TOWN OF EAST HADDAM
Board of Finance
Regular Meeting Minutes
November 18, 2024
Municipal Office Building – Room 1 & 2
Via Zoom and YouTube Live

Participating:

Board of Finance Members:

William Barney
Todd Gelston
Maureen Goff
Harvey Thomas

Absent

Joseph Corbett
Eric Kolasinski

Others:

Irene Haines, First Selectwoman
Linda Zemienieski, Executive Manager
And other members of the public

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mr. Gelston called the meeting to order at 7:00 p.m. and the attendees said the pledge of allegiance. Mr. Gelston stated he would like to amend the agenda to include approval of several Special Meeting minutes

Motion made by Ms. Goff to amend the agenda to include the approval of Special Meeting minutes dated October 26, 2024, October 28, 2024, November 6, 2024, and November 12, 2024. Mr. Barney seconded the motion. Motion was approved by a unanimous aye vote. Motion carried.

GUESTS & AUDIENCE COMMENTS

There were no guests or audience comments discussed at the meeting.

CORRESPONDENCE

There was no correspondence discussed at the meeting.

APPROVAL OF MINUTES

a. Regular Meeting – October 21, 2024 – Mr. Gelston called the Board's attention to the minutes of their October 21, 2024 regular meeting.

Motion made by Mr. Thomas to approve the minutes of the Regular Meeting of October 21, 2024 as written and Ms. Goff seconded the motion. Mr. Barney abstained from the vote and the motion was approved by a majority aye vote. Motion carried.

b. Special Meeting – October 26, 2024 – Mr. Gelston called the Board's attention to the minutes of their October 26, 2024 special meeting.

Motion made by Ms. Goff to approve the minutes of the Special Meeting of October 26, 2024 as written and Mr. Thomas seconded the motion. Mr. Barney abstained from the vote and the motion was approved by a majority aye vote. Motion carried.

c. Special Meeting – October 28, 2024 - Mr. Gelston called the Board's attention to the minutes of their October 28, 2024 special meeting.

Motion made by Mr. Thomas to approve the minutes of the Special Meeting of October 28, 2024 as written and Ms. Goff seconded the motion. Mr. Barney abstained from the vote and the motion was approved by a majority aye vote. Motion carried.

d. Special Meeting – November 6, 2024 - Mr. Gelston called the Board's attention to the minutes of their November 6, 2024 special meeting.

Motion made by Ms. Goff to approve the minutes of the Special Meeting of November 6, 2024 as written and Mr. Thomas seconded the motion. Mr. Barney abstained from the vote and the motion was approved by a majority aye vote. Motion carried.

e. Special Meeting – November 12, 2024 - Mr. Gelston called the Board's attention to the minutes of their November 12, 2024 special meeting.

Motion made by Mr. Thomas to approve the minutes of the Special Meeting of November 12, 2024 as written and Ms. Goff seconded the motion. Mr. Barney abstained from the vote and the motion was approved by a majority aye vote. Motion carried.

CHAIRMAN'S REPORT

a. Board Sub-Committee Reports

i. Communications – There was no new update on this agenda item.

ii. Long-Range Capital Improvements Committee – Mr. Thomas reported that the Long-Range Capital Improvements Subcommittee had made good progress on simplifying the Financial Policy for ranking capital projects. He noted that the Committee will be meeting again on November 20th.

iii. Financial Policies – Mr. Thomas reiterated that the LRCIC had simplified the Financial Policy for ranking capital projects; however, he recommended that the Board of Finance hold off on approving the updated policy until the Committee tests it out at their November 20, 2024 meeting.

b. Board of Finance Action Plan – Mr. Gelston stated that he would like the Board to develop a financial plan that will match the Town's anticipated bonding plan for road and bridge work. The Board and Ms. Haines discussed the projected schedule for the road survey project and Mr. Thomas suggested inviting Mr. Lindsey to the Board's January meeting to assist them in preparing for the decisions they will have to make regarding bonding for a substantial road repair project.

FIRST SELECTMEN'S REPORT

a. First Selectmen Updates – Ms. Haines provided the following updates:

- The Swingbridge is on schedule to be completed in February, 2025; there will be one final 63 hour closure for balancing after the walkway is added. She noted that some damage to one pier is being addressed; however, it should not delay the projected February, 2025 completion date.

- Work on the roundabouts on the Haddam side has begun and she noted that it can be challenging to drive through the area.

- The automated traffic safety devices have been installed for the 3-week test period and are functional; no tickets will be issued during the testing period.

- The Town's attorney is reviewing the contract for brownfield work at the Old Town Office site and the Redevelopment Agency is planning to host another charrette to discuss redevelopment plans for the Village area.

- The Town's attorney is reviewing the contract for the road survey. She noted the survey will include roads, curbing, drainage, etc., but not bridges. She stated that she expects to receive the survey report in February or March of 2025.

- A live burn ban is still in effect for the Town and she cautioned citizens not to have any open fires because the current drought has caused highly combustible conditions.

In response to questions raised by Mr. Gelston, it was agreed that the pre-budget planning Tri-Board meeting will be held in early January and Ms. Haines confirmed that the Ambulance Association had requested, and she had agreed, to invite them to participate in the budget meetings.

In response to a request from Mr. Gelston, Ms. Belles provided clarification of the two questions on the referendum scheduled for the following day.

FINANCE DIRECTOR'S REPORT

a. Year-to-Date Budget Report – Ms. Belles called the Board's attention to the YTD budget report in their meeting packets. She reported that, as of September 24th, the Town has collected 42% of its revenue and spent 15% of its projected expenditures. She agreed to add the report to the Town's website.

OLD BUSINESS

a. Ambulance service – This agenda item was not discussed at the meeting.

NEW BUSINESS

a. ARPA Project Approval – Badge Printing Station – Ms. Belles and Ms. Zemienieski provided information on the recommendation to approve transferring $14,345.00 from unexpended ARPA funds to purchase a badge printing station system for Town buildings.

   Motion made by Mr. Barney to authorize transferring $14,345.00 from unexpended ARPA funds to the Town building badge printing station project (from 15010500-58926 to Project C0332). Mr. Thomas seconded the motion and it was approved unanimously. Motion carried.

b. ARPA Project Approval – DPW Equipment Trailer – Ms. Haines provided information on the recommendation to approve transferring $33,450.00 from unexpended ARPA funds to purchase an equipment trailer for hauling Department of Public Works equipment.

   Motion made by Mr. Barney to authorize transferring $33,450.00 from unexpended ARPA funds to purchase an equipment trailer for the Department of Public Works (from 15010500-58926 to Project C0333). Ms. Goff seconded the motion and it was approved unanimously. Motion carried.

c. ARPA Project Approval – Police Truck – Discussion of this agenda item was postponed.

d. ARPA Project Transfer – Town Meeting Hall Exterior – Ms. Belles provided information on the recommendation to approve transferring $325.00 from unexpended ARPA funds to the Town Meeting Hall exterior project.

Motion was made by Mr. Barney to authorize transferring $325.00 from unexpended ARPA funds to the Town Meeting Hall Exterior project (from15010500-58926 to Project C0303). Ms. Goff seconded the motion and it passed unanimously. Motion carried.

Ms. Belles advised that a balance of approximately $9,600.00 remains in unexpended ARPA funds which must be obligated by December 31, 2024.

ADJOURNMENT

Motion made by Ms. Goff to adjourn the meeting at 7:57 p.m. Mr. Barney seconded the motion and it was approved by a unanimous aye vote. Motion carried.

Respectfully submitted,
/s/
Todd Gelston
Chairman