

**Board of Finance
Regular Meetings**

January 20, 2009

February 17, 2009

March 16, 2009

April 20, 2009

**May 18, 2009
7:30**

**June 15, 2009
7:30**

**July 20, 2009
7:30**

**August 17, 2009
7:30**

September 21, 2009

October 19, 2009

November 16, 2009

December 21, 2009

**TOWN OF EAST HAMPTON
EAST HAMPTON CT 06424**

BOARD OF FINANCE
Regular Meeting
Monday, September 21, 2009
7:00 PM

Town Hall Meeting Room
AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Approval of Minutes of Meeting(s):
 - A. July 20, 2009 – Regular meeting *
 - B. August 5, 2009 – Special meeting *
4. Public Remarks.
5. Correspondence
6. Status Reports (Financial).
7. Financial Transactions
 - A. Fire Department 2009-2010 Budget *
 - B. Capital Reserve Fund Contingency Transfer (\$33,997) *
8. New
9. Old/Continued Business
 - a) Board of Finance guidelines
10. Liaison's Reports.
11. Public Remarks.
12. Town Manager's Report.
13. Adjournment.

* - Potential action item.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: _____

Item to be presented by: Jeff Jylkka

DATE: September 11, 2009

SUBJECT: Memorial School Roof replacement and Memorial School underground oil tank replacement

DEPARTMENT: Finance

RECOMMENDED ACTION

Staff recommends that Town Council authorize the Finance Director to engage the services of bond counsel to begin drafting the necessary local authorizations for the Memorial School roof and oil tank replacement projects.

BACKGROUND

See attached.

ALTERNATIVE ACTIONS

Roof - continue to repair. Oil tank – continue to monitor for leaks.

FISCAL IMPACT

Cost estimates

Memorial School Roof \$3,610,000

Memorial School Oil Tank Replacement \$121,000

The Town will be applying for a school construction grant to help offset the costs.

East Hampton Fire Department Town Manager Proposed 2009-2010 Budget

Previous Acct. Code	Account Code	Fire Department Proposed			2008-2009 Exp. As of 7-13-09	2008-2009 Budget	Comment	TM Recommend Board of Finance Approved 7-20-09 2009-2010	Fire Department Additional Request
		2009-2010 Breakdown Dollars	2009-2010 Proposed Dollars						
	5120	Kristin		\$9,360	\$7,293	\$7,200 9 hours per week	\$ 7,475	\$ 2,000	
	5220	Social Security		\$580	\$452	\$446	\$ 464		
	5221	Medicare		\$136	\$106	\$105	\$ 109		
5440	5316	Firehouse Software		\$625	\$0	\$625 Maintenance Agreement	\$ 625		
	5319	Meetings/Conferences		\$10,500	\$6,102	\$10,500	\$ 7,500		
	5320	Physicals/Medical		\$17,200	\$18,038	\$16,700	\$ 17,200		
	5330	Professional/Technical Services		\$3,421	\$12,419	\$16,847 ACG Associates - Awards Program	\$ 3,000		
5330	5335	Fire Equipment Testing		\$13,716	\$0	\$0	\$ 12,000		
		Ladder testing		\$1,362					
		Hose testing		\$6,039					
		Pump testing		\$1,640					
		Mask Fitting		\$1,225					
		Flow Testing (SCBA)		\$2,200					
		Air Pump Testing		\$1,250					
	5410	Public Utilities (Sewage charge)		\$205	\$0	\$205	\$ -		
	5420	Cleaning Contract for Firehouses		\$7,245	\$6,725	\$7,025	\$ 7,025		
	5430	Building and Equipment Maint and Repair		\$18,800	\$4,593	\$1,000	\$ 13,000		
		Dry Hydrant Maintenance		\$5,000					
		Building Equipment and Maintenance		\$5,000					
		Radio Repairs and Maintenance		\$5,000					
		AAA Fire Extinguishers (maintenance) (5430)		\$1,600					
		Breathing Apparatus/Cleaning		\$2,200					
	5434	Fire Protection		\$378	\$360	\$378	\$ 378		
	5435	Refuse Removal		\$1,500	\$1,128	\$2,940	\$ 1,200		
	5438	Vehicle Maintenance and Repair		\$30,000	\$25,382	\$25,600	\$ 23,000		
	5440	Rental/Contractual		\$900	\$684	\$1,435 Poland Springs	\$ 900		
	5530	Communications		\$6,000	\$5,481	\$4,700 Phones / Internet	\$ 5,600		
	5540	News Paper Advertising		\$200	\$0	\$200	\$ 200		
	5590	Other Purchases Services		\$8,250	\$4,534	\$5,000	\$ 6,000		
		Gustine's RV Sales		\$2,250		Hauling the Fire Safety Trailer			
		Trilex gear cleaning service		\$6,000					
	5611	Supplies/Material/Minor Equip		\$1,500	\$1,486	\$1,500	\$ 1,500		
	5620	Heating Oil		\$17,346	\$22,094	\$16,000 7,000 gallons @ \$2.37	\$ 16,590		
	5622	Electricity		\$13,200	\$10,366	\$13,200	\$ 13,200		
	5623	Bottled /Compressed Gas		\$1,200	\$947	\$1,001 Propane	\$ 1,000		
	5626	Diesel Fuel		\$500	\$419	\$419 Generators	\$ 500		

East Hampton Fire Department Town Manager Proposed 2009-2010 Budget

Agenda Item: 7A

Previous Acct. Code	Account Code		Fire Department Proposed			Comment	TM Recommend Board of Finance Approved 7-20-09 2009-2010	Fire Department Additional Request
			2009-2010 Breakdown Dollars	2009-2010 Proposed Dollars	2008-2009 Exp. As of 7-13-09			
	5630	Food		\$4,600	\$2,408	\$3,000 Meetings and Incident Scene	\$ 2,800	
	5632	Firemen Award Program		\$22,000	\$19,390	\$19,390 Awards & Bonuses	\$ 22,000	
	5633	Annual Contribution		\$6,000	\$5,000	\$5,700 Annual Appreciation Banquet & Family Picnic	\$ 5,700	
	5642	Books /Periodicals		\$750	\$483	\$1,000	\$ 700	
5690	5650	Vehicle Maintenance Supplies		\$1,300		Trucks and Boat and ATV	\$1,300	
5690	5652	Coats - Boots - Helmets		\$6,500			\$6,500	
5690	5654	Radio and Communication Supplies		\$1,100			\$1,100	
5690	5655	Building Maintenance Supplies		\$2,000			\$2,000	
5690	5657	Hose and Foam		\$4,200			\$4,200	
5690	5658	Fire Equipment Supplies		\$10,000			\$10,000	
5690	5659	Fire Police Equipment		\$2,500			\$2,500	
5690	5690	Other/Supplies Materials		\$4,000		Computer Supplies	\$4,000	
		Sub-total		\$31,600	\$33,812	\$14,191		
	5743	Fixture/Furniture		\$2,000	\$0	\$0 Office Furniture & Building Fixtures	\$ 2,000	
	5744	Computer Equipment		\$1,500	\$0	\$0 Computer Hardware	\$ -	
	5810	Dues and Fees		\$600	\$460	\$1,100	\$ 600	
	5815	Contributions/Donations		\$1,000	\$281	\$400	\$ 500	
		TOTAL G/F		\$232,812	\$190,443	\$177,807	Operating Budget \$ 204,366	\$ 206,366
		Total Capital			\$50,998	\$66,500	Capital Available \$ 83,363	
		TOTAL		232,812	241,441	244,307	TOTAL Available to Spend \$ 287,729	
						Change from 2008-2009 Actual Expenses		
						Operating Budget \$ Change	\$ 13,923	\$ 15,923
						Operating Budget % Change	7.3%	8.4%

List of Activities Performed
By Kristen Olzacki

Activities performed for the Board of Fire Commissioners

Meeting Agendas

Meeting Minutes

Send out minutes to all the Fire Department members

Send out the annual Award Statements

Other activities as needed or requested.

Activities performed for the Fire Chief

Enter the information for the Fire Incident Reports

Enter the activity reports (work details, meetings, and drills)

Enter all vehicle maintenance records

Prepare the monthly Awards and Tax Abatement status reports

Enter the PO Requisitions

Maintain and Update the Hose testing records

Maintain and Update the Pump testing records

Maintain and Update the Ladder testing records

Maintain and Update the SCBA testing records

Maintain and Update the Hydro testing of SCBA records

Other activities as needed

Activities which could be added

Enter and maintain the Training records

Oversee and maintain the intranet page

Compile data about the training records

Driver license information for the town hall

Interior Firefighter
Support Firefighter
Fire Police

Update and Maintain the Blue Light permit files

Compile and submit monthly Activities to the local paper

Other duties as needed

**Town of East Hampton
Additional Appropriation / Transfer Request Form
Fiscal Year 2009-2010**

Fund: General Fund
Department: Board of Education

Additional Appropriation
Transfer

The following additional appropriation / transfer is recommended for board approval.

From
Capital Reserve Fund Contingency 50120000-5990 \$ 33,997

To
Capital – Revaluation Project 50060137-5330-13005 \$ 33,997

Background

Annually the town budgets sinking fund monies to be applied towards property revaluation. Currently there is \$124,503 available in the project.

A Request for Proposal was sent out for the Reappraisal and Revaluation for the October 1, 2010 grand list. The town received the following three bids:

Company	Amount
Municipal Valuation Services, LLC	\$158,500
Vision Appraisal	\$198,600
Tyler Technologies / CLT	\$203,800

Staff is recommending that Municipal Valuation Services, LLC be awarded the contract at a cost of \$158,500. If approved, the project will need an additional \$33,997.

Source of Funds

There is currently \$124,503 available in the revaluation budget. There is currently \$67,000 available in the Capital Reserve Fund contingency account. An additional \$33,997 is needed. This transfer has no affect on the general fund.

Approved **Yes** **No** **Date**

Board of Finance

Town Council