

**TOWN OF EAST HADDAM
BOARD OF FINANCE
Regular Meeting
April 8, 2013
Grange Hall**

CALL TO ORDER

Robert Bennett advised that Chairman Susan Link is en route and requested that the meeting start without her.

The regular meeting of the East Haddam Board of Finance was called to order by Secretary Robert Bennett on Monday, April 8, 2013 at 7:00 pm at the Grange Hall.

The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members:

Susan Link, Chairman (arrived at 7:06 pm)
Robert Bennett
Daniel Alexander
Bruce Dutch
Harvey Thomas

Others:

Mark B. Walter, First Selectman
Deb Denette, Town Clerk and BOF recording secretary
Cindy Varricchio, Finance Director
Deb Fiala, Board of Education
Peter Simmons, Economic Development Coordinator

APPROVAL OF AGENDA

Motion was made by Daniel Alexander to accept the agenda as presented. Harvey Thomas seconded the motion and it was unanimously approved. Motion carried.

APPROVAL OF MINUTES

Robert Bennett suggested waiting until Chairman Link arrived prior to adopting the minutes.

CORRESPONDENCE

Nothing noted.

CHAIRMAN'S REPORT

Nothing reported at this time.

FIRST SELECTMAN'S REPORT

a. Commercial Property Assessed Clean Energy Program (C-PACE):

First Selectman Mark Walter requested that Economic Development Coordinator Peter Simmons review with the Board.

Mr. Simmons advised that C-PACE (Commercial Property Assessed Clean Energy) is financing program developed nationally to attract private financing for clean energy and energy conservation projects for business. The program requires collection of the loan payments semi-annually along with the tax bill. The state organization that runs the program CEFA (Clean Energy Finance & Investment Authority) closes the deals, calculates the payments, and pursues delinquencies. The Town's role is to file the loan documentation on the land records, collect the payments and disburse the payments to CEFA.

Mr. Simmons recommended that the Town participate in the program. Three Town businesses have expressed interest in accessing the program. He stated that it makes financing more manageable for businesses and reduces their operating costs, and he is supportive of it. Chairman Link arrived during this discussion.

Mr. Walter added that Durham has already adopted the program and has drafted all of the legal documentation which it will share with East Haddam. Mr. Simmons added that the Tax Collector and Town Clerk raised no objection to participating. He further noted that a very small stipend, \$500 will be received annually for participating in the program to offset administrative costs. He further acknowledged that additional staff time will be utilized to market the program on his part.

Motion was made by Robert Bennett to recommend that the Board of Selectmen schedule a Town Meeting for approval for the Town to participate in the Commercial Property Assessed Clean Energy Program. Daniel Alexander seconded the motion and it was unanimously approved. Motion carried

Chairman Link assumed the Chairman duties.

APPROVAL OF MINUTES

a. Regular Meeting Minutes, March 11, 2013:

Motion was made by Robert Bennett to accept the minutes of the March 11, 2013 Regular Meeting as presented. Daniel Alexander seconded the motion and it was unanimously approved. Motion carried.

b. Special Meeting Minutes, March 13, 2013:

Motion was made by Harvey Thomas to accept the minutes of the Special Meeting of March 13, 2013 with the following amendment:

Page 3, first paragraph, third sentence should read: "It was also noted that the fire truck proposed for 2013-2014 would be \$225,000 not \$275,000."

Robert Bennett seconded the motion and it was unanimously approved. Motion carried.

c. **Special Meeting Minutes, March 14, 2013:**

Motion was made by Bruce Dutch to accept the minutes of the March 14, 2013 Special Meeting as presented. Daniel Alexander seconded the motion and it was unanimously approved. Motion carried.

d. **Special Meeting Minutes, March 19, 2013:**

Motion was made by Daniel Alexander to accept the minutes of the Special Meeting of March 19, 2013 with the following amendments:

Page 3, Other Budget Discussion, third paragraph, second to last sentence, strike "being to".

Page 3, Other Budget Discussion, fourth paragraph, last sentence, replace "request" with "technology reserve".

Robert Bennett seconded the motion and it was unanimously approved. Motion carried.

e. **Special Meeting Minutes, March 21, 2013:**

Motion was made by Daniel Alexander to accept the minutes of the Special Meeting of March 21, 2013 with the following amendments:

Page 4, second paragraph, first sentence following the failed motion, add "to that extent" after "the use of fund balance.

Bruce Dutch seconded the motion and it was unanimously approved. Motion carried.

Chairman Link requested that when Debra Denette is not available as recording secretary, that arrangements be made for a substitute, rather than Cindy Varricchio being required to record minutes and participate in the meeting as Finance Director.

CHAIRMAN'S REPORT:

a. **Tax Collector Monthly Report**

No discussion was held. It was noted that collections are on track.

FIRST SELECTMAN'S REPORT—(continued)

First Selectman Walter stated that commercial property owners have complained to him that the recent revaluation was very unkind to them, resulting in a more sizable tax increase than that of the average homeowner.

FINANCE DIRECTOR'S REPORT

Cindy Varricchio reported that the 2013-2014 proposed budget is available on the Town's website. She further advised that the budget mailer was issued this past Friday.

a. **March YTD Budget Reports:**

Mrs. Varricchio reported that expenses are tracking well. She noted that funds from two storms (Sandy and Charlotte) are anticipated. Mrs. Varricchio advised that only 50% of the legal budget has been utilized nine month's into the budget season. She further noted that the central services account has a lot of up-front fees explaining why most of that budget is at 100%. Mrs. Varricchio also advised that the state does

not bill for the Resident State Troopers until June, explaining why those funds have yet to be expended.

b. **Grant Updates:**

Mrs. Varricchio briefly reviewed anticipated grants through year end. She advised we have received an additional \$100,000 in grant monies for the 4-8 middle school and that we would be receiving grant monies for the elementary school well project.

c. **2013-2014 Budget: Public Hearing Mailer, Summary, Schedule Reminder:**

The Board was provided with a summary of the \$80,000 of recommended budget reductions that were made when the Board approved the budget for the Public Hearing. The following budget dates were highlighted:

Public Hearing, April 23, 2013 at 7:00 pm, Town Hall
Board of Finance meeting immediately following Public Hearing
Regular Board of Finance Meeting, Monday May 13, 2013, Grange Hall
Annual Town Budget Meeting, Wednesday, May 8, 2013 at 8 pm, Town Hall
Budget Referendum, May 21, 2013

LIAISON REPORTS

Nothing noted.

GUESTS AND AUDIENCE COMMENTS

Nothing noted.

OLD BUSINESS

Nothing noted.

NEW BUSINESS

a. **Grant Acceptance—STEAP 2010 Grange Hall/Town Hall Building Project:**

First Selectman Mark Walter stated that the Town is now ready to move forward with the STEAP grant. He stated that it will be used to undertake upgrades to the Town Hall and Grange Hall, including roofing, new windows, paving, electrical, etc.

He stated that there is no matching component to the grant and he encouraged the Board to move it forward.

Motion was made by Harvey Thomas to recommend that the board of Selectmen schedule a Town Meeting for the acceptance of a Small Town Economic Assistance Program (STEAP) grant in the amount of \$200,000 from the State of Connecticut, Department of Economic and Community Development for the purpose of renovations to the Old Town Hall and Grange Hall Building Project (revenue account 79-431510-G1302 and expense account 79-541750-G1302). Daniel Alexander seconded the motion and it was unanimously approved. Motion carried.

OTHER/FOLLOW-UP ITEMS:

Nothing noted.

Motion was made by Daniel Alexander to adjourn at 7:43 p.m. Robert Bennett seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted

Debra H. Denette