

Town of Clinton  
54 East Main Street  
Clinton, Connecticut 06413

**Town Council Regular Meeting Minutes  
Wednesday, December 04, 2024  
Town Hall Green Room**

In Attendance: Chairman Carrie Allen, Michael Shove, Brian Roccapriore, Chris Aniskovich, Dennis Donovan, Chris Passante and Hank Teskey  
Also participated: Michelle Benivegna, Town Manager

C. Allen called the meeting to order at 8:00 AM. Dennis Donovan led the council in the pledge of allegiance.

**VISITORS**

Cathy Weiss spoke about her new program which will start in January called the Cathy Weiss Kindness Project. This project is a collaboration with the SWF Foundation and the chefs at The Towers which will provide a free diet specific meal to anyone in need. Weiss will be working with Cheryl Church at Social Services to make sure anyone in need receives a free meal.

**APPROVAL OF MINUTES – NOVEMBER 20, 2024**

C. Passante made a motion, seconded by B. Roccapriore to approve the minutes from November 20, 2024. The motion was unanimously approved with one abstention from H. Teskey.

**APPOINTMENTS/REAPPOINTMENTS**

Bob Bruch's term for Town Historian expires in January 2025. Bruch was first appointed by the Town Council on January 22, 2020 for a 5 year term. B. Bruch would like to be reappointed for another term. The council received a recommendation from the Clinton Historical Society endorsing Bruch's reappointment. The council also received a request from a resident asking to be considered for the position. M. Shove made a motion, seconded by B. Roccapriore to reappoint Bob Bruch effective January 22, 2025, for a 5 year term as Town Historian. The motion was unanimously approved.

**INFORMATION TECHNOLOGY DEPARTMENT UPDATE**

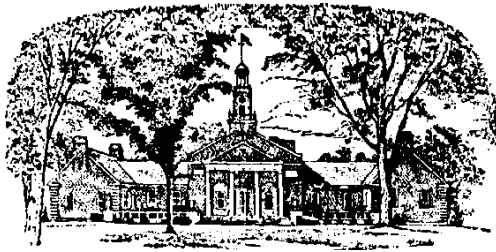
Ivan Bailey, Information Technology Manager, gave an update on the Technology Department.

**UPDATE FUND BALANCE POLICY**

The council held a workshop on November 20<sup>th</sup> to discuss the current fund balance policy. The council agreed to raising the unassigned fund balance from 15 percent to 20 percent. D. Donovan made a motion, seconded by C. Aniskovich to approve amending the Fund Balance Policy to increase the level of unassigned fund balance from 15 percent to 20 percent. The motion was unanimously approved. A copy of the policy is attached to the minutes.

**2025 TOWN COUNCIL MEETING CALENDAR**

D. Donovan made a motion, seconded by H. Teskey to approve the 2025 Town Council Meeting Calendar. The motion was unanimously approved.



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### **TOWN MANAGER'S REPORT**

M. Benivegna reported on the following topics.

- The Town Council has a special town meeting scheduled for December 18<sup>th</sup> at 6:30 PM.
- M. Benivegna attended the annual CCM Conference.
- Human Services Clinician Position will need to be readvertised. The candidate that was offer the position has declined to take the job. Benivegna is also working on updating the job description and salary for the Program Coordinator position.
- Clerical Union negotiation will start next week.
- Bo Potter received the 2024 Distinguished Service Award.
- 14 West Main Street has been sold to new owners.
- The council will have a workshop in January with the Town Attorney to review council roles and meeting process.
- The council will also have a workshop in January to update the Town Council Goals and Vision.

### **CHAIRMAN'S REPORT**

- C. Allen thanked M. Benivegna for all her help with the sale of 14 West Main Street.
- C. Allen will not be here for Christmas in Clinton as well as the December 18<sup>th</sup> meeting. Vice Chairman C. Passante will chair the next council meeting.
- C. Allen suggested scheduling a workshop with WPCC. The council agreed to hold the workshop sometime in the spring. The first workshop will be just for the council to discuss the direction and priority of the council.

### **COUNCIL DISCUSSION**

Nothing else was discussed at this time.

### **TOWN COUNCIL COMMITTEE LIAISON REPORTS**

H. Teskey updated the council on EDC and C. Passante updated the council on this week's Police Pension meeting.

### **ADJOURN**

M. Shove made a motion, seconded by B. Roccapriore and unanimously adjourned the meeting 8:57 AM.

Respectfully submitted,

Mary Schettino  
Executive Assistant  
Town Manager

## TOWN OF CLINTON FUND BALANCE POLICY

**Purpose:**

This policy will ensure the Town maintains a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unanticipated one-time expenditures.

**Background:**

Establishing a policy on the fund balance in the General Fund provides a guideline for budgeting decisions and to ensure that adequate reserves are maintained to fund operations by providing sufficient working capital and a margin of safety.

In addition, the Town of Clinton desires to maintain its current credit rating. Rating agencies are concerned about a government's creditworthiness and the level of the General Fund balance is part of their evaluation. The Unassigned Fund Balance provides a measure of financial stability to bond holders and credit rating agencies, which offers the potential for lower interest costs on long-term financings.

The General Fund is the primary operating fund of the Town. The Town's Unassigned Fund Balance is a surplus of funds which have accrued from unexpended operating budgets and unanticipated excess revenues. Unassigned Fund Balance may be "committed" for a specific purpose by formal action of the Town Council. An example of Committed Fund Balance would be an appropriation for the future year's budget as determined when setting the mill rate. Amendments and modifications to the committed fund balance must also be approved by the Town Council.

**Fund Balance Definitions:**

Fund balance is the difference between the Town's assets (cash, short-term investments, and receivables) expected to be available to finance operations in the immediate future and its liabilities.

Fund balance is initially characterized as being restricted and unrestricted. Unrestricted Fund Balance is calculated as follows:

$$\begin{array}{r} \text{Total Fund Balance} \\ \text{Less: Non-spendable Fund Balance} \\ \text{Less: } \underline{\text{Restricted Fund Balance}} \\ \text{= Unrestricted Fund Balance} \end{array}$$

Non-spendable Fund Balance – Resources not in spendable form (such as inventory, prepaid items) or are legally required to remain intact (an endowment fund).

Restricted Fund Balance – This category presents amounts that can be spent only for specific purposes because of enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors or the laws or regulations of other governments.

Committed Fund Balance – Represent internal constraints and can only be used for specific purposes determined by a formal action by the Town Council. Commitments may be established, modified or rescinded only through resolutions approved by the Town Council.

Assigned Fund Balance – This category presents amounts that do not meet the criteria to be classified as restricted or committed but are intended to be used for specific purposes.

Unassigned Fund Balance – No constraints.

**Policy:**

The Town of Clinton recognizes the importance of maintaining an appropriate level of Fund Balance to provide the required resources to meet operating needs, to allow for unforeseen needs of an emergency nature, and to be able to respond to unanticipated opportunities. After evaluating the Town’s operating characteristics, diversity of tax base, reliability on non-tax revenue sources, working capital needs, impact on bond rating, local and economic outlooks, emergency and disaster risk and other contingent issues, the Town establishes the following goals regarding the Fund Balance:

- The level of unassigned fund balance that the Town strives to maintain is an amount no less than 20% of the Town’s general fund budget (two months of general fund operating expenses from the current operating budget equates to 16.66%).
- Any excess funds may be utilized for municipal fiscal purposes, such as capital improvement needs or to take advantage of opportunities that would have a positive impact for the Town of Clinton.
- If Unassigned Fund Balance falls below the targeted minimum level, it should be replenished by way of a plan developed through the budget process.
- Exception to this policy may be considered for an unassigned fund balance less than 20% if funds are used to support grant opportunities with the expectation of full reimbursement of the Town’s appropriation within a specified period of time (such as the end of a fiscal year).
- In accordance with prudent budgeting practices, the Unassigned Fund Balance will not be used to offset normal operating expenditures.

Town Council Approval Date: December 04, 2024