

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

***Approved as printed at the December 8, 2014 Regular Meeting***

In attendance: [Acting Chairman] Vice Chairman Harlan Fredericksen, Members: John Bosco, Marjorie DeBold, David Kapitulik, and John Tabak, and Alternates: Cheryl Haase and Joanne Nesti

Not in Attendance: Member Joseph Centofanti and Alternate James Bucko

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

[Acting Chairman] Vice Chairman Fredericksen 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 to seat Ms. Haase for Mr. Centofanti, per Mr. Centofanti's request. The Motion was approved unanimously.

1A. Public Input

Neither of the two residents present offered comments or questions at this time.

1. Any Discussion re: and Nominations for/Election of new Board of Finance Chairman, Vice Chairman [as necessary], and Secretary

Vice Chairman Fredericksen asked if the Board Members had nominations to offer for a successor Board Chairman. Hearing none, Vice Chairman Fredericksen offered the name of Mr. Centofanti as his recommendation for a good Chairman candidate, briefly describing for the other Board Members Mr. Centofanti's professional credentials and experience in the area of municipal financing. Vice Chairman Fredericksen said he believes that Mr. Centofanti, whom he had spoken with and informed that the nomination was to be made, would be an invaluable asset to the Board as its Chairman. There were no additional nominations offered.

**Vice Chairman Fredericksen officially made the Motion seconded by Mr. Tabak to nominate Mr. Centofanti as the new Board Chairman; with no additional suggestions made, the nominations were closed. The Motion was then approved unanimously.**

Vice Chairman Fredericksen noted that he will continue in his position as Vice Chairman.

Vice Chairman Fredericksen asked the Board for nominations for Board Secretary, a *Town of Haddam Charter-driven* position that has been left open since Ms. Silvestrini's resignation early in 2014. There was a brief discussion of the duties required of this position.

**Mr. Kapitulik made the Motion seconded by Ms. Haase to nominate Ms. DeBold as Board Secretary. There were no additional nominations offered; the nominations were closed. The Motion was then approved unanimously.**

2. Correction/Approval of the Minutes of the October 20, 2014 Regular Meeting  
**Ms. DeBold made the Motion seconded by Mr. Kapitulik to approve the October 20, 2014 Regular Meeting Minutes as printed. The Motion was approved unanimously.**

3. Review of updated 2014-2015 Financial Statements received from the Financial Coordinator

Ms Emanuel, who was not present, had sent no specific suggestions of areas of interest/concern in the financial statements that were distributed at this Meeting, inclusive of "Adjustments to Budgeted Expenditures for July 2014 to June 2015", dated November 10, 2014 and "Adjustments to Budgeted Expenditures, Capital Non-Recurring for July 2014 to June 2015", dated November 10, 2014. The Board Members asked First Selectman Schlag for clarification of several entries, which she then provided. The status of work being completed at the Town Office Building and road work being done in town, and the status on planned changes to dispatch services were each mentioned and discussed briefly.

Mr. Kapitulik stated that he remains uncomfortable at such an early date in the fiscal year with the number of "unnecessary" encumbrances in various line items shown on the financial statements. He explained that it makes it difficult for the Board to understand and track actual activity within the Budget lines. Mr. Kapitulik noted that Ms. Emanuel could reverse the encumbrances (on paper) and in the future these targeted lines could be adjusted monthly instead of using encumbrances well in advance of the actual funding use. This concern and the method to address the issue were echoed by several other Board Members. Vice Chairman Fredericksen said that he would speak with Ms. Emanuel about the situation.

4. Selectmen's Request

a. To transfer \$6,724.75 from line item #84-80001 Salary Contingency to line item #86-53500 Brainerd Memorial Library

This Salary Contingency line had been created by the Board during the 2014-2015 Budget deliberations prior to the successful completion of the new employee contract deliberations and agreement on the specific employee wage increase percentage. First Selectman Schlag noted that the Library is the only non-Town employee agency to be included in the funding.

Mr. Kapitulik stated that he believes seems very early in the fiscal year for the Library to be requesting this funding. He reminded the Board that if it approves this transfer now, any additional transfers from this line will require a town meeting. It would also make it difficult for the Board to track actual funding usage by and the needs of the agency. He suggested tabling the request until later in the fiscal year when the agency will actually require the funding, having expended their own assets that were budgeted for this use first. The Board Members, who agreed with Mr. Kapitulik, noted that they have no issue with transferring this funding to the agency. They want to do so later in the fiscal year when the funding is actually required by the agency and when other transfers will be done from the same line as re-funding the town employee wage lines is required. First Selectman Schlag said that if there is a question about this decision, she can talk with the Library representatives and explain the reasons for the decision.

**Mr. Kapitulik made the Motion seconded by Ms. Haase to table this Selectmen's Request until later in the fiscal year when the agency will need the requested funding. The Motion was approved unanimously.**

5. Old Business

- a. *Public Comment Agenda item* - A Board Member asked if there had been a decision made on the inclusion of the "Public Comment" item at the end of the Meeting, which it was noted is again in the Agenda this month. Vice chairman Fredericksen noted that due to the discussion at the October Meeting in favor of the item, he requested its inclusion on tonight's Agenda, but is going to suggest allowing the new Chairman to have input on its continuation in the future.
- b. *Board of Education/RSD #17 Contract Negotiations* - There was a brief discussion regarding the ongoing Board of Education contract with Mr. Kapitulik and Ms. Nesti providing updated information about the RSD #17 contract mediation schedule.

No additional old business was pending or discussed at tonight's Meeting.

6. New Business

- a. *Discussion of any issues regarding the 2014-2015 Budget (beyond financial statements review above)*  
No additional 2014-2015 Budget issues were introduced or discussed at this Meeting.
- b. *Introduction/Discussion of any other new town issues relative to/of interest to the Board of Finance*  
No new town issues/topics were introduced or discussed at this Meeting.

7. Public Comment

There were no comments offered by either of the two residents present at the Meeting.

8. Adjournment

**Mr. Tabak made the Motion seconded by Ms. Haase to adjourn the Meeting. The Motion was approved unanimously. The Meeting adjourned at 7:16 PM.**

Respectfully submitted,  
Barbara D. Galloway  
Secretary