

**TOWN OF EAST HADDAM**

**Board of Finance**

Special Meeting Minutes

May 7, 2019

Municipal Office Complex

Meeting Room 3

Mr. DiCristofaro called the Board of Finance meeting to order at 7:04 pm. The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members

William DiCristofaro, Chairman

Gregory Lauria, Secretary

Bruce Dutch

Harvey Thomas

Others

Emmett Lyman, First Selectman

Deb Denette, Town Clerk

Denise Dill, Tax Collector

Cindy Varricchio, Finance Director

Mr. DiCristofaro stated that he hoped to wrap up this meeting by 8:00 pm so that the Board may recess to learn the outcome of the budget referendum, and reconvene to set the mill rate or discuss next steps.

**APPROVAL OF AGENDA**

**Motion was made by Mr. Dutch to approve the agenda. Mr. Lauria seconded the motion and it was unanimously approved. Motion carried.**

**GUESTS AND AUDIENCE COMMENTS**

None.

**APPROVAL OF MINUTES**

Mr. DiCristofaro thanked the "ladies" for their efforts with the minutes. He noted that to save postage and printing costs, Board of Finance meeting materials will be stored on the cloud for review and access by Board members.

**Motion was made by Mr. Dutch to approve the minutes of the March 9, 2019 special meeting. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Dutch to approve the minutes of the March 11, 2019 regular meeting. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Dutch to approve the minutes of the March 16, 2019 special meeting as amended to strike "Motion was made by Mr. Thomas to recess at 10:45 a.m. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried. The Board recessed from 10:45 a.m. to 11:00 am." at the bottom of page one. This motion is properly notated on page two. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Thomas to approve the minutes of the March 18, 2019 special meeting. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.**

**Motion by Mr. Lauria to approve the minutes of the March 21, 2019 special meeting as amended to correct the spelling of "Selectmen's" in the third paragraph from the bottom of page two. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Dutch to approve the minutes of the March 23, 2019 special meeting as amended on page seven to denote the Board recessed from 12:00 pm to 12:12 pm rather than from 2:00 pm to 12:12 pm as stated. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Dutch to approve the minutes of the April 10, 2019 special meeting (public hearing). Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Thomas to approve the minutes of the April 10, 2019 regular meeting as amended on page three to denote the Board adjourned at 8:33 and not 8:3 as stated. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.**

## **CORRESPONDENCE.**

It was noted that East Haddam is hosting a CCM grant writing workshop on May 21. Those interested in attending should let Mrs. Varricchio know. Mr. DiCristofaro noted that it will be a good opportunity to showcase our new facility to other municipalities.

## **CHAIRMAN'S REPORT**

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

There were no comments with regard to the report.

b. **Board Subcommittee Reports:**

**Communications:** No report.

**Increasing Revenue:** No report.

**Financial Needs Roundtable:** It was noted that the meeting scheduled for early May had been postponed.

**Financial Policies:** Mr. DiCristofaro stated that the Debt Management Policy has been finalized and has received the blessing of the Municipal Advisor. He solicited further discussion. There was no discussion, he requested a motion to adopt the policy and noted that all the policies will receive an annual review by the Board.

**Motion by Mr. Thomas that the Board of Finance adopt the Debt Management Policy as of May 7, 2019. Mr. Lauria seconded the motion and it was unanimously approved. Motion carried.**

It was noted that a Capital Policy is next to be undertaken. Mr. DiCristofaro noted that this will be useful for the Financial Needs Roundtable as it begins its deliberations.

**FIRST SELECTMAN'S REPORT**

Mr. Lyman reported that a lot of tree work is being done. He noted that with the leafing out of healthy trees, it is easier to spot the unhealthy ones.

Mr. Lyman also reported that the hopper at the Transfer Station failed last week and it is beyond recovery or salvage. The estimated replacement cost is \$70,000. Willimantic Waste has offered to lease one to the town at the cost of \$300.00 monthly. The delivery and installation charges will be approximately \$2,500. Discussion was held with regard to leasing and any long-term commitments on behalf of the Town. The Board of Finance was advised that any contract entered into, that would be a multi-year issue, would require approvals by the Board of Finance, Board of Selectmen and Town Meeting. Mr. Lyman stated that re-routing of the Transfer Station was delayed due to the hopper failure. One of the recycling bins is presently being used for household waste, it is not an ideal situation. It is anticipated that the leased hopper will be onsite within 10-14 days.

**FINANCE DIRECTOR'S REPORT**

a. **April 2019 YTD Budget Report:**

Mrs. Varricchio reported that the Tax Collector has already met budget for collections. The cost for waste hauling is being closely monitored. ECS has been received from the State. Quotes for the high school parking lot project did not include prevailing wage, accordingly,

those figures were under budgeted. New estimates are over \$300,000. Vendors from the State bid list have been pursued.

### **LIAISON REPORTS**

Nothing noted.

### **OLD BUSINESS**

Nothing noted.

### **NEW BUSINESS**

a. **Tax Suspense List:**

It was noted that the Board of Finance is required to vote on the tax suspense list. Items placed in suspense can still be collected however, they are removed from the financial statements as an asset.

**Motion was made by Mr. Dutch to approve the Tax Suspense List in the amount of \$36,854.23. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

b. **Consumers Reports Gift Acceptance:**

Consumer Reports has made a donation in the amount of \$25,000 to support the rebuilding of Ackley Road.

**Motion was made by Mr. Thomas to approve the gift of \$25,000 from Consumer Reports to support the rebuilding of Ackley Road and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Lauria seconded the motion and it was unanimously approved. Motion carried.**

### **GUESTS AND AUDIENCE COMMENTS**

None.

Mr. DiCristofaro requested a motion to recess until after the close of the budget referendum.

**Motion was made by Mr. Thomas to recess at 7:40 pm. Mr. Lauria seconded the motion and it was unanimously approved. Motion carried.**

The meeting reconvened at 8:06 pm. Board members Todd Gelston and Tracey Gionta joined the meeting.

It was noted that the budget referendum passed 318 yes, 256 No. Mr. DiCristofaro called for a motion to set the mill rate.

**Motion was made by Mr. Lauria to establish the mill rate for the 2019-2020 fiscal year at 30.44 representing a budget of \$33,574,866. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.**

**Motion was made by Mr. Dutch to adjourn at 8:12 pm. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

Respectfully submitted,

Debra H. Denette