

TOWN OF EAST HADDAM
BOARD OF FINANCE
Regular Meeting
October 15, 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 Robert Bennett on Monday, October 15, 2012 at 7:05 pm at the Nathan Hale Ray High School cafeteria.

The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:

Susan Link, Chairwoman (arrived 7:10)
Robert Bennett
Bruce Dutch
Harvey Thomas
Raymond Willis

Others:

Mark B. Walter, First Selectman
Deb Denette, Town Clerk and BOF recording secretary
Denise Dill, Tax Collector
Cindy Varricchio, Finance Director
Beth Lunt, Public Works Administrator
Rich Toolan, Public Works Superintendent
Mr. Bonadies
Deb Fiala, Board of Education
Lori Morales

Approval of Agenda

Motion was made by Mr. Willis to accept the Agenda as presented. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.

Approval of Minutes

Motion was made by Mr. Dutch to accept the minutes of the Special Meeting of September 10, 2012 as corrected to amend "MBA" to "MA" and to replace "Democratic own committee" with "Democratic Town Committee". Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

Mrs. Link arrived at this time and assumed the duties of Chair.

Motion was made by Mr. Dutch to accept the minutes of the Regular Meeting of September 10, 2012 as presented. Mrs. Link seconded the motion and it was unanimously approved. Motion carried.

Motion was made by Mr. Bennett to accept the minutes of the Special Meeting of September 20, 2012 as presented. Mr. Dutch seconded the motion. The motion carried with Mr. Bennett abstaining.

Correspondence

a. **East Haddam Agriculture Commission:**

Mrs. Link read a letter from the Agriculture Commission Chairman Harvey Thomas encouraging Board of Finance support for the upcoming open space purchases.

CHAIRMAN'S REPORT

a. **Tax Collector Monthly Report:**

Mrs. Varricchio noted that last month Mr. Alexander questioned two different Tax Collector's reports and inquired why those figures did not correspond. It was noted that the Tax Collector's monthly comparison report reflects only current year taxes collected and does not include prior year taxes, interest and penalties. It was noted that tax collections balance between the Tax Collector and the Finance offices.

b. **Rules of Procedure Board of Finance Meetings:**

Mrs. Link called the Board's attention to the rules of procedure that have been drafted to define how meetings are to be conducted. She inquired if there were any questions.

Mr. Thomas sought clarity on how a member adds an item to the agenda. Mrs. Link defined that agenda items should be forwarded to the Finance Director a minimum of six days in advance and approved by the Chairman. The suspension of rules by a two-thirds majority vote would overrule the Chairman. Mr. Thomas further inquired what rules would apply to minutes as he did not feel amendments should be made to reflect what could have or should have been said rather than what was. Mrs. Link stated that the rules and procedures did not define minutes, she deferred to the Town Clerk.

Mrs. Denette stated that minutes are approved by a majority vote by the Board; and that the Board should reject what is originally written, corrections or amendments if it is not in keeping with what transpired. Once adopted, minutes can still be resurrected, however, that would require a two-thirds majority vote to revisit and a majority vote to amend.

Motion was made by Mr. Thomas to adopt the Rules of Procedure for Board of Finance Meetings as presented. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

TOWN OF EAST HADDAM, CONNECTICUT
BOARD OF FINANCE
"Rules of Procedure for Board of Finance Meetings"

I. Meetings:

- A. Meetings will be conducted by Agenda outlined as follows:
 - 1. Executive Session (if needed)
 - 2. Call Meeting to Order
 - 3. Pledge of Allegiance
 - 4. Accept Agenda
 - 5. Approve Prior Minutes
 - 6. Correspondence
 - 7. Chairman's Report
 - 8. First Selectman's Report
 - 9. Finance Director's Report
 - 10. Liaison Reports
 - 11. Guests and Audience of Citizens
 - 12. Old Business
 - 13. New Business
 - 14. Other/Follow-up Items
 - 15. Executive Session (if needed)
 - 16. Adjournment

II. Executive Session:

- A. Executive Session shall be held prior to or at the end of the Board of Finance meeting or as needed.

III. Rules:

- A. Unless specified by Town Ordinance or Adopted Rules of Procedure, all meetings will be conducted according to the current addition of "Robert's Rules of Order." All meetings shall comply with Section 1-21 of the Connecticut General Statutes
 - 1. The Chairman or Secretary (in the absence of the Chairman) or his/her designee (in the absence of the Secretary) will Chair the meetings, as governed by Robert's Rules of Order, unless challenged by any member of the Board of Finance. Upon being challenged, the disagreement will be resolved by a Consultation of "Robert's Rules of Order".
- B. A ruling by the Chairman may be "Appealed" as prescribed by Robert's Rules of Order.
- C. Board Members shall be recognized by the Chairman before being allowed to obtain the floor.

IV. Request for Funds, Ordinance, Action or Agenda proposal by any Town Board, Agency, Department Head or Commission:

- A. Any of the aforementioned may request to have an item placed on

the Agenda by submitting a request in writing to the Finance Director by noon, six (6) days prior to the next Board of Finance meeting, in which case it shall appear on the following agenda. A brief scenario shall accompany the request, outlining the reason for the request which shall be disseminated to the Board of Finance.

- B. A representative of the applicable group shall be present at the next scheduled meeting to present the request and be available for questions.
- C. The Board of Finance shall discuss the item and ask questions of the representative. A motion then duly made and seconded to end the discussion can then be entertained. If motion is carried by a two-thirds majority of those present, the discussion shall immediately end. The Chairman can end the discussion, unless appealed by a Board Member.

V. Item to be placed on the Agenda by a Member of the Board of Finance:

- A. Any member of the Board of Finance may have an item placed on the Agenda by contacting the Finance Director in writing by noon six (6) days prior to the next scheduled meeting. The Board member shall discuss the item being placed on the agenda with the Chairman and a brief scenario shall accompany the request in writing outlining the reason for the request and other pertinent information, which shall be disseminated to the Board of Finance. The Chairman has discretion for all agenda items.
- B. No additions to the agenda shall be made after noon on the sixth (6th) day prior to the scheduled meeting or at the point of accepting the Agenda unless a motion is made and carried to suspend the rules.

VI. Item placed on the Agenda by a member of the Public:

- A. Any member of the public can submit a request in writing to the Chairman, who will decide if and when to place the item on the Agenda. A brief scenario shall accompany the request outlining the reason for the request and other pertinent information, which shall be disseminated to the Board of Finance.
- B. Any such request not acted upon within thirty (30) days of receipt, or if rejected, must be announced at the *beginning* of the next scheduled Board of Finance meeting. At which point a motion by any member of the Board of Finance can be made as in Section V above.

VII. Public Input:

- A. Any member of the public can have input into any item relevant to the Board activity. Public input shall take place during Guests and Audience Comments.
- B. Public input may be allowed and stopped at any time at the discretion of the Chairman or by a full consensus of the Board Members.

c. **Board of Finance Meeting Dates:**

Discussion resumed regarding changing the meeting date. Mr. Willis questioned whether an earlier time was ever contemplated. After discussion, it was suggested that at least one special budget meeting be held during daytime hours to accommodate the senior citizens during the budget process.

It was the consensus of the Board to continue to meet on the second Monday at the same time. The location will move to the Grange Hall beginning with the December meeting.

Motion was made by Mr. Bennett to adopt the 2013 meeting schedule as presented. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.

DATE	LOCATION	TIME
January 14, 2013	Grange Hall	7:00 pm
February 11, 2013	Grange Hall	7:00 pm
March 11, 2013	Grange Hall	7:00 pm
April 08, 2013	Grange Hall	7:00 pm
May 13, 2013	Grange Hall	7:00 pm
June 10, 2013	Grange Hall	7:00 pm
July 8, 2013	Grange Hall	7:00 pm
August 12, 2013	Grange Hall	7:00 pm
September 9, 2013	Grange Hall	7:00 pm
October 21, 2013*	Grange Hall	7:00 pm
November 18, 2013*	Grange Hall	7:00 pm
December 9, 2013	Grange Hall	7:00 pm
January 13, 2014	Grange Hall	7:00 pm

d. **Liaison Assignments:**

Mrs. Link stated that she reassigned liaison appointments due to the changes in the Board and areas of interest as well as added a new one (Lakes Association).

Mr. Thomas suggested that debt service and reserves should be together. There was discussion to have two liaisons for both. Mrs. Link stated that she would have discussion with Mr. Alexander prior to co-teaming him. Mr. Willis was amenable to the doubling effort.

Mr. Thomas further suggested that another column be added to the sheet to include contact information for each area.

Mrs. Varricchio stated that she would make that change.

e. **Annual Tri Board Budget Meeting:**

Mrs. Link stated that the Boards of Selectmen, Education and Finance typically hold a joint meeting at this time of year; however, she has a conflict with the Board of Education meeting date and the Chair of the Board of Education has a conflict with the Board of Finance meeting date. She stated that a special meeting was anticipated during the month of November and that the potential dates will be communicated to Board members.

f. **Board of Assessment Appeals Report:**

The Board of Assessment Appeals Fall 2012 Final report was submitted to the Board for the information and review.

Mrs. Link stated that Mr. Alexander asked her to inquire why the Board of Assessment appeals are paid for their services. The answer was unknown.

FIRST SELECTMAN'S REPORT

a. **Haywardville Road Bridge:**

Mr. Walter stated that the State Department of Transportation (DOT) has been monitoring the Haywardville Road Bridge (road over two culverts near the intersection of Early Road). The culverts are rusting. The State has advised that the first step would be to limit weight load, the second step would be to close the bridge. Mr. Walter advised that this would be extremely problematic for transporting school children.

Mr. Walter advised that Haywardville Road is considered by the State DOT as a rural collector road. It becomes a State road beginning at Millington Green and going west. As a collector road, it does not qualify for federal funding as was initially reported to the Town by the State.

Mrs. Lunt explained that a slip line (estimated cost \$195,000) could be done at this point, (slip lines are estimated to last approximately 100 years). Should the culverts crush further, a slip line would not be feasible. Mrs. Lunt explained the process of installing a plastic pipe inside the culvert and hydraulically inserting grout between the current pipe and new pipe creating a new concrete culvert.

Mrs. Lunt opined that a full replacement will become necessary if this is not addressed soon. It was noted that the estimated cost for a full bridge replacement is \$1.3 million.

Mrs. Lunt also noted that it could be necessary to obtain an U.S. Army Corps of engineers permits, which may delay the process. Mrs. Lunt stated that various roads scheduled for chip seal and other reclamation efforts could be delayed to fund this emergency repair.

Motion was made by Mr. Bennett to endorse the public works plan to repair Haywardville Road. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.

b. Court-Ordered Tax Refund—Goodspeed Airport, LLC:

Mr. Walter reminded the Board of Finance that the Town must provide a court-ordered refund to Goodspeed Airport LLC in the amount of \$189,552.82. He stated that the Board of Finance must determine from where the funds are to be appropriated.

Motion by Mr. Bennett to approve a special appropriation in the amount of \$189,522.82 to the Tax Collector Tax Refunds (710-582201) to award a court-ordered tax refund in the amount of \$189,522.82 to Goodspeed Airport LLC and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Dutch seconded the motion.

Favor: Link, Dutch, Bennett, Willis

Opposed: Thomas

MOTION CARRIED:

Mrs. Link inquired why Mr. Thomas was opposed. Mr. Thomas stated that he would rather see the line overspent and acknowledged. He stated that to amend the budget seemed misleading.

c. FEMA Grant Approval—Storm Irene:

Mrs. Varricchio reported that the Town recorded \$136,880 in FEMA grant monies for fiscal year 2011-2012 from Storm Irene. We have received an award of additional \$43,337.50 to be recorded in 2012-2013. .

Motion was made by Mr. Thomas to recommend that the Board of Selectmen schedule a Town Meeting for the acceptance of a grant in the amount of \$180,238.39 for the Federal Emergency Management Agency Disaster No DR-4023-CT grant for Tropical Storm Irene from the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (revenue account 701-410155- \$136,880.89 for fiscal year 2012 and \$43,357.50 for fiscal year 2013 contingent upon Board of Selectmen approval. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

Mr. Bennett inquired whether the Town spent \$180,000. Mrs. Varricchio reported that actual expenses did not equate to \$180,238.39. She noted that considerable costs were averted due to efforts of public works staff and volunteers.

Mrs. Lunt added that because we had our own labor and equipment and a patient Town we spent \$8,000 on debris removal rather than hundreds of thousands as other Towns had done. She added that trees were cut and left by the side of the road where residents helped themselves to wood, which

also assisted with clean up. She noted that in a manicured down like Glastonbury that could not occur.

Leading to the next item, however, Mrs. Lunt noted that the storm took its toll on some of its equipment and that the wood chipper can now only accommodate a small diameter.

d. **Public Works Road Program Review:**

Public Works Administrator Beth Lunt reviewed the road program with the Board including work that had been completed for the current fiscal year as well as anticipated work for the remainder of the fiscal year.

e. **Wood Chipper**

An RFP was issued for a replacement wood chipper; the low bid was \$43,440. (It was noted that the additional funding coming from FEMA was \$43,357.50.) Mr. Thomas inquired what would happen to the old chipper. Mrs. Lunt stated that it would be utilized as a backup. She stated that it is still able to handle small diameter chipping. Mr. Thomas was assured that safety features are on the model being recommended.

Motion was made by Mr. Thomas to approve a special appropriation in the amount of \$43,440 to the Public Works Capital Improvement budget (850-575002) for the purchase of a 2012 wood chipper and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried..

The Board commended the Public Works Department for their efficient efforts in doing more in house and keeping costs down.

f. **Willimantic Waste Contract:**

Mr. Walter stated that extending the contract out two years will keep pricing status quo. Mr. Walter recommended approval.

Motion was made by Mr. Bennett to approve three two-year contracts for Municipal Bulky waste disposal services, Municipal Waste and Recyclables Hauling services and Municipal Solid Waste Disposal Services with Willimantic Waste Paper Co. Inc. and to ask the Board of Selectmen to schedule a Town Meeting for approval. Mr. Willis seconded the motion and it was unanimously approved. Motion carried.

Finance Director's Report

a. **September YTD Budget Reports:**

Mrs. Varricchio noted that the first quarter is tracking fine.

b. **Bond Information Update**

Mrs. Varricchio stated that she is working with the Town's financial advisors to update bonding information and scenarios. She further noted that the Town has two financial advisors, one is getting married and the other just had her third child. She stated that she was hopeful to have something to present in November, however that may be out of her control.

Liaison Reports

Nothing noted.

Guests and Audience Comments

Mrs. Fiala stated that Mrs. Varricchio has been an asset working with the Board of Education and that the transition is going great. She added that more statistical analysis is being obtained.

Old Business

Mrs. Link advised that the Historical Society is documenting the mural (photographing it). Mr. Perry is assisting in the coordination of the endeavor. Reproduction of the mural, which is where the majority of the cost is, is not to be undertaken at this time.

Mr. Dutch noted that Mrs. Rocznik has been fundraising. He suggested that the Town bear half the burden if necessary in the spirit of moving the project along.

No action was taken.

New Business

Mr. Bennett questioned if it were true that Youth and Family services received a \$625,000 grant over five years. Mr. Walter stated that they won a competitive bid for a drug and alcohol awareness reduction grant. Mr. Bennett inquired if that would enable the funding provided by the Town to Youth and Family Services to go down. Mr. Walter reported that it would not. It was also recognized that in five years, the Town will likely not be able to live without these services and they will be incorporated into the budget.

Responsive to inquiry from Mr. Willis, Mr. Walter acknowledged, as has been the trend that many towns are facing, an increase in heroin use among youth and with addictions to prescription drugs. Mr. Thomas suggested a matrix by which to measure the success of the program. Mr. Walter stated that such documentation is part of the grant requirements. He further added that Mr. Thomas will learn all about it as liaison to Youth and Family Services.

Motion was made by Mr. Dutch to adjourn at 8:38 pm. Mr. Bennett seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted

Debra H. Denette