

**Board of Finance
Regular Meetings**

January 17, 2012
(Tuesday)

February 21, 2012
(Tuesday)

March 19, 2012

April 16, 2012

May 21, 2012
7:30

June 18, 2012
7:30

July 16, 2012
7:30

August 20, 2012
7:30

September 17, 2012

October 15, 2012

November 19, 2012

December 17, 2012

TOWN OF EAST HAMPTON

EAST HAMPTON CT 06424

BOARD OF FINANCE
Regular Meeting
Monday, May 21, 2012

7:30 PM

Location: Town Hall Meeting Room

1. Call to Order.
2. Pledge of Allegiance.
3. Approval of Minutes of Meeting(s) *
 - a) April 16th, 2012 – Regular meeting
4. Public Remarks.
5. Correspondence.
6. Special presentations.
7. Status Reports (Financial)
 - a) 2011-2012 Revenues
 - b) 2011-2012 Expenditures
8. Financial Transactions *
9. Continued Business
 - a) Debt & Capital Policy
 - b) 2012-2013 Budget
10. New Business
 - a) Contingency budget - policy
 - b) Fines/Penalties
11. Liaison's Reports.
12. Public Remarks.
13. Town Manager's Report.
14. Adjournment.

* - Potential action item.

Town of East Hampton
Board of Finance Meeting
Monday, April 16, 2012
East Hampton Town Hall Meeting Room

Unapproved Minutes

Present: Patience Anderson, Timothy Csere, Mary Ann Dostaler, Ted Turner, Tom O'Brien, David Monighetti and Matthew Walton.

Member(s) Absent:

Other attendee(s): Jeffery M. Jylkka, Director of Finance,

1-2. Chairman Walton called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

3. Approval of Minutes of Meeting(s).

- a. March 26, 2012 – Special Meeting.** *A motion was made by Patience Anderson, seconded by Timothy Csere to approve the minutes for the March 26, 2012 special meeting with two amendments. Mary Ann Dostaler suggested the following change:*

Budget Goals Attachment: Item #4- Mary Ann Dostaler noted if the allocation was for cost overruns and these items were not considered to be cost over runs, it would not be appropriate to fund these capital items from the initial \$100,000 authorization from the debt sinking fund being discussed.

Mary Ann Dostaler moved, seconded by Tim Csere to approve the Capital Transfer Request for Senior Center furniture and room divider in the amount of \$23,000 to transfer \$23,000 from the capital reserve fund to contingency for the senior center partition and furniture.

Motion carried 7-0-0.

- b. April 2, 2012 – Public Hearing.** *A motion was made by Patience Anderson, seconded by Tom O'Brien to approve the minutes for the March 9, 2012 workshop with the following corrections.*

A motion was made by Tim Csere, seconded by Patience Anderson, to adjourn the meeting at 9:25pm. The motion carried unanimously.

Patience Anderson also supports this position, however feels the person who is going to oversee this position, the next Town Manager, should be part of this decision.

Motion carried 7-0-0.

- c. April 4, 2012 – Special Meeting.** *A motion was made by Timothy Csere, seconded by Patience Anderson.*

Mary Ann Dostaler requested addition comments be added to item 5.3 Discussion.

Motion carried 7-0-0

4. Public Remarks. None

5. **Correspondence** Mary Ann Dostaler discussed the email from Kelly Sturner, Finance Director in Essex, stated they were very pleased to use the Town of East Hampton Citizen Guide.

Mary Ann Dostaler reported on a Public Meeting / Budget Workshop in Windsor that she attended and provided copies of their Citizens Guide and a Maximum Value of Government.

Timothy Csere received a package from CCM and suggested the members sign up for their mailing as it was very informative. www.ccm-ct.org 203.498.3000

6. **Special Presentations** None

7. **Status Reports (Financial)**

- a. 2011-2012 Revenues. Jeff Jylkka provided an overview of the 2011-2012 revenues.
- b. 2011-2012 Expenditures. Jeff Jylkka provided an overview of the 2011-2012 expenditures.

The BOF requested more details on fines and licensing to be provided at the next meeting.

8. **Financial Transactions-** None

9. **Old/Continued Business**

- a. Debt & Capital Policy- Mr. Jylkka stated there needs to be a few more meetings on this subject before further discussion takes place.
- b. 2012 – 2013 Budget- Town Council is meeting on Tuesday April 24th for discussion.

10. **New Business**

- a. Appointment of auditor (JH Cohn) for the FY 2011-2012 audit *

Timothy Csere moved, David Monighetti seconded, to appoint JH Cohn as the auditor for fiscal year 2011-2012. Motion carried 7-0-0.

11. **Liaison's Reports**

Timothy Csere attended the April 9th Board of Education meeting and provided an overview.

12. **Public Remarks.** None

13. **Town Manager's Report** None

14. **Adjournment**

A motion was made by Timothy Csere, seconded by Tom O'Brien, to adjourn the meeting at 8:12 p.m. Motion approved 7-0-0.

Respectfully submitted,

Kamey Peterson
Recording Secretary

05/17/2012 07:47
jjylkka

TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2012 12

ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010000	Town Manager's Department	300,061	0	300,061	225,248.69	1,740.00	73,072.31	75.6%
01020000	Town Council/Special Progr	35,464	0	35,464	18,827.64	6,666.67	9,969.69	71.9%
01030000	Facilities Administrator	114,523	0	114,523	101,298.06	.00	13,224.94	88.5%
01040000	LEGAL FEES	125,000	0	125,000	132,447.28	.00	-7,447.28	106.0%
01050000	Town Hall/Annex	254,958	0	254,958	205,270.92	6,235.25	43,451.83	83.0%
01060135	Finance and Accounting	409,778	0	409,778	342,343.68	2,603.83	64,830.49	84.2%
01060136	Collector of Revenue	167,814	0	167,814	129,752.02	.00	38,061.98	77.3%
01060137	Assessor	175,344	0	175,344	136,348.98	.00	38,995.02	77.8%
01060138	Board of Assessment Appeal	323	0	323	753.94	.00	-430.94	233.4%
01070000	Town Clerk	177,016	0	177,016	142,566.50	8,537.71	25,911.79	85.4%
01080000	Registrars/Elections	48,841	0	48,841	26,108.30	.00	22,732.70	53.5%
01090000	General Insurance	230,750	0	230,750	213,932.40	.00	16,817.60	92.7%
01100000	Probate Court	12,527	0	12,527	12,527.00	.00	.00	100.0%
01110000	Employee Benefits	1,216,976	0	1,216,976	1,033,505.88	.00	183,470.12	84.9%
01120000	Contingency	100,000	0	100,000	.00	.00	100,000.00	.0%
01150000	Information Technology	56,875	0	56,875	46,518.52	.00	10,356.48	81.8%
01210211	Police Administration	280,897	0	280,897	255,597.43	825.97	24,473.60	91.3%
01210212	Regular Patrol	1,313,044	0	1,313,044	1,136,835.06	2,443.09	173,765.85	86.8%
01210213	Lake Patrol	4,361	0	4,361	1,177.98	.00	3,183.02	27.0%
01210214	Animal Control	32,188	0	32,188	35,990.60	.00	-3,802.60	111.8%
01220221	Firefighting	231,703	0	231,703	210,832.23	4,173.44	16,697.33	92.8%
01220223	Fire Marshall	36,245	0	36,245	30,023.66	.00	6,221.34	82.8%
01220225	Town Center Fire System	10,260	0	10,260	7,652.06	.00	2,607.94	74.6%
01230000	Ambulance	6,910	0	6,910	444.65	535.82	5,929.53	14.2%
01240000	Civil Preparedness	8,550	0	8,550	4,035.45	1,300.00	3,214.55	62.4%
01250000	Communications	118,933	0	118,933	116,476.39	.00	2,456.61	97.9%
01260000	Street Lighting	61,000	0	61,000	48,273.31	.00	12,726.69	79.1%
01310000	Health Department	105,320	0	105,320	105,320.00	.00	.00	100.0%
01320000	Human Services	112,459	0	112,459	93,101.00	40.00	19,318.00	82.8%
01330000	Senior Center	106,345	0	106,345	84,426.31	1,765.10	20,153.59	81.0%
01340000	Transportation	54,100	0	54,100	52,600.00	.00	1,500.00	97.2%
01350000	Community Services	3,800	0	3,800	4,200.00	.00	-400.00	110.5%
01410000	Building, Planning & Zonin	336,422	0	336,422	293,448.57	.00	42,973.43	87.2%
01420000	Econ. Development Commissi	11,383	0	11,383	3,624.81	675.00	7,083.19	37.8%
01430000	Conservation & Lake Commis	16,211	0	16,211	3,563.35	.00	12,647.65	22.0%
01460000	Redevelopment Agency	3,365	0	3,365	1,007.03	.00	2,357.97	29.9%
01470000	Middle Haddam Historic Dis	1,770	0	1,770	1,326.68	.00	443.32	75.0%
01510000	Public Works Admin.	1,240,065	0	1,240,065	1,016,065.35	9,888.62	214,111.03	82.7%
01520000	Engineering	60,000	0	60,000	54,581.00	.00	5,419.00	91.0%
01530000	Town Garage	53,617	0	53,617	39,986.38	3,920.53	9,710.09	81.9%
01540000	Townwide Motor Fuel	162,400	0	162,400	151,701.32	77.56	10,621.12	93.5%
01550000	Road Materials	348,856	0	348,856	217,609.98	75,726.73	55,519.29	84.1%
01560000	Transfer Station	146,770	0	146,770	97,444.17	26,718.03	22,607.80	84.6%
01570000	Septage Disposal	11,250	0	11,250	11,260.00	.00	-10.00	100.1%

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jjylkka

TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2012 12

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01610610 Park & Recreation	359,156	0	359,156	295,902.90	.00	63,253.10	82.4%
01670000 Community Center	163,441	0	163,441	116,651.64	1,833.70	44,955.66	72.5%
01680681 E Hampton Public Library	422,420	0	422,420	352,745.42	.00	69,674.58	83.5%
01680682 Middle Haddam Library	7,000	0	7,000	7,000.00	.00	.00	100.0%
01710711 General Obligation Bonds-P	585,000	0	585,000	585,000.00	.00	.00	100.0%
01710712 School Bonds-Prin	340,000	0	340,000	340,000.00	.00	.00	100.0%
01720721 General Obligation Bonds-I	205,590	0	205,590	205,588.79	.00	1.21	100.0%
01720722 School Bonds-Int	94,708	0	94,708	45,307.50	.00	49,400.50	47.8%
01810000 Operating Transfers Out	1,070,500	0	1,070,500	.00	.00	1,070,500.00	.0%
TOTAL GENERAL FUND	11,552,289	0	11,552,289	8,794,250.83	155,707.05	2,602,331.12	77.5%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2012 12

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
40 Property taxes	-28,796,113	0	-28,796,113	-28,815,439.67	19,326.67	100.1%
41 Investment income	-60,000	0	-60,000	-21,956.11	-38,043.89	36.6%
42 License, permit & FEES	-403,000	0	-403,000	-332,244.58	-70,755.42	82.4%
43 Federal grants	0	0	0	-9,354.06	9,354.06	100.0%
44 STATE & LOCAL GRANTS	-8,415,937	0	-8,415,937	-8,298,726.02	-117,210.98	98.6%
45 Local gov. payments	-11,000	0	-11,000	-5,952.68	-5,047.32	54.1%
46 Charges for services	-12,000	0	-12,000	-8,223.00	-3,777.00	68.5%
47 Other revenue	-66,241	0	-66,241	-47,097.43	-19,143.57	71.1%
4D DONATIONS/CONTRUB.	0	0	0	-350.00	350.00	100.0%
TOTAL GENERAL FUND	-37,764,291	0	-37,764,291	-37,539,343.55	-224,947.45	99.4%