

**Town of Haddam
BOARD OF FINANCE
Regular Meeting
Haddam Community Center
Tuesday, June 7, 2016
MINUTES**

Approved as Printed at the July 11, 2016 Meeting

In attendance: Chairman Joseph Centofanti and Vice Chairman Harlan Fredericksen;
Members: Chris Alexy, Marjorie DeBold, Cheryl Haase, and David Kapitulik; Alternate
Robert McGarry

Not in Attendance: Alternates James Bucko and Joanne Nesti

Staff in Attendance: Haddam Financial Coordinator Georgia Emanuel and
Recording Secretary Barbara Galloway

1. Call to Order/Pledge of Allegiance

Chairman Centofanti called the Meeting to order at 7:08 PM.
The Pledge of Allegiance was recited.

2. Seating of Alternates

All of the Regular members were present; the seating of an Alternate Member
was unnecessary.

3. Set FY 2017 mil rate

Chairman Centofanti distributed to the Board Members copies of the "Town of
Haddam, CT 2016-2017 Proposed Budget Proposed Revenue Budget" and
"Notes to calculation of the mill rate (same as 2016)" document for their review
and consideration in setting the mil rate.

Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to:

**BE IT RESOLVED that the tax rate be set at 31.20 mills which will generate
\$27,851,278 at a Collection Rate of 98.75% for the fiscal year 2016-2017.**

**The mill rate is based upon the approved budget and the related revenue
budget (attached) "2016-2017 Proposed Revenue Budget" and the "Notes to
calculation of the mill rate (same as 2016)" The Motion was approved
unanimously.**

It was noted for the record that this mill rate was able to be held at the prior year
rate for the 2016-2017 fiscal year by using \$128,000 from the Fund Balance while
retaining a sufficient percentage (about 12-13%) for an optimal rating for a near-
future bond.

4. Approval of Minutes: May 9, 2016 Regular Meeting Minutes

**Ms. Haase made the Motion seconded by Ms. DeBold to approve the May 9,
2016 Regular Meeting Minutes as printed. The Motion was approved
unanimously.**

5. Public Communications:

- a. *Communications to the Board of Finance*
Chairman Centofanti reported that there were no communications received for the Board's attention.
- b. *Public Input/Comments*
There was no public input or comment offered.

6. Finance Director's Report

Ms. Emanuel reviewed the four updated financial reports distributed to the Board. She noted that the Anticipated Revenue report is only updated through April at this time with May and June yet to be calculated in. Concerning Expenditures, Ms Emanuel pointed out multiple specific budget lines that either already are or are in danger of being overspent before the end of the fiscal year, and noted the various ways that the Finance Department is addressing these individual department budget line concerns.

Mr. Kapitulik noted for the record that there seem to be only three departments with notable over-expenditures in some of their lines due to items/activities that are either "due to the will/wishes of the people" or "due to the will of a higher power" (unexpected, unplanned for occurrences in Nature). The Budget nearing the end of the fiscal year is in reasonably good order.

7. Selectmen's Requests

There were no selectmen's requests presented for the Board's attention.

8. Selectmen's Report

First Selectman Milardo was not in attendance and no Selectmen's Report was presented.

9. Old Business

There was no old business discussed.

10. New Business

a. *Suspense transfers request*

Ms. Haase made the Motion seconded by Vice Chairman Fredericksen to approve the Tax Collector's proposal to transfer the following amounts to the Suspense Tax Book:

1) \$16,021.35 of Personal Property taxes for the grand list year 2012

2) \$11,346.99 of Motor Vehicle taxes for the grand list year 2012

3) \$3,031.58 of Motor Vehicle Supplement taxes for the grand list year 2012

The total amount transferred to suspense: \$30,399.92

The Motion was approved unanimously.

b. *Communication to those charged with governance*

Chairman Centofanti distributed a May 11, 2016 10-page document, "Memo – Communication with Those Charged with Governance" from the auditor. He noted that this communication is required to be provided by the Town's auditor and includes information defining the Town's and the auditors' responsibilities related to the Town's financial statements. It also includes additional information regarding the timing of the audit process.

11. Public Comment

Resident Ed Schwing responded to the earlier comment about the overspent lines in the Town's Legal Counsel budget, costs incurred partly due dealing with FOI complaints made to the Town. He stated that he felt the legal advice/representation the Town wanted at the FOI complaint hearings was unusual and unnecessary based on the manner FOI complaints were addressed by several previous administrations.

12. Adjournment

Vice Chairman Fredericksen made the Motion seconded by Mr. Kapitulik to adjourn the Meeting. The Motion was approved unanimously. The Meeting was adjourned at 7:42 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Secretary

**TOWN OF HADDAM, CT
2016-2017 PROPOSED BUDGET**

PROPOSED REVENUE BUDGET

	Budgeted 15-16	Projected 16-17	Change from Prior Year
<i>Town Tax Revenue</i>			
General Property Tax	\$ 28,111,661	\$ 27,851,278	\$ (260,383)
Motor Vehicle Supplement	0	200,000	200,000
General Property Tax-Prior Year	250,000	250,000	0
Elderly Tax Credit	(95,000)	(95,000)	0
Interest & Lien Fees	125,000	125,000	0
South Central Water Authority	3,000	3,000	0
Telecommunications Prop Tax Grant	23,000	23,000	0
Total General Property Tax	28,417,661	28,357,278	(60,383)
<i>Intergovernmental</i>			
Education Cost Sharing	1,879,334	2,024,534	145,200
Town Aid Road	0	246,301	246,301
PILOT: State Owned Real Property	67,225	21,098	(46,127)
MV Revenue Share Grant	0	170,440	170,440
Tax Relief for the Elderly	48,000	48,000	0
Miscellaneous State	10,000	10,000	0
Mashantucket Pequot	23,789	23,844	55
Local Capital Improvement Grant	73,867	73,641	(226)
Veterans' Exemptions	6,200	6,200	0
Grants for Municipal Projects		3,554	3,554
Emergency Management		3,623	3,623
DUI Grants	7,500	7,500	0
Total Intergovernmental	2,115,915	2,638,735	522,820
<i>Charges for Services</i>			
Town Clerk Recording Fees	40,000	40,000	0
Town Clerk fees	20,000	20,000	0
Real Estate Conveyance Tax	60,000	60,000	0
Transfer Station Permits	105,000	157,000	52,000
Dog License	10,000	5,000	(5,000)
Building and Land Use	85,000	85,000	0
Photocopy Fees	8,000	8,000	0
Rental of Public Buildings	1,000	1,000	0
Recycling Fees	22,000	22,000	0
Troopers O T Reimbursement	25,000	25,000	0
Other Fees	7,000	7,000	0
Total Charges for Services	383,000	430,000	47,000
<i>Miscellaneous</i>	10,000	10,000	0
<i>Interest Income</i>	22,000	22,000	0
<i>Appropriation of fund balance</i>	0	128,000	128,000
TOTAL NON-TAX REVENUE	2,530,915	3,100,735	569,820
TOTAL REVENUE ALL SOURCES	\$ 30,948,576	\$ 31,458,013	\$ 509,437

<u>2016-2017 budget</u>					
<u>Notes to calculation of mill rate (same as 2016)</u>				31.20	
1	Added MVS billing as separate line in budget . Low average from prior years. (one time impact)			\$ 200,000	
2	Increased collection percentage slightly to 98.75%			13,989	
3	Use of fund balance			128,000	
4	MRSA - Sales tax revenue sharing (possibly will not be received) <i>grunk</i>			170,440	298,440
5	Town Aid Road included in budget (one time impact)			246,301	

170
+128