

**TOWN OF EAST HADDAM**  
**BOARD OF FINANCE**  
**Regular Meeting**  
October 20, 2014  
Town Grange

The October regular meeting of the East Haddam Board of Finance was called to order at 7:00 pm by Chairman Susan Link.

The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:  
Susan Link, Chairman  
Robert Bennett, Secretary  
William DiCristofaro  
Raymond Willis

Others:  
Mark B. Walter, First Selectman  
Deb Denette, Town Clerk and recording secretary  
Cindy Varricchio, Finance Director  
Edward Blaschik  
Jay Moreau

**APPROVAL OF MINUTES**

**Motion was made by Mr. Bennett to approve the minutes of the September 30, 2014 special meeting with the following changes: Page 4, Old Business: Strike the words "and that \$80,000 was needed to renew the license". Mr. DiCristofaro seconded the motion and it was unanimously approved. Motion carried.**

**CHAIRMAN'S REPORT**

a. **Tax Collector's Report:**

No comments or questions were raised responsive to the tax collector's report provided.

**FIRST SELECTMAN'S REPORT**

a. **Shared Services Report:**

Mr. Walter reviewed the Shared Services report. He highlighted the security upgrades that have taken place at all the schools and the improvements that have occurred to the Rathbun Library facility under the facilities component of Shared Services, including repair to the cupola, replacement of the carpet and refurbishment and/or replacement of shutters.

Mr. Walter encouraged Board Members to come out for town meetings. He noted that the \$50,000 transfer from contingency to move forward with the old

middle school conversion passed by a vote of 6-2. Mrs. Link requested that agenda's be sent to board members so that they are aware of when these meetings are held. Mrs. Denette advised of the "notify me" option on the town's website.

Mr. Walter stated that the issues regarding 9-1-1/KX are continuing to be sorted through. Valley Shore will present an alternative proposal to Emergency Management Committee on Thursday at 8:00 pm.

Mrs. Varricchio reported on the MUNIS conversion. She stated that the Board of Education staff will receive training on November 4<sup>th</sup>. The Town staff will have training toward the later part of November. Once trained, Department heads will input their budget's directly.

Mrs. Varricchio reported that the I.T. Department is very busy. She stated that over 300 service tickets have been responded to at the school alone since September.

Mr. Walter added that an EBOLA plan is being developed in coordinate with the Chatham Health District, First Selectman's Office, the facilities director and the Superintendent of Schools to develop protocols in the event there is impact to our community.

## **FINANCE DIRECTOR'S REPORT**

### **a. September YTD Budget Report:**

Mrs. Varricchio reported that the draft audit has been received and a meeting with the auditors is scheduled for October 21, 2014. She also noted that annual report submissions are late if they have not been turned in as of this time.

Mrs. Varricchio apologized for an incorrect formula on the year to date forms and replaced it with a corrected page. She reminded the Board about the budgetary impact resulting from sick and vacation leave being paid out to two employees of the clerical union have recently left the Town's employ. She stated that the Building Official and the Zoning Enforcement Officer are also leaving effective the end of this month and that will have an additional budgetary impact. Responsive to inquiry from Mrs. Link, it was reported that the Town has welcomed Nancy Talbot to the Land Use Department and Kamey Cavanaugh joins the building department on October 27, 2014.

Responsive to inquiry from Mrs. Link, it was noted that the Open Space Commission is working on another property.

Additional discussion was held on the receivable that is carried by the Town for State grants that have yet to be funded. Mrs. Varricchio reported that the Town received \$44,000 from the State in a payment in lieu of taxes; \$28,000 was anticipated. She added that she anticipated the amount of PILOT to be reduced when the buildings at Sunrise were demolished.

b. **2015-2016 Budget Calendar:**

Mrs. Varricchio reviewed a proposed budget schedule. She stated that the goal is to get the budget passed sooner. Accordingly the proposed date for the budget to be presented to the Board of Finance is March 5<sup>th</sup>. Mrs. Varricchio requested that the Board Members advise of their availability between March 2 and March 17 for budget presentations. Mrs. Link advised that the Board of Education will host a budget forum on November 17<sup>th</sup>. She encouraged attendance.

**LIAISON REPORTS**

Mrs. Link advised that she met with the Superintendent. She stated that she encouraged creative thinking to address declining enrollment. Mr. Willis inquired whether Mrs. Link directed them to bring forward a budget that did not represent an increase, she advise that she did and that she really emphasized the declining enrollment. It was noted that the decrease in enrollment does not have corresponding per student cost, however, a need to be smarter with dollars was emphasized. Board of Education priorities were identified as technology at the high school and curriculum. With permission from Mrs. Link, Mr. Jay Moreau added that the Board of Education was concerned with the KX issues. He believed that because it was on the shared services report confusion may exist as to the need for that expense to be shared.

Mrs. Link noted that she and Mr. Walter met with the Superintendent and clarified that the employees of Shared Services report to both the Superintendent and to the First Selectman.

Mr. Willis added that Johnsonville will be auctioned on October 28<sup>th</sup>. He stated that he is hopeful that whatever happens with the property is a positive for the Town.

**GUESTS AND AUDIENCE COMMENTS**

Nothing noted.

**OLD BUSINESS**

Radio project. Mr. Bennett noted that the radio license has been extended. He encouraged the item to remain on the agenda under old business until it is resolved. He stated that he anticipated the funding necessary for this project to be part of the 2015/2016 budget.

**NEW BUSINESS**

a. **Transfer of FEMA Grant Proceeds to Capital Projects Fund:**

The 2013-2014 capital projects budget included revenue from FEMA from Storm Sandy. The funding was just received. The capital items that were targeted to use FEMA monies were the Town Office Building generator (\$15,000), emergency radios (\$10,000) a police radio (\$7,000) and light towers for the fire department (\$19,000) for a total of \$51,000. The FEMA storm Sandy proceeds were \$51,167.48. The transfer will require a town meeting.

**Motion was made by Mr. Bennett to transfer FEMA grant proceeds in the amount of \$51,000 to the Capital Projects Fund and to request that the Board of Selectmen call a**

**Town Meeting for approval. Mr. Willis seconded the motion and it was unanimously approved. Motion carried.**

**b. 2015 Board of Finance Meeting Calendar:**

A draft meeting calendar was distributed to Board members for their review. It is anticipated that the Board will take action on the calendar at the December meeting.

**Motion was made by Mr. Willis to adjourn at 7:58 pm. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.**

**Respectfully submitted**

**Deb Denette**