



# Town of Hartland

22 South Road  
EAST HARTLAND, CT 06027  
860-653-6800  
[www.hartlandct.org](http://www.hartlandct.org)

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

Date: April 20, 2022

Time: 7:30 PM

Place: Microsoft Teams (9359122766525)

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

Others in Attendance: Magi Winslow – First Selectman, and Karen Eseppe – Treasurer

1. The Regular Meeting was called to order at 7:34 pm by Chair Nicole Bernabo.
2. The minutes from the Special Meeting held on March 16, 2022 were read. Chair Nicole Bernabo made a motion to amend the minutes to include under #5 the following dot points:
  - The Treasurer provided an estimated report (attached) on the status of town finances.
  - After the Treasurer's report, the Board of Finance directed the Board of Selectmen to increase their budget an additional \$100,000 on the Municipal Reserve line.
  - The Board of Education budget will be attached to the minutes.
  - The Board of Selectmen budget will be attached to the minutes.Tom Kean seconded the motion to amend the minutes. Philip Groth, Laura Irwin, and Heather Penman abstained. Motion carried.
3. Expenses/Reports:
  - Board of Education: As of March 31, 2022 – 72.9% of the budget has been expended. Everything looks fine.
  - Board of Selectmen: As of March 31, 2022 – 69.71% of the budget has been expended. The same four shortfalls remain. Several roads in town will be oiled and sanded by the end of the month.
  - Treasurer: Over 100% of budgeted tax collections have been received. The next portion of the ECS grant should be received by the end of the month. Roof project reimbursement has been researched and it is unknown when the money will be received. The town is still waiting on some reimbursement from the state for the Peck Orchard Bridge project.
  - Tom Kean made a motion to accept the reports as presented. Philip Groth seconded the motion. Motion carried.
4. Old Business: The audit report was sent to members via email. Discussion will be tabled until the May meeting.
5. New Business: For the Budget Hearing on May 2, 2022 the Board of Finance will give an overview of both budgets. The Board of Education and Board of Selectmen will be present for any questions. There was discussion on researching telephonic meetings and the requirements via statute. Board of Finance members discussed what they would like to do. The approach to take will be discussed at the May meeting.
6. Tom Kean made a motion to adjourn the Regular Meeting for the Board of Finance held on Wednesday, April 20, 2022 at 8:42 p.m. Philip Groth seconded the motion. Motion carried.

Connie Irwin  
Recording Secretary

TOWN OF HARTLAND  
SCHEDULE A: 2020/2021, 2021/2022 AND 2022/2023 GENERAL FUND

	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 EST FINAL	2022-2023 PROPOSED			
1 BALANCE JULY 1	1,191,286	856,668	1,023,545	1,005,419			
2 GENERAL PROPERTY TAX	5,550,006	5,742,110	5,797,883	5,869,509			
3 PISTOL & RAFFLE PERMITS	2,520	840	1,260	1,180			
4 WASTE DISPOSAL FEES	8,187	9,000	6,766	7,000			
5 TOWN HALL & CABLE TV RENTAL	0	80	0	0			
6 INTEREST ON INVESTED FUNDS	1,671	2,000	1,386	2,000			
7 INTEREST ON CEMETERY FUNDS	19	19	16	19			
8 MISCELLANEOUS	25,355	5,000	24,500	5,000			
9 PLANNING & ZONING	100	120	120	120			
10 BUILDING PERMITS	19,600	12,000	15,000	12,000			
11 RENT - WINSUM HOUSE	9,600	9,600	9,600	9,600			
12 CONVEYANCE TAXES	26,492	15,000	26,723	15,000			
13 PROGRAM FEES	4,093	4,000	7,025	4,000			
14 WETLANDS PERMITS	645	360	1,130	360			
15 TOWN CLERK FEES	10,243	9,500	10,170	9,500	75,989	22-23 Town Rev	
16 Electricity Credits	0	0	8,246	10,000	112,092	2122 Est Town Rev	
17		0			67,719	21-22 Budget Town Rev	
18 ASSESSORS	135	200	150	200			
19			0				
STATE GRANTS:			0				
20 EDUCATION COST SHARING	1,071,722	1,071,722	1,071,722	1,071,722	1,392,055	2022 2023 State Grants	
21		0			1,427,192	2021 2022 EST FINAL	
22	0	0	0	0			
23 GRANT - PRINCIPAL & INTEREST ON BOND	0	0	0	0	1,380,430	2021 2022 BUDGET	
24 MUN PROJECTS	955	955	955	955			
25 GRANT IN LIEU OF TAXES	56,100	56,100	60,447	68,111			
26 DISABILITY EXEMPTION	255	0	219	0			
27 MUN STABILIZATION	76,110	76,110	97,591	76,110			
28 PEQUOT - STATE PROPERTY	6,593	6,593	6,593	6,593			
29 PER CAPITA TAX RELIEF	0	0	0	0			
30 ADULT EDUCATION	1,348	1,146	1,348	1,180			
31 WELFARE REIMBURSEMENT	0	0	0	0			
32 SUPPLEMENTAL GENERAL ASSISTANCE	0	0	0	0			
33 MANUFACTURERS EQUIP TAX RELIEF	0	0	0	0			
34 ELDERLY TAX RELIEF	0	0	0	0			
35			0				
36			0				
37 LOCIP - CURRENT YEAR	0	19,576	19,628	19,077			
38 VETERANS GRANT	1,375	0	1,134	0			
39 TELEPHONE ALLOCATION	8,566	5,100	5,100	5,100			
40 TOWN AID ROADS	143,128	143,128	143,128	143,207			
41 SCHOOL TRANSPORTATION	0	0	0	0			
42 SPECIAL EDUCATION GRANT	0	0	0	0			
43							
44 LOCIP - PRIOR YEAR	0	0	19,327	0			
TOTAL REVENUE	7,024,716	7,190,259	7,337,167	7,337,553			
TRANSFER FROM (TO) MUNIC RESERVE - NE	0	0	0	0			
	0	0	0	0			
	0	0	0	0			
(*) TOTAL FUNDS AVAILABLE	8,216,002	8,046,927	8,360,712	8,342,973			
SELECTMEN EXPENSES	1,912,369	1,956,451	1,896,316	2,125,195	7,793,401	0.27	8.63%
EDUCATION EXPENSES	5,280,088	5,558,977	5,458,977	5,668,206	7,515,428	0.73	1.96%
					277,973		3.70%
BALANCE	1,023,545	531,499	1,005,419	549,572	7%		

## Superintendent's 2022-2023 Proposed Budget

Item No.	Description	2021-2022		2022-2023 Proposed	
		Budget	Est. Expenses	Budget	Budget Increase
<b>Salaries</b>					
100	Supt/Principal	205,280	205,280	211,438	
110	Teachers' Salaries	1,371,862	1,331,922	1,411,554	
115	Substitutes' Salaries	22,000	53,022	28,500	
120	Head Teacher	1,500	1,500	1,500	
125	Extra Curricular Activities	16,900	11,900	16,900	
130	Administrative Asst.	56,009	56,009	64,830	
140	Office Aides	61,510	61,510	65,902	
150	Teaching Assistants	137,532	137,532	123,219	
160	Custodians	108,261	101,338	110,338	
180	Business Assistant	51,175	59,403	64,500	
190	Nurse	49,204	55,832	64,565	
Totals		2,081,233	2,075,248	2,163,246	82,013 3.9%
<b>Employee Benefits</b>					
200	Health Insurance	371,173	323,216	340,251	
210	Social Security	64,183	64,183	70,220	
220	Unemployment	13,180	13,180	20,700	
230	Life Insurance	5,304	4,500	4,800	
240	Pension Plan	20,787	20,987	21,779	
Totals		474,627	426,066	457,750	-16,877 -3.6%
<b>Purchased Services</b>					
300	In Service	8,700	8,700	9,000	
310	Physician's Salary	500	800	850	
320	Attorney Fees	6,000	16,000	25,000	
330	Contracted Services	33,072	28,583	32,655	
340	Building Expenses & Repairs	35,000	35,000	31,750	
350	Regular Transportation	296,473	291,473	302,597	
351	Sp Ed Transportation	82,400	53,527	73,220	
360	Tuition	1,491,794	1,477,817	1,435,154	
361	Special Education	392,550	417,270	444,000	
365	Purchased Prof. Services	404,627	397,360	410,422	
370	Cultural Arts Education	4,500	2,500	4,500	
380	Dues & Fees	17,155	16,804	18,120	
390	IT Services	27,500	27,500	29,500	
Totals		2,800,271	2,773,334	2,816,768	16,497 0.6%
<b>Utilities</b>					
400	Electricity	22,100	23,273	24,437	
410	Telephone	3,590	3,900	3,900	
420	Heating Oil	53,000	57,000	72,800	
Totals		78,690	84,173	101,137	22,447 28.5%
<b>Supplies &amp; Materials</b>					
500	Teaching Supplies	26,250	26,250	26,250	
520	Custodial Supplies	15,000	15,000	15,000	
530	Textbooks	10,000	10,000	10,425	
540	Special Education	2,800	2,800	2,800	
550	Computer Software	40,606	40,606	42,630	
555	Computer Supplies	9,000	10,000	10,000	
560	Library	6,000	6,000	7,000	
570	Health Supplies	2,000	2,000	2,000	
580	Other Expenses & Supplies	7,500	7,500	8,200	
Totals		119,156	120,156	124,305	5,149 4.3%
<b>Capital Outlay</b>					
600	Instructional Equipment	5,000	5,000	5,000	
610	Classroom Furniture	0	0	0	
620	Office Equipment	0	0	0	
630	Maintenance Equipment	0	0	0	
640	Capital Equipment	0	0	0	
Totals		5,000	5,000	5,000	0 0.0%
Grand Totals		5,558,977	5,483,977	5,668,206	109,229 1.96%

**TOWN OF HARTLAND  
GENERAL GOVERNMENT BUDGET 2022-23**

ACCOUNT NAME	2021-22 BUDGET	21-22 ESTIMATED	22-23 PROPOSED
1 Board of Selectmen	27,242.00	27,242.00	32,500.00
2 Probate Court	2,000.00	2,000.00	2,000.00
3 Elections	14,853.00	14,853.00	14,800.00
4 Board of Finance	1,000.00	1,000.00	1,040.00
5 Auditors	12,465.00	12,465.00	13,770.00
6 Board of Assessors	69,761.00	69,761.00	74,326.00
7 Board of Assessment Appeals	1,500.00	1,500.00	1,300.00
8 Tax Collector	49,440.00	49,440.00	52,631.00
9 Town Treasurer	23,752.00	23,752.00	24,865.00
10 Town Clerk	52,792.00	52,792.00	59,110.00
11 Legal Counsel	32,000.00	32,000.00	32,000.00
12 Planning & Zoning Commission	1,110.00	1,110.00	1,110.00
13 Zoning Board of Appeals	500.00	500.00	500.00
14 Wetlands Commission	4,296.00	4,296.00	4,296.00
15 Building Official	13,000.00	13,000.00	13,000.00
16 Fire Marshal	6,805.00	6,805.00	6,837.00
17 Enforcement Officer	11,650.00	11,650.00	11,650.00
18 Town Halls & Office Buildings	61,756.00	61,756.00	64,900.00
19 Administrative Expenses & Printing	18,695.00	18,695.00	18,695.00
20 Copier	4,400.00	4,400.00	4,400.00
21 Social Security / Medicare (town share)	42,000.00	42,000.00	42,000.00
22 Registrars of Voters	11,704.00	11,704.00	12,807.00
23 Memberships & Contributions	9,963.00	9,963.00	9,787.00
24 Office Administration	101,660.00	101,660.00	106,264.00
25 Cemetery	8,700.00	8,700.00	9,300.00
26 Tax Refund	1,500.00	1,500.00	1,500.00
27 Salt Abatement	6,345.00	6,345.00	6,395.00
28 Alice Merritt Recreation Area	4,205.00	4,205.00	4,205.00
29 Medical Insurance	92,709.00	92,709.00	97,000.00
30 Commission on Aging	5,262.00	5,262.00	5,354.00
31 Contingency Fund (balance)	20,000.00	20,000.00	20,000.00
32 Insurance & Bonds	127,759.00	127,759.00	123,035.00
33 Life Insurance	1,224.00	1,224.00	1,200.00
34 Fire Protection	174,752.00	174,752.00	185,636.00
35 Communications & Civil Defense	26,693.00	26,693.00	25,010.00
36 Highways	596,801.00	596,801.00	608,383.00
37 Waste Disposal & Recycling	124,707.00	124,707.00	123,117.00
38 Health District	14,840.00	14,840.00	14,250.00
39 Visiting Nurse Services	10,025.00	10,025.00	10,025.00
40 Vital Statistics	50.00	50.00	50.00
41 Ambulance Services	15,240.00	15,240.00	15,240.00
42 Miscellaneous	2,000.00	2,000.00	2,500.00
43 Recreation Commission	25,500.00	25,500.00	25,500.00
44 Town Library	12,225.00	12,225.00	12,225.00
45 Principal & Interest Payments	0.00	0.00	0.00
46 Animal Control Fund (town allocation)	30,300.00	30,300.00	25,300.00
47 Pension Fund	17,570.00	17,570.00	18,682.00
48 Unemployment Compensation	1,000.00	1,000.00	1,000.00
49 Conservation Commission	200.00	200.00	200.00
<b>SUBTOTAL</b>	<b>1,893,951.00</b>	<b>1,893,951.00</b>	<b>1,939,695.00</b>
50 Capital Outlay	12,500.00	12,500.00	35,500.00
51 Municipal Reserve Contribution	50,000.00	50,000.00	100,000.00
<b>TOTAL</b>	<b>1,956,451.00</b>	<b>1,956,451.00</b>	<b>2,075,195.00</b>