TOWN OF EAST HADDAM
Board of Finance
Regular Meeting Minutes
September 14, 2020
Municipal Office Complex Meeting Rooms 1 and 2

CALL TO ORDER

Mr. DiCristofaro called the Board of Finance meeting to order at 7:01 pm and the recording devices were started. The Pledge of Allegiance was recited.

In attendance:

Board of Finance Members
- William DiCristofaro, Chairman
- Bruce Dutch, Secretary
- Joseph Corbett
- Todd Gelston
- Tracey Gionta
- Harvey Thomas

Others
- Deb Denette, Town Clerk and Recording Secretary
- Cindy Varricchio, Finance Director

APPROVAL OF AGENDA

Mr. DiCristofaro requested an item be added to the agenda under Old Business regarding an amendment to a previously adopted motion.

Motion was made by Mr. Thomas to approve the agenda with the addition of Amendment to Previously Adopted Motion—FEMA Assistance to Firefighters Grant Program COVID-19 under New Business. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

Mr. Gelston inquired about the August minutes. It was noted that the minutes were not available at this time.

GUESTS AND AUDIENCE COMMENTS

None were received prior to the meeting.

CORRESPONDENCE

None noted.

CHAIRMAN'S REPORT

Mr. DiCristofaro stated that discussion on both the Board of Assessment Appeals and the Ambulance Association will be deferred until next month. Mr. DiCristofaro stated that he would like First Selectman Smith to be part of that discussion.

a. **Subcommittee Report**

Communications: Mr. Gelston stated that the reason for writing and printing articles is to help with transparency. He stated that he believes the articles are helping. He submitted a draft regarding the Cost of Funding for the Repair of the 2018 Storm Damage. In order to meet *East Haddam News* deadlines, he requested edits to be received by tomorrow. Edits maybe forwarded to Mrs. Varricchio. Mr. Gelston noted that subjects for future articles could include:

- Tree cutting
- CAFR—Comprehensive Annual Financial Report
- Village Revitalization
- Long Range Capital Improvement Process
- Open Space Acquisition
  High School Athletics Complex

Mrs. Gionta and Mr. DiCristofaro encouraged the Subcommittee to speak only to the financing of said projects.

Long Range Capital Improvements Committee: Mrs. Gionta advised that nothing was happening at this time.

Financial Policies/Increasing Revenue: Mr. DiCristofaro stated that this subcommittee has not met due to COVID, however, he was looking to have it rescheduled soon.

FIRST SELECTMAN'S REPORT

First Selectman Smith was away and not available.

FINANCE DIRECTOR'S REPORT

Mrs. Varricchio highlighted the following:

- ADP conversion is underway
- The CAFR (Comprehensive Annual Financial Report) is being worked on.
- Cleargov conversion is in process (this will change the budgeting system, the software was reported to be both intuitive and interactive and compatible with our financial system). This more modern version of budgeting will have built in statistics that will great for comparative analysis. Beginning with 2021-2022, monthly budgets will be prepared utilizing Cleargov. Responsive to inquiry from Mrs. Gionta, it was noted that the software is $12,000 plus an annual maintenance fee. It will also convert five years of history.

OLD BUSINESS

a. **Amendment to Previously Adopted Motion—FEMA Assistance to Firefighters Grant Program COVID-19:**

Mr. DiCristofaro noted that last month's meeting included the FEMA Grant Assistance, however, the motion voted did not include the required COVID language requiring an amendment.

PRIOR MOTION:

Motion was made by Mr. Dutch to accept a grant from FEMA for the Assistance to Firefighters Grant Program COVID-19 Supplemental for PPE due to the COVID-19 pandemic in the amount of $16,421.27 with a required town match of $781.97. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

AMENDED MOTION

Motion was made by Mr. Dutch to amend the original motion to accept a grant from FEMA for the Assistance to Firefighters Grant Program COVID-19 Supplemental for PPE due to the COVID-19 pandemic in the amount of $16,521.27 with a required town match of $781.97 TO INCLUDE "Due to the COVID-19 pandemic and response, Governor's Executive Order 7CC issued April 21, 2020 permits the municipalities legislative body (Board of Selectmen) and budget making authority (Board of Finance) to authorize certain actions by a majority vote of each such body to include (1) the application for or acceptance of any grants, funding or gifts." Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

NEW BUSINESS

a. **Grant Authorization Neglected Cemetery Account Grant Program:**

Mrs. Varricchio presented an opportunity for the Town to apply for a neglected cemetery grant in the amount of $2,000 with no town match.

Motion by Mr. Thomas to authorize the First Selectman to apply for the Neglected Cemetery Account Grant Program in the amount of $2,000 with no town match. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

Grant Acceptance—FEMA Assistance to Firefighters Grant Program Quint Fire Apparatus:

Mrs. Varricchio noted that the Board of Finance approved applying for this grant application on November 18, 2019. The grant application was prepared by Steve Dorfman and Eric Kolasinski; the application was successful.

Motion was made by Mrs. Gionta to accept the following grant: FEMA Assistance to Firefighters Grant Program Quint Fire Apparatus in the amount of $950,000 with a required town match of $45,238.10. Due to the COVID-19 Pandemic and response,

Governor's Executive Order 7CC issued April 21, 2020 permits the municipality's legislative body (Board of Selectmen) and budget making authority (Board of Finance) to authorize certain actions by a majority vote of each such body to include (1) the application for or acceptance of any grants, funding or gifts. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

b. **Special Appropriation—Elementary School Envelope Project Study:**
c. **Special Appropriation—High School Athletics Complex Study:**

Mr. DiCristofaro stated that when the budget was passed, there was much discussion regarding these two projects. Mr. DiCristofaro stated that in order to move these projects forward, a study needs to be conducted to identify costs. He stated that funding could be by special appropriation or from the Contingency Fund. Mrs. Varricchio stated her concern with utilizing Contingency so early in the fiscal year. The Board of Finance was in agreement, particularly given the unknown's associated with COVID-19.

Motion was made by Mr. Dutch to appropriate $19,000 from the General Fund to provide for a formal study of the Elementary School Envelope Project. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried.

Motion was made by Mr. Gelston to appropriate $19,000 from the General Fund to provide for a formal study of the High School Athletics Complex Project, pending action by the Board of Selectmen to add this project to the Educational Capital Committee charge. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

OTHER

Mrs. Gionta sought clarification of the Quint grant, it was noted that the Town will purchase the truck and will then be reimbursed by grant funds.

GUEST AND AUDIENCE COMMENTS

Mr. DiCristofaro called for a brief recess to allow for Guest and Audience Comments to be received via email at 7:30 pm.

Mr. DiCristofaro reconvened the meeting at 7:35 pm. No questions or comments were received.

ADJOURNMENT

Motion was made by Mr. Dutch to adjourn at 7:35 pm. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,

Deb Denette