

TOWN OF EAST HADDAM
Board of Finance
Regular Meeting
February 13, 2017
Grange Hall

The regular meeting of the East Haddam Board of Finance was called to order at 7:00 pm by Chairman Raymond Willis at the Grange Hall. The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:

Raymond Willis, Chairman
Robert Bennett, Secretary
William DiCristofaro
Bruce Dutch
Harvey Thomas

Others in attendance:

Emmett Lyman, First Selectman
Denise Dill, Tax Collector
Ronald Turner, Director of Operation
Cindy Varricchio, Finance Director
William Lindsay, Independent Bond & Investment Consultants LLC.
Craig Mansfield
Erik Dill

APPROVAL OF AGENDA

Motion was made by Mr. DiCristofaro to approve agenda with the addition of New Business Item h—Library Capital. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.

APPROVAL OF MINUTES

Motion was made by Mr. Thomas to approve the minutes of the January 9, 2017 regular meeting with one change (as requested by Mr. DiCristofaro)—page 4 of 6 under Liaison Reports—add to the end of the sentence “as well as municipal employees”. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.

PRESENTATION BY FINANCIAL ADVISOR BILL LINDSAY

Mr. Lindsay reviewed with the Board financing options for the four major capital projects. There was an analysis of utilizing USDA funds for the municipal complex versus “going out to the market”, as well as current market trends and the timing of our funding.

CORRESPONDENCE

State Representative Melissa Ziobron provided the Board with information regarding Governor Malloy’s proposed budget. She expressed her concerns about the impact of the proposed budget to East Haddam. Mrs. Varricchio provided the Board with a summary she prepared outlining the impact of the Governor’s budget to East Haddam.

CHAIRMAN'S REPORT

a. Tax Collector's Report:

It was noted that the report was not in the packet and would be available next month.

b. Financial Policies Update:

Mr. DiCristofaro reported that the subcommittee was making steady progress on the fund section of the policy and it was hoped to bring that information to the Board in April (rather than in March during budget season).

FIRST SELECTMAN'S REPORT

Mr. Lyman spoke to the Meals on Wheels matter—with regard to reduction of meals. He reported that Brad Parker, the Senior Center Director has coordinated with Grist Mill Market to provide meals at the Senior Center to fill the void.

Mr. Mansfield provided an update on the Municipal Office Complex and Radio Tower Project to the Board.

a. Shared Services Report:

It was noted that Board members had the report in their packet.

FINANCE DIRECTOR'S REPORT

a. Major Capital Projects Update:

Provided in Board packet, Mr. Lyman spoke about under First Selectman's Report.

b. 2017-2018 Budget Calendar:

Provided in the Board packet.

LIAISON REPORTS

Nothing noted.

GUESTS AND AUDIENCE

Nothing noted.

OLD BUSINESS

Nothing noted.

NEW BUSINESS

a. 2017 Historic Document Preservation Grant Acceptance:

Motion was made by Mr. Bennett to accept a grant from the State of Connecticut, State Library in the amount of \$4,000 for historic document preservation (Historic Document Preservation Fund, account 26041-43000) and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. DiCristofaro seconded the motion and it was unanimously approved. Motion carried.

b. Neglected Cemeteries Grant Acceptance:

Motion was made by Mr. DiCristofaro to accept a grant from the State of Connecticut, Office of Policy and Management through the Neglected Cemetery Account in the amount of \$2,000 (Cemeteries operating budget, account 10544350-54424) to provide upkeep of local cemeteries to keep them in orderly and decent condition and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

c. Senior Bus Grant Acceptance:

Motion was made by Mr. Thomas to accept a grant for a Wheelchair-Accessible Motor Vehicle for Elderly and/or Disabled Persons Transportation from the State of Connecticut, Department of Transportation at a total vehicle cost of \$69,000 with a 80% state funding (\$55,200) and 20% town funding (\$13,800 from the Senior Transportation Fund, account 91092037-58820) and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

d. Police and Youth Program Grant Application:

It was noted that the police would like to apply for a grant that promotes positive interaction between police and the town youth. The East Haddam Police are proposing utilizing the grant funds for a hiking club for students in grades 8 through 11. The program would begin July 1, 2017 and run to June 30, 2018. There are no matching funds for the grant.

Motion was made by Mr. DiCristofaro to authorize the East Haddam Police to apply for a Police and Youth Program Grant in the amount of \$9,730. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.

e. Park and Recreation Capital Projects:

It was noted that in the current fiscal year capital projects budget, the Recreation Commission has \$7,500 budgeted for park signage. The actual cost is \$2,514. The Recreation Director is requesting that \$4,500 be repurposed for the disc golf course for benches and other items.

Motion was made by Mr. Dutch to authorize the Recreation Commission to utilize signage funds for further improvements for the disc golf course. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.

f. **Fire Department Capital Projects:**

It was noted that for several years we have carried \$20,000 for a new furnace for company #2 in the capital budget. The budget notation has indicated that further evaluation would be done as part of the renovations project. The furnace has been evaluated and does not need to be replaced at this time. There is a request to utilize these funds for other company #2 improvements as part of the renovations project.

Motion was made by Mr. Thomas to authorize the Fire Department to utilize capital funds originally assigned for a new furnace at company #2 for other improvements at company #2. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

g. **Shared Services Transfer to Capital Projects Fund:**

It was noted that for fiscal year 2015-2016 the Shared Services department was not fully staffed, there was an interim Facilities Director and a period of time with no help desk person, in addition funds were budgeted for benefits that were not used because of the temporary position. Mrs. Varricchio is recommending that, in light of state budget cuts that could impact our capital plan, that these remaining funds be transferred to the Capital Projects Fund. A Town Meeting would be required.

Motion was made by Mr. DiCristofaro to transfer \$57,980 from Shared Services (fund 2630) to the Capital Projects Fund (fund 3320) and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

h. **Library Capital:**

It was noted that the Library System is seeking to conduct an ADA compliance study of both libraries. It was further noted that we are carrying many capital projects for both libraries and that this compliance study is essential before moving forward with other expenditures. The request is that we utilize funding from the HVAC/Boiler capital allocations to complete the ADA study. The cost of the study is \$4,800 for each library.

Motion was made by Mr. Bennett to authorize expenditure of the Library system capital for an ADA compliance study for both libraries in the amount of \$9,600. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.

OTHER

Mrs. Varricchio noted that she had been forwarding information regarding the State's budget to the Board and asked if they would like to continue receiving the information. The consensus was that they would.

Motion was made by Mr. Dutch to adjourn at 8:20 pm. Mr. DiCristofaro seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,

Cindy Varricchio