

**TOWN OF EAST HADDAM**  
**BOARD OF FINANCE**  
**Special Meeting**  
July 22, 2013  
Town Hall

**CALL TO ORDER**

The special meeting of the Board of Finance was called to order at 7:02 pm by Chairman Susan Link.

The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:

Susan Link, Chairman  
Robert Bennett  
Bruce Dutch  
Harvey Thomas  
Raymond Willis

Others:

Deb Denette, Town Clerk & BOF recording secretary  
Cindy Varricchio, Finance Director

**APPROVAL OF MINUTES**

Motion was made by Robert Bennett to approve the minutes of the following meetings:

Regular Meeting Minutes, May 13, 2013  
Special Meeting Minutes, May 21, 2013  
Special Meeting Minutes, June 6, 2013  
Special Meeting Minutes, June 10, 2013 (as amended to replace Robert Mr. Bennett with Mr. Bennett in both places it appears)  
Special Meeting Minutes, June 27, 2013

Raymond Willis seconded the motion. Motion carried with Susan Link abstaining for the June 27, 2013 minutes.

**CORRESPONDENCE**

**a. Board of Education Year-End Budget Results:**

Chairman Susan Link reviewed the Board of Education Year End Budget correspondence from Superintendent Dr. Mary Beth Iacobelli as follows:

\$18,474,584.00	2012-2013 Board of Education Budget Allocation
\$18,031,705.51	Expended
\$310,334.95	Reserved for outstanding encumbrances
\$132,543.54	Unexpended.

The Superintendent requested that the unexpended balance be transferred to the Board of Education Capital Reserve Fund. Mrs. Varricchio reported that such transfer would be appropriate following completion of the audit.

It was emphasized that funds going in and out of reserves requires Board of Finance and Town Meeting action. It was also noted that recommendations for the funds may come from the Board of Education; however, approvals will come from the Board of Finance and Town meeting

The Board of Finance requested that the Fire Marshall and the Facilities Administrator be invited to the next board of finance meeting to discuss potential safety needs for the schools as referenced in the Superintendent's correspondence.

## **CHAIRMAN'S REPORT**

### **a. Tax Collector Monthly and Year-End Report:**

Chairman Link noted that tax bills will be going out one month later due to the timing of passing the referendum. It was reported that Town Hall has been inundated with phone calls from people looking for their tax bills.

## **FIRST SELECTMAN'S REPORT**

First Selectman Mark Walter was not present.

## **FINANCE DIRECTOR'S REPORT**

### **a. Preliminary Year-End Update:**

Cindy Varricchio reported that she is still putting together year end information. She noted that there will be one more accounts payable run for fiscal year 2013. She stated that the auditors have begun preliminary audit work and have been pleased with the preparations made for their arrival. Mrs. Varricchio reported that completed year-end figures should be available for the August Board of Finance Meeting.

### **b. Transfers to Capital Projects and Reserves:**

Cindy Varricchio reviewed with the Board unexpended items for last year's continued appropriations and fiscal year 2013 capital projects. Mrs. Varricchio noted that in the past, the Board has taken action to continue the appropriations into the next fiscal year; however the 2013-2014 budget transitioned the Town to a multi-year capital projects fund rather the capital projects being expended from the general fund and unexpended projects being carried forward into the next fiscal year. Mrs. Varricchio stated that the auditors favor the capital projects fund. Mrs. Varricchio recommended to the Board that the remaining funds for capital items that are ongoing be transferred to the capital projects funds. In addition, she recommended that funds transferred from reserves for projects that were not expended be returned to reserves and that remaining technology monies for ongoing items be transferred to the technology fund.

**Motion was made by Robert Bennett to transfer \$51,443 from the General Fund to the Technology Fund for the purpose of:**

<b>Technology Equipment/Files Systems</b>	<b>\$30,000</b>
<b>VOIP Telephone System</b>	<b>16,534</b>
<b>Electronic Records</b>	<b>4,909</b>

Raymond Willis seconded the motion and it was unanimously approved. Motion carried.

Motion was made by Robert Bennett to transfer \$725,917 from the General Fund to Capital Projects and Reserves for the purpose of:

Town Office Site	\$12,278
General Code Codification	7,173
River House Painting	845
Emergency Management Radio System/Frequencies	13,300
Emergency Management Equipment/Radios	12,250
O'Connell Road Extension	71,150
Haywardville Bridge Project	183,661
Public Works Road Program/Miscellaneous Road	129,781
Recreation Commission Nichols Field/Tennis Courts	4,351
Elementary School Roof—Architect	24,914
Elementary School Feasibility Study	23,664
Munis Implementation	95,545
Other Education Capital	46,436
Facilities Evaluation	43,853
Fire Department Equipment	820
Fire Marshal Vehicle	10,467
Senior Center—Heritage Park	19,531
East Haddam Free Library	4,898
Rathbun Free	10,000
Agriculture Commission Harris Well Project	11,000

And to transfer \$283,430 from the General Fund to Capital Projects and Reserves for the purpose of:

Capital Projects Reserve (Elementary School Roof)	275,000
Reserve for Revaluation	8,430

Bruce Dutch seconded the motion and it was unanimously approved. Motion carried.

### **LIAISON REPORTS**

Nothing noted.

### **GUESTS AND AUDIENCE COMMENTS**

Nothing noted.

### **OLD BUSINESS**

Nothing noted.

### **NEW BUSINESS**

#### **a. Grant Acceptance—2014 Historic Document Preservation:**

Town Clerk Debra Denette advised that this is a \$4,000 grant request. The funds will be utilized to preserve Town Meeting records from the 1950's era where a lot of legal notices were scotch taped into the record. The paper is acidic and is bleeding through and the tape is drying and cracking off. These records will benefit greatly from preservation. There is no matching component, however, the quote for this

project is for approximately \$400 over and above the amount of the grant and is intended to be funded from the historic document preservation fund.

**Motion by was made by Robert Bennett to recommend to the Board of Selectmen the acceptance of the State of Connecticut, State Library Historic Document Preservation Grant in the amount of \$4,000 and to appropriate said funds to Fund 14—Document Preservation Fund and to ask the Board of Selectmen to schedule a Town Meeting for approval. Harvey Thomas seconded the motion and it was unanimously approved. Motion carried.**

**b. Gift Acceptance—Senior Club Exercise Equipment:**

**Motion was made by Robert Bennett to recommend to the Board of Selectmen the acceptance of the gift of a treadmill and recumbent cycle for the Senior Center valued at \$4,810 from the Senior Club and to ask the Board of Selectmen to schedule a Town Meeting for approval. Raymond Willis seconded the motion and it was unanimously approved. Motion carried.**

**OTHER/FOLLOW-UP**

Nothing noted.

**EXECUTIVE SESSION—LABOR CONTRACT NEGOTIATIONS**

**Motion was made by Robert Bennett to enter into Executive Session at 7:30 pm for purpose of labor contract negotiations. Harvey Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Members Present:** Susan Link, Robert Bennett, Bruce Dutch, Harvey Thomas, Raymond Willis.

There were no invited guests.

**Motion was made by Harvey Thomas to exit Executive Session at 7:56 pm. Bruce Dutch seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Bruce Dutch to adjourn at 7:56 pm. Raymond Willis seconded the motion and it was unanimously approved. Motion carried.**

Respectfully submitted,

Susan Link  
Chairman