TOWN OF EAST HADDAM
Board of Finance
Special Meeting Minutes
October 13, 2021
Municipal Office Complex
Meeting Rooms 1 and 2
Via Zoom and YouTube Live

CALL TO ORDER

Chairman DiCristofaro called the meeting to order at 7 pm.

In attendance:

Board of Finance Members:

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

Others:

- Donald Angersola, Director of Operations
- Christopher Ecker, Principal, Hale-Ray High School
- John Hickok, CHA
- Cindy Hughson, BOE, Executive Assistant
- Brad Parker, Senior Center Director
- Brian Reas, Superintendent of Schools
- Marty Ryczek, Athletic Director
- Robert Smith, First Selectman
- Cindy Varricchio, Finance Director
- Sharon Wheeler, Recording Secretary
- Linda Zemienieski, Executive Assistant
- BOE Capital Improvements Committee Members:
  - Deb Fiala
  - Alison Karpiej
  - Todd Moss
  - Joseph Spurgeon
  - Patricia Stricker

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ACKNOWLEDGEMENTS AND ACHIEVEMENTS

Mr. DiCristofaro provided opening comments on the good work done by the members of the Board of Finance over the past several years, thanked all the members for going "above and beyond" and said that he was grateful for their service. He provided Mrs. Gionta and Mr. Gelston with certificates of recognition and also thanked Mr. Smith for his hard work and dedication to the Town.

a. **GFOA Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended June 30, 2020:**

Mr. DiCristofaro advised that the Town had received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended June 30, 2020. He stated that the award is given to municipalities that go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure. He displayed the plaque we received for this recognition.

GUESTS AND AUDIENCE COMMENTS

- First Selectman Smith thanked Mr. DiCristofaro for all of his efforts and read a proclamation from the Town in honor of his retirement from the Board of Finance.

- Mr. Parker noted the importance of the GFOA Certificate of Achievement. He stated that the current Board of Finance, as well as the Finance Department, are as good as any he has seen and they should be very proud of this recognition.

- Mrs. Stricker complimented Mr. DiCristofaro on this dedication as Chairman of the Board of Finance stating, in part, "*Your accomplishments are many, including establishing a capital plan and long-range standard system, numerous budgets, and projects* [that] *were passed and successfully implemented while you have been part of the Board*".

Mr. DiCristofaro thanked the above for their comments and called for a five-minute break for refreshments.

BOARD OF EDUCATION CAPITAL IMPROVEMENT COMMITTEE—ATHLETICS COMPLEX UPDATE

Mr. DiCristofaro provided some background on this agenda item and noted that he was committed to keep it moving forward. He recognized Superintendent Reas who reviewed the history of the athletic facilities as the High School.

Mr. Spurgeon, Chairman of the East Haddam Schools Capital Improvements Building Committee, provided additional information about the proposed project. He stated that the Committee issued a RFQ in January 2021 and hired the architectural firm of CHA in February 2021. He advised that in September of that year, the Committee selected the conceptual design that will be discussed at tonight's meeting. Mr. Spurgeon noted that the design the Committee selected was the least expensive of the six designs submitted by CHA.

Mr. Spurgeon reviewed the proposed plans for the athletics complex and provided an itemized breakdown of expenses. He stated that the total cost for the project is projected to be $3,000,000 and briefly reviewed potential funding sources.

Mr. Spurgeon, Mr. Hickok (CHA), and Mr. Reas responded to several questions from the Board. There was a general discussion regarding the benefits of artificial turf over natural grass. Mr. DiCristofaro expressed his concern that since the Board of Education had first approached the Board of Finance regarding this project, the projected cost had increased from an initial $800,000 to $1,700,000 to the current $3,900,000.

Mr. DiCristofaro solicited input from the Board members. There was a general consensus in favor of the project; however, most of the members stated they were experiencing "sticker shock". There was a general discussion regarding the public's lack of appetite for an increase in taxes to support a $3,900,000 project. Mr. Spurgeon and Mr. Hickok provided additional details regarding a breakdown of the expenses involved.

Mr. Dutch recommended a special meeting be scheduled to focus exclusively on the proposed project and to brainstorm ideas on how to keep it moving forward and provide an athletic complex that is both affordable and fits the high school's and Town's needs. There was a general discussion regarding scaling back the project and/or implementing it in stages. Mr. DiCristofaro encouraged the Boards of Finance and Education to continue to seek out grants to fund the project. The group agreed to continue to work together to achieve their goal of adding a track/athletic complex at the high school.

Mr. Thomas called for a brief recess at 8:17 pm. The meeting reconvened at 8:20 pm.

APPROVAL OF MINUTES

a. **Special Meeting, June 8, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the special meeting of June 8, 2021, in their meeting packets.

Motion was made by Mr. Gelston to approve the minutes of the special meeting of June 8, 2021. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

b. **Regular Meeting, June 14, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the regular meeting of June 14, 2021, in their meeting packets.

Motion was made by Mr. Thomas to approve the minutes of the regular meeting of June 14, 2021. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

c. **Special Meeting, June 17, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the special meeting of June 17, 2021, in their meeting packets.

Motion was made by Mrs. Gionta to approve the minutes of the special meeting of June 17, 2021. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

d. **Special Meeting, June 29, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the special meeting of June 29, 2021, in their meeting packets.

Motion was made by Mr. Gelston to approve the minutes of the special meeting of June 29, 2021. Mr. Corbett seconded the motion. Mrs. Gionta abstained from the vote. Motion carried.

e. **Special Meeting, July 13, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the special meeting of July 13, 2021, in their meeting packets.

Motion was made by Mr. Gelston to approve the minutes of the special meeting of July 13, 2021. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried.

f. **Special Meeting, August 24, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the special meeting of August 24, 2021, in their meeting packets.

Motion was made by Mr. Corbett to approve the minutes of the special meeting of August 24, 2021. Mr. Dutch seconded the motion and it was unanimously approved. Motion carried.

g. **Special Meeting, September 1, 2021:**

Mr. DiCristofaro called the Board members' attention to the minutes of the Special Meeting of September 1, 2021, in their meeting packets. Mrs. Gionta noted that she had not attended that meeting and the "In attendance" list should be updated to reflect that.

Motion made by Mr. Corbett, to approve the minutes of the Special Meeting of September 1, 2021, removing Mrs. Gionta as in attendance. Mr. Gelston seconded the motion. Mrs. Gionta and Mr. DiCristofaro abstained from the vote. Motion carried.

CORRESPONDENCE

There was no correspondence discussed at the meeting.

CHAIRMAN'S REPORT

a. **Tax Collector's Report—July August:**

Mr. DiCristofaro called the Board's attention to materials in their meeting packets regarding this agenda item. Mrs. Varricchio reviewed the Tax Collector's reports for the months of July and August. She reported that 99.13% of property taxes had been paid. Mr. DiCristofaro noted that this was a significant accomplishment by the Tax Collector.

b. **Board of Assessment Appeals Fall Report:**

Mr. DiCristofaro called the Board's attention to the Board of Assessment Appeals (BOAA) Fall 2021 Final Report, submitted by Chairman Edward Blaschik, dated September 22, 2021. He noted that the BOAA had approved four vehicle appeals resulting in a reduction of $10,820 to the Grand List. He responded to several questions from the Board members.

c. **Board Subcommittee Reports:**

- **Communications**—Mr. Gelston reported that the subcommittee had met in September and discussed the suggestion received by a citizen that a non-elected member of the public be added to the subcommittee as an ex-officio advisory member to act as a bridge to community. He stated that the group did not make any decision but expressed their desire to ensure a fair representation of all of the Town's citizens. He noted that all the BOF and its subcommittee meetings are open to the public and they are always receptive to suggestions on how to improve its communication with the public.

  Mr. Gelston stated that the subcommittee is currently working on an article about how the Town won approval of its grant application for a Quint firetruck and he listed several other topics being considered for future communication pieces.

- **Long-Range Capital Improvements Committee**—Mrs. Gionta reported that a tentative date of October 19th has been set for the committee's next meeting.

- **Financial Policies**—Mr. DiCristofaro stated updated Financial Policies will be discussed under agenda item 12a(i) thru (v).

d. **Board of Finance Annual Report:**

Mr. DiCristofaro distributed draft copies of the Board of Finance's section of the Town's Annual for the year ended June 30, 2021. He asked the Board to review the draft and provide their feedback. He

noted that the complete report is included in their meeting packets and would be discussed under agenda item 12f.

Mrs. Varricchio responded to several questions from the Board.

FIRST SELECTMAN'S REPORT

Mr. Smith reported the following:

- Refurbishment of the tennis courts has experienced weather-related delays but the project will be completed next spring.
- The state is removing several trees around Wigwam Pond to accommodate the relocation of power lines related to its bridge repair project.
- The fall paving schedule will begin on October 14th.

a. **East Haddam Village Revitalization Committee (EHVRC) Request:**

Mr. DiCristofaro called the Board's attention to a copy of a letter in their meeting packets from Randy Dill, Acting Chairman of the EHVRC, dated October 3, 2021. Mr. Smith confirmed that he is moving forward with plans to establish a Redevelopment Agency, noting that Mr. Riley supports the concept, and advised that a tentative date of December 21st has been set for the referendum on the potential sale of the 1 and 7 Main Street property to Centerbridge Group.

Mr. DiCristofaro reiterated the discussion at the August 24th Special Meeting which outlined a plan that, before holding a referendum on the sale of the property, the Town would present a referendum question to the public asking them to empower the Board of Selectman to establish an agency that is authorized to create a master development plan/agreement. He noted that plans for a December 21st referendum on the sale of the property circumvents that recommendation.

Mr. Smith reviewed the rationale for the proposed December 21st referendum. Mr. DiCristofaro solicited input from the BOF members. There was a consensus for creating a Redevelopment Agency and for the development of a master plan for Village area. Several members expressed concern about rushing the process and noted the need for more clarity around Centerbridge's proposed development plans.

Mr. DiCristofaro called for a brief recess at 9:11 pm. The meeting reconvened at 9:16 pm.

FINANCE DIRECTOR'S REPORT

a. **Fiscal Year End 2021 Preliminary Budget Report:**

Mrs. Varricchio called the Board's attention to copies of the 2020-2021 Unaudited Preliminary Budget Summary in their meeting packets. She reviewed the information in the summary and noted that actual expenditures were 99% of plan, representing a savings of $467,442, and actual revenues were 101% of plan, for a gain of $207,653. Mr. DiCristofaro stated that those margins represented the good work and planning of the Board and Finance Director.

b. **August 2021 YTD Budget Report:**

Mrs. Varricchio called the Board's attention to copies of the 2021-2022 YTD Budget Report Summary and 2021-2022 Capital Budget Expenditures reports in their meeting packets. She reviewed the reports and stated that collections are on target. She responded to several questions from Board members.

c. **COVID Grants Update:**

Mrs. Varricchio called the Board's attention to a report in the meeting packets regarding COVID Grants received by the Town as of October 6, 2021. She stated that she is expecting one additional COVID grant to come in.

d. **Draft 2022-2023 Budget Calendar:**

Mrs. Varricchio called the Board's attention to a draft of the 2022-2023 Budget Development Calendar in their meeting packets. She noted that she had included time to schedule Public Forum opportunities regarding the budget process and Cleargov. Mr. DiCristofaro solicited comments on the calendar from the Board members and there were none at this time.

OLD BUSINESS

There was no Old Business discussed at the meeting.

NEW BUSINESS

a. **Financial Policy Review and Approval:**

Mr. DiCristofaro advised that the Financial Policy Committee has reviewed several policies, made pertinent changes, and would like the Board to review and approve the revised drafts. He stated that each policy has a summation of the changes made and noted that there are additional policies that also need to be addressed, such as Reserves, Revenues, and Internal Controls.

i. **Funds** – Mrs. Varricchio advised that four funds were added: Page 7 - the COVID ARP and Preschool Education Funds, and Page 18 - the Sprecker Scholarship and Other Specker. She noted that Mr. Cahill will provide additional information for the "Other Sprecker" fund.

Motion was made by Mr. Gelston to approve the COVID ARP and Preschool Education Special Revenue Funds, the Sprecker Scholarship and Sprecker Other Funds policies and to note, for the record, that the Board has reviewed all Fund Policies. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

ii. **Debt Management** – Mrs. Varricchio called the Board's attention to the draft Debt Management Policy Information document in their meeting packets and noted that a few revisions had been made to this policy. She advised that she had provided a copy of the City of

San Diego's Five-Year Financial Outlook as an FYI for the Board. She noted that the San Diego document is a bit more substantial than what the BOF needs to prepare, however, it provides an initial example for this Outlook

Motion was made by Mr. Dutch to approve the revisions to the Debt Management Policy and to note, for the record, that the Board has reviewed the Debt Management Policy. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

iii. **Investment** – Mrs. Varricchio called the Board's attention to the draft Investment Policy Information document in their meeting packets and noted that a few revisions had been made to this policy.

Motion was made by Mrs. Gionta to approve the revisions to the Investment Policy and to note, for the record, that the Board has reviewed the Investment Policy. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

iv. **Budget** – Mrs. Varricchio called the Board's attention to the draft Budget Policy Information document in their meeting packets and noted that a few revisions had been made to this policy. She noted that, beyond some general language clean-up, additional information had been included in the Guidance section.

Motion was made by Mrs. Gionta to approve the revisions to the Budget Policy and to note, for the record, that the Board has reviewed the Budget Policy. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

v. **Capital Improvement Program (CIP):** Mrs. Varricchio called the Board's attention to the draft Capital Improvement Program (CIP) Policy Information document in their meeting packets and noted that a few revisions had been made to this policy. She noted that, beyond some general language clean-up, item 8 was added regarding review and sign-off of by the Finance Director on bid awards and execution of contracts for capital expenditures to avoid project overages.

Motion was made by Mr. Gelston to approve the revisions to the Capital Improvement Program (CIP) Policy and to note, for the record, that the Board has reviewed the Capital Improvement Program (CIP) Policy. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.

b. **Grant Authorization Request – Recreation Commission:**

Mrs. Varricchio advised that there was an opportunity for a Recreation Grant from the Community Foundation of Middlesex County for funding of enrichment programs and activities for the summer day camp program. She stated that there is no Town match requirement, that the grant was submitted to meet the deadline of September 23, 2021. She also advised that the Recreation Commission has not yet voted on the application, as they did not have a quorum at their last meeting, but if the grant is awarded, the Board of Finance will have the opportunity to determine whether or not to accept the grant.

Motion was made by Mr. Dutch to authorize the Recreation Commission to apply for a grant from the Community Foundation of Middlesex County for funding of enrichment programs and activities for the summer day camp program in the amount of $3,000 with no Town match. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried.

c. **Gift Acceptance – Recreation Commission:**

Mrs. Varricchio advised that the Recreation Commission has received a donation of $400 for the purchase of an outdoor pickleball net.

Motion was made by Mr. Corbett to accept a donation in the amount of $400 (revenue account 28045-44709-R1097 and expense account 28045033-57300-R1097) from Michele and Glenn Gustine for the purchase of an outdoor pickleball net and to request that the Board of Selectmen schedule a Town Meeting for approval. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

d. **Tax and Business Incentive Program Application (Scully Land Development LLC):**

Mr. DiCristofaro advised that Scully Land Development LLC had applied for the Tax and Business Incentive Program. He called the Board's attention to related materials in their meeting packets, including a recommendation from the Economic Development Commission and the abatement calculation from the Assessor. He noted that the Board of Selectmen had approved Mr. Scully's application at their October 6, 2021 meeting.

Motion was made by Mrs. Gionta to recommend approval of the Tax and Business Assistance Application and Agreement for Scully Land Development LLC. Mr. Gelston seconded the motion and it was unanimously approved. Motion carried.

e. **Town-wide Radio System Improvements Appropriation Resolution:**

Mr. DiCristofaro stated that, at budget time, there was discussion regarding how to pay for the additional $287,500 required for the Town-wide Radios project. He noted that the consensus at the time was that the Town would apply for a grant through Congressman Courtney's office but if the grant was not awarded, the Town would bond for the additional funding. Mrs. Varricchio noted that the following Resolution does not preclude the Town from seeking out grants and other funding sources but, rather, simply keeps its options open.

In response to a question raised by Mr. Gelston, Mrs. Varricchio and Mr. Dutch provided clarification regarding the need for the additional funding.

The Board agreed to waive the reading of the following Resolution since is incorporated into these minutes in its entirety.

TOWN OF EAST HADDAM
BOARD OF FINANCE

RESOLUTION AUTHORIZING AN APPROPRIATION OF $287,500 FOR TOWN-WIDE RADIO SYSTEM IMPROVEMENTS AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF BONDS AND NOTES IN AN AMOUNT NOT TO EXCEED $287,500

RESOLVED, that the Board of Finance (the "Board") of the Town of East Haddam (the "Town") hereby accepts the recommendation of the Board of Selectmen adopted at its meeting held on October 13, 2021, and recommends to the electors and citizens eligible to vote at town meetings of the Town the following:

(1) That the Town appropriate the sum of $287,500 for costs related to certain town-wide radio system improvements for use by first responders, emergency personnel and municipal officials, including the construction of communications towers and the purchase and installation of antennas, cable and other equipment at various tower sites to be determined (the "Project"). The appropriation may be spent for design and construction costs, equipment, materials, architects' fees, engineering fees, permit fees, legal fees, capitalized interest, temporary and permanent financing costs, costs of issuance, printing and any other costs and expenses related thereto, all of the above with such changes as the Board may approve. The Board of Selectmen is authorized to determine the scope and particulars of the Project. The Board of Selectmen may reduce or modify the scope of the Project, and the entire appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, general obligation bonds and notes of the Town may be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), or any other applicable provision of law thereto enabling, in an amount not to exceed $287,500 (or so much thereof as may be necessary after the deduction of grants or other sources of funds received by the Town for the Project).

(3) That the Town issue and renew notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed $287,500. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the First Selectman, or a majority of the Board of Selectmen, and the Treasurer (the "Officials") be authorized to issue and sell bonds and notes secured by the full faith and credit of the Town pursuant to the Connecticut General Statutes or any other applicable provision of law thereto enabling, to finance the appropriation for the Project; that the Officials are hereby authorized to appoint a bank or trust company to be the certifying agent, registrar, transfer agent and paying agent for such bonds and notes; that Updike, Kelly & Spellacy, P.C., Hartford, Connecticut is designated as the attorneys at law to render an opinion approving the legality of such issue of bonds and notes; that the Officials are hereby authorized to designate a municipal advisor to the Town in

connection with the sale of the bonds and notes; that the Officials are hereby authorized to sign any bonds and notes by their manual or facsimile signatures; and that the Officials are hereby authorized to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds and notes, the form of such bonds and notes, the provisions for protecting and enforcing the rights and remedies of the holders of such bonds and notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds and notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling.

(5) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(6) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration or official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Officials are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws of rules pertaining to the sale or purchase of such bonds or notes.

(8) That the First Selectman is hereby authorized, on behalf of the Town, to execute any contracts with engineers, contractors, architects and other persons for the Project, to apply for and accept state, federal or other grants to finance the appropriations for the Project, and to execute and file any application or enter into any grant agreement or other obligations prescribed by the State of Connecticut or the federal government, as applicable.

(9) That the Officials are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

(10) That this resolution shall become effective after approval at a vote of the special town meeting.

At a meeting of the Board of Finance held on October 13, 2021, on a Motion duly made by Board Member Tracey Gionta and seconded by Board Member Joseph Corbett, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Bruce Dutch
Joseph Corbett
William DiCristofaro
Todd Gelston
Tracey Gionta
Harvey Thomas

Opposed: None

I, Bruce M. Dutch, duly qualified Secretary of the Board of Finance, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Board of Finance held on October 13, 2021 authorizing an appropriation of $287,500 for certain town-wide radio system improvements and, to finance such appropriation, authorizing the issuance of bonds and notes in an aggregate principal amount not to exceed $287,500 (or so much thereof as may be necessary after the deduction of grants or other sources of funds received by the Town for the Project); that said Board consists of six members; a quorum consists of four members; six members were present at said meeting; a roll call vote was taken and six members voted in favor of said Resolution, zero members voted against the adoption of said Resolution, and zero members abstained from voting on said Resolution.

Dated at East Haddam, Connecticut, this 13th day of October, 2021.

Bruce M. Dutch
Secretary
Board of Finance
East Haddam, Connecticut

f. **Approval of Annual Report:**

Mr. DiCristofaro called the Board's attention to the Annual Report draft in their meeting packets. Mrs. Varricchio advised that, for the most part the draft is complete, except for information that comes from the audit; however, it has not undergone a proofing yet.

Motion was made by Mr. Dutch to approve the 2020-2021 Annual Report contingent upon receipt of missing information and a final proofing. Mrs. Gionta seconded the motion and it was unanimously approved. Motion carried.

GUESTS AND AUDIENCE

Mrs. Varricchio advised that the following communication had been submitted electronically:

"Suggestion for future article: The 'slush fund' (as the public called) it during the budget referendum difficulties. How it's funded, rules around it, etc.

"Also, since I was the person who suggested the addition of public input to future communications, I would be happy to discuss it more with Mr. Gelston or the Communication Committee to explain my thinking.

Marilyn Gleeson"

OTHER

Mrs. Varricchio advised that the next meeting of the East Haddam Village Revitalization Commission is scheduled for October 27th.

ADJOURNMENT

Motion was made by Mr. Dutch to adjourn at 9:54 pm. Mr. Corbett seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,

Sharon Wheeler
Recording Secretary