

*Board of Finance
Regular Meetings*

January 17, 2017
(Tues)

February 21, 2017 (Tues)

March 20, 2017

April 17, 2017

May 15, 2017
(7:00)

June 19, 2017
(7:00)

July 17, 2017
(7:00)

August 21, 2017
(7:00)

September 18, 2017

October 16, 2017

November 20, 2017

December 18, 2017

**TOWN OF EAST HAMPTON, CONNECTICUT
BOARD OF FINANCE**

Meeting Agenda

Tuesday, January 17, 2017

6:30 PM

Location: High School Library Media Center

REVISED

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes of Meeting(s) *
 - a) December 19, 2016 – Regular meeting
4. Public Remarks
5. Financial Transactions *
 - a) DISCUSS AND TAKE POSSIBLE ACTION ON A CAPITAL RESERVE FUND APPROPRIATION FOR THE CENTER SCHOOL BOILER PROJECT
 - b) RESOLUTION APPROPRIATING \$475,000 FOR THE FUEL STATION CONSTRUCTION AND UNDERGROUND FUEL STORAGE TANK REMOVAL PROJECT, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION
6. Special Presentations
7. Correspondence
8. Status Reports (Financial)
 - a) 2015-2016 Audit
 - b) 2016-2017 Revenue Forecast
 - c) 2016-2017 Expenditure Forecast
 - d) 2016-2017 Fund Balance Forecast
9. New Business
10. Continued Business
 - a) Discuss and take possible action on the 2018-2022 Capital Improvement Plan *
 - a) High School Renovation project status
11. Liaison's Reports
 - a) Town Council
 - b) Board of Education
 - c) Economic Development Commission
 - d) Lake / Conservation
 - e) Fire Commissioners
 - f) Brownfields/Redevelopment
 - g) Park & Rec. Advisory Board
 - h) Water Task Force
12. Public Remarks
13. Town Manager's Report
14. Adjournment

* - Potential action item

RECEIVED FOR RECORD
TOWN CLERK'S OFFICE
2017 JAN 13 PM 12 07
SANDRA M. WICLEBA, TC
EAST HAMPTON, CT 06424

Boiler Replacement Project – Center School

Project Engagement Options

Option A:

Establish a bonded capital improvement project based on the conceptual dollar value of \$890,000 to \$1,085,000. This estimated cost projection funds the replacement of the boiler and all related components at Center School, including replacing the current steam boiler with two (2) condensing boilers, all related labor, piping, electrical, plumbing, construction, demolition, hazardous materials, abatement and ancillary costs. It also includes a replacement of the entire heating system distribution system, controls, wiring, piping etc. throughout the building. All new zoning, piping, radiators and cabinets would be installed. The final cost would be determined through the “Design/Bid/ Build” bid process.

Option B:

Engage a cost estimator to further solidify conceptual estimates developed by Consulting Engineering Services (CES). This effort would approximate a \$10,000 to \$15,000 financial engagement. The goal would be to develop a more defined estimate. This would allow municipal leaders to potentially move forward a funding request to the public with an increased confidence level of project scope and cost. It should be noted that this approach increases expenditure associated with conceptual thoughts vs. a fully designed system.

Option C:

Initiate an RFP for full design services, leading to a “Design/Bid/Build” process. This would allow for the development of design and bidding documents associated with the complete heating system replacement for Center School. This design effort would include the review of all existing system components, energy/heating needs, system approach, equipment, controls, electrical, plumbing, construction, demolition, time lines, equipment type, alternative approaches, replacement challenges/obstructions, hazardous materials and abatement. Upon successful completion of this effort, bidding documents could be put out for competitive bid. A multi-year engagement approach could be incorporated in the bid, allowing the community to decide when it is most appropriate to fund and begin construction. The cost of this effort is estimated to approximate \$100,000. The design effort would maintain applicability for immediate release or in subsequent years.

Temporary Funding Options

To engage Option B or C, it is possible to defer existing capital expenditures to engage a preliminary stage of the project. Depending on what option is selected, funding and associated deferrals could be done by using funding in the accounts listed below. It should be noted, that reestablishment of the majority of the funding in these accounts would be needed in the future.

Project Fund Number	Description	Value
93111	Soccer Drainage	\$8,441.64
93225	Ceiling Replacement	\$5,300.00
93130	Bathroom Partitions	\$22,316.36
93228	HVAC RTU	\$55,500.00

OPTION B

CAPITAL RESERVE FUND

CENTER SCHOOL BOILER PROJECT APPROPRIATION FOR COST ESTIMATING SERVICES

RESOLVED,

1. That the Town of East Hampton appropriate FIFTEEN THOUSAND DOLLARS (\$15,000) for costs with respect to the Center School Boiler Project, including but not limited to fees to allow for the Town to engage a cost estimator to further solidify conceptual estimates developed by Consulting Engineering Services (CES).
2. That the Town transfer funds from the following Capital Reserve Fund Project to temporarily fund the project:
 - HVAC RTU (93228) \$15,000
3. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs paid from such temporary advances are reasonably expected to be reimbursed from the appropriation for the full costs of the project, including not in excess of \$15,000 proceeds of borrowings funding such appropriation, if and when approved.

OPTION C

**CAPITAL RESERVE FUND
CENTER SCHOOL BOILER PROJECT APPROPRIATION FOR DESIGN AND ENGINEERING FEES**

RESOLVED,

1. That the Town of East Hampton appropriate NINETY-ONE THOUSAND DOLLARS (\$91,000) for costs with respect to the Center School Boiler Project, including but not limited to design, and engineering fees to allow for the development of design and bidding documents associated with the complete heating system replacement for Center School. The design effort would include the review of all existing system components, energy/heating needs, system approach, equipment, controls, electrical, plumbing, construction, demolition, time lines, equipment type, alternative approaches, replacement challenges/obstructions, hazardous materials and abatement.

2. That the Town transfer funds from the following Capital Reserve Fund Projects to temporarily fund the project:

- HVAC RTU (93228) \$55,500
- Bathroom Partitions (93130) \$22,300
- Ceiling Replacement (93225) \$5,300
- Soccer Drainage (93111) \$7,900

3. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs paid from such temporary advances are reasonably expected to be reimbursed from the appropriation for the full costs of the project, including not in excess of \$91,000 proceeds of borrowings funding such appropriation, if and when approved.

RESOLUTION OF BOARD OF FINANCE

Item 5b (Fuel Station Construction and Underground Fuel Storage Tank Removal Project):

M introduced the following resolution, which was seconded by M :

RESOLVED, that the Board of Finance recommends that the Town of East Hampton appropriate \$475,000 for costs in connection with construction of a fuel station in the vicinity of the Gildersleeve Drive cul-de-sac and the removal of two existing underground fuel storage tanks at the East Hampton Public Works Garage site, contemplated to include but not limited to the acquisition and installation of two aboveground fuel storage tanks, new fuel dispensers, a new fuel monitoring system, a security fence and gate, bollards, and lighting; related site improvements and other work; and for costs in connection with the financing of the project; and that the Town issue bonds, notes or temporary notes in an amount not to exceed \$475,000 to finance the appropriation. The Town Manager shall be authorized to determine the scope and particulars of the project and to reduce or modify the scope of the project, and the entire appropriation may be expended on the project as so modified or reduced. The appropriation may be spent for design, construction, acquisition and installation costs, site remediation, related work and improvements, equipment, materials, engineering, project management and other consultant fees, legal fees, administrative costs, net temporary interest and other financing costs, and other expenses related to the project and its financing.

TOWN OF EAST HAMPTON
 GENERAL FUND REVENUES
 AS OF DECEMBER 31, 2016
 FY 2016-2017

Agenda Item: 8A
 1/12/2017

	Unaudited					Projected Variance	Comment
	Original Estimate	Adjusted	Revised Estimate	Actual YTD Revenue	% Collected		
40 Property taxes	33,432,205	-	33,432,205	21,016,033	62.86%	(12,416,172)	46,000 Back taxes and interest are strong
41 Investment income	22,500	-	22,500	8,575	38.11%	(13,925)	(4,000)
42 License, permit & fees	463,060	-	463,060	265,084	57.25%	(197,976)	25,000 Strong Town Clerk and Building Dept. fee revenue
44 STATE & LOCAL GRANTS *	8,393,644	-	8,393,644	2,459,897	29.31%	(5,933,747)	(74,637) ECS grant has been cut
47 Other revenue	80,221	-	80,221	41,824	52.14%	(38,397)	-
49 Other Fin. Sources	400,000	-	400,000	400,000	0.00%	-	-
Use of Fund Balance	-	159,974	159,974	-	-	(159,974)	(159,974) EH 250 \$20K / \$85K D'Domizio / Officer \$54,974
TOTAL GENERAL FUND	42,791,630	159,974	42,951,604	24,195,413	56.32%	(18,760,191)	(167,611)

Forecasted variance (167,611)

Estimated revenues \$ 42,783,993

TOWN OF EAST HAMPTON
 GENERAL FUND EXPENDITURES
 As of December 31, 2016
 FY 2016-2017

Agenda Item: 88

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	TOTAL	Available	Projected Variance	% USED	Comment
01010000 Town Manager's Dept	338,668	0	338,668	177,808	160,861	-	52.5%	
01020000 Town Council/Special	24,539	0	24,539	11,535	13,004	-	47.0%	
01040000 LEGAL	144,000	0	144,000	48,796	95,204	-	33.9%	
01050000 Town Hall/Annex	255,019	0	255,019	142,732	112,287	(10,000)	56.0%	
01060135 Finance and Accounting	466,414	0	466,414	279,494	186,920	-	59.9%	
01060136 Collector of Revenue	175,317	0	175,317	88,437	86,880	-	50.4%	
01060137 Assessor	187,316	0	187,316	86,478	100,838	-	46.2%	
01060138 Board of Assessment Appeals	1,722	0	1,722	185	1,537	-	10.7%	
01070000 Town Clerk	170,194	0	170,194	106,389	63,805	-	62.5%	
01080000 Registrars/Elections	48,671	0	48,671	23,858	24,813	-	49.0%	
01090000 General Insurance	389,225	0	389,225	361,842	27,383	15,000	93.0%	Workers comp. rate favorable
01100000 Probate Court	14,328	0	14,328	7,164	7,164	-	50.0%	
01110000 Employee Benefits	1,348,726	13,901	1,362,627	587,765	774,862	-	43.1%	
01120000 Contingency	20,000	0	20,000	0	20,000	20,000	0.0%	
01150000 Information Technology	90,005	0	90,005	48,725	41,280	-	54.1%	
01190000 CNG Community Contribution	50,000	0	50,000	50,000	0	-	100.0%	
01210211 Police Administration	332,884	0	332,884	179,940	152,944	-	54.1%	
01210212 Regular Patrol	1,512,651	41,073	1,553,724	821,103	732,621	-	52.8%	
01210213 Lake Patrol	1,859	0	1,859	318	1,541	-	17.1%	
01210214 Animal Control	45,290	0	45,290	431	44,859	-	1.0%	
01220221 Firefighting	262,884	0	262,884	82,712	180,172	-	31.5%	
01220223 Fire Marshal	33,019	0	33,019	18,082	14,937	-	54.8%	
01220225 Town Center Fire System	9,238	0	9,238	1,380	7,858	-	14.9%	
01230000 Ambulance	19,500	0	19,500	6,994	12,506	-	35.9%	
01240000 Emergency Management	15,939	0	15,939	2,365	13,574	-	14.8%	
01250000 Public Safety Dispatch	220,075	0	220,075	80,800	139,275	-	36.7%	
01260000 Street Lighting	54,000	0	54,000	24,696	29,304	(6,732)	45.7%	
01310000 Chatham Health District	132,602	0	132,602	132,602	0	-	100.0%	Q1-Q3 paid, Q4 encumbered
01320000 Human Services	103,210	0	103,210	54,720	48,490	-	53.0%	
01330000 Senior Center	121,732	0	121,732	55,000	66,732	-	45.2%	
01340000 Transportation	52,600	0	52,600	47,850	4,750	-	91.0%	
01350000 Community Services	5,250	0	5,250	5,520	-270	(270)	105.1%	
01360000 CEMETERY CARE	5,000	0	5,000	0	5,000	-	0.0%	
01370000 Commission on Aging	2,450	0	2,450	0	2,450	-	0.0%	
01410000 Building, Planning & Zoning	341,974	0	341,974	181,453	160,521	-	53.1%	
01420000 EDC	4,865	0	4,865	508	4,357	-	10.4%	
01430000 Conservation & Lake	13,737	0	13,737	11,266	2,471	-	82.0%	

TOWN OF EAST HAMPTON
 GENERAL FUND EXPENDITURES
 As of December 31, 2016
 FY 2016-2017

Agenda Item: 88

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	TOTAL	Available	Projected Variance	% USED	Comment
01460000 Redevelopment Agency	1,526	0	1,526	452	1,074	-	29.6%	
01470000 Middle Haddam Historic Dist.	800	0	800	518	282	-	64.8%	
01510000 Public Works Admin.	1,452,885	0	1,452,885	692,578	760,307	-	47.7%	
01520000 Engineering	50,000	0	50,000	19,751	30,249	-	39.5%	
01530000 Town Garage	78,536	0	78,536	24,690	53,846	-	31.4%	
01540000 Townwide Motor Fuel	136,245	0	136,245	66,460	69,785	-	48.8%	
01550000 Road Materials	365,925	0	365,925	107,190	258,735	-	29.3%	
01560000 Transfer Station	152,129	0	152,129	63,748	88,381	-	41.9%	
01570000 Septage Disposal	2,600	0	2,600	2,484	116	116	95.5%	
01610610 Park & Recreation	397,933	0	397,933	224,454	173,479	-	56.4%	
01660000 Arts & Cultural Comm.	2,500	0	2,500	28	2,472	-	1.1%	
01670000 Community Center	148,424	0	148,424	78,763	69,661	-	53.1%	
01680681 E Hampton Public Library	445,767	0	445,767	230,798	214,969	-	51.8%	
01680682 Middle Haddam Library	19,000	0	19,000	19,000	0	-	100.0%	
01710711 General Obligation Bonds	1,705,000	0	1,705,000	1,555,000	150,000	-	91.2%	
01720721 General Obligation Bonds	819,628	0	819,628	501,430	318,198	-	61.2%	
01750000 Capital Leases	216,495	0	216,495	92,747	123,748	4,148	42.8%	
01810000 Operating Transfers Out	723,049	105,000	828,049	828,049	0	-	100.0%	
TOTAL	\$ 13,733,345	\$ 159,974	\$ 13,893,319	\$ 8,237,087	\$ 5,656,232	\$ 22,262	59.3%	

Town of East Hampton
Fund Balance Projection
31-Dec-16

Agenda Item: 8C
1/12/2017

	TOTAL Projected as of 06/30/2017	
Total Fund Balance at July 1, 2016 (Audited).....	\$ 5,064,400	
Less: Fund balance restrictions.....	-	
Unrestricted Fund Balance at July 1, 2016 (Audited).....	<u>\$ 5,064,400</u>	
2016-2017 (Unaudited)		
Forecasted Revenues.....	42,783,993	
Forecasted Expenditures.....	<u>42,929,342</u>	
Net income / (loss).....	<u>\$ (145,349)</u>	
Forecasted ending fund balance.....	\$ 4,919,051	
Unrestricted Fund Balance as a % of FY 2017 approved budget.....	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">11.5%</td></tr></table>	11.5%
11.5%		