

**Town Of Haddam  
BOARD OF FINANCE  
Regular Meeting  
Town Office Building Annex  
Wednesday, February 10, 2014  
MINUTES**

***Approved as Printed at the March 10, 2014 Regular Meeting***

In attendance: Chairman David Kapitulik, Members: John Bosco, Marjorie DeBold, and John Tabak and Alternates: Cheryl Haase and Joanne Nesti  
Not in Attendance: Vice Chairman Harlan Fredericksen and Lucille Silvestrini and Alternate Joseph Centofanti

Staff in Attendance: Barbara Galloway, Recording Secretary  
First Selectman Melissa Schlag was also in attendance.

Chairman Kapitulik called the Meeting to order at 7:00 PM.

*The Pledge of Allegiance* was recited.

- Seating of Alternates  
**Ms. DeBold made the Motion seconded by Mr. Tabak for Alternate Members Cheryl Haase and Joanne Nesti to be seated as voting Members in the absence of Mr. Fredericksen and Ms. Silvestrini. The Motion was approved unanimously by Chairman Kapitulik, Mr. Bosco, Ms. DeBold, and Mr. Tabak.**

1A. Public Input

There were no questions or comments offered by the one resident present at the Meeting.

1. Correction/Approval of the Minutes of the January 13, 2014 Regular Meeting

**Ms. DeBold made the Motion seconded by Mr. Tabak to approve the January 13, 2013 Minutes as printed. The Motion was approved unanimously.**

2. Review of updated 2013-2014 Financial Statements

The Board Members briefly reviewed and then discussed updated financial statements that had been distributed. These documents included "Actual & Anticipated Revenues" for the period July 2013 to December 2013, dated 02/07/2014, "Adjustments to Budgeted Expenditures" for the period July 2013 to December 2013, dated 02/07/2014, and "Interim Trial Balance – Summary" for the period July 2013 to December 2013, dated 02/07/2014.

Chairman Kapitulik wondered about the status of the Public Works Department budget with all of the snow removal and necessary use of related products during and after the many recent snowstorms that the town has experienced. It was noted that the financial statements presented

tonight only provided information through December 2013, which did not give the Board Members information on many of these recent expenditures. This problem was discussed briefly.

Board Members agreed that it would be useful to be able to review financial statements updated [closer] to the date of their meetings to make it easier at each Board Meeting to gauge ongoing usage of funding and balances remaining within the department budgets. First Selectman Schlag said that she would speak with the Financial Coordinator about the possibility of giving the Board this more current information.

### 3. Selectmen's Requests

a. A memorandum dated January 23, 2013 from First Selectman Schlag to the Board reads:

*"At a Board of Selectman's Meeting held on January 15, 2014 the board voted to send you the following request for your consideration: The BOS received a request from Jo Ann Woickelman, Chairman of the Board of Assessment Appeals to pay for an education workshop in the amount of \$150.00. 'The board consists of one new member elected Nov. 2013, a re-elected board member and herself [Ms. Woickelman]. The first two board members have not gone through a revaluation, which will occur in Haddam in 2015. These workshops are taught by assessors and offer the opportunity to ask questions. Many of the workshops are held in other towns with a considerable drive. Haddam's Assessor, Marilyn Baumann and myself [Ms. Woickelman] worked together to do a local workshop. There were will 26 attendees and more have called with questions'. Thanking you in advance for your consideration. Melissa Schlag, First Selectman".*

**[To begin the discussion, Ms. Haase made the Motion to transfer the requested funding from the Assessor's Professional Development line to a line in the Board of Tax Review [Board of Assessment Appeals] budget. After a discussion that included the amount of the requested funding and a question of specifically to which line the funding could be transferred, Ms. Haase reversed her as-yet-un-seconded Motion].**

**The Board Members agreed that for the purpose of this request from Ms. Woickelman and the Board of Assessment Appeals, Assessor Marilyn Baumann, can use funding from her line item #01-10-030-53-03007 Professional Development, which currently has a balance with more than sufficient funds to address this need. In the future, should the Assessor target additional courses/meetings she and/or her assistant wish to attend and Ms. Baumann finds there will not be sufficient funds within the Assessor's Professional Development line to pay for such additional course(s), she can then request the appropriate additional funding from the Board of Selectmen and the Board of Finance.**

**The Board Members agreed that no action [Motion] in response to this request is necessary on this Board's part since it has been previously agreed that department heads can move funding use from one line to another within their own departments' budgets (as long as the department budget total is not overspent) without seeking the two Boards' permission/approval.**

4. Selectmen's Report

First Selectman Schlag reported that she is continuing to find areas of savings as she reviews Town accounts and expense files.

First Selectman Schlag gave an updated report on the status of the ongoing work and related expense re: the Town Office Building vestibule renovations and there was a brief discussion.

First Selectman Schlag reported information on bidding activity for proposed repair/replacement of a portion of the Brainerd Memorial Library roof; this bidding and the Town's involvement were discussed briefly.

First Selectman Schlag told the Board that work on the 2014-2015 Budget continues on schedule.

5. Old Business

a. *Discussion of any 2012-2013 Audit topics that Board Members might wish to have discussed with Blum Shapiro, the auditors, at the March 10, 2014 Regular Meeting*

No questions or comments were offered by Board Members for discussion prior to the meeting with the Auditors at the March 10 Meeting.

b. *RSD #17 BOE/Board Liaison*

There was further discussion about interest that had been expressed earlier in the Board having a liaison member present at budget/contract meetings of the RSD #17 Board of Education. Chairman Kapitulik, who had spoken with the Superintendent of Schools Howard Thiery about this, suggested to Ms. Nesti that she speak directly with the Chairperson of the RSD #17 Board of Education (BOE) about the feasibility of this Board's having representation at the BOE budget- and contract-negotiation [discussion] meetings. Ms. Nesti, who had expressed at an earlier Board Meeting an interest in acting as this liaison for the Board, agreed to discuss this issue with the RSD #17 BOE Chairperson and report back to the Board.

6. New Business

- a. *Discuss preparations for addressing the 2014-2015 proposed Budget once it is presented to the Board by the Board of Selectmen at the March 3, 2014 Meeting, inclusive of planning a schedule for department/agency interviews, deliberations schedule, etc..*

First Selectman Schlag reported that the proposed 2014-2015 Budget will be ready for presentation to the Board at the March 3 Meeting, including information about the Capital Improvement Plan. She plans to have detailed explanatory and required backup information available with the proposed Budget. The Board will then decide what departments/agencies from which the Board will request individual meetings. The Budget deliberation process was discussed briefly in general terms for the benefit of the new Members.

- b. *Discussion of/Deliberations about any new issues regarding the 2013-2014 Budget (exclusive of the financial statements and Selectmen's requests discussions, noted above*

No new issues regarding the 2013-2014 Budget were introduced for Board discussion at this Meeting.

- c. *Introduction/Discussion of any other new town issues relative to/of interest to the Board of Finance*

No new town related issues were introduced for information or discussion at this Meeting.

7. Adjournment

**Ms. Haase made the Motion seconded by Mr. Tabak to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 7:40 PM.**

Respectfully submitted,  
Barbara D. Galloway  
Secretary