

**TOWN OF EAST HADDAM**  
**Board of Finance**  
Special Meeting Minutes  
December 10, 2018  
Nathan Hale-Ray Middle School Cafeteria

In attendance:

**Board of Finance Members:**

William DiCristofaro, Chairman  
Gregory Lauria, Secretary  
Bruce Dutch  
Todd Gelston  
Tracey Gionta  
Harvey Thomas

**Board of Selectmen Members:**

Emmett Lyman, First Selectman  
Susan Link  
Robert Smith

**Board of Education Member:**

Bryan Perry, Chairman  
Marc Piscioti, Secretary  
Erik Anderson  
Karin Blaschik  
Nicole Hendry

Brian Reas, Superintendent of Schools  
Cindy Varricchio, Finance Director  
Cindy Hughson, Executive Assistant to the Superintendent of Schools  
Approximately 12 citizens and staff.

Mr. DiCristofaro called the Board of Finance meeting to order at 7:05 pm.  
Mr. Lyman called the Board of Selectmen meeting to order at 7:05 pm.  
Mr. Perry called the Board of Education meeting to order at 7:05 pm.

The Pledge of Allegiance was recited.

**TRI-BOARD MEETING 2019-2020 PROPOSED BUDGET**  
**BOARD OF FINANCE, EDUCATION AND SELECTMEN**

Mr. DiCristofaro welcomed everyone to the meeting. He thanked Jack Rogerson for video recording (live streaming) the meeting.

Mr. DiCristofaro stated the purpose of the meeting was to provide an opportunity for citizen input. He indicated that the town leaders would like to hear from citizens what is acceptable and unacceptable.

He stated that the format of the meeting would be to receive questions and then post the questions and answers on the Town's website so that everyone can see them. Mr. DiCristofaro noted that immediate answers to inquiries were not intended, but that we would endeavor to provide timely answers. He indicated that people would be allowed to speak and asked that when they did they provide their name, address and limit their comments to three minutes.

Each Board Chairman introduced the members of their respective Boards. Mr. Perry introduced Superintendent Reas as well.

A brief PowerPoint presentation was provided that discussed the key points of the upcoming budget process, current state of East Haddam finances and the key factors that each Board reviews when determining a new fiscal year budget. A copy of the presentation is available on the Town's website for review.

### **GUESTS AND AUDIENCE COMMENTS**

Resident Robert Morsch spoke of the changes to the Transfer Station and the importance of recycling. Mr. Morsch was grateful to all the Boards for holding these forums and allowing citizens the opportunity to voice their opinions.

**Motion was made by Mr. Lyman to adjourn the Board of Selectmen meeting at 7:43 pm. Mrs. Link seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Piscioti to adjourn the Board of Education meeting at 7:43 pm. Mrs. Blaschik seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mrs. Gionta for the Board of Finance meeting to recess at 7:43 pm. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.**

The meeting reconvened at 7:55 pm.

### **APPROVAL OF MINUTES**

**Motion was made by Mr. Thomas to approve the minutes of the November 19, 2018 regular meeting. Mrs. Gionta seconded the motion.**

Discussion: Mr. Gelston requested that the Board's questions regarding the First Selectman's report be included in the minutes.

The original motion was withdrawn.

**Motion was made by Mrs. Gionta to defer approval of the November 19, 2018 minutes to the next meeting so that they may be updated to include the Board's questions. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.**

## **CORRESPONDENCE**

### a. **CCM Budget 101 Workshop:**

Mr. DiCristofaro encouraged Board members to attend the workshop scheduled for Saturday, January 6, 2019. Mr. Gelston and Mrs. Gionta expressed interest in attending. Board members were asked to let Mrs. Varricchio know if they would like to attend.

## **CHAIRMAN'S REPORT**

### a. **Tax Collector's Report—November:**

Tax Collector Denise Dill responded to questions that were asked at the prior Board meeting to include policies and procedures and the Tax Collector's three-year timeline for tax sale. Mrs. Dill indicated that there can be other factors which may expedite or extend the three year period. Such as bankruptcy, foreclosure or a deceased owner.

Mrs. Dill indicated that she tries to give people some time noting that she cannot in good conscience send a property owner to a tax sale after one year of delinquency—especially considering job loss or cancer. She does have a threshold of \$10,000 in one year of delinquencies to avoid the delinquency snowballing.

Mrs. Gionta inquired what other towns do. Mrs. Dill responded that most other towns hold tax sales, foreclose or sell the liens to a third party.

Mr. Gelston asked what remote scan meant on the Tax Collector's Report. He was informed that was the scanning of checks directly to the bank for deposit.

### a. **Board Subcommittee Reports:**

**Communications:** Mr. Gelston reported that the article reviewed at the November meeting has been submitted to East Haddam News for publication this Thursday. Mr. Gelston thanked *East Haddam News*. The next article topic will be the Town's endowment funds.

**Increasing Revenues:** No report.

**Financial Needs Roundtable:** Mrs. Gionta reported that the first meeting was held. A preliminary review of total debt and debt service was reviewed. Mrs. Varricchio is setting up meetings with departments, Boards and Commissions for the 2019-2020 budget season to prepare to look forward at "big ticket" items. The next meeting is scheduled for February 4<sup>th</sup>.

**Financial Policies:**

**Police Special Revenue Fund Policy:**

**Motion was made by Mr. Gelston to approve the Police Special Revenue Fund Policy as presented effective January 1, 2019. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried.**

**Policy Reserve Fund Policy:**

**Motion was made by Mr. Gelston to approve the Police Reserve Fund Policy as presented effective January 1, 2019. Mr. Lauria seconded the motion and it was unanimously approved. Motion carried.**

**Budget Policy:**

There was discussion regarding the proposed budget policy and rather than approving the policy at this time, implementing it as a guideline for the coming budget process and then at the conclusion of the budget season making any necessary changes and/or revisions.

**Motion was made by Mrs. Gionta to implement the proposed budget policies for the 2019-2020 budget process and to evaluate the policies at the conclusion of the budget season making any necessary changes and/or revisions. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.**

**FIRST SELECTMAN'S REPORT**

It was noted that the topics were covered in the budget presentation.

**FINANCE DIRECTOR'S REPORT**

Mrs. Varricchio stated that she anticipated that the audit would be available for the December meeting.

a. **November YTD Budget Report:**

Mrs. Varricchio reviewed the November YTD budget report. It was noted that an individual line item has been added to the budget report to reflect the September storm damage.

b. **Budget Calendar Update:**

Updated budget calendar provided.

**LIAISON REPORTS**

Mr. Gelston reported that he had met with the Animal Control Officer.

Mr. Lauria reported that he has reached out to the Chairman of the Board of Education Bryan Perry as the new Board liaison to Education.

### **OLD BUSINESS**

Nothing noted.

### **NEW BUSINESS**

a. **Board of Finance Budget Request:**

It was the consensus of the Board to submit the budget request at the same amount as the current year.

### **GUESTS AND AUDIENCE COMMENTS**

None.

### **OTHER**

Mr. Gelston inquired on the status of the Annual Report. It was noted that there is a delay in the audit because of the State. Anticipate having in time for the Town Meeting.

Mr. Gelston asked about the Auditors and whether we are due for a new contract. Mr. DiCristofaro responded that we have a three-year contract with the option to renew for two additional years.

There was discussion regarding the Town's debt ratios. Mr. Thomas and Mr. DiCristofaro reported that the Policy Subcommittee is reviewing and do not yet have a recommendation for the Board.

Mr. DiCristofaro thanked everyone for their time and wished everyone on the Board and citizens Happy Holidays and a Happy New Year.

**Motion by Mr. Dutch to adjourn at 8:23 pm. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.**

Respectfully submitted,  
Cindy Varricchio