

**Town Of Haddam
BOARD OF FINANCE
Regular Meeting
Town Office Building Annex
Monday, October 19, 2015
MINUTES**

Approved as printed at the November 9, 2015 Regular Meeting

In attendance: Chairman Joseph Centofanti, Vice Chairman Harlan Fredericksen; Members: Marjorie DeBold and Cheryl Haase; Alternates Robert McGarry, and Joanne Nesti
Not in Attendance: Members David Kapitulik and John Bosco, and Alternate James Bucko
Staff in Attendance: Barbara Bertrand, Town Financial Director and Barbara Galloway, Recording Secretary

First Selectman Melissa Schlag was also present.

1. The Pledge of Allegiance was recited.
2. Seating of Alternates
Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to seat Mr. McGarry and Ms. Nesti for Mr. Bosco and Mr. Kapitulik. The Motion was approved unanimously.
3. Approval of the September 14, 2015 Regular Meeting Minutes
Vice Chairman Fredericksen made the Motion to approve the September 14, 2015 Meeting Minutes, as printed. The Motion was approved by Chairman Centofanti, Vice Chairman Fredericksen, Ms. Haase, Mr. McGarry, and Ms. Nesti. There were no votes against. Ms. DeBold abstained as she was not present at that Meeting. The Motion was approved.
4. Public Communications:
 - a. *Communications to the Board of Finance*
There were no communications presented for the Board's attention.
 - b. *Public Input/Comment*
There was no public comment or input offered at this point of the Meeting.
5. Finance Director's Report
 - a. *FY 2014-2015 update*
Ms. Bertrand reported that the end of year 2014-2015 financial reports she presented at the September Meeting had not substantially changed. She informed the Board Members that the Audit is now in progress with several small, minor issues needing to be addressed, but she believes that the Audit should be completed soon.

Regarding the Auditor's Report given in person to this Board, Board Members agreed that it would be wise to make an appointment with Vanessa as soon as the audit is completed so that her report does not have to wait to be given until March, as it had been this past year. Auditors get booked for reports to towns quickly during the first two months of the calendar year.

b. *Review of 2015-2016 financial reports*

Three updated financial reports were distributed for the Board's review: "Actual & Anticipated Revenues, July 2015 to June 2016", dated 10/19/2015; "Actual & Budgeted Expenses & Encumbrance, July 2015 to June 2016", dated 10/19/2015; and "Interim Trial Balance – Summary, July 2015 to June 2016", dated 10/19/2015.

While reviewing these reports, Ms. Nesti asked why and if it would be possible that several 2015-16 budget lines, specifically in the Town Counsel and Haddam Park & Recreation departments, appeared to already be over spent beyond the approved budget amounts for the fiscal year. Ms. Bertrand told the Board Members she could speculate on what might have caused this to happen, but would prefer to investigate these lines and report back to them via e-mail. First Selectman Schlag also suggested possible reasons for some of the apparently overspent lines.

6. Selectmen's Requests

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

7. Old Business

a. *2014-2015 Budget Transfers approval*

The Board Members were reminded that at the September 14 Meeting, the Board had received a selectmen's requests letter (dated 9/2/2015), inclusive of requests to approve the appropriation of funds for several end-of- year transfers to balance the 2014-15 Budget. The larger transfers had been addressed by the Board's recommendation to send the transfers to a town meeting for approval of the appropriations; the four smaller transfers were not addressed at that Meeting. Ms. Bertrand provided the Board Members with an updated Budget Transfer Request Form #2015-90, showing the four remaining required transfers.

Ms. Haase made the Motion seconded by Ms. DeBold to approve transferring \$127.22 from the Salary Contingency line #01-80-800-84-80001 to the Assistant Tax Collector line #01-10-040-12-04001; \$295.90 from the Salary Contingency line #01-80-800-84-80001 to the Assistant Town Clerk Wages line #01-10-055-12-05501; \$480.02 from the Salary Contingency line #01-80-800-84-80001 to State Police line #01-20-205-36-20502; and \$1,244.00 from the Salary Contingency line #01-80-800-84-80001 to line # 01-20-230-36-23001, all four transfers for the purpose of balancing the 2014-2015 Budget. The Motion was approved unanimously.

b. *Approval of grants*

At the September 14 Meeting, the Board had received within the same selectmen's requests letter, noted above, a request for approval of/appropriation of funding for five grants for which the Board of Selectmen had applied. The request was to approve the appropriation of funds for the two grants [under \$20,000] and recommend to a town meeting the approval of the appropriation of funds for the three grants [over \$20,000]. The three larger grants had been addressed with the Board's recommendation to send the request to a town meeting for approval of the appropriation of funding; the two smaller grants had not been addressed. The Board Members were reminded of the purposes for each grant and began to discuss the wording for the Motion they would make. First Selectman Schlag informed the Board that the Cemetery Grant for \$2,000 had not yet been awarded to the Town and was, therefore, had not been accepted by the Town and should not yet be funded. The Board then made a

Motion for the remaining awarded grant on the 9/2 selectmen's request letter received at the September Meeting.

Vice Chairman Fredericksen made the Motion seconded by Ms. DeBold to approve appropriating funds for the OPM-UCOA Grant in the amount of \$15,000. The Motion was approved unanimously.

There was a very brief mention once again of the protocol and order regarding recommending acceptance, acceptance, and appropriation of funding for an [awarded] grant. First Selectman Schlag again explained her understanding of the protocol, which had differed from the Board's understanding during discussions at previous Meetings. There was no further discussion of this topic at this Meeting.

c. *Discussion of September 29, 2015 Town Meeting outcomes*

First Selectman Schlag reported that a small group of residents attending the September 29th town meeting had approved both the large budget transfers (addressing the end-of-year shortage of funds in the Public Works 2014-2015 budget) and the three awarded grants, both for which this Board had held discussions and voted to recommend to a town meeting at the September Meeting. The appropriations had now been made for both the approved large transfers and the three larger grants.

8. New Business

a. *Introduction/Discussion of any Town activities/matters*

Ms. Nesti informed the Board that the Board of Education (BOE) would be holding multiple meetings in the very near future to inform the public about several specific projects involving costly infrastructure upgrades and renovations that that Board is working on and hoping to begin in the near future. These projects will probably require bonding. The first two meetings are scheduled for tomorrow night (Tuesday, 10/20/2015), an informational meeting at 6:30 and the BOE's regular meeting at 7:30 at the Haddam-Killingworth Middle School.

9. Public Comment

Resident Ed Schwing introduced to the Board two residents present at tonight's Meeting, Margaret Adams, candidate for Alternate on the Board of Finance and David Challenger, candidate for Treasurer. The Board welcomed both visitors to the Meeting.

10. Adjournment

Vice Chairman Fredericksen made the Motion seconded by Ms. Nesti to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 7:24 PM.

Respectfully submitted,
Barbara D. Galloway
Recording Secretary