

East Hampton Board of Finance
Monday, December 17, 2007
Regular Meeting
Town Hall Meeting Room
7:00PM

Minutes

Members Present: Chairman Ted Hintz, Vice-Chairperson Sharon Kjellquist, Judy Isele, Kurt Cominsky (7:33), Henry Thorpe, Barbara Moore, and George Pfaffenbach

Other Attendees: Finance Director Jeff Jylkka and Board of Education member Deborah Pessoni

1. Call to Order

Chairman Hintz called this meeting to order at 7:02PM followed by the pledge of allegiance.

2. Approval of minutes of meetings

- A. October 15, 2007 Regular Meeting
- B. November 29, 2007 Organizational Meeting
- C. November 29, 2007 Special Meeting

A motion was made by Sharon Kjellquist, seconded by Henry Thorpe to accept the minutes with amendments to the November 29th special meeting including changes Judy highlighted in an email and to state that Robert's rules will be utilized as guiding principles. Motion approved 6-0

3. Public Remarks

Debbie Pessoni introduced herself as the BOE liaison.

4. Correspondence

A town council meeting is scheduled for tomorrow: executive session regarding the new Town Manager.

The BOF contact list indicates an incorrect phone number for Chairman Hintz. Correct number provided.

5. Special Presentation

Jeff reviewed the GASB 45 Results for The Board of Education of East Hampton presentation and addressed questions from the BOF. Jeff also provided the BOF with an article from Standard & Poor's public finance.

6. Status Reports (Financial)

No update at this time. Going forward the BOF will receive quarterly budget summary information from each department head rather than receiving monthly.

The summary will advise if the department is + or – compared to target and some commentary as to why.

7. Financial Transactions

A. Additional appropriation FY 07/08 – Acquisition of 28 Harlan Place

A motion was made by Judy Isele, seconded by Barbara Moore, to accept the resolution as stated. Motion approved 7-0

Discussion: This land is located behind Memorial School and would be used as an additional exit for a new school; appraisals were completed (BOF would like to know what they were); the property could be rented until the Town needs it for the school; could consider holding off until the other property behind the school is further along; could the acquisition of both pieces of property be combined; concern regarding the term “leased” in the resolution; the term needs to be part of the resolution; concern that if we don’t move forward with this piece it may not be available when we are ready to move forward.

8. New Business

A. Committee Appointment

WPCA	George
Town Council	Ted
BOE	Sharon
Capital Improvements	Ted
EDC	Kurt
Ethics	Judy
Fire Commissioners	Barbara
P&Z	Kurt
Technology	Sharon
Design Review	Kurt
Lake	Judy
MHHD	Henry

*If anyone is unable to attend a meeting, call Henry as he may be able to fill in.

B. Code of Conduct

Chairman Hintz provided a handout from the General Code; Town of East Hampton. He asked that each BOF member read it and bring any questions to the next meeting. Attached and made a permanent part of these minutes.

9. Old/Continued Business

A. Board of Finance Guidelines

A workshop will be scheduled for January 22nd (prior to the regular meeting) at 6:30 to discuss.

B. 2008-2009 Budget

Calendar discussed; additional changes made because original schedule held meetings on Good Friday

Other discussion:

1 Town department and 2 BOE departments will apply the zero based approach to this years budget process; the BOF was asked to provide a number for all others to utilize --- discussed inflation, grand list #'s will be available in Jan., reluctant to give a # because they don't want to give a number and have all departments just add to their existing budget, rather BOF feels they should give department heads an idea of the climate of what they want, such as longer term cost savings, this isn't the year for new initiatives because of the water system and facilities; historically a 1 mill increase has passed; it is too early to give a number/too many unknowns at this time; want tax rate stabilization overtime rather than fluctuation.

C. Town Survey

A motion was made by Sharon Kjellquist, seconded by Judy Isele, to recommend to the Town Council the transfer of \$6,000 for a town survey regarding the water system and facilities. Motion approved 7-0.

Discussion: There are may options regarding the survey; Uconn is willing to work with us to fulfill our needs; this would be a survey that is mailed; cost to Uconn not to exceed 6k, we will have printing and mailing costs in addition to the 6k; all responses would go directly to Uconn; we would have had this information if exist polling had taken place after the last vote; keep the survey simple; stage it as the 1st step of the budget process;

10. Liaison's Reports

BOE: they are already looking at their budgets; have presentations scheduled – Jeff will scan the list of presentations and dates and send out.

Judy advised that Mike Vasquenza is looking into the video taping of meetings; no final information at this time; it could cost 5k for equipment and then additional cost of less than 10k.

11. Public Remarks: NA

12. Town Manager's Report: NA

13. Adjournment

A motion was made by Sharon Kjellquist, seconded by Judy Isele, to adjourn the meeting at 8:54PM. Motion approved 7-0.

Submitted by:
Karen Lee

**Town of East Hampton
 Additional Appropriation / Transfer Request Form
 Fiscal Year 2007-2008**

Fund: General Fund
Department: Council Special Programs

Additional Appropriation
Transfer

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

<u>Transfer From</u>		
Contingency	01120000-5990	<u>\$ 6,000</u>
<u>Transfer To</u>		
Council – Other Purchased Services	01020000-5590	<u>\$ 6,000</u>

Explanation

Funding is requested to conduct a Town survey for facilities and water.

Source of Funds

Contingency. The contingency budget is \$10,000.

Recommended Motion

Motion to recommend to the Town Council the above transfer.

<u>Approved</u>	<u>Yes</u>	<u>No</u>	<u>Date</u>
Board of Finance	X		12-17-2007

Town Council

Chapter D: CODE OF CONDUCT

[HISTORY: Adopted by the Town Council of the Town of East Hampton 1-28-2003. Amendments noted where applicable.]

§ D-1. Intent.

The Town of East Hampton requires that all public officials and employees be independent, impartial, and responsible to its citizens. The public judges its government by the way public officials and employees conduct themselves in the positions for which they are elected, appointed, or hired. The people have the right to expect that all public officials and employees will conduct themselves in a manner that will preserve the confidence and respect for government in which they represent.

§ D-2. Expected behavior.

- A. This confidence and respect can be achieved and promoted if all elected or appointed public officials and employees:
- (1) Treat all citizens with courtesy, impartiality, fairness and equality under the law.
 - (2) Avoid both actual and potential conflicts between their private self-interest and the interest of the public.
 - (3) Keep the community informed on Town affairs.
 - (4) Encourage communication.
 - (5) Seek to improve the quality and image of public service.
 - (6) Recognize that the function of local government is to serve in the best interest of all the people.
- B. These behaviors are meant to preserve the rights of everyone and ensure cooperation. They require common sense, good judgment, and acceptable interpersonal behaviors.
- C. This code is to serve as a guide and is not intended to be an all-inclusive list.

RESOLUTION OF BOARD OF FINANCE

Item : 8A

RESOLVED, that the Board of Finance recommends that the Town of East Hampton appropriate \$ 222,730 from undesignated, unencumbered General Fund balance for property acquisition and closing costs with respect to the acquisition of one parcel of land consisting of approximately .54 acres with building and improvements thereon and appurtenances thereto known as 28 Harlan Place in East Hampton, now or formerly owned by Ann Marie Ouellette, for municipal purposes which may include, but are not limited to, access of abutting property that may be acquired in the future by the Town. The Town anticipates that prior to the parcel's ultimate use for such municipal purposes it may be leased for residential use. The appropriation may be spent for property acquisition, title insurance, broker's fees, adjustments and closing expenses, legal fees and administrative costs related to the acquisition.