

**Town of Haddam
BOARD OF FINANCE
October 21, 2019
APPROVED MINUTES**

In attendance	Absent	Others in attendance
Centofanti		Milardo – First Selectman
Fredericksen		Bertrand – Finance Director
Haase		Ricciardelli – Recording Secretary
McGarry Moriarty		
Challenger (Alternate)		
Nesti (Alternate) Ruty (Alternate)		

Call to Order/Pledge of Allegiance

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

Seating of Alternates: Fredericksen made a motion to seat Challenger for Lundgren. Haase seconded. No discussion. Motion carried unanimously.

Approval of Minutes: Fredericksen made a motion, seconded by Challenger to accept the September 16, 2019 minutes. There was a brief discussion to correct “charger” to Charter. Under Selectman’s request for Public Visioning Grant correct who made the motion Fredericksen made the motion and Moriarty seconded. Under new business change the \$338,000 to \$700,000. No further discussion. Motion carried unanimously.

Public Communications: Tax Collector’s Report was passed around.

Centofanti stated he would answer questions raised during the last meetings public comment at the end of the meeting.

Public comment:

Adams, Maurice: Presented Centofanti with a letter with questions regarding the Town revenue budget

Aronow, Alan: Commented that the 9/16/19 minutes under Public Comment were made by Alan Aronow not Alan Alonzo.

Finance Director’s Report:

Mira will not be sending a recycling rebate this year.

20-21 Budget Documents are being prepared.

Budget Transfers:

Haase made a motion, seconded by Fredericksen to approve the Interdepartment Transfers for Fiscal year 2019 dated 10/17/19. (Attached as Schedule 1) There was a brief discussion regarding Solid Waste Disposal. No further discussion. The motion carried unanimously.

Fredericksen made a motion, seconded by Challenger to approve the Intradepartment transfers in the amount of 10,828.00. (Attached as Schedule 2) No discussion. The motion carried unanimously

Moriarty made a motion, seconded by McGarry to approve the budget Transfers in the amount of 1,122,000.00 (Attached as Schedule 3) to go to Town Meeting. No discussion. The motion carried unanimously.

Fredericksen made a motion, seconded by Haase to approve transfer request form 2020-3 to go to Town Meeting. (Attached as Schedule 4) No discussion. Moriarty, Challenger Yay. McGarry abstained. The motion carried.

Fredericksen made a motion, seconded by Haase to approve transfer request 2020-4 to go to Town Meeting. (Attached as Schedule 5) No discussion. The motion carried unanimously.

Selectman's Report: Milardo provided the Board with the list of roads that will be done with the Bonding money. Dublin Hill Bridge should be done in the middle of December. Tap Grant/Sidewalk Grand are both ready to go. Water is moving along. All road work that is not done yet will be done by the end of October.

Old Business:

Centofanti discussed the following in response to questions asked in public comment in the previous meeting: Town Aid Roads are budgeted in the capital and non-recurring fund as determine in budget process. There is not a lack of transparency. This was changed to be fiscally conservative and responsible given the State lack of stability in fund grants. If monies are received they are spent on road in accordance with State grant requirements.

LOCIP is also budgeted in the Capital Fund as the grant relates to the Town's approved capital plan.

In the future we will make it clear in the budget document and we will provide the Board monthly a capital and nonrecurring revenue report in addition to the expenditure report that is currently provided.

Bonding: With respect to items included in the capital plan and bonding package, the specific items are approved (plow truck, backhoe) not the make and model. That would be determined through the bid process or the State bid. We will ensure in the 20 - '21 capital plan that the items are not identified by make or model.

State Statutes are applicable to Town's that do not have charter. When a Town has a charter, the State Statutes apply if the charter does not address a particular item

Finally, the estimated fund balance at June 30, 2019 will be will change based on proposed transfers that were approved tonight.

New Business: N/A

Public Comment:

Adam, Maurice 32 Gates Way, Haddam: ask if those were the answers to his questions from the last meeting.

Haase made a motion seconded by Fredericksen **to adjourn the meeting at 7:15pm** Motion carried unanimously.

Schedule 1 - 10/21/19 Board of Finance Regular Meeting

10/17/2019 11:31:26 AM					
Interdepartment Transfers for Fiscal year 2019					
		Balance		Adjusted	
Account Number	Account Description	Remaining	Intra dept Transfers	Balance	Proof
SELECTMEN					
01-10-010-12-01009	RECEPTIONIST WAGES	14,062.80	(3,910.76)	10,152.04	
01-10-010-14-01013	T O B COVERAGE	(3,910.34)	3,910.76	0.42	0.00
FINANCE DEPARTMENT					
01-10-011-12-01103	PART TIME FINANCE DIRECTOR	(1,386.69)	1,386.69	0.00	
01-10-011-12-01110	FINANCIAL/OFFICE COORDINATOR	8,268.53	(1,386.69)	6,881.84	0.00
TOWN COUNSEL					
01-10-050-31-05001	LABOR COUNSEL	(3,743.44)	3,743.44	0.00	
01-10-050-31-05000	LEGAL COUNSEL	15,730.00	(3,743.44)	11,986.56	0.00
CENTRAL SERVICES					
01-10-090-55-09012	LEGAL NOTICES	(1,033.72)	1,033.72	0.00	
01-10-090-65-09001	POSTAGE	7,698.59	(2,887.29)	4,811.30	
01-10-090-69-09003	COPY MACHINE SUPPLIES	(1,853.57)	1,853.57	0.00	0.00
INSURANCE					
01-10-095-23-09507	DEFERRED COMP. PLAN	4,663.75	(4,308.52)	355.23	
01-10-095-25-09505	STATE UNEMPLOYMENT	(4,308.52)	4,308.52	0.00	0.00
ECONOMIC DEVELOPMENT COMM					
01-10-120-12-12001	EDC COORDINATOR PART TIME	(2,643.80)	2,369.23	(274.57)	
01-10-120-34-12001	CONSULTANT FEES	1,000.00	(1,000.00)	0.00	
01-10-120-86-12010	PROF. DEV/MARKETING	1,369.23	(1,369.23)	0.00	0.00
LAND USE OFFICE					
01-10-125-12-12502	LUO ADMINISTRATIVE COORD (M)	13,707.84	(5,089.03)	8,618.81	
01-10-125-12-12503	COMMISSION SECRETARY	(3,154.03)	3,154.03	0.00	
01-10-125-14-12513	SUPPLEMENTAL PAYROLL	(1,935.00)	1,935.00	0.00	0.00
HADDAM V.F.D.					
01-20-200-61-20010	SMALL EQUIP / MAINT / SUPPLIES	11,653.88	(10,460.53)	1,193.35	
01-20-200-66-20009	TRUCK MAINTENANCE	(7,798.29)	7,798.29	0.00	
01-20-200-79-20000	ADM / PERSONNEL / OTHER	(2,662.24)	2,662.24	0.00	0.00
PUBLIC WORKS					
01-30-300-12-30000	REGULAR LABOR	32,350.47	(32,350.47)	0.00	
01-30-300-13-30001	OVERTIME	8,513.25	(8,513.25)	0.00	
01-30-300-36-30006	OUTSIDE CONTRACTORS	34,004.04	(34,004.04)	0.00	
01-30-300-36-30009	TREE REMOVAL	(73,912.00)	73,912.00	0.00	
01-30-300-54-30001	MINOR EQUIP & REPAIRS	(8,708.06)	8,708.06	0.00	
01-30-300-60-30005	VEHICLE FUEL	(4,753.51)	4,753.51	0.00	
PUBLIC BUILDINGS					
01-30-310-12-31000	CUSTODIAN WAGES	(1,106.22)	1,106.22	0.00	
01-30-310-36-31007	H2O RENTAL/ALARM MAINT	(3,633.02)	3,633.02	0.00	
01-30-310-59-31005	TELE/INTERNET	(8,752.59)	8,752.59	0.00	
01-30-310-60-31004	HEAT/PROPANE	(2,766.52)	2,766.52	0.00	
01-30-310-60-31002	ELECTRIC	(9,495.18)	9,495.18	0.00	
01-30-310-62-31006	STREET LIGHTING	(3,603.14)	3,603.14	0.00	
01-30-310-66-31015	MAINT OF TOWN PROP/ BLDGS	(4,835.69)	4,835.69	0.00	
SNOW & ICE REMOVAL					
01-30-325-13-32501	OT SNOW & ICE REMOVAL	39,312.81	(39,312.81)	0.00	
01-30-325-36-32502	CONTRACT SERVICE	5,698.92	(5,698.92)	0.00	
01-30-325-66-32503	PLOW BLADES/SANDER	5,200.00	(4,275.30)	924.70	
01-30-325-68-32500	SAND	17,116.27	(17,116.27)	0.00	
01-30-325-68-32501	SALT FOR ICE REMOVAL	(4,275.30)	4,275.30	0.00	
SOLID WASTE DISPOSAL					
01-30-335-12-33500	CUSTODIAN/WASTE TRSF STATIO	(17,244.88)	16,249.93	(994.95)	
01-30-335-63-33502	MSW DISPOSAL FEE	(3,629.33)	3,629.33	0.00	
01-30-335-63-33504	BULKY WASTE DISPOSAL FEE	3,732.15	(3,629.33)	102.82	
01-30-335-63-33507	RECYCLING	(2,238.85)	2,238.85	0.00	
01-30-335-63-33508	HOUSEHOLD HAZARDOUS WASTE	3,694.00	(2,238.85)	1,455.15	
01-30-335-63-33509	BRUSH DISPOSAL	1,815.00	(1,220.10)	594.90	
01-30-335-66-33501	MAINTENANCE OF SITE	(1,391.50)	400.00	(991.50)	0.00

10/17/2019 11:31:26 AM						
Interdepartment Transfers for Fiscal year 2019						
		Balance		Intra dept		Adjusted
Account Number	Account Description	Remaining		Transfers		Balance
						Proof
SENIOR SERVICES						
01-40-410-11-41004	MUNICIPAL AGENT SALARY	12,119.62		(5,545.32)		6,574.30
01-40-410-12-41005	SR CENTER DIRECTOR WAGES	(5,545.32)		5,545.32		0.00
TRANSPORTATION FOR ELDERLY						
01-40-415-12-41500	SENIOR VAN DRIVER WAGES	8,964.41		(4,835.02)		4,129.39
01-40-415-12-41502	SUBSTITUTE DRIVER	(4,835.02)		4,835.02		0.00
Total				0.00		

Schedule 2 - 10/21/19 - Regular Board of Finance Meeting

Town of Haddam					
Budget Transfers for 2019 budget					
Account Number	Department		Account Name	From	To
01-10-020-12-02000	ELECTIONS		ROV ELECTION WAGES	8,097.99	
01-10-020-54-02008	ELECTIONS		ELECTION SUPPLIES	2,455.44	
01-10-120-12-12001	ECONOMIC DEVELOPMENT COMM		EDC COORDINATOR PART TIME	274.57	
01-10-150-84-15002	CONTINGENCY		SALARY CONTINGENCY		10,828.00
To approve transfers for department that are over spent					

Schedule 3 - 10/21/19 - Regular Board of Finance Meeting

Town of Haddam					
Budget Transfers for 2019 budget					
Account Number	Department	Account Name	From		To
Revenue Budget Transfers					
01-10-101-01		GENERAL PROPERTY TAX	325,000.00		
01-10-101-02		MOTOR VEH SUPPLMENTAL TAXES	100,000.00		
01-20-201-01		ECS	205,673.00		
01-30-304-01		TRANSFER STATION PERMITS	30,000.00		
01-30-306-01		BUILDING AND LAND USE	100,000.00		
01-40-401-01		INTEREST INCOME	85,000.00		
01-60-600-79-60000		CAPITAL IMPROVEMETN BUDGET			845,673.00
Expenditure Budget Transfers					
01-10-010-12-01009	SELECTMEN	RECEPTIONIST WAGES	10,000.00		
01-10-050-31-05000	TOWN COUNSEL	LEGAL COUNSEL	11,900.00		
01-10-050-31-05002	TOWN COUNSEL	P&Z COUNSEL	13,100.00		
01-10-090-53-09016	CENTRAL SERVICES	STAFF DEVELOPMENT	2,000.00		
01-10-090-54-09010	CENTRAL SERVICES	EQUIPMENT	9,000.00		
01-10-090-65-09001	CENTRAL SERVICES	POSTAGE	4,800.00		
01-10-090-66-09004	CENTRAL SERVICES	IT MAINT/SUPPORT/SUPP	5,200.00		
01-10-095-21-09500	INSURANCE	HEALTH INSURANCE	10,000.00		
01-10-095-21-09506	INSURANCE	UNINSURED LOSS (DED)	9,000.00		
01-10-095-22-09504	INSURANCE	SOCIAL SECURITY	15,500.00		
01-10-095-23-09509	INSURANCE	PENSION CONSULTANT	13,500.00		
01-10-095-52-09502	INSURANCE	ALL OTHER INSURANCES	7,000.00		
01-10-125-11-12500	LAND USE OFFICE	TOWN PLANNER	11,000.00		
01-10-125-12-12502	LAND USE OFFICE	LUO ADMINISTRATIVE COORD (M)	8,500.00		
01-10-125-36-12507	LAND USE OFFICE	CONT SERV Bldg Insp	1,500.00		
01-10-150-84-15001	CONTINGENCY	CONTINGENCY	78,827.00		
01-20-201-54-20111	HADDAM NECK V. F. D.	BUILDING & PROPERTY	5,000.00		
01-20-201-61-20110	HADDAM NECK V. F. D.	SMALL EQUIP / MAINT / SUPP	21,500.00		
01-20-201-66-20109	HADDAM NECK V. F. D.	TRUCK MAINTENANCE	2,500.00		
01-20-201-79-20100	HADDAM NECK V. F. D.	ADM / PERSONNEL / OTHER	5,500.00		
01-30-327-36-32701	ENGINEERING	ENGINEERING	9,500.00		
01-40-410-11-41004	SENIOR SERVICES	MUNICIPAL AGENT SALARY	6,500.00		
01-40-410-27-41007	SENIOR SERVICES	SR. CENTER ACTIVITIES	2,500.00		
01-40-410-88-41008	SENIOR SERVICES	MEALS FOR THE ELDERLY	2,500.00		
01-50-503-86-50304	PARK & REC COMMISSION	SANITARY FACILITIES	3,000.00		
01-50-503-86-50307	PARK & REC COMMISSION	EXPAND REC OPPORTUNITIES	7,000.00		
01-60-600-79-60000		CAPITAL IMPROVEMETN BUDGET			276,327.00
Total Transfers to Capital Improvement Budget					1,122,000.00
Total of Vehicles approved in the captial budget					1,122,000.00
To approve transfers to captial improvement fund to fund vehicles approved at Town Meeting					

Schedule 4 - 10/21/19 - Regular Board of Finance Meeting

TOWN OF HADDAM									
2019-20 BUDGET TRANSFER REQUEST FORM									
DATE	October 21, 2019				REQUEST NUMBER	2020-3			
DESCRIPTION OF TRANSFER REQUEST (CAUSE)									
Transfer from truck line and water tank lines no longer needed to fund replacement of ATV vehicles for Haddam and Haddam Neck Volunteer Fire Departments. Vehicles are included in capital plan.									
TRANSFER TO					TRANSFER FROM/FUNDING SOURCE				
ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	Department Name	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT			
Off-road Utility Vehicle Replacement	New	\$30,000.00	HVFD	HVFD Replace Truck 7-13	17-20-200-10-20003	\$49,506.03			
Off-road Utility Vehicle Replacement	New	\$30,000.00	HNVFD	17-IN-GRND H2O TNK TR BLDG	17-20-200-05-20001	\$10,493.97			
Totals		\$60,000.00				\$60,000.00			
APPROVED BY	DATE								
BOARD OF SELECTMAN	10/15/19								
BOARD OR FINANCE									
TOWN MEETING REQUIRED?		No	Yes						
IF YES - REASON TOWN MEETING IS REQUIRED	Amount is over \$27,600.	N/A							
TOWN MEETING	PASSED		FAILED		DATE				

Schedule 5 - 10/21/19 - Regular Board of Finance Meeting

TOWN OF HADDAM									
2019-20 BUDGET TRANSFER REQUEST FORM									
DATE	October 21, 2019							REQUEST NUMBER	2020-4
DESCRIPTION OF TRANSFER REQUEST (CAUSE)									
To transfer the amount included in Town's 2020 budget in excess of the final approved RSD 17 budget to pay for the operating costs (utilities, maintenance, landscaping, etc)									
TRANSFER TO					TRANSFER FROM/FUNDING SOURCE				
ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	Department Name	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT			
REGIONAL SCHOOL DISTRICT # 17	01-70-700-90-70000	\$127,853.00	Pubic Buildings	HES operating costs	New	\$127,853.00			
Totals		\$127,853.00				\$127,853.00			
APPROVED BY	DATE								
BOARD OF SELECTMAN									
BOARD OR FINANCE									
TOWN MEETING REQUIRED?		No	Yes						
IF YES - REASON TOWN MEETING IS REQUIRED	Amount is over \$27,600.	N/A							
TOWN MEETING	PASSED		FAILED				DATE		