

**Town Of Haddam
BOARD OF FINANCE
Regular Meeting
Town Office Building Annex
Monday, February 22, 2016
(Rescheduled from February 8, 2016)
Unapproved MINUTES**

In attendance: Chairman Joseph Centofanti; Members: Marjorie DeBold, Cheryl Haase, and David Kapitulik; Alternates Robert McGarry and Joanne Nesti

Not in Attendance: Vice Chairman Harlan Fredericksen, Member Chris Alexy, and Alternate James Bucko

Staff in Attendance: Haddam Finance Director Barbara Bertrand and Barbara Galloway, Recording Secretary

Also present was First Selectman Lizz Milardo.

Chairman Centofanti called the Meeting to order at 7:00 PM.

1. The Pledge of Allegiance

The Pledge of Allegiance was recited.

2. Introduction of new Member

New Member Christopher Alexy could not be present at this Meeting.

3. Seating of Alternates

Ms. Haase made the Motion seconded by Mr. Kapitulik to seat Ms. Nesti and Mr. McGarry for Vice Chairman Fredericksen and Mr. Alexy. The Motion was approved unanimously.

4. Approval of the January 11, 2016 Regular Meeting Minutes

Mr. Kapitulik asked a question about the detail in "#7. Selectmen's Report" on page 4, regarding the planned lighting replacement work to be done in the Firehouse #1 parking lot. It was clarified that the first estimate was for the repair work in the form of replacement of the 8 non-working lights, which totaled \$1,600 (8 lights at \$200 each); the second estimate had been to complete (at the same time) the replacement of the other 10 light fixtures (10 lights at \$200 each for a total of \$2,000), which would make all of the lighting uniform and more efficient. The total of the two job estimates would be \$3,600. The Board agreed that this clarification to the Minutes would be helpful.

Mr. Kapitulik made the Motion seconded by Mr. McGarry to approve the January 11, 2016 Minutes as amended (and described above). The Motion was approved unanimously.

5. Public Communications:

a. *Communications to the Board of Finance*

- i. Chairman Centofanti informed the Board that the Blum Shapiro representative (Town's auditors) would not be able to attend this Meeting due to a previously scheduled appointment, but she will be at the March 14 Regular Meeting to discuss with the Board various aspects of the 2014-2015 Audit.
- ii. Chairman Centofanti reminded the Board that the e-mail invitation to the March 10, 2016 Annual Joint Meeting of the Board of Education and the Boards of Finance and Selectmen from both Haddam and Killingworth had been sent out

to all Members last week; he asked the Board Members to hold the date to attend that Meeting, if at all possible.

b. Public Input/Comments

There was no public comment.

6. Presentation of the June 30, 2015 audit reports by Blum Shapiro

This item was tabled. It will be addressed at March 14, 2016 Regular Meeting.

7. Finance Director's Report

The Board Members received hard copies of the financial reports that had been e-mailed to them for their review on February 18th as well as an updated "Revenues" report that was printed on February 22 and replaced the February 18 version. These reports included: "Adjustments to Budgeted Expenditures – General Fund, July 2015 to June 2016" dated 2/18/2016; "Adjustments to Budgeted Expenditures – Capital Non-Recurring, July 2015 to June 2016" dated 2/18/2016; "Interim Trial Balance – Summary – General Fund, July 2015 to June 2016", dated 2/18/2016; "Actual & Anticipated Revenues, July 2015 to June 2016" dated 2/22/2016.

Ms. Bertrand reviewed the various reports with the Board. In the Expenditures report, she noted a) regarding the balance in the Wells & Filters budget on page 13 that the budget had been reduced last year in anticipation of the State's planned change in who would be financially responsible for the work. She informed the Board that the State has now pushed back the start date of the change from Town's responsibility to that of the involved homeowners and noted that the filters will soon be again in need of replacement; therefore, this budget may soon be overspent and will then need the Board's attention; b) In the Tax Collector's budget, Ms. Bertrand noted that the Assistant Tax Collector position has not yet been filled, but First Selectman Milardo stated that she will be meeting with Tax Collector Kristin Battistoni in the next week in order to plan for advertising the position; and c) Ms. Bertrand noted that the Town Counsel budget is running low and will be overspent before the end of the fiscal year; when asked what legal purposes were being addressed, First Selectman Milardo explained that FOI issues, questions re: appointing boards and commission members for vacant spots, property issues, and a continued WFS issue have all been responsible for the legal spending at this point in the fiscal year.

In the Expenditures - Capital Non-Recurring budget, the Roads Projects are still unknown at this time; the Jail Projects have in recent months temporarily stalled; First Selectman Milardo has now appointed a new Jail Committee; Ms. Nesti suggested that since much of the work funded in the Jail Non-Recurring budget lines has not yet been started or completed and most likely will not be completed before June 2016, it may be necessary to request in the 2016-2017 Budget that these projects be extended in the Capital Non-Recurring budget for three more years.

The Revenues report, reprinted today, had been updated through December 31, 2015. Ms. Bertrand expects there will be a large jump in revenues reported in the January update.

8. Selectmen's Requests

a. *Acceptance of the \$2,000 cemetery grant from the State*

First Selectman Milardo explained to the Board that the Town had been awarded by the State of Connecticut OPM a \$2,000 Cemetery grant. First Selectman Milardo requested the Board of Finance's approval of the Town's acceptance of this grant as part of the grant's requirements and to expedite use of the funding before the grant expires. There was brief discussion of the grant's required uses; it was somewhat unclear what the actual expiration date (June 30, 2016 or 2017) of the grant is. Chairman Centofanti read from the form that the grant will terminate "one year after its execution date"; he noted that the execution of the grant had not yet occurred. All agreed that the Town could easily use the \$2,000 entirely before the end of this fiscal year.

Mr. Kapitulik made the Motion seconded by Ms. DeBold to approve recommending to the Board of Selectmen the Town's acceptance of the \$2,000 Cemetery Grant from the State of Connecticut. The Motion was approved unanimously.

9. Selectmen's Report

First Selectman Milardo reported that the proposed 2016-2017 Town Budget is nearing completion by the Board of Selectmen and should be ready for presentation by that board at the Board of Finance's scheduled first Budget Meeting on March 7th.

10. Old Business

Mr. Kapitulik asked about the status of the potable water issue in Tylerville. First Selectman Milardo gave a brief history of the ongoing water pollution issues in Tylerville and the status of the STEAP grant that the Town had been awarded several years ago. First Selectman Milardo also explained that there is another Town project currently being considered for which that grant could be used if approved by the State. First Selectman Milardo then explained she is working with our State representatives to try and get the majority project funded by the State. She stated that she is hopeful that more detailed information regarding future plans for this proposed option will be available to share within the next month or two.

11. New Business

Chairman Centofanti gave the Board Members some issues to consider prior to beginning the deliberations/approvals of portions of the Town's 2016-2017 Budget. Aside from the standard Town's planned expenditures and revenues, the Board should consider issues including the current status of the Grand List and the reduced availability of State Grants, as well as the State's requirement that towns (including Haddam) with tax rates higher than the State of Connecticut's limit must now cap their motor vehicle tax rates at the State of Connecticut rate.

The Board discussed the possibility of holding one or more as yet unscheduled Saturday workshop sessions to hear the presentations by Board-invited departments/agencies. The Board could gather information and answers to questions at the workshop(s). No votes would be taken at the workshop(s); all motions will be made and votes will occur at the regularly scheduled budget meetings. Chairman Centofanti, noting that this is a common process in many towns now, asked the Board Members to consider holding the weekend session(s) to speed up the Budget approval process once the Board has had its initial review of the new Budget.

The proposed plan for holding workshops will again be discussed at the March 7 Budget Meeting and, if agreeable to the Board Members, those weekend workshop(s) will be scheduled. The Board Members, after reviewing the Budget with the Board of

Selectmen, will also then decide with which department/agency representatives they want to meet so that those representatives can be contacted to schedule specific meeting dates and times.

It was also noted that, as in recent past years, the **Board's Meetings will now begin at 6:30 PM during March and April.**

12. Public Comment

Resident Edward Schwing noted re: the Tylerville water pollution issue that efforts should be made to collect the payments for the required work from the actual polluters of the land and water, if they can be identified. Resident Edward Munster commented on the Tylerville water issue, the STEAP grant funding and other possible funding sources discussed tonight.

13. Adjournment

Ms. Haase made the Motion seconded by Mr. Kapitulik to adjourn the Meeting. The Motion was approved unanimously. The Meeting was adjourned at 8:03 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Secretary