

TOWN OF EAST HAMPTON
EAST HAMPTON CT 06424
BOARD OF FINANCE
Regular Meeting Minutes
Tuesday, January 16, 2007
7:00 PM
Community Center

Members present: Chairman Ted Hintz, Vice-Chairperson Sharon Kjellquist, Kurt Comisky, Henry Thorpe, Judy Isele, Katherine Avery (7:05), and Jill Simko

Staff Present: Town Manager Alan Bergren, Finance Director Jeff Jylkka

Other Attendees: Town Council Member Kyle Dostaler

1. Call to Order:
Chairman Hintz called this meeting to order at 7:00 PM followed by the Pledge of Allegiance.
2. Approval of Minutes of Meeting(s):
A motion was made by Sharon Kjellquist, seconded by Kurt Komisky, to approve the minutes for the December 18, 2006 regular meeting. Motion passed 5-0, 1 abstention, Judy Isele.
3. Correspondence:
 - Letter from Fire Commission regarding unexpected repairs
 - Budget policy statement: to be voted on at next Tuesday's meeting; document outlines an expensive budget which may be difficult to achieve within one year
 - Tri-board meeting: expected to be held at the end of the month; waiting on the BOE as it appears the entire board needs to vote in agreement of the meeting
 - University of CT town-wide survey: Jeff waiting for a call back, as soon as he identifies the appropriate contact, he'll have Ted work with the individual
4. Public Remarks: No public comments.
5. Special Presentation: 2005 – 2006 Audit presentation by Gerald Paradis from Scully and Wolf. Mr. Paradis walked through what was contained in the audit documentation. He also highlighted some of their recommendations, such as infrastructure, post employment benefits, volunteer tax abatement, and the financial system.
6. Status Reports:
 - Jeff provided a six month 2006 and 2007 comparison. See Town of East Hampton Quarterly Financial Statements document for further information. [Copy attached and made a part of these minutes](#)
7. New Business: N/A

8. Old/Continued Business:
- a) Board of Finance guidelines: Committee met and will be meeting again soon.
 - b) Town services survey: See comment above under correspondence.
 - c) 2007-2008 Budget: Discussed modification to the calendar; changed meeting scheduled for the 26th to the 20th.
 - d) Budget policy sub-committee: discussed recommendations at the last meeting, some of which appears in the draft that the town council prepared.
9. Liaison's Reports:
- Fire Commission: a new chief was announced; found another leak
 - EDC: meeting taking place at the same time as this meeting
 - BOE: there was an executive session to discuss Bill Troy
 - TC: Town meeting scheduled for the 29th regarding Flanders Road and Main Street Bridge; reviewed the budget policy statement; contemplation of easement so Birmingham can do site testing at High School where we will receive ESA (exclusive service area) east of Laurel Ridge; water system workshops have been held with another one scheduled for tomorrow, Wednesday January 17th
10. Town Manager's Report:
- OSHA test ran \$3,000, \$1200 for asbestos; work on lead testing/estimate is still in progress
 - By June we need to have the oil tank at Town Hall removed at a cost of approximately \$10,000 according to the Department of Health.
 - Capital committee members will be meeting soon
 - RFP sent out for the tax assessment; goal is to have 07-08 bills on the new system
 - Began work with an on-line auction; allows us to unload unused property; property/equipment may be moved from department to department or it may be bid on by other towns; first item we'll auction is the fire truck; go to govdeals.com for additional information
 - Locked in on town-wide gas at 1.97
11. Public Remarks: No comments made
12. Other: Judy advised that she received more information from Josh regarding the broadcasting of meetings; we need a dedicated volunteer in order to move forward; there is the desire to broadcast the budget discussions so that the town is better informed.
13. Adjournment: A motion was made by Jill Simko, seconded by Sharon Kjellquist, to adjourn the meeting at 8:24PM. Motion passed 7-0.

Submitted by:
Karen Lee

TOWN OF EAST HAMPTON				
Quarterly Financial Statements				
Fiscal Year	2006	2007	2007	
Quarter Ended	December 2005	December 2006		%
		Actual	Revised Budget	Expended
<i>ADMINISTRATION & FINANCE</i>				
TOWN MANAGER'S DEPARTMENT	\$ 132,003	\$ 129,876	\$ 266,813	48.68%
COUNCIL - SPECIAL PROGRAMS	8,161	10,006	10,345	96.72%
FACILITIES ADMINISTRATOR	38,787	45,958	86,869	52.90%
LEGAL DEFENSE & FEES	31,830	68,757	89,250	77.04%
TOWN HALL & HUMAN SVS. ANNEX	90,160	105,104	225,851	46.54%
FINANCE AND ACCOUNTING	180,402	203,123	398,584	50.96%
COLLECTOR OF REVENUE	75,996	87,915	168,426	52.20%
ASSESSOR'S OFFICE	61,713	75,932	156,375	48.56%
BOARD OF ASSESSMENT APPEALS	106	70	598	11.71%
TOWN CLERK'S OFFICE	80,232	91,689	187,339	48.94%
REGISTRARS/ELECTIONS	13,277	21,132	21,236	99.51%
PROBATE COURT	934	714	3,287	21.72%
GENERAL INSURANCE	101,619	70,276	193,000	36.41%
EMPLOYEE BENEFITS	481,706	601,525	1,155,108	52.08%
CONTINGENCY		-	97,000	0.00%
TOTAL	1,296,926	1,512,077	3,060,081	49.41%
<i>PUBLIC SAFETY</i>				
POLICE ADMINISTRATION	109,041	130,625	251,075	52.03%
POLICE REGULAR PATROL	523,635	565,635	1,137,207	49.74%
LAKE PATROL/BOAT REGISTRATIONS	2,098	2,024	8,517	23.76%
ANIMAL CONTROL	22,754	17,261	45,787	37.70%
STREET LIGHTING	24,700	20,381	66,525	30.64%
FIRE DEPARTMENT	105,229	40,729	201,732	20.19%
FIRE MARSHAL	34,176	40,384	77,258	52.27%
E. HAMPTON AMBULANCE ASSOC.	-		1,500	0.00%
CIVIL PREPAREDNESS / L.E.P.C	-		1,514	0.00%
COMMUNICATIONS SYSTEM	46,924	49,529	101,233	48.93%
TOTAL	868,557	866,568	1,892,348	45.79%
<i>HEALTH AND HUMAN SERVICES</i>				
HEALTH DEPARTMENT	45,591	46,098	92,196	50.00%
SOCIAL SERVICES	10,136	8,170	20,525	39.81%
TRANSPORTATION	46,180	46,500	51,250	90.73%
SENIOR CENTER	37,123	36,978	90,570	40.83%
COMMUNITY SERVICES	3,680	3,000	3,800	78.95%
TOTAL	142,710	140,746	258,341	54.48%
<i>CULTURE AND RECREATION</i>				
PARK & RECREATION	172,784	201,679	362,543	55.63%
E H COMMUNITY CENTER	45,145	57,406	122,475	46.87%
E HAMPTON PUBLIC LIBRARY	160,875	182,726	363,928	50.21%
MIDDLE HADDAM LIBRARY	7,000	-	7,000	0.00%
TOTAL	385,804	441,811	855,946	51.62%

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Quarter Ended	December 2005	December 2006		%
		Actual	Revised Budget	Expended
<i>REGULATORY</i>				
PLANNING, ZONING & BUILDING	140,470	159,725	313,720	50.91%
ECONOMIC DEVELOPMENT	3,625	3,533	23,306	15.16%
LAKE POCOTOPAUG COMMISSION	-	491	-	#DIV/0!
MIDDLE HADDAM HISTORIC DISTRICT	773	909	1,075	84.56%
TOTAL	144,868	164,658	338,101	48.70%
<i>PUBLIC WORKS</i>				
PUBLIC WORK DEPARTMENT	456,074	501,810	1,075,173	46.67%
PUBLIC WORKS - ENGINEERING FEES	27,497	36,870	67,500	54.62%
TOWNWIDE MOTOR FUEL	71,968	58,667	119,264	49.19%
TOWN GARAGE	9,988	17,143	44,707	38.35%
ROAD MATERIALS	106,569	49,275	216,000	22.81%
TRANSFER STATION	76,188	77,491	190,360	40.71%
SEPTAGE DISPOSAL	10,940	10,850	14,955	72.55%
WATER	-	-	-	0.00%
TOTAL	759,224	752,106	1,727,959	43.53%
TOTAL OPERATING BUDGET (TOWN)	3,598,089	3,877,966	8,132,776	47.68%
<i>DEBT SERVICE</i>	1,594,911	1,605,713	1,997,073	80.40%
<i>CONTRIBUTIONS TO OTHER FUNDS</i>				
TRANSFER TO CAPITAL RESERVE FUND	934,250	20,000	1,057,450	1.89%
TRANSFER TO WATER FUND		-		#DIV/0!
TRANSFER TO OTHER FUNDS		-		#DIV/0!
TOTAL	934,250	20,000	1,057,450	1.89%
<i>EDUCATION</i>	9,257,267	9,112,025	22,224,274	41.00%
TOTAL	\$ 15,384,517	\$ 14,615,704	\$ 33,411,573	43.74%
Changes to Adopted Budget				
FY 2006-2007			Amount	
Adopted Budget.....			\$ 33,391,573	
Increases				
Additional appropriation for Capital (School Land).....			20,000	
Additional appropriation.....			-	
Additional appropriation.....			-	
Additional appropriation.....			-	
Revised Budget.....			\$ 33,411,573	