

**Town Of Haddam
BOARD OF FINANCE
Regular Meeting
Town Office Building Annex
Monday, March 14, 2016
MINUTES
*Approved as Printed at the April 11, 2016 Regular Meeting***

In attendance: Chairman Joseph Centofanti and Vice Chairman Harlan Fredericksen; Members: Chris Alexy, Marjorie DeBold, and David Kapitulik; Alternates Robert McGarry and Joanne Nesti
Not in Attendance: Member Cheryl Haase and Alternate James Bucko
Staff in Attendance: Haddam Finance Director Barbara Bertrand and Barbara Galloway, Recording Secretary

1. Call to Order/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 Ms. Haase. The Motion was approved unanimously.

3. Approval of the February 22, 2016 Regular Meeting Minutes

Ms. DeBold made the Motion seconded by Vice Chairman Fredericksen to approve the Minutes from the February 22, 2016 Regular Meeting. The Motion was approved unanimously.

4. Public Communications:

a. *Communications to the Board of Finance*

There were no communications to the Board received or read.

b. *Public Input/Comments*

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

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

Vanessa Rossito, a principal at Blum Shapiro, was present to review the 2014-2015 Audit with the Board Members. She discussed the new accounting and disclosures that were implemented in the 2014-2015 Audit. She also discussed the State Single Audit report, the letter to those charged with governance, and the Recommendations to Management. The Board Members thanked Ms. Rossito for explanation of aspects of the 2014-2015 Audit and her time this evening.

6. Finance Director's Report

Ms. Bertrand reviewed the financial reports that included the general fund revenues budgeted and actual, expenditures budgeted and actual, and the Capital and Non-Recurring fund expenditures budgeted and actual. She noted several areas in the Expenditures report that were overspent or close to used up, although the overall budget that included those lines is still running "in the black". In the Revenues report, Ms. Bertrand pointed out that the totals are still fluctuating and will be fine-tuned as the fiscal year progresses.

A question was asked about the reason there was continuing to be a Field Design line in the Haddam Park & Recreation budget in the Capital Non-Recurring report since there was no field although it had been considered, no design had been ordered or completed, and no work had been billed to this area. Ms. Bertrand indicated that she would look into this line and its current purpose.

7. Selectmen's Requests

There were no Selectmen's Requests presented for the Board's attention and action.

8. Selectmen's Report

First Selectman Lizz Milardo was not in attendance at this Meeting and no Selectmen's Report was presented.

9. Old Business

There was no old business discussed.

10. New Business

There was no new business discussed.

11. 2016-2017 Town Budget

a. *Comments/Discussion regarding RSD 17 joint budget meeting*

It was pointed out that both towns' pupil populations have fallen for the coming fiscal year; however, the District staff count had not decreased. The school budget once again shows a notable increase.

Mr. Kapitulik handed out a chart that showed statistics including the costs per student and student populations over the past few years. This chart was discussed briefly with the Board Members' agreement that more detailed questions must be asked of the board of education during its budget workshops before that budget goes to a referendum in May, and the school board should be urged to plan ahead to help reduce the size of discretionary spending within the RSD #17 budget. The Board will discuss suggestions that are made to assist RSD #17 to more effectively plan ahead for the school system's needs.

b. *Review and approval of department budgets*

010 Selectmen – Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to approve the 010 Selectmen budget with the department and Board of Selectmen proposed total of \$188,613. The Motion was approved unanimously.

011 Finance Department – This budget vote was **tabled pending the Board's receipt of additional information/explanation from Ms. Bertrand regarding the calculation of the increase in the Part Time Finance Director line.**

015 Probate – Note: There was no increase from the previous year in this budget. Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to approve the 015 Probate budget with the department and Board of Selectmen proposed total of \$2,661. The Motion was approved unanimously.

020 Elections –Note: Ms. DeBold recused herself from voting on this budget. Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to approve the 020 Elections budget with the department and Board of Selectmen proposed total of \$53,980. The Motion was approved by Chairman Centofanti, Vice Chairman Fredericksen, Mr. Alexy, Mr. Kapitulik, and Mr. McGarry. There were no votes against. Ms. DeBold abstained. Approved.

025 Board of Finance – Vice Chairman Fredericksen made the Motion seconded by Mr. McGarry to approve the 025 Board of Finance budget with the department and Board of Selectmen proposed total of \$43,995. The Motion was approved unanimously.

030 Assessor – Mr. Kapitulik made the Motion seconded by Vice Chairman Fredericksen to approve the 030 Assessor budget with the department and the Board of Selectmen proposed total of \$120, 536. The Motion was approved unanimously.

035 Board of Assessment Appeals (BAA) – Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to approve the 035 Board of Assessment Appeals budget with the department and Board of Selectmen approved total of \$310. The Motion was approved unanimously.

040 Tax Collector – This budget vote was **tabled** pending the Board's receipt of additional information regarding the advertised salary for a new Assistant Tax Collector line and the calculation of any increase in that line in the new budget.

045 Treasurer – Ms. Bertrand briefly spoke with the Board about the Town's plan to make adjustments to its current investments and bank accounts.

Vice Chairman Fredericksen made the Motion seconded by Mr. McGarry to approve the 045 Treasurer budget with the department and Board of Selectmen proposed total of \$16,379. The Motion was approved unanimously.

050 Town Counsel – This budget vote was **tabled** pending additional information from the First Selectman regarding the Legal Counsel, Labor Counsel, and Bond Counsel budget needs.

055 Town Clerk – **Mr. Kapitulik made the Motion seconded by Ms. DeBold to approve the 055 Town Clerk with the department and Board of Selectmen proposed total of \$107,389. The Motion was approved unanimously.**

[060 Town Hall – **discontinued** – lines combined into other budgets]

061 Public Buildings – **Ms. DeBold made the Motion seconded by Vice Chairman Fredericksen to approve the 061 Public Buildings budget different from the department request (of \$309,474) and with the Board of Selectmen proposed total of \$307,474. The Motion was approved unanimously.**

[065 Town Office Building – **discontinued** – lines combined into other budgets]

[066 Town Office Building Annex - **discontinued** – lines combined into other budgets]

070 Planning & Zoning – It was noted that the credit the Town had received for the first three years of COG membership, but will now be responsible for normal dues.

Vice Chairman Fredericksen made the Motion seconded by Mr. McGarry to approve the 070 Planning & Zoning budget different from the department request (of \$7,552) and with Board of Selectman proposed total of \$10,054. The Motion was approved unanimously.

075 Zoning Board of Appeals "(ZBA)" – There was no change in this budget from the previous year.

Mr. Kapitulik made the Motion seconded by Ms. DeBold to approve the 075 ZBA (Zoning Board of Appeals) budget with the department and Board of Selectmen proposed total of \$90. The Motion was approved unanimously.

080 Engineering – **Mr. Kapitulik made the Motion seconded by Vice Chairman Fredericksen to approve the 080 Engineering budget with the department and Board of Selectmen proposed total of \$50,000. The Motion was approved unanimously.**

085 Wetlands – **Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to approve the 085 Wetlands budget with the department and Board of Selectmen proposed total of \$100. The Motion was approved unanimously.**

090 Central Services – The Board asked if payroll was being processed on a weekly or bi-weekly basis. It was noted that the IT Maintenance/Support line is \$65,226 on the budget sheet and green back up sheet, but the IT Maintenance/Support detail sheet (white) totals \$66,551. Ms. Bertrand said she would check on both of the above items and report back to the Board. This budget vote was **tabled** pending Board receipt of the requested information.

095 Insurance/Benefits – Ms. Bertrand reported that the broker had urged the Town to allow the substantial increased amount of \$420,000 for the CIGNA Health line, although it may actually be less than this amount when additional figures are available in April. This budget was **tabled** pending Board receipt of additional information.

100 Capital Plan – The Capital Plan had not yet been reviewed by the department with the Board of Selectmen.
This budget was **tabled** pending Board receipt of additional information.

105 Senior Services – **Ms. DeBold recused herself from voting on this budget.** The Board noted that the Senior Center Manager Wages line appears to show an increase of about 3.2%, which is higher than the agreed upon 2.5% in line with the Town and union contract agreement.
This budget was **tabled** pending Board receipt of clarification of this line total.

110 Parades – **Mr. Kapitulik made the Motion seconded by Ms. DeBold to approve the 10 Parades budget with the department and Board of Selectmen proposed total of \$1,325. The Motion was approved unanimously.**

112 Health – This budget was **tabled** until after the department meets with the Board to review the budget at the March 19th Workshop.

120 Economic Development – **Ms. DeBold made the Motion seconded by Vice Chairman Fredericksen to approve the 120 Economic Development budget with the department and Board of Selectmen proposed total of \$2,000. The Motion was approved unanimously.**

125 Land Use – **Vice Chairman Fredericksen made the Motion seconded by Mr. McGarry to approve the 125 Land use budget with the department and Board of Selectmen proposed total of \$162,094. The Motion was approved unanimously.**

130 Conservation – It was noted that the Grant Coordinator line had been moved to the Selectmen's budget.

Ms. DeBold made the Motion seconded by Vice Chairman Fredericksen to approve the 130 Conservation budget different from the department request (of \$2,500) with the Board of Selectmen proposed total of \$1,500. The Motion was approved unanimously.

12. Public Comment

Resident Ed Munster suggested that the Board Members should include in the Motions the amount being approved. He asked where the public can see a list of the department budget totals proposed by the department and by the Board of Selectmen. Chairman Centofanti informed him that the proposed Budget is available for viewing on the Town's website. Mr. Munster also suggested that the Board Members provide a reason when they abstain from voting on a budget.

13. Adjournment

Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 8:57 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Secretary