednesday, October 18, 2023 at 7:30 pm. Tom Kean made a motion to adjourn the Regular Meeting of the Board of Finance held on Wednesday, September 20, 2023 at 9:09 pm. Philip Groth seconded the motion. Motion carried.

Respectfully submitted,

Connie Irwin
Recording Secretary

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