

TOWN OF EAST HADDAM

Board of Finance

Regular Meeting Minutes

March 12, 2018

Municipal Office Complex

Meeting Rooms 1 and 2

The regular meeting of the East Haddam Board of Finance was called to order by Chairman William DiCristofaro at 7:01 pm at the Municipal Office Complex. The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members
William DiCristofaro, Chairman
Gregory Lauria, Secretary
Bruce Dutch
Todd Gelston
Tracey Gionta
Harvey Thomas

Others
Emmett Lyman, First Selectman
Denise Dill, Tax Collector
Ron Turner, Director of Operations
Cindy Varricchio, Finance Director

APPROVAL OF AGENDA

Motion was made by Mr. Dutch to approve the agenda as presented. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried.

APPROVAL OF MINUTES

Motion was made by Mr. Gelston to approve the regular meeting minutes of February 12, 2018 with corrections—page 5, fourth paragraph, delete “bot” after reimbursement and page 6, last paragraph (motion), third line add “and replacement” after removing. Mrs. Gionta seconded the motion. Motion carried with Mr. Thomas abstaining.

GUESTS AND AUDIENCE COMMENTS

a. **Follow-Up to Citizens Questions from February 12, 2018 Meeting:**

Mr. DiCristofaro reviewed questions from the February 12, 2018 meeting and provided responses. It was noted that the questions and their responses will be posted on the website with the Agenda and Minutes for the corresponding meeting.

b. **Guests and Audience Comments:**

No comments were offered.

CORRESPONDENCE

Nothing noted.

CHAIRMAN'S REPORT

a. **Tax Collector's Report—January and February:**

Mr. DiCristofaro stated that collections continue to look good. Mrs. Dill had no issues to report.

b. **Board Subcommittee Reports:**

i. **Communications—Bruce Dutch/Todd Gelston:**

Mr. Gelston reviewed the three press releases prepared by the Communications Subcommittee for the *East Haddam News* with regard to budget/financial terms. Each release contained six to seven sets of terms. Mr. Gelston indicated that *East Haddam News* is willing to print the releases to provide information to citizens.

Motion was made by Mr. Thomas to approve the three press releases prepared by the Communications Subcommittee. Mrs. Gionta seconded the motion.

Discussion: Mrs. Gionta recommended rearranging the grouping of the terms to make them more sequential. It was noted that the Subcommittee would like to prepare two more releases. It was the consensus of the Board that Mr. Gelston and Mrs. Gionta would work together to format the releases. Mr. Thomas recommended providing information with regard to mill rate and the equalized Grand List. Mr. DiCristofaro felt that would do well as a standalone article.

The motion was unanimously approved. Motion carried.

It was noted that the additional two articles would be placed on a budget meeting agenda for approval.

ii. **Increasing Revenues—William DiCristofaro/Harvey Thomas:**

Mr. Thomas stated that the Subcommittee is looking at different places to increase revenue to include fees that the town charges, implementing ordinances for fines and PILOT (three places have been identified as a starting point). Mr. DiCristofaro indicated that the Transfer Station Committee is making good process and will be coming forward with recommendations. It was noted that the recommendations will include revenue and reduced expenditures.

iii. **Long Range Planning:**

Mr. Lauria reported that they are waiting on the Board of Education facilities study recommendations. Mrs. Gionta indicated that this is most likely a post budget discussion. Mr. Lauria indicated that the capital improvement plan should be reviewed for several years out to determine if there are ways to revise or stretch out expenditures.

iv. Financial Policies:

It was reported that the Subcommittee is moving forward and will be meeting again. It was noted that there was a goal of the Board approving the Fund Policies in March. That will occur in the near future.

FIRST SELECTMAN'S REPORT:

a. Municipal Office Complex Update:

Mr. Lyman reported that the move to the new Municipal Office Complex went very well. It was well organized and planned. Mr. Lyman noted that tables for Meeting Rooms 1 and 2 are on order. He noted that it is a great building, with lots of space and a much different environment than the former Town Office Building. The feedback from citizens has been very positive to include the preservation of the mural, the building looking better than ever before and the Veterans display.

b. Shared Services Report:

Mr. Lyman advised that we are staying ahead of issues. We are installing programmable thermostats in town buildings. We continue to move forward with the budget process. Municipal aid is an evolving process.

Mr. Gelston inquired about the Board of Education facilities report with the replacement of four malfunctioning cameras at the elementary school and what were the cameras used for. Mr. Turner responded that they are surveillance cameras and their replacement was completed under the annual service contract.

c. Debt Issuance—March 8, 018 Bond Anticipation Note:

Mr. Lyman reported that on March 1, 2018 the town conducted a sale for General Obligation Bond Anticipation Notes (BAN) for \$19,200,000. The term of the BAN is March 8 to September 6, 2018. We received bids from three financial institutions. The winning bid was for a net interest cost of 1.5259%. Mr. Lyman further reported that we received great feedback from a potential investor with regard to the overall financial condition of the town, the financial information available on the town's website, our budget to actual performance, the First Selectman's budget transmittal letter was found thoughtful and informative, we do not have great pension liabilities and we compare well to our peer towns.

FINANCE DIRECTOR'S REPORT:

a. January and February YTD Budget Report:

There was discussion regarding unexpended capital project funds. The Board would like information about each item and an update of anticipated expenditure date. An update will be provided to the Board with the next budget report.

LIAISON REPORTS

Mr. Gelston reported on the following that he is meeting with the Fire Department next week. Mr. Thomas reported that he was invited to the Planning Subcommittee of the Library Board of Directors. They are looking to the future. He will attend as many of their meetings as he can.

Mr. Gelston stated that he still needs to meet with the Fire Department, Firefighter Pension and Ambulance.

OLD BUSINESS

a. **Plan of Conservation and Development:**

The deadline for completion was extended until late summer. The Board decided to not take an action at this time.

NEW BUSINESS:

a. **Town Clerk Historical Preservation Grant Authorization Request:**

The Town Clerk would like to apply for Historical Grant Preservation Funds for the preservation of Town Audit reports from 1960 forward (as much as the grant will allow) into a bound format.

Motion was made by Mrs. Gionta to authorize application for the State Historic Documents Preservation Grant for the preservation of historic audits dated from 1960 to forward in the amount of \$4,500. Mr. Lauria seconded the motion and it was unanimously approved. Motion carried.

GUESTS AND AUDIENCE COMMENTS

OTHER

Mr. Thomas inquired about the status of the former Town Office Building property. Mr. Lyman responded that the Board of Selectmen will be moving forward to explore options.

A reminder was given that the Budget Forum is scheduled for Saturday, March 10th at 9 am.

Motion was made by Mr. Dutch to adjourn at 7:55 pm. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,

Cindy Varricchio