

**TOWN OF EAST HADDAM
BOARD OF FINANCE**

September 13, 2010
7:00 pm
Grange Hall

Call to Order

The regular meeting of the East Haddam Board of Finance was called to order by Chairman Paul Maxwell on Monday, September 13, 2010 at 7:00 pm at the Grange Hall.

The Pledge of Allegiance was recited.

In attendance were:

Board of Finance Members:

Paul Maxwell, Chairman
Bob Bennett
Matthew Budzik
Susan Link
Ed Schwenzfeier

Others:

Mark B. Walter, First Selectman
Deb Denette, Town Clerk and BOF recording secretary
Cindy Varricchio, Finance Administrator
Deb Fiala, Board of Education liaison

Correspondence

Nothing noted.

Chairman's Report

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

There were no comments or questions on the monthly report.

First Selectman's Report

a. **Rotary Club Donation Edward D. Williams Park:**

Mr. Walter advised that the Rotary Club of East Haddam wishes to donate the Edgar D. Williams Park to the town. Brief discussion was held. Mr. Walter stated that he is looking to obtain a history of annual operating costs prior to moving it forward.

b. **DCS Energy/Solar Panel Offer:**

Mr. Walter advised that he has had an offer to have solar panels installed on town buildings at no costs to the town provided that they can capture the energy credits that are produced for the first five years. He noted that the cost of maintenance vs.

the cost of electricity is being reviewed. He noted that a flat south facing roof creates the ideal situation.

c. Middle School Conversion—Award of Construction Manager Contract:

Newfield Construction has been chosen by the Committee as construction manager. Their fee is 1.6% of the cost of the project. \$20,000 pre construction costs are being assessed, the 1.6% fee is only on an approved project. It was noted that a special town meeting will likely be necessary to approve the \$20,000 pre-construction fee.

Mr. Walter advised that the Town no longer has an Animal Control Officer.

Finance Administrator's Report

a. Audit Update:

Mrs. Varricchio reported that the audit process thus far as gone smoothly. She stated that she has been meeting with Bob Carroll at the Board of Education office and they are working to implement the budget template that is used by the Town.

b. Audit RFQ:

Mrs. Varricchio stated that last February there were discussions regarding the need to solicit a RFQ for auditors, as it had not been done in a while. She requested an interview panel to be appointed. Sue Link, Matt Budzik and Bruce Dutch were assigned this task.

Mrs. Varricchio stated that the RFQ for a health benefit consultant is in being revisited. Four firms have been short listed. The interview team is Sue Link, Paul Maxwell, Mark Walter, Bob Carroll, Dawn Snow and Cindy Varricchio. It was the consensus of the Board to ask the short listed firms to provide updated information. It was noted that the bids ranged from \$85,000 - \$225,000 for the full contract period of four years. Mr. Budzik encouraged the committee to assure that the fee is net of all commissions.

c. August YTD Review:

Mrs. Varricchio noted that only being August that everything is running on track and there is nothing of consequence to report at this time. She stated that year to date reports would resume next month.

Liaison Reports

Susan Link – Board of Education. She has been attending union negotiations. She requested information regarding the other town unions.

Bob Bennett advised that the ambulance association has delivered a balance sheet. Discussion turned to the incentive program and how it is working. Mr. Walter advised that the ambulance association reports it has been a great success. Mr. Maxwell requested documentation to track the impact of the incentive program with comparative data.

Brief discussion was held regarding the formation of a Library Committee.

Guests and Audience Comments

Nothing noted.

Unfinished Business

Nothing noted.

New Business

Nothing noted.

Other

Mrs. Varricchio reminded the Board that the next meeting will be held on the first Monday in October (October 4) due to the Columbus Holiday.

Adjournment

Mr. Budzik motioned to adjourn at 7:40 pm. Mrs. Link seconded the motion. The motion carried unanimously.

Respectfully submitted,

Deb Denette