

**Town Of Haddam  
BOARD OF FINANCE  
Budget Meeting  
Town Office Building Annex  
Monday, March 16, 2015  
MINUTES**

***Approved as Amended at the March 23, 2015 Budget Meeting***

In attendance: Chairman Joseph Centofanti, Vice Chairman Harlan Fredericksen, Members: John Bosco, Marjorie DeBold, David Kapitulik, and John Tabak, Alternates: James Bucko, Cheryl Haase, and Joanne Nesti  
Staff in Attendance: Georgia Emanuel, Financial Coordinator and Barbara Galloway, Recording Secretary  
First Selectman Melissa Schlag was also in attendance.

Chairman Centofanti called the Meeting to order at 6:37 PM.

1. The Pledge of Allegiance

The Pledge of Allegiance was recited.

2. Seating of Alternates

Because all six Regular Members were in attendance, none of the three Alternate Members present were seated.

3. Correction/Approval of the March 2, 2015 Budget Meeting Minutes

**Ms. DeBold made the Motion seconded by Mr. Tabak to approve as printed the March 2, 2015 Budget Meeting Minutes. The Motion was approved by Chairman Centofanti, Mr. Bosco, Ms. DeBold, Mr. Kapitulik, and Mr. Tabak. There were no votes against. Vice Chairman Fredericksen abstained, as he was not present at the March 2<sup>nd</sup> Meeting. The Motion was approved.**

4. Public Comment

Resident Ed Munster noted with appreciation the many hours the Town Boards put into compiling, studying, and deliberating/approving the annual Budget. This evening he said he wanted to thank all of the Members of the Board of Finance for their dedication to this job and hard work.

5. Scheduling of 2015 -2016 Budget Meetings/Discussions with Town Departments/Agencies

Chairman Centofanti noted that he plans to contact the representatives of both the Haddam Public Health agency and Haddam Volunteer Ambulance Services, Inc. as well as Assistant Director of Public Works Phil Goff in order to schedule a budget-related meeting for each with this Board. He asked the Board Members for the names of any additional departments/agencies with which they might want to meet regarding budget requests. The Board Members asked about meeting with Brainerd Memorial Library and Haddam Volunteer Fire Department. Chairman Centofanti said that he had not heard from either of these agencies. He suggested, and the Board concurred, scheduling the three department/agency meetings all for Monday, March 23<sup>rd</sup>. Chairman Centofanti said that if he was contacted by other boards/agencies that wanted to meet with this Board regarding their budgets, he would attempt to schedule those discussions for the 23<sup>rd</sup>. as well.

6. Discussion regarding the joint meeting and the RSD No. 17 proposed budget

There was a brief discussion about the joint BOE/BOF/BOS meeting held on March 12<sup>th</sup>, regarding the Regional District #17/Board of Education (RSD #17/BOE) proposed 2015-2016 budget. Despite the continued decrease in school enrollments in both towns, there is a planned increase in this budget that will again be a greater financial onus for the Town of Haddam than for the Town of Killingworth, as in past years. The two most notable increases in spending are for Insurances and Special Education costs. Chairman Centofanti reminded the Board that this budget is still a work in progress and all should take a "wait and see" approach regarding the final proposed RSD #17 budget.

7. Continue Review and Discussion of the 2015-2016 Town Budget

*112 Health* – There was a brief discussion regarding Chatham Health District (CHD), the health management agency for the Town. This talk included First Selectman Schlag's explanation of some of CHD's duties as well as pointing out responsibilities of the State of Connecticut Department of Health re: various health-related activities in town. First Selectman Schlag noted that due to the complexity of laws and regulations in health areas, it makes more sense and is more cost effective for the Town to contract with an expert agency instead of hiring its own health director and sanitarian again.

**Mr. Fredericksen made the Motion seconded by Mr. Bosco to approve the 112 Health budget with the department requested and proposed total of \$78,591. The Motion was approved unanimously.**

*125 Land Use Offices* – First Selectman Schlag informed the Board that the new lines for CT Main Street Center membership (\$500) and the CT Main Street Technical Assistance (\$2,000) will help the Town Planner with more efficient planning for further development in the villages in Haddam. First Selectman Schlag suggested that a portion of the CT Main Street Technical Assistance line might also be used to apply for grants and the use of other means of development, giving the department more flexibility.

**Mr. Fredericksen made the Motion seconded by Mr. Bosco to approve the 125 Land Use Offices budget with the department requested and proposed total of \$159,592. The Motion was approved unanimously.**

*130 Conservation* – **Mr. Bosco made the Motion seconded by Ms. DeBold to approve the 130 Conservation budget (from the initial department request of \$1,000) with the proposed total of \$1,500 (including \$500 for the Salmon River Watershed line not originally requested by the department because the request arrived after the budget request was completed). The Motion was approved unanimously.**

*200 Fire Protection* – Concerns were expressed about the significant cut from the department's Capital Expenses line request shown in the proposed budget. Since the Board of Selectmen had only voted on this budget the previous Friday, the fire department had not yet received the proposed budget, although First Selectman Schlag stated that she had sent department representatives the backup information the Board of Selectmen used to make its proposal. The Board Members felt the budget approval should be tabled to allow the fire department to respond to the Board of Selectmen's proposed budget. **Tabled**

205 *Police*- First Selectman Schlag noted that in the new State of Connecticut budget, towns with resident State troopers will now be responsible for paying 100% of the police service costs (vs. the current 70+/-% paid by the towns). The Board of Selectmen has, therefore, removed all overtime costs from this budget, and schools and town organizations and agencies using the services will be asked to pay for their own events police coverage.

**Mr. Bosco made the Motion seconded by Vice Chairman Fredericksen to approve the 205 Police budget with the requested and proposed total of \$328,124. The Motion was approved unanimously.**

230 *Dispatch Services* – First Selectman Schlag told the Board Members that the contract with K-X Dispatching Colchester Emergency [for Haddam Neck residents] will be completed with this budget. It had been determined during the budget process for the current fiscal year that the Town would be terminating this service at the end of the current fiscal year; however, the penalty for breaking the contract would be the same amount as the cost for the final year of the contract. It was, therefore, decided that it is more cost effective to use the service for the remaining year.

**Ms. DeBold made the Motion seconded by Mr. Bosco to approve the 230 Dispatch Services budget with the requested and proposed total of \$142,637. The Motion was approved unanimously.**

235 *Abandoned Vehicles* – The Board agreed that this department budget is no longer funded and will be eliminated from the Budget. **Eliminated from the Budget**

300 *General Labor* – The Board Members decided to table again the discussion of this budget until they meet with Assistant Director of Public Works Phil Goff at the next Meeting. **Tabled**

305 *General Maintenance* – The Board Members decided to table again the discussion of this budget until they meet with Assistant Director of Public Works Phil Goff at the next Meeting. **Tabled**

325 *Snow & Ice Removal* – The Board Members discussed this budget with First Selectman Schlag, who informed them that Assistant Director of Public Works Phil Goff is aware of the proposed totals in this budget. Mr. Goff will be scheduled to meet with this Board at the March 23<sup>rd</sup> Meeting. Board Members expressed concerns regarding the notable cut in the Contract Services line of this budget proposed by the Board of Selectmen. The department requested budget is notably less than the amounts expended in 2012-2013 and 2013-2014 budgets. First Selectman Schlag stated that by comparison to similar towns, the Town of Haddam has a very large snow removal budget total that may not all be necessary. The Board agreed to table the approval of this budget until they can discuss it with Mr. Goff. **Tabled**

335 *Waste Disposal* – First Selectman Schlag noted the decrease in costs in the Custodial Waste Transfer Station line due to a plan to change Public Works personnel from the higher paid employees to those employees earning a lower hourly rate who work at the Transfer Station on Sundays, when the wages are paid at double time,.

**Vice Chairman Fredericksen made the Motion seconded by Mr. Bosco to approve the 335 Waste Disposal budget (from the initial department request of \$325,500) with the proposed total of \$305,500. The Motion was approved unanimously.**

*340 Tree Maintenance* – First Selectman Schlag noted that and explained why the Tree Removal line of this budget has been reduced by \$20,000 from the department request.

**Mr. Bosco made the Motion seconded by Mr. Kapitulik to approve the 340 Tree Maintenance budget (from the department request of \$80,000) with the proposed total of \$60,000. The Motion was approved unanimously.**

*400 Public Health* – Chairman Centofanti distributed additional back up information for this budget so that the Board Members can review it prior to meeting with Haddam Public Health representatives on March 23rd. There was a brief discussion using Chairman Centofanti's revised version of a chart that had originally been provided as back up information by Haddam Public Health and was distributed earlier in the budget process by First Selectman Schlag. **Tabled**

*415 Transportation for the Elderly* – First Selectman Schlag noted that the Overtime line in this budget had been reduced from the department requested \$400 to \$0. A note written on back up information sent by Assistant Director of Public Works Phil Goff regarding wage increases was explained by First Selectman Schlag and briefly discussed.

**Ms. DeBold made the Motion seconded by Mr. Bosco to approve the 415 Transportation for the Elderly budget (from the department request of \$46,079) with the proposed total of \$44,287. The Motion was approved unanimously.**

*425 Haddam Ambulance Services* – The Board Members agreed to table the discussion of this budget was tabled until later in the budget process. **Tabled**

*503 Haddam Park & Recreation Commission/510 Brickyard (formerly the Higganum Athletic Association)* - The Board Members agreed to discuss these two budgets together. The Board had decided during the previous year's budget process that the two agencies should be combined into one budget. The combined department budget will appear as "503 Haddam Park & Recreation" in the final proposed 2015-2016 budget and in future budgets (510 Brickyard will be discontinued). First Selectman Schlag noted that the representatives of both 503 and 510 had been given the proposed budgets several weeks before and have had ample opportunity to respond, but have not done so.

**Vice Chairman Fredericksen made a three part Motion seconded by Mr. Bosco: a) to approve the 503 Haddam Park & Recreation budget (from the agency request of \$72,800) with the proposed total of \$54,600; b) to approve the 510 Brickyard budget (from the agency request of \$14,550) with the proposed total of \$12,100; and c) to approve combining the two departments' budgets into the 503 Haddam Parks & Recreation budget going forward [2015-2016 approved total (of the two agencies' budgets) of \$66,700]. The Motion was approved unanimously.**

*530 Middlesex County Soil & Water* – First Selectman Schlag noted that this agency requests a donation each year and had been funded for several years, but the Town had received no request for funding for this budget year. The Board of Selectman had, therefore, funded the 530 Middlesex County Soil & Water budget at \$0.

**The Board of Finance took no action on this budget.**

*535 Brainerd Memorial Library* –First Selectman Schlag informed the Board that the Brainerd Memorial Library representatives are aware of this proposed budget and have been in communication with Town staff during the past few weeks regarding

adjustments to that requested/proposed budget. First Selectman Schlag explained that the Board of Selectmen had reduced the Insurance portion of the Library budget by \$1,800 for D/O Insurance required for Library board members. This insurance is now part of the Town's Insurance budget since the Library board is appointed by the Town. The Board of Selectmen voted to approve and include an increase of 2.5% in wages for the 2015-2016 Library budget.

First Selectman Schlag also told the Board that the Board of Selectmen had voted to increase the wage/salary portion of the Library 2014-2015 budget by \$6,120 [2.5% based on the wage total the Library reported on its 2014 IRS 990 form] and to approve the transfer of that sum from the 2014-2015 Salary Contingency line to the Library's 2014-2015 budget line, which increases the 2014-2015 [approved] Library budget from \$340,000 to \$346,120. This increase is in line with the 2.5% per year wage increase percentage agreed upon in the 3-year Town contract for unionized Town employees that was finalized in September 2014, well after the town approval of the 2014-2015 Budget in May.

**Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to approve the 535 Brainerd Memorial Library budget (from the department request of \$383,849) with a total of \$350,593 [inclusive of a deduction of \$1,800 for no longer needed D/O Insurance costs and the 2.5% increase for wages, noted above]. The Motion was approved unanimously.**

Upon the request of Board Members, First Selectman Schlag explained the Board of Selectmen's decision to approve proposed funding for the four new agencies presented in the proposed Budget (shown below). The four social service agencies are small and specific to the Haddam region and most likely serve and benefit some town residents and may also have town residents serving on their boards. They are likely to be funded mostly through private donations. Also, these agencies had included with their requests data showing numbers served in the Haddam area. First Selectman Schlag noted that the Town receives annual funding/donation requests from many agencies, and while it is not feasible to fund all of them, these selected agencies seem to stand out as worthy of consideration for the services they provide to Haddam and Haddam area residents. The four budgets were voted on and approved as one Motion:

**Ms. DeBold made the Motion seconded by Mr. Bosco to approve the funding of these four agencies, 556 Rushford Center, 557 Regional Mental Health Board, 558 Community Health Center, Inc., and 559 Middlesex Land Trust, with \$500 to each agency. The Motion was approved unanimously:**

*[Amended and Removed from approved Minutes as a duplication of the above Motion:*

*[556 Rushford Center – Ms. DeBold made the Motion seconded by Mr. Bosco to approve the 556 Rushford Center budget (from the department request of \$1,000) with the total of \$500. The Motion was approved unanimously.*

*557 Regional Mental Health Board – Ms. DeBold made the Motion seconded by Mr. Bosco to approve the 557 Regional Mental Health Board budget (from the department request of \$406) with the total of \$500. The Motion was approved unanimously.*

*558 Community Health Center, Inc. – Ms. DeBold made the Motion seconded by Mr. Bosco to approve the 558 Community Health Center, Inc. budget with the requested and proposed total of \$500. The Motion was approved unanimously.*

*559 Middlesex Land Trust – First Selectman Schlag noted that this agency is planning to purchase contiguous property in Haddam Neck.*

*Ms. DeBold made the Motion seconded by Mr. Bosco to approve the 559 Middlesex Land Trust with the requested and proposed total of \$500. The Motion was approved unanimously.]*

*Debt Service Fund 26 – The Board decided to table the decision on this budget until later in the budget process. **Tabled***

8. Public Comment

a) Ed Munster informed the Board that it can be very confusing to be an audience member especially during budget discussions and votes since the public is listening to the discussion without the aid of the detailed paperwork that the Board is considering. Mr. Munster suggested that the Board Members might state in more detail the information in each of the Motions they make so that their actions are more understandable to the public at the Board Meetings. The Board and First Selectman Schlag briefly discussed possible ways to address this problem. Mr. Munster also b) commented on the RSD #17 budget, and c) asked for clarifications regarding the Haddam Public Health budget and the Haddam Fuel Bank.

9. Adjournment

**Vice Chairman Fredericksen made the Motion seconded by Mr. Bosco to adjourn the Meeting. The Motion was approved unanimously. The Meeting was adjourned at 8:38 PM.**

Respectfully submitted,

Barbara D. Galloway  
Recording Secretary/Clerk