

**TOWN OF EAST HADDAM**  
**BOARD OF FINANCE**  
**Regular Meeting**  
February 13, 2012  
7:00 pm  
Nathan Hale Ray High School - Cafeteria

**Call to Order**

The Regular meeting of the East Haddam Board of Finance was called to order by Chairman Paul Maxwell on Monday, February 13, 2012 at 7:03 pm at the cafeteria of the Nathan Hale Ray High School.

The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:

Paul Maxwell, Chairman  
Robert Bennett  
Bruce Dutch  
Susan Link  
Harvey Thomas

Others:

Deb Denette, Town Clerk and BOF recording secretary  
Cindy Varricchio, Finance Administrator  
Denise Dill, Tax Collector  
Dan Alexander

**Approval of Minutes**

**Motion was made by Mrs. Link to approve the January 9, 2012 Regular Meeting minutes as presented. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.**

**Correspondence**

Nothing noted.

**Chairman's Report**

**a. Tax Collector Monthly Report:**

Mrs. Dill advised that 92.4% of the taxes have been collected to date.

**b. Assessor—Audit recommendations:**

Mr. Maxwell stated that the Assessor attended the last Board of Finance meeting to discuss the past few audits and noted deficiencies. He stated that the Assessor had promised to provide the information that was given to the auditors that addressed the deficiencies. Mr. Maxwell stated that he has not heard from the Assessor.

**c. Review of Financial Information—Outside Entities Policy: Budget Submissions:**

Mr. Maxwell reviewed the documentation received from outside entities as part of the budget process with regard to the Board's new policy for financial information from non-governmental agencies that the Town provides funding for. Mr. Maxwell stated that the information received, in all but one case, did not adequately address the information sought. He requested approval to send a letter requesting further documentation. In response to a suggestion from Mr. Thomas, Mr. Maxwell stated that he will provide a copy of the Town's investment policy for the Palmer Fund as an example.

**d. Non-Union Wage Scale:**

Mr. Maxwell stated that because of budget season demands, information is not yet available to present to the Board.

Mr. Maxwell informed the Board that Edward Schwenzfeier has resigned from the Board of Finance. Mr. Schwenzfeier cited health reasons as the reason for the resignation. Mr. Maxwell added that he has asked Mrs. Link to advertise to fill the vacancy, and noted that the Board of Finance is responsible for filling the vacancy to the next regular municipal election.

Mr. Maxwell noted that until the vacancy is filled, Mr. Schwenzfeier's liaison assignments should be reassigned. He solicited volunteers. The following temporary reassignments occurred:

Assessor .....	Bruce Dutch
Board of Assessment Appeals .....	Bruce Dutch
Building Maintenance and Operations .....	Bruce Dutch
Elections and Registrar of Voters.....	Harvey Thomas
Tax Collector .....	Bob Bennett
Town Clerk .....	Harvey Thomas

**First Selectmen's Report**

Mr. Walter stopped by prior to the meeting being called to order and stated that he would not be in attendance as it is Senior Night for girls' basketball and his daughter is on the team. He noted, however, that the budget is being worked on.

**Finance Administrator's Report**

**a. January YTD Budget Reports:**

Mrs. Varricchio reported that investment income is tracking at \$63,000; \$115,000 was budgeted. It was also noted that conveyance tax income is well under budget. Mrs. Denette advised that conveyance tax is collected when a property sells, and despite the number of for sale signs throughout towns, few are being sold. She further advised that there is now an exemption for short sales, further reducing the conveyance tax revenue.

Mrs. Varricchio reiterated that emergency management appears well over budget, because of expenditures made with regard to Storm Irene. There has been no communication from FEMA with regard to what they have deemed eligible from our reimbursement request.

A brief review was held regarding three Board of Education capital projects that were encumbered from prior year budgets—the high school chimney, the elementary school well and ventilators—which were all completed well under the budgeted amount. Funding for these projects was allocated from capital reserves. At the end of the fiscal year Mrs. Varricchio will be providing a request to the Board to release the allocated amount unspent back to the capital reserve fund.

b. **2012-2013 Budget Meeting Schedule:**

The following dates and locations were chosen:

Monday, March 19, 2012 Annex 7:00 pm  
Tuesday, March 20, 2012 Annex 7:00 pm  
Tuesday, April 3, 2012 Grange Hall 7:00 pm

Mrs. Varricchio advised that new postal procedures require an additional seven (7) days for the budget mailer, making April 3<sup>rd</sup> the last date for the Board of Finance to act on the budget; to keep within the public hearing, town meeting and referendum schedule that has been established. It was noted that additional meetings can be scheduled between the March 21<sup>st</sup> and April 2<sup>nd</sup> if necessary. In response to inquiry from Mr. Thomas, Mrs. Varricchio stated that the budget will be distributed as soon as it is available.

Discussion was held relative to the new sick leave legislation for part time employees. Mrs. Varricchio advised that it will create a paperwork nightmare. Highlights are that once a part time employee has banked 680 hours, they are eligible to accrue 1 hour of sick time for every 40 hours worked.

**Liaison Reports**

**Public Works:** Mr. Dutch reported that he received a request from Public Works Administrator Beth Lunt seeking permission to apply for a grant from the Coca Cola Bottling Company for a recycling container. It was noted that there would be no cost to the Town for pursuing the grant.

**Motion was made by Mr. Dutch to authorize Public Works to apply for the Coca Cola Bottling Company grant. Mrs. Link seconded the motion and it was unanimously approved. Motion carried.**

**Board of Education:** Mrs. Link reported that the Board of Education is seeking a 2% increase. Part of their budget request is to implement full day kindergarten. Additional discussion was held regarding the funding of \$250,000 in computer technology with a \$77,000 budget was held. Mr. Maxwell noted that enrollment is down in recent years. It was also noted that there will be a request of \$5,000 for early childhood development.

Mr. Thomas stated that he would like to have the Board of Education present the cost of the full day kindergarten program and its associated on-going costs, and not just the increase.

### **Guests and Audience Comments**

Nothing noted.

### **Unfinished Business**

Nothing noted.

### **New Business**

Nothing noted.

### **Other**

Mrs. Varricchio presented a packet of information to Mrs. Link that was in the file from the last time the Board needed to fill a vacancy.

### **Adjournment**

**Motion was made by Mr. Maxwell to adjourn at 7:53 pm. Mrs. Link seconded the motion and it was unanimously approved. Motion carried.**

Respectfully submitted,

Deb Denette