

**Town of Haddam
Board of Finance Meeting
June 21, 2021
Approved Minutes**

In attendance	Absent	Others in attendance
Centofanti (Chairman)	Brookes	Harter (Finance Director)
Rutty (Vice Chairman)	Olsen	Ricciardelli (Recording Secretary)
Adelberg	Challenger (Secretary)	
Teran (via telephone)		
Baird, Lundgren & Wells (Alternates)		

Call to Order/Pledge of Allegiance

Chairman Centofanti called the meeting to order at 6:36 pm at the Town Hall, 21 Field Park Drive, Haddam CT 06438. The Pledge of Allegiance was recited.

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

Public Communications:

- a.) **Communications to the Board of Finance:** The Tax Collectors Report was reviewed.
- b.) **Public Comment:** N/A

Approval of Minutes: Teran made a motion, seconded by Rutty to approve the May 17, 2021 minutes. No discussion. Motion carried unanimously.

Teran made a motion, seconded by Adelberg to approve the May 26, 2021 minutes. No discussion. Baird and Lundgren abstained. Motion carried.

Finance Director's Report: Attached as Schedule I

Selectmen's Request:

- a.) **Gateway Commission Grant:** Rutty made a motion, seconded by Lundgren, to approve the Resolution – Grant Approval of CT River Gateway Commission Funding Request. There was a brief discussion. Motion carried unanimously.
- b.) **McCane property purchase – Higganum Cove:** Rutty made a motion, seconded by Lundgren to approve the Resolution – Mccan property purchase – Higganum Cove. There was a brief discussion. Motion carried unanimously.
- c.) **Affordable Housing Grant for Thriving Connecticut Communities Program:** Lundgren made a motion, seconded by Rutty to approve the Resolution – Affordable Housing Grant for Thriving Connecticut Communities Program. There was a brief discussion. Motion carried unanimously.

Old Business:

- a.) **DECD Brownfield Grant:** Teran made a motion, seconded by Adelberg to approve the Resolution – Department of Economic and Community Development Grant. There was a brief discussion. Motion carried unanimously.
- b.) **STEAP grant – Higganum Community Sewer/Septic Project:** Lundgren made a motion, seconded by Ruty to approve the Resolution – Small Town Economic Assistance Program Grant. There was a brief discussion. Motion carried unanimously.

Resolution attached as Schedule II

New Business:

- a.) **Auditor Communication:** The auditors communication was discussed.
- b.) **Approval of Suspense Transfer:** Ruty made a motion, seconded by Adelberg to approve Suspense Transfers, Personal Property in the amount of \$12,519.36, Motor Vehicle in the amount of \$15,701.03 and Motor Vehicle Supplement in the amount of \$4,661.12. There was a brief discussion. Motion carried unanimously.

Public comment: N/A

Adjournment: Lundgren made a motion seconded by Baird to adjourn the meeting. Meeting adjourned at 7:28 pm. Minutes taken by JoAnn Ricciardelli

Board of Finance - June 21, 2021 - Schedule I

ONLY ACCOUNTS OVER \$1000		Finance Director's Report			
		May 30, 2021			
	Account Number	Account Description	Month Occurred	Amount/ Budget Variance	Explanation
	<u>General Fund</u>				
	<u>Revenue accounts</u>				
Tax Collections	Total	PROPERTY TAXES-NET		399,202.06	Net Tax Collections
Charge for Services	01-30-304-01	TRANSFER STATION PERMITS		(29,775.00)	June sales
Charge for Services	01-30-323-01/324-01 Net	TOWN CLERK FEES		(1,607.00)	Decrease in activity
Charge for Services	01-30-325-01	DOG LICENSE FEES		(2,243.00)	June sales
Interest Income	01-40-401-01	INTEREST INCOME		(25,035.21)	Interest rates are less than anticipated
Miscellaneous	Total	MISC, PHOTOCOPIES, OTHER, ST TROOPER		(5,839.34)	Decrease in activity
	<u>Expenditure accounts</u>				
Selectmen	01-10-010-81-01005	DUES & MEMBERSHIP	August	(1,984.00)	Unbudgeted membership - will not be renewed
Board of Finance	01-10-025-33-02500	AUDITS	May	(2,400.00)	Federal Single Audit
Town Counsel	01-10-050-31-05001	LABOR COUNSEL	April	(7,333.26)	Bargaining unit contract negotiations
Town Counsel	01-10-050-31-05002	P&Z COUNSEL	April	(1,897.00)	Appeal case
Insurance & Benefits	01-10-095-52-09503	LIABILITY INSURANCE	March	(6,136.00)	Renewal included up to date vehicles and equipment
HNVPD	01-20-201-54-20111	BUILDING & PROPERTY	March	(1,039.11)	\$6k repairs - overhead door openers, interior lighting
HNVPD	01-20-201-66-20109	TRUCK MAINTENANCE	February	(3,188.94)	Emergency repairs
Public Buildings	01-30-310-36-31007	H2O RENTAL/ALARM MAINT	January	(3,412.95)	Inspection of fire alarms in multiple locations
Public Buildings	01-30-310-59-31005	TELE/INTERNET	April	(6,142.74)	Additional service required
Public Buildings	01-30-310-60-31001	HEATING FUEL	May	(3,159.69)	Automatic fuel deliveries made throughout the year
Public Buildings	01-30-310-66-31013	HES OPERATING COST	May	(1,033.84)	Review of outstanding encumbrances is underway
Waste Management	01-30-335-63-33507	RECYCLING	February	(4,120.00)	Increase fees
Waste Management	01-30-335-63-33509	BRUSH DISPOSAL	September	(2,964.00)	Tropical Storm Isaias
Waste Management	01-30-335-66-33501	MAINTENANCE OF SITE	January	(11,541.66)	Compactor motor replacement, repairs to Roll on truck
Parks & Rec Commission	01-50-503-86-50301	FIELD MAINTENANCE	May	(1,711.53)	Review of outstanding encumbrances is underway
DEPARTMENTS OVER BUDGET					
Dispatch Services	01-20-230-36-23000	VALLEY SHORE EMERGENCY	March	(2,714.79)	Quarterly payments equal to \$120,791 vs \$118,000
	<u>Capital Nonrecurring</u>				
Public Works	17-30-300-74-30011	Scoville Reservoir Dam		(35,423.05)	Overage to finish project
Public Works	17-30-300-95-30030	20-22B Freightliner 1145D		(17,385.76)	Net truck acquisition has surplus
Per Section 9.4 c 2 - Transfers within agencies of amounts exceeding \$3,000.00 shall require Board of Finance approval.					

Resolutions – Grant Approvals

CT River Gateway Commission Funding Request.

Whereas the Town of Haddam, CT is interested in applying for a \$10,000 grant through the CT River Gateway Commission; and

Whereas the Town shall use said funds to design and placement of entry signage which not only identifies and welcomes visitors to the cove but also explains the rich environmental features of the area and its industrial past.

Now therefore be it resolved that the Haddam Board of Finance approve the submittal of the application and authorize the First Selectman Robert McGarry to sign, submit and administer this grant application and award.

McCann property Purchase – Higganum Cove

Whereas the Town of Haddam, CT has signed a purchase and sale agreement for the McCann property in the Higganum Cove area for \$21,000. The contract includes 90 day due diligence and necessary approvals including Town Meeting.

This is a quarter acre parcel of land with frontage on Cove Wharf Road. Cove Wharf Rd. is the road that runs from Dublin Hill at the bridge all the way to the CT River.

The Board of Selectman have approved and recommend the Town acquire this parcel in order to preserve open space and avoid any development in the Cove area that could impact the Town's plans for the recreational activities in Cove area.

Now therefore be it resolved that the Haddam Board of Finance approve the purchase of the McCann property for \$21,000 and send the project to Town Meeting for approval.

Affordable housing Grant for Thriving Connecticut Communities Program

Whereas the Town of Haddam, CT is interested in applying for a \$15,000 grant through the State Department of Housing's Planning Grants for Thriving Connecticut Communities program; and

Whereas the Town shall use said funds to study the current status of affordable housing in Haddam, its land use regulations and various strategies to increase the affordable housing stock in the community.

Now therefore be it resolved that the Haddam Board of Finance approve the submittal of the application and authorize the First Selectman Robert McGarry to sign, submit and administer this grant application and award.

Resolutions – Grant Approvals

Department of Economic and Community Development Grant

Whereas the Town of Haddam, CT has submitted a grant application \$1,870,000 brownfield remediation grant through the State Department of Economic and Community Development.

The remedial estimates for this project are contingent on DEEP approving Remedial Action Plan and what will be required by DEEP's Ecological Risk Group for remediation of Candlewood Hill Brook. The Town intends to ready the on-site buildings for occupancy immediately so that revenue can be generated that can be used to further adaptive reuse initiatives for the site.

While the reuse concept does not specifically indicate the type of tenant, the Town believes that there is potential for maker space related to manufacturing, digital media, technology & innovation, or even financial services. The plan is contemplates that the 19,000 sq. of space will create an estimated 20-30 jobs.

Now therefore be it resolved that the Haddam Board of Finance approve the project authorization at \$1,870,000 and send the project to **Town Meeting** for approval.

Small Town Economic Assistance Program (STEAP) Grant

Whereas the Town of Haddam, CT has received approval for \$128,205 STEAP grant through the State Department of Office and Policy and Management

Whereas the Town shall use said funds for Higganum Community Sewer Project - Plan and design of community sewer design/engineering only (no construction).

Now therefore be it resolved that the Haddam Board of Finance approve the project authorization at \$128,205 and send the project to **Town Meeting** for approval.