

**TOWN OF EAST HADDAM  
BOARD OF FINANCE  
REGULAR MEETING**

January 14, 2013  
7:00 pm  
Grange Hall

**CALL TO ORDER**

The regular special meeting of the East Haddam Board of Finance was called to order by Susan Link on Monday, January 14, 2013 at 7:00 pm at the Grange Hall.

The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:

Susan Link, Chairman  
Robert Bennett  
Daniel Alexander  
Bruce Dutch  
Raymond Willis

Others:

Mark Walter, First Selectman  
Cynthia Varricchio, Finance Director  
Denise Dill, Tax Collector

**APPROVAL OF AGENDA**

**Motion was made by Robert Bennett to approve the agenda. Daniel Alexander seconded the motion and it was unanimously approved. Motion carried.**

**APPROVAL OF MINUTES**

**Motion was made by Daniel Alexander to approve the December 10, 2012 regular meeting minutes with a correction on page four, first paragraph, replace "because" with "become". Raymond Willis seconded the motion. The motion carried with Robert Bennett abstaining.**

**Motion was made by Bruce Dutch to approve the December 10, 2012 special meeting minutes. Raymond Willis seconded the motion. The motion carried with Robert Bennett abstaining.**

**CORRESPONDENCE**

Nothing noted.

**CHAIRMAN'S REPORT**

**a. Tax Collector Monthly Report:**

The Tax Collector's report was reviewed. Daniel Alexander inquired tax collections and taxes that are in "suspense". Tax Collector Denise Dill provided an overview.

b. **Webster Bank Meeting:**

Chairman Susan Link provided the Board with an overview of a meeting that had taken place with First Selectman Mark Walter, Finance Director Cindy Varricchio and Webster Bank with regard to our bonding and refinancing options. It was noted that at this point refinancing current bonds is not viable.

**FIRST SELECTMAN'S REPORT**

a. **2013-2014 Budget Requests:**

Mark Walter shared a copy of the budget request memo issued to all departments, boards, commissions and community groups.

Mark Walter informed the Board that a Request for Quotations had been issued for a design-build firm for the purpose of vetting the costs for the potential major projects on the horizon—renovation of the old middle school, renovations to the elementary school as well as updating and renovations to both firehouses. We have received four responses. Mr. Walter stated that he is forming a committee that would be responsible for reviewing the RFQ responses, and evaluating the information to ultimately bring the projects to referendum. Mr. Walter requested that a Board of Finance member to serve on this committee. Mr. Walter stated that the composition of the committee would include a representative from the Boards of Finance, Selectmen and Education as well as Economic Development Coordinator Peter Simmons (who is an engineer), Public Works Administrator Beth Lunt or Public Works Superintendent Rich Toolan, Land Use Administrator Jim Ventres and Emergency Management Director Craig Mansfield. There was discussion with regard to the various scenarios for improvements to these structures. Raymond Willis volunteered to be the Board of Finance representative.

**FINANCE DIRECTOR'S REPORT**

a. **December YTD Budget Reports:**

Cindy Varricchio reported that the budget continues to track well with no surprises or concerns at this point.

b. **Board of Education Reserve—FY2011-2012 Transfer:**

The Board was provided with a copy of the letter from Interim Superintendent of Schools Mary Beth Iacobelli regard the Board of Education's year-end surplus. The Board of Education has requested that the remaining funds of \$234,549.99 be transferred to the Board of Education Reserve Fund in accordance that was established by the Board of Finance for Education surpluses. It was noted that the transfer will require a Town Meeting.

Motion was made by Daniel Alexander to approve the transfer of \$234,549.99 from the General Fund (781-579790) to the Board of Education Capital Reserve Fund and to request that the Board of Selectmen schedule a Town Meeting for approval. Robert Bennett seconded the motion and it was unanimously approved. Motion carried.

## **LIAISON REPORTS:**

- **Susan Link:** Mrs. Link reported that the Town and Board of Education are in the process of engaging a health benefits (insurance broker). It is anticipated that an insurance broker will aide us in negotiating better insurance rates. A meeting is scheduled later this week to make the final decision. Mrs. Link noted that the two final firms are both excellent and we would be well served by either one.
- **Raymond Willis:** Mr. Willis reported that he has met with Linda Zemienieski with regard to the Old Middle School and he has visited the Harris open space property.
- **Robert Bennett:** Mr. Bennett reported that he has contacted all of his liaison assignments.

**OLD BUSINESS:** Nothing noted.

## **NEW BUSINESS:**

### **a. Fire Marshal Vehicle Request:**

Robert Bennett reported that Don Angersola has been a very active Fire Marshal. The vehicle used by the Fire Marshal has always been a "hand-me-down" to include a small pick-up truck and blazer. Mr. Angersola stated that he has been working to implement updates to his office; including increased activity with regard to inspections and investigations. Mr. Angersola stated that a larger vehicle with a "box" would enable him to store equipment and to meet with people in a sheltered and private manner at a fire scene. Mr. Angersola distributed literature with sample vehicle specifications. Susan Link inquired how many fires are responded to per year. Mr. Angersola responded that in 2010 there were 85, in 2011 there were 110 and 2012 there were 102. Mr. Angersola noted that he would also like to do greater fire prevention education. Daniel Alexander inquired as to how many fire inspections are required per year. Mr. Angersola responded that three family homes need to be inspected every year, businesses every three years. There was discussion that a vehicle of this nature would free up the firefighters following a fire and would not necessarily require a state fire marshal to follow-up on every fire. Mrs. Link asked if Mr. Angersola responds to every fire. Mr. Angersola answered every fire where there is damage; especially for the insurance companies. Bruce Dutch asked where the truck would be stored. Mr. Angersola answered that it would be stored at the firehouse. Raymond Willis inquired as to the cost of this type of vehicle. Mr. Angersola stated that the cost for the vehicle body, box and to equip would be approximately \$47,760 which is less than he had anticipated.

There was discussion as to how to fund this purchase. It was noted that there is approximately \$590 thousand in the Fire Department Capital Reserve Fund. The next truck projected for purchase is next year at approximately \$275 thousand. It was noted that the Fire Department is reevaluating their capital plan and is looking to potentially down-size some of the vehicles. Reasons cited were the ability to access driveways and the need for a Commercial Driver's License for some of the larger vehicles.

**Motion was made by Robert Bennett to appropriate an amount not to exceed \$50,000 from the Capital Non-Recurring Reserve Fund (25-115160-25020) to the capital Improvements Program for the purpose of purchasing a vehicle for the Fire Marshal (revenue account 782-455005 and expense account 842-574201) and to request that**

the board of Selectmen schedule a Town Meeting for approval. Raymond Willis seconded the motion and it was unanimously approved. Motion carried.

b. 2013 Historic Document Preservation Grant:

Motion was made by Daniel Alexander to recommend to the Board of Selectmen the acceptance of the State of Connecticut, State Library, Historic Documents Preservation Grant in the amount of \$4,000 and to appropriate said funds to Fund 14—Document Preservation Fund and to ask the Board of Selectmen to set a Town Meeting for approval. Robert Bennett seconded the motion and it was unanimously approved. Motion carried.

c. 2012 Federal Highway Safety Program (DUI):

Motion was made by Bruce Dutch to recommend that the Board of Selectmen schedule a Town Meeting for the acceptance of a grant in the amount of \$23,700 from the State of Connecticut, Department of Transportation, entitled “FY 2013 Comprehensive DUI Enforcement Program for Municipalities” and to amend the 2012-2013 budget accordingly (revenue account 744-424420 and expense account 744-514403). Raymond Willis seconded the motion and it was unanimously approved. Motion carried.

d. 2011-2012 Emergency Management Performance Grant:

Motion was made by Bruce Dutch to recommend that the Board of Selectmen schedule a Town Meeting for the acceptance of the State of Connecticut, Department of Emergency Management and Homeland Security FY2011-2012 Emergency Management Performance Grant in the amount of \$4,150 (revenue budget 746-431510 and expense budget 746-531510). Raymond Willis seconded the motion and it was unanimously approved. Motion carried.

OTHER/FOLLOW-UP ITEMS:

There was discussion with regard to the awarding of the Open Space grants.

**ADJOURNMENT**

**Motion was made by Susan Link to adjourn at 8:30 p.m. Bruce Dutch seconded the motion and it was unanimously approved. Motion carried.**

Respectfully submitted,

Cynthia Varricchio  
Acting Clerk