

**Town Of Haddam
BOARD OF FINANCE
Budget Meeting
Town Office Building Annex
Monday, March 21, 2016
MINUTES**

Approved as Printed at the April 11, 2016 Regular Meeting

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

Not in Attendance: Alternate James Bucko

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

Also present was First Selectman Lizz Milardo.

1. Call to Order/The Pledge of Allegiance

The Meeting was called to order at 6:35 PM.

The Pledge of Allegiance was recited.

2. Seating of Alternates

All Regular Board Members were present; no Alternates were seated for this Meeting.

3. Approval of the March 7, 2016 Budget Meeting Minutes

Ms. DeBold made the Motion seconded by Ms. Haase to table approval of the March 7 Budget Meeting Minutes and to wait to approve any other accumulated outstanding Minutes (Regular and Budget Meetings) until the regular Minutes approval portion of the April Regular Meeting. This Motion was approved unanimously.

4. Review and discussions of the 2016-2017 Budget

Review and approval of department budgets:

011 Finance – In response to a Board question at the March 14 Meeting, Ms. Bertrand noted that the Finance Office had recalculated the Part Time Finance Director line to \$59,000. With that adjustment, the Board refigured the department total to \$124,314.

Ms. DeBold made the Motion seconded by Mr. Kapitulik to approve the 011 Finance Department budget different from the department and Board of Selectmen proposed budget (of \$137,064) with the amended total of \$124,314. The Motion was approved unanimously.

040 Tax Collector – In response to a Board question at the March 14 Meeting, Ms Bertrand informed the Board that the Assistant Tax Collector line was being adjusted to \$22,000 since the position had been changed to part time and was recently advertised and would be filled as a 20-hour per week position. This amendment made the new proposed total \$78,927.

Ms. Haase made the Motion seconded by Ms. DeBold to approve the 040 Tax Collector budget different from the department and Board of Selectmen original proposed total of \$96,986 with an amended total of \$78,927. The Motion was approved unanimously.

050 Town Counsel – The Board Members discussed their concern that the Legal Counsel line proposal might be too low considering the multiple number of projects requiring legal advice/decisions for the coming year. The Bond Counsel line would be moved to a Bond Project budget if anticipated bonding is approved by a future town meeting and

undertaken for large projects during the new fiscal year. Ms. Bertrand said that she would work with Financial Coordinator Georgia Emanuel to calculate what funding will be needed in these lines and she will present the information at the March 28 Meeting. This budget was **tabled** pending additional information at the March 28 Meeting.

075 Zoning Board of Appeals (ZBA) – Ms. Bertrand notified the Board Members that although this budget had been approved at the March 14 Meeting, new information had been received showing the annual dues had increased by \$20 to \$110. Ms. DeBold again abstained from voting on this budget.

Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to cancel the previous approval, amend the ZBA budget total, and reapprove the amended ZBA budget with a total of \$110. The Motion was approved by Chairman Centofanti, Vice Chairman Fredericksen, Mr. Alexy, Ms. Haase, and Mr. Kapitulik. There were no votes against. Ms. DeBold abstained from voting, as she is also a member of the Zoning Board of Appeals.

090 Central Services - In response to a Board question at the March 14 Meeting, Ms Bertrand informed the Board that the IT Maintenance /Support line should actually read \$66,551, amending the department total to \$119,751.

Ms. DeBold made the Motion seconded by Mr. Kapitulik to approve the 090 Central Services budget different from the department and Board of Selectmen proposal (of \$118,426) with an amended total of \$119,751. The Motion was approved unanimously.

095 Insurance/Benefits – This department budget was again **tabled** until additional needed information becomes available in April.

105 Senior Services - In response to a Board question at the March 14 Meeting, First Selectman Milardo and Ms Bertrand informed the Board that the Senior Center Manager Wages line only appears to be more than the agreed upon 2.5% wage increase paralleling the agreed upon rate in the Town employees' union contract due to the formula that had been used to calculate the wages. Both assured the Board Members that the wages were actually in line with a 2.5% increase.

Mr. Kapitulik made the Motion seconded by Ms. Haase to approve the 105 Senior Services budget different from the department request, but with Board of Selectmen proposed total of \$40,679. The Motion was approved by Chairman Centofanti, Vice Chairman Fredericksen, Mr. Alexy, Ms. Haase, and Mr. Kapitulik. There were no votes against. Ms. DeBold abstained since she is closely involved with the Senior Center and related senior activities. The Motion was approved.

112 Health – Ms. Bertrand urged the moving of this budget to the 400s Health/Social Services budgets at some point in the near future. The Board agreed that this budget could be approved in its present location within the Town Government budgets until it is appropriate to change its location in the Budget. First Selectman Milardo told the Board Members that the new health district has agreed to accept and work within the monetary contract offer the Town quoted it for the 2016-2017 fiscal year. When asked by a Board Member about the organization's financial history, First Selectman Milardo said that she can forward more information about the company from its audit to Chairman Centofanti and he can e-mail it to the Board Members for their review/information. The contract with this health district would be renewed annually.

First Selectman Milardo informed the Board that the Board of Selectmen plans to call a town meeting in April to introduce the new health district organization and request town approval of this health district that that board has selected (pending that town meeting

approval) to serve the town as of the beginning of the 2016-2017 fiscal year, replacing Chatham Health District.

Ms. Haase made the Motion seconded by Vice Chairman Fredericksen to approve the 112 Health budget with the department and Board of Selectmen proposed total of \$80,165. The Motion was approved unanimously.

Public Works

300 General Labor – There was a brief conversation about the Overtime Labor line and the different places in the budget that this funding might be kept.

Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to approve this budget with the department and board of Selectmen proposed total of \$611,375. The Motion was approved unanimously.

305 General Maintenance – There was a lengthy discussion about the Materials line in this budget, that line's relation to the Snow & Ice Removal O/T (Overtime) line in the 325 Snow & Ice Removal budget, and the Town Aid Road Fund that was suggested be added to the Materials line. Vice Chairman Fredericksen made two Motions that were never seconded and he then rescinded each of them.

The vote on this budget was **tabled** until more information can be gathered regarding the Town Aid Road Fund and its relationship with the Materials line. The Board agreed it must further discuss the way to fund and position both budgets and it will be important to be able to clarify and explain to the town at the budget public hearing that by moving the Town Aid Road Fund contents from its current place to the General Maintenance budget, will not be increasing the total Budget or impact the tax rate. **Tabled**

320 Town Garage – **Mr. Kapitulik made the Motion seconded by Ms. DeBold to approve the 320 Town Garage budget with the department and Board of Selectmen proposed total of \$38,500. The Motion was approved unanimously.**

325 Snow & Ice Removal – This budget was **tabled** until more information can be gathered regarding how to funds lines in and approve this budget in relation to lines in the 305 General Maintenance budget. **Tabled**

330 Fire Hydrants – First Selectman Milardo clarified that this budget is for the maintenance and repair of town fire tanks and standpipes.

Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to approve the 330 Fire Hydrants budget with the department and Board of Selectmen proposed total of \$3,000. The Motion was approved unanimously.

335 Waste Disposal - First Selectman Milardo verified for the Board that there is currently a two-part study being conducted regarding waste disposal in town with the first part currently under way and the second part to be completed next year. It was noted that costs and transfer station passes both will be increasing this year, but the latter will still be a bargain compared to many other towns.

Ms. Haase made the Motion seconded by Vice Chairman Fredericksen to approve the 335 Waste Disposal budget with the department and Board of Selectmen proposed total of \$329,500. The Motion was approved unanimously.

340 Tree Maintenance – First Selectman Milardo informed the Board that this budget has changed this year with the tree warden position being required by the State of Connecticut to attend a series of classes to be certified as a tree warden. Mr. Goff has opted not to continue in the position of Tree Warden, but Town Wetlands/Zoning Enforcement Officer Jim Puska has agreed to take the courses and assume the position.

The Board of Selectmen will be awarding Mr. Puska the position at its next Meeting. The Tree Warden line has been funded with \$5,000 for this purpose.

Mr. Kapitulik made the Motion seconded by Vice Chairman Fredericksen to approve adding \$5,000 to the line titled Tree Warden and to reduce the Tree Removal line from the proposed \$90,000 to \$85,000 and to approve the 340 Tree maintenance budget with the department and Board of Selectmen proposed total of \$90,000. The Motion was approved unanimously.

425 Haddam Ambulance Services – There was a lengthy discussion about the meeting the Board had had with Haddam Volunteer Ambulance Services, Inc. at the March 19 Workshop. First Selectman Milardo told the Board that she is currently having a priority study completed and should have information by August or September regarding the town's requirements for emergency services now and in the near future and the best ways to continue to address the payment for emergency services coverage during times when the Volunteer Ambulance Service personnel are not available. This service is being and has in recent years been conducted by ERM. The volunteer ambulance service representatives informed the Board that it had been their plan to order a new ambulance during this coming year; in order to do make this purchase, they would need more financial assistance from the Town to pay for the increasing costs of off-hour coverage. The coverage by ERM has been needed due to a marked reduction in the number of ambulance/emergency response volunteers caused by the retirement of long time members, fewer new volunteer applicants than in past years, and the need for more of the current volunteer staff to work out of the area and therefore be unavailable during business hours, and increasing payments required by ERM.

The Board anticipates the current study mentioned by First Selectman Milardo will help the Town decide what will be required in order to serve town residents' emergency medical needs in the manner they expect and deserve. It had been noted that this budget includes a new line this year, Middlesex Hospital Paramedics, funded with \$8,333, which is required to help cover payment for paramedic services on the ambulances.

Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to approve the 425 Haddam Ambulance Services at the Board of Selectmen proposed total of \$133,333. The Motion was approved unanimously.

503 Haddam Park & Recreation – The Board decided to fund the Field Maintenance line of this budget at the same level as last year at \$55,000 and to increase the Expanded Recreation opportunities line from last year's \$5,000 to \$7,500. All other lines remained at last year's budget totals.

Ms. DeBold made the Motion seconded by Mr. Kapitulik to approve the 503 Haddam Park & Recreation budget different from the department and Board of Selectmen proposal (of \$72,600) with a total of \$65,100. The Motion was approved unanimously.

505 (Haddam/Killingworth) H/K Recreation Authority – **Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to approve the 505 H/K Recreation Authority budget with the department and Board of Selectmen proposed total of \$109,886. The Motion was approved unanimously.**

515 Culture & Recreation – It is noted that this is a new budget this year, encompassing in total or in part five individual budgets from the previous year within one budget (Village park Society, Ct River Coastal Conservation District [not requested or funded], Brainerd Memorial Library, Haddam River Days, and Veterans' Museum Supplies).

Ms. Haase made the Motion seconded by Mr. Fredericksen to approve the 515 Culture & Recreation budget with the department and Board of Selectmen proposed total of \$353,656. The Motion was approved unanimously.

520 Community Organizations – It is noted that this is a new budget this year, encompassing in total seven individual budgets from the previous year within one budget (Haddam Historical Society, Higganum Cemetery Association, Rushford Center, Regional Mental Health Board, Women & Family Center, Community Health Center, and Middlesex Land Trust). First Selectman Milardo informed the Board that two of the organizations had not made budget requests for the coming year (and were not funded by the Board of Selectmen) and the Board of Selectmen had made the decision not to fund two of the other organizations that had made requests.

Mr. Kapitulik made the Motion seconded by Ms. Haase to approve the 520 Community Organizations budget with two of the organizations and the Board of Selectmen proposed total and different from one organization's request (of \$4,076) and the Board of Selectmen proposal (\$2,500) for a department total of \$6,000. The Motion was approved unanimously.

5. Public Comment

There was no comment provided by the members of the public who were present.

6. Adjournment

Vice Chairman Fredericksen made the Motion seconded by Ms. Haase to adjourn the Meeting. The Motion was approved unanimously. The meeting was adjourned at 8:55 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Secretary