

**Town Of Haddam
BOARD OF FINANCE
Budget Meeting
Town Office Building Annex
Monday, April 18, 2016
MINUTES
*Approved as Printed at the May 9, 2016 Regular Meeting***

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

Not in Attendance: Member Chris Alexy

Staff in Attendance: Haddam Financial Coordinator Georgia Emanuel and Recording Secretary Barbara Galloway

Also present was First Selectman Lizz Milardo.

1. Call to Order/The Pledge of Allegiance

Chairman Centofanti called the Meeting to order at 6:35 PM.
The Pledge of Allegiance was recited.

2. Seating of Alternates

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

3. Review and discussions of the 2016-2017 Budget

Town Planner Liz Glidden was present to discuss the Land Use budget, current Land Use Office activities of interest to the Board, and the 2018 Plan of Conservation & Development (POCD), the cost for which was included in the department's 2016-17 Capital Improvement Plan request. She distributed documents and noted that the Capital Improvement Plan line for the POCD shows differing requested amounts, but the actual total cost for planning and preparing the Plan would be \$50,000, with \$15,000 already previously set aside. She explained the importance of preparing a new and creative 2018 Plan of Conservation & Development for reasons other than the implied loss of State funding that can result from not filing the Plan. She told the Board that she hopes and expects that the new Plan will be a working tool for economic development in our town and will be an active part in completing many future plans for Haddam.

050 Town Counsel – The Board discussed and agreed to several line total adjustments, which would keep the total Town Counsel budget at \$60,000, as proposed by the Board of Selectmen.

Mr. Kapitulik made the Motion seconded by Ms. DeBold to add \$10,000 to the Legal Counsel line for a revised line total of \$35,000, to remove \$10,000 in funding proposed for the Bond Counsel line for a new line total of \$0, and to approve the 050 Town Counsel budget with the total proposed by the Board of Selectmen of \$60,000. The Motion was approved unanimously.

095 Insurance/Benefits – **Ms. Haase made the Motion seconded by Mr. Kapitulik to approve the 095 insurances/Benefits budget as proposed by the Board of Selectmen with the total of \$1,093,765. The Motion was approved unanimously.**

125 Land Use and Building Department – Since it had been discussed that the Land Use Office and the Building Department Office had recombined into one office space with Town Planner Liz Glidden overseeing the activities of both, it had been recommended that the Board combine the budgets for the two offices into one budget in the future.

Ms. DeBold made the Motion seconded by Mr. McGarry to combine the Land Use and Building departments' budgets, [which the Board had previously approved individually]. The Motion was approved unanimously.

200 Haddam V.F.D [Volunteer Fire Company/Department] &

201 Haddam Neck V. F. D. [Volunteer Fire Department] – Chairman Centofanti distributed a handout showing the suggested option of combining the budgets for the two fire departments into one budget to simplify activity from the legal standpoint. However, Chairman Centofanti also suggested for accounting purposes, having the two departments maintain their individual budgets for this coming budget year to see how the accounting plan works and to use as guidelines for future combined budgets.

Mr. McGarry, Chief of the Haddam Neck Volunteer Fire Department, recused himself from the discussion of and voting on these budgets.

Ms. Haase made the Motion seconded by Vice Chairman Fredericksen to approve the 200 Haddam Volunteer Fire Department and 201 Haddam Neck Volunteer Fire Department combined budgets total of \$220,158 [\$152,920 and \$67,238 respectively]. The Motion was approved by Chairman Centofanti, Vice Chairman Fredericksen, Ms. DeBold, Ms. Haase, and Mr. Kapitulik. There were no votes against. Mr. McGarry abstained due to his fire department involvement. The Motion was approved.

205 POLICE – Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to approve the 2015 Police budget as proposed by the Board of Selectmen with the total of \$395,286. The Motion was approved unanimously.

220 Emergency Management – Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to approve the 220 Emergency Management budget with the Board of Selectmen proposed total of \$5,819. The Motion was approved unanimously.

305 General Maintenance – Chairman Centofanti explained to the Board Members that the Materials line of this proposed budget is over funded and the line contains many expenses not actually related to materials. He suggested that some of the uses be given individual lines and that others should be made part of other more related Public Works budgets in order to keep better track of spending for their specific purposes. The Board Members agreed to revise and add to the proposed budget lines and to fund those lines more appropriately.

Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to revise the Minor Equipment & Repairs line to \$120,000, to fund the Vehicle Fuel line, as proposed, with \$65,000, to revise the funding in the Materials line to \$150,000, and to add and fund new lines for Signs with \$8,000, Contracted Services with \$110,000, and Maintenance with \$150,000, and to approve the revised 305 General Maintenance budget with a total of \$453,000. [A line for Fees & Subscriptions funding is to be moved to the 320 Town Garage budget and the line for Professional Development is to be funded in the 320 Town Garage budget]. The Motion was approved unanimously.

320 Town Garage – In line with changes made to the 305 General Maintenance budget, the Board agreed to add and fund lines for Fees & Subscriptions and Professional Development within the Town Garage budget.

Ms. Haase made the Motion seconded by Ms. DeBold to fund the Professional Development line with \$2,000, to add a line for Fees & Subscriptions and fund it with \$3,000, and to approve the revised 320 Town Garage with a amended total of \$45,500. The Motion was approved unanimously.

325 Snow & Ice Removal – The Board Members agreed to use a 5-year spending average plus an allowance for inflation to calculate funding for the Sand-Snow & Ice Removal line and the Salt for Ice Removal line with the proposed funding appearing to be unnecessarily high. The Board agreed that in these lines is very difficult since the need fluctuates so much from year to year with impossible to predict winter weather conditions.

Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to revise the Sand-Snow & Ice Removal line to \$83,000 and the Salt for Ice Removal line to \$70,000, and to approve the 325 Snow & Ice Removal budget with a revised total of \$363,000. The Motion was approved unanimously.

400 Social Services [Haddam Public Health] – The Board calculated an adjustment to the agency's salary allowance in order to keep the percentage of salary increase that would be funded by the Town at the 2.5% agreed to for Town employees in the union contract.

Mr. Kapitulik made the Motion seconded by Ms. DeBold to approve the 400 Social Services budget different from the Board of Selectmen proposed total (\$75,290) with the revised total of \$73,665. The Motion was approved unanimously.

Fund #12 Road Fund – First Selectman Milardo and the Board again reviewed the differences in funding for road repair/maintenance and for actual road and bridge reconstruction. They agreed that these two expenses should be addressed separately. It is expected that the funding that is allotted for reconstruction work will become part of the anticipated bonding project agreement later this year. The Board agreed that any funding it approves for this road reconstruction should now be moved to and held in Debt Service Fund #26 instead of in the Road Fund.

Mr. Kapitulik made the Motion seconded by Vice Chairman Fredericksen to revise the funding in the Fund #12 Road Fund from the Board of Selectmen proposed \$750,000 to \$0. The Motion was approved unanimously.

Fund #26 Debt Service– **Mr. Kapitulik made the Motion seconded by Vice Chairman Fredericksen to add a line for Infrastructure within the Fund #26 Debt Service budget, to fund that line with \$500,000, and to approve the Fund #26 Debt Service budget with a revised total of \$700,165. The Motion was approved unanimously.**

800 Contingency – **Vice Chairman Fredericksen made the Motion seconded by Mr. McGarry to approve the 800 Contingency budget, as proposed by the Board of Selectmen, with a total of \$100,000. The Motion was approved unanimously.**

Fund #17 Capital Improvement Plan – The Board Members reviewed the adjusted version of the Capital Improvement Plan Committee's proposed 2016-2017 Capital Plan budget dated 3/15/2016 that had been distributed this evening. Several typographical corrections and updates were made to the Plan in response to the discussions held at the March 28th Meeting and at this Meeting. Mr. Kapitulik repeated his concern about waiting several more years to begin setting aside funding for expensive but necessary items including emergency vehicles and other large equipment. The Board considered his idea and asked for suggestions of lines in the Capital Plan that the Board might start to fund in the new fiscal year.

Mr. Kapitulik made the Motion seconded by Vice Chairman Fredericksen to add funding of \$100,000 in the HVFD line 7 [Truck 7-13 Replacement] and funding of \$180,000 in HVFD line 18 [Radio System Replacement] of the 2016-2017 Capital Improvement Plan, and to approve the Fund #17 Capital Improvement Plan for the 2016-2017 fiscal year with the new total of \$643,100. The Motion was approved unanimously.

This completed the deliberations for the 2016-2017 Budget to be presented to town residents and taxpayers at the May 4 Public Hearing. Chairman Centofanti noted that the scheduled April 25 Budget Meeting will not be needed.

The Board and First Selectman Milardo again briefly discussed the idea of starting preparations for the next Capital Improvement Plan during the summer of 2016 instead of waiting for the next Budget deliberations season in March 2017.

4. Public Comment

Resident Steve Bayley urged the Board regarding the 2016-2017 Budget to consider funding for the Eddy Shelter in Middletown, which he understands has served some Haddam residents. The Board considered this suggestion and determined that it would not be feasible to approve funding for this organization at this time.

Resident Melissa Schlag spoke to the challenging issue of funding the multiple needy charitable organizations in the Haddam area.

Chairman Centofanti suggested that after the Budget season is completed the Board might work on drafting a Town policy regarding charitable funding to act as a guide when funding requests are presented to the Town by charitable organizations. Chairman Centofanti noted that other Connecticut towns already have such policies in place.

5. Adjournment

Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 9:30 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Secretary