

**Town of Haddam
Board of Finance Meeting
September 20, 2021
Approved Minutes**

In attendance	Absent	Others in attendance
Centofanti (Chairman)	Brookes	McGarry (First Selectman)
Rutty (Vice Chairman)	Olsen	Harter (Finance Director)
Challenger (Secretary)	Lundgren (alternate)	Ricciardelli (Recording Secretary)
Adelberg		
Teran (arrived @ 6:40 pm)		
Baird & Wells (Alternates)		

Call to Order/Pledge of Allegiance

Chairman Centofanti called the meeting to order at 6:30 pm Via GoToMeeting
The Pledge of Allegiance was recited.

Seating of Alternates: Challenger made a motion, seconded by Rutty to seat Baird and Wells. No discussion. Motion carried unanimously.

Public Communications: **Communications to the Board of Finance:** The Tax Collectors Report was reviewed.

Public Comment: Adams, Maurice: 32 Gates Way Haddam: Stated he sent 5 questions Harter, earlier today and would like to know if they would be answered at tonight's meeting. Centofanti stated the questions will not be answered at tonight's meeting.

Approval of Minutes: Wells made a motion, seconded by Rutty to approve the June 21, 2021 minutes. No discussion. Motion carried. Challenger abstained.

Finance Director's Report: Attached as Schedule I

Selectmen's Request: Request to purchase replacement vehicle for Building Inspector:
Rutty made a motion seconded by Adelberg to approve the Transfer. No discussion. Motion carried unanimously. Resolution attached as Schedule II

Old Business: N/A

New Business: Addendum to Purchasing Policy:

a. Teran made a motion seconded by Challenger to approve the Town of Haddam Uniform Guidance Purchasing Policy Addendum. There was a brief discussion. Motion approved. Adelberg abstained.

Public comment: N/A

Adjournment: Challenger made a motion seconded by Rutty to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:49 pm. Minutes taken by JoAnn Ricciardelli

Board of Finance - September 20, 2021 - Schedule I

	Finance Director's Report				
ONLY ACCOUNTS OVER \$3000 (1)	June 30, 2021				
		Account Description	Month Occurred	Amount/ Budget Variance	
	Account Number				Explanation
	General Fund				
	<u>Revenue accounts</u>				
Tax Collections	Total	PROPERTY TAXES-NET		488,596.69	Net Tax Collections
Charge for Services	01-30-323-01/324-01 Net	TOWN CLERK FEES		(1,274.00)	Decrease in activity
Interest Income	01-40-401-01	INTEREST INCOME		(7,814.00)	Interest rates are less than anticipated
Miscellaneous	Total	MISC, PHOTOCOPIES, OTHER, ST TROOPER		(2,015.00)	Decrease in activity
	<u>Expenditure accounts</u>				
Board of Finance	01-10-025-33-02500	AUDITS	May	(2,400.00)	Federal Single Audit
Assessor	01-10-030-11-03000	ASSESSOR SALARY	June	(4,586.37)	Accrued wages up to June 30 not anticipated in budget
Town Counsel	01-10-050-31-05001	LABOR COUNSEL	April	(16,627.00)	Bargaining unit contract negotiations
Insurance & Benefits	01-10-095-22-09504	SOCIAL SECURITY	June	(10,348.36)	Accrued wages up to June 30 not anticipated in budget
Insurance & Benefits	01-10-095-52-09503	LIABILITY INSURANCE	March	(6,136.00)	Renewal included up to date vehicles and equipment
Land Use Office	01-10-125-12-12502	LUO ADMINISTRATIVE COORD (M)	June	(3,852.20)	Accrued wages up to June 30 not anticipated in budget
HNVFD	01-20-201-66-20109	TRUCK MAINTENANCE	February	(3,188.94)	Emergency repairs
Public Works	01-30-300-11-30001	ADMINISTRATIVE SALARIES	June	(3,950.07)	Accrued wages up to June 30 not anticipated in budget
Public Works	01-30-300-12-30000	REGULAR SALARIES	June	(14,466.87)	Accrued wages up to June 30 not anticipated in budget
Public Buildings	01-30-310-36-31007	H2O RENTAL/ALARM MAINT	January	(3,764.18)	Inspection of fire alarms in multiple locations
Public Buildings	01-30-310-59-31005	TELE/INTERNET	April	(8,630.90)	Additional service required
Public Buildings	01-30-310-60-31001	HEATING FUEL	May	(3,296.82)	Automatic fuel deliveries made throughout the year
Public Buildings	01-30-310-60-31002	ELECTRIC	June	(10,137.70)	Additional service required
Public Buildings	01-30-310-66-31013	HES OPERATING COST	June	(9,272.98)	Purchase of air compressor necessary for heating system
Waste Management	01-30-335-12-33500	TRANSFER STATION SALARIES	June	(11,047.93)	Accrued wages up to June 30 not anticipated in budget
Waste Management	01-30-335-63-33502	MSW DISPOSAL FEE	June	(9,392.08)	Increase fees
Waste Management	01-30-335-63-33507	RECYCLING	February	(4,468.00)	Increase fees
Waste Management	01-30-335-66-33501	MAINTENANCE OF SITE	January	(11,585.99)	Compactor motor replacement, repairs to Roll on truck
DEPARTMENTS OVER BUDGET					
BOARD OF FINANCE				(1,397.24)	
TOWN COUNSEL				(5,912.58)	
LAND USE OFFICE				(1,450.35)	
DISPATCH SERVICES	01-20-230-36-23000	VALLEY SHORE EMERGENCY	March	(2,714.79)	Quarterly payments equal to \$120,791 vs \$118,000
PUBLIC BUILDINGS				(13,407.11)	
WASTE MANAGEMENT				(23,490.95)	
(1) Per Section 9.4 c 2 - Transfers within agencies of amounts exceeding \$3,000.00 shall require Board of Finance approval.					

	Capital Nonrecurring					
Public Works	17-30-300-74-30007	19-STEAP GRANT		(77,499.21)		STEAP Grant was not awarded & expenses relate to unallowable costs of Tylerville Water Project
Public Works	17-30-300-74-30008	19-DUBLIN HILL BRDG RENO		(4,373.47)		Appropriation reflects 2019-20 CIP Adopted Budget
Public Works	17-30-300-74-30050	21-LoCIP		(73,664.00)		Received LoCIP grant for repaving Old Turnpike Road

	Finance Director's Report				
ONLY ACCOUNTS OVER \$3000 (1)	August 31, 2021				
		Account Description	Month Occurred	Amount/ Budget Variance	
	Account Number				Explanation
	General Fund				
	Revenue accounts				
	Total	Tax Collections		(14,136,610.00)	Net Tax Collections
	Total	State of Connecticut		(2,035,735.00)	ESC arrives Oct, Jan and April
	Total	Licenses, Fees, & Permits		(288,522.13)	Rec'd 35% of estimate
	Total	Interest Income		(19,203.54)	Rec'd 4% of estimate
	Total	Miscellaneous		(47,639.92)	Red'd CIRMA Member Equity Distribution
	Expenditure accounts				
Public Works	01-30-300-13-30001	OVERTIME SALARIES	July	(3,407.04)	No appropriation established for overtime; OT due to storms
	Capital Nonrecurring				
Public Works	17-30-300-74-30007	19-STEAP GRANT		(77,499.21)	STEAP Grant was not awarded & expenses relate to unallowable costs of Tylerville Water Project
Public Works	17-30-300-74-30008	19-DUBLIN HILL BRDG RENO		(39,977.47)	Appropriation reflects 2019-20 CIP Adopted Budget
Public Works	17-30-300-74-30050	21-LoCIP		(73,664.00)	Received LoCIP grant for repaving Old Turnpike Road
(1) Per Section 9.4 c 2 - Transfers within agencies of amounts exceeding \$3,000.00 shall require Board of Finance approval.					

AGENDA ITEM: _____

DATE: September 20, 2021

TOWN OF HADDADM

Board of Finance

Resolutions – General Fund Appropriation Transfers

Whereas, a 1997 Ford Ranger Land Use Office vehicle has reached its useful life and funding the replacement requires a transfer of available funds from contingency. In accordance with Section 9.4 of the Town Charter, the Board of Finance may transfer to a town agency the unexpended balance of any appropriation made to another agency.

The following line items have unexpended balances:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
CONTINGENCY	01-10-150-84-15001	\$25,000.00

RESOLVED: That the Haddam Board of Finance approve the transfer of the above funds to the following accounts in the General Fund:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
CAPITAL OUTLAY – VEHICLE	01-95-950-95-95000	\$25,000.00

MOTION BY: Wayne Rutty

SECONDED BY: Marc Adelberg

VOTE: Unanimous