

TOWN OF EAST HAMPTON
EAST HAMPTON CT 06424
BOARD OF FINANCE
Special Meeting: 2007-2008 Budget Minutes
Monday, April 2, 2007
7:00 PM
Town Hall Meeting Room

Members present: Chairman Ted Hintz, Vice-Chairman Sharon Kjellquist, Kurt Comisky (7:02), Henry Thorpe (7:04), Jill Simko, Judy Isele, and Katherine Avery

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

Other Attendees: Town Council Members Kyle Dostaler, Board of Education members Joanne Barmasse and Debra Robinson, and EDC Chair Maryanne Dostaler, Police Chief Matt Reimondo

1. Call to Order:
Chairman Hintz called this meeting to order at 7:00 PM followed by the Pledge of Allegiance.
2. Public Comments: N/A
3. Approval of Minutes March 19, 2007: Motion made by Sharon Kjellquist, seconded by Katherine Avery, to approve the minutes from the March 19, 2007 meeting, approved 5-0.
4. Discuss and deliberate on the 2007-2008 proposed budget:
 - Jeff provided additional information to the BOF, document titled Modifications to the Town Manager's Proposed Budget. (Copy attached and made a permanent part of these minutes 4.1)
 - Chairman Hintz provided members with a discussion document: the document outlined potential changes to the Town Manager's budget. (Copy attached and made a permanent part of these minutes 4.2) Discussion resulted in walking through the discussion document. The following items were referenced:
 - Salary for secretary for front office
 - Legal fees: they are very high, past practice is not being followed, that being everything is to be approved by the Town Manager; significant discussion regarding the process and current over-spending; overall there is agreement that there has been overuse and abuse of legal services; there is concern that the public is not aware of the overspending; reduced budget by 26k.
 - Technology: desire to budget for town-wide services, increase the contract for current support person, consider finding a company that provides technology services, decided to leave 10k, but put under consulting services line item.
 - Assessor's office: agreed to reduce map update fee which would not be needed with the new G.I.S.; maintenance fee is 6k.
 - Town Clerk: no changes to the discussion document

- Registrar: no changes to the discussion document
- EE benefits: received revised information from Jeff and adjusted accordingly
- Police Administration: move some money to capital fund for vehicle repairs/maintenance so that the money is there when needed
- Regular Patrol: keep 1 position in the budget
- Animal Control: Currently trying to work with East Haddam to share services; continue with part-time positions we currently have; once discussion with East Haddam moves forward may need to consider other options
- Fire Department: moved money to capital fund so that they have it when they need it for vehicle maintenance/repair
- Social Services: fund half this year, 10k rather than 20k
- Planning and Zoning: fixed based on data given
- EDC: most feel we don't need a full time EDC position; a few feel we do so that we are being proactive and investing in our town's future, some feel that a water plan/system is needed at the same time/before this position; concern that the BOF shouldn't spend much time discussing this since the position will likely be put in before the budget goes to referendum; there was agreement that time should be spent to define the requirements of this position, the performance expectations, development of an employment contract, expectation that if position does not work out, person would be let go, and time spent searching for the right talent to fill this role; recommended that half the year (6mos) be sent on such work and then fund the remainder (6mos) of the year for filling the position.
- Lake commission: okay with changes outlined in discussion document
- Middle Haddam historic commission: modified, leaving 2300 as budget
- Town Garage: okay with changes outlined in discussion document with a reduction of \$2,500 to OT
- Engineering: okay with changes outlined in the discussion document
- Town-wide motor fuel: received revised information from Jeff and adjusted accordingly
- Capital: okay with changes outlined in the discussion document with the following modifications: need to keep lead paint abatement, keep the Middle Haddam tennis court funding, reduced the cost of the fire department plow to be more in line with current market pricing of used vehicles, added tasers for the police department
- BOE: okay with changes outlined in discussion document
- A motion made by Sharon Kjellquist, seconded by Judy Isele, to revise the budget discussion document based on general government reflecting \$487,064 and BOE \$250,000. Sharon withdrew the motion and members discussed additional reduction to the BOE; some members found additional overspending in the BOE budget that they felt should be addressed, there was discussion regarding the 100k for security at the schools – this 100k was removed due to concerns that putting camera's in the schools could lead to significant administrative costs that weren't addressed in the budget as well as concern for installing such security measures now when there are expected/planned renovations to some of the schools in the future/such changes should be incorporated in any renovation work that is done
- A motion was made by Sharon Kjellquist, seconded by Katherine Avery, to present to the Town the draft proposed BOF budget on Thursday, April 5th.

- resulting in General Government at \$487,064 and BOE at \$300,000, approved 7-0. (Copy attached and made a permanent part of these minutes 4.3)
- BOF will present to the public on Thursday then continue discussions and potential modifications to the BOF proposed budget

5. Adjournment: A motion was made by Sharon Kjellquist, seconded by Jill Simko, to adjourn the meeting at 8:45PM. Motion passed 7-0.

Submitted by:
Karen Lee

Town of East Hampton
 2007-2008 Budget
 Modifications to the Town Manager's Proposed Budget

2-Apr-07

Department	Account	Original Estimate	Revised estimate	Change	Reason
Employee benefits	01110000-5210	\$ 1,069,800	\$ 1,036,800	\$ (33,000)	Revised estimate using current data
Human Services	01320000-5444	\$ 6,000	\$ 26,000	\$ 20,000	\$20,000 omitted from budget. This is for new programs
Heating oil & motor fuel (Town)	various	\$ 179,825	\$ 179,511	\$ (314)	Revised estimate using current data
Heating oil & motor fuel (BOE)	various	\$ 368,820	\$ 352,603	\$ (16,217)	Revised estimate using current data
Capital - Upgrade/Enhance Enterprise Software (Tax)	Capital	\$ 30,000	\$ -	\$ (30,000)	Revised estimate using current data
Finance - Software maintenance (Tax/Assessment)	01060135-5316	\$ 9,000	\$ 6,450	\$ <u>(2,550)</u>	Revised estimate using current data
			Net Change	\$ <u>(62,081)</u>	

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Town Of East Hampton
Proposed Budget Reductions
April 2, 2007

Presented by:
Theodore W. Hintz, Jr.
Chairman, Board of Finance

Town Managers Department

Proposed Budget		273,580.00
Reductions:		
Admin at Step1	10,125.00	
FICA	627.75	
Medicare	146.81	
Longevity Pay	200.00	
OT Salaries	2,000.00	
FICA	124.00	
Medicare	29.00	
		<u>(13,252.56)</u>
Revised Budget		<u>260,327.44</u>

Town Council

Proposed Budget		12,770.00
Reductions:		
Meetings/Conferences	450.00	
Supplies	500.00	
		<u>(950.00)</u>
Revised Budget		<u>11,820.00</u>

Legal Fees

Proposed Budget		130,000.00
Reductions:		
Legal Fees	43,000.00	
		<u>(43,000.00)</u>
Revised Budget		<u>87,000.00</u>

Finance & Accounting

Proposed Budget		413,453.00
Reductions:		
Tax Software Maintenance	9,000.00	
Additions:		
Technology Coordinator (est)	60,000.00	
FICA	3,720.00	
Medicare	870.00	
Pension	6,300.00	
		<u>61,890.00</u>
Revised Budget		<u>475,343.00</u>

Assessor

Proposed Budget		171,710.00
Reductions:		
Map Updating	2,500.00	
		<u>(2,500.00)</u>
Revised Budget		<u>169,210.00</u>

Town Clerk

Proposed Budget		206,120.00
Reductions:		
OT	1,000.00	
FICA	62.00	
Medicare	14.50	
		<u>(1,076.50)</u>
Revised Budget		<u>205,043.50</u>

Registrars

Proposed Budget		28,604.00
Reductions:		
Unable to classify	5,000.00	
		<u>(5,000.00)</u>
Revised Budget		<u>23,604.00</u>

Employee Benefits

Proposed Budget		1,161,426.00
Reductions:		
Health ins - 2 new Employees	34,900.00	
Revised Estimate	25,000.00	
		<u>(59,900.00)</u>
		<u>1,101,526.00</u>

Contingency

Proposed Budget		95,000.00
Reductions:		
Last year for fuel	95,000.00	
		<u>(95,000.00)</u>
		<u>0.00</u>

Police Administration

Proposed Budget		278,467.00
Reductions:		
Vehicle Repairs	6,000.00	
		<u>(6,000.00)</u>
Revised Budget		<u>272,467.00</u>

Regular Patrol

Proposed Budget		1,261,466.00
Reductions:		
New Hire	45,885.00	
FICA	2,844.87	
Medicare	665.33	
Pension	7,250.00	
Uniform & Cleaning	1,100.00	
		<u>(57,745.20)</u>
Revised Budget		<u>1,203,720.80</u>

Animal Control

Proposed Budget		74,648.00
Reductions:		
Full time back to Part time	23,427.00	
FICA	1,452.47	
Medicare	339.69	
Pension	3,675.00	
		<u>(28,894.17)</u>
Revised Budget		<u>45,753.83</u>

Fire Department

Proposed Budget		218,385.00
Reductions:		
PT Salaries	2,000.00	
FICA	124.00	
Medicare	29.00	
Meetings & Conferences	500.00	
Vehicle Maintenance	10,400.00	
		<u>(13,053.00)</u>
Revised Budget		<u>205,332.00</u>

Social Services

Proposed Budget		82,924.00
Reductions:		
Program Services	10,000.00	
		<u>(10,000.00)</u>
Revised Budget		<u>72,924.00</u>

Planning, Zoning & Building

Proposed Budget		336,193.00
Reductions:		
New Hire	7,000.00	
FICA	434.00	
Medicare	101.50	
		<u>(7,535.50)</u>
Revised Budget		<u>328,657.50</u>

Economic Development

Proposed Budget		99,066.00
Reductions:		
New Hire	60,000.00	
FICA	3,720.00	
Medicare	870.00	
Pension	6,300.00	
Addition:		
Contracted Services	10,000.00	
		<u>(60,890.00)</u>
Revised Budget		<u>38,176.00</u>

Lake Pocotopaug Commission

Proposed Budget		18,150.00
Reductions:		
Clerk to 6hrs per month	2,420.00	
FICA	150.04	
Medicare	35.09	
Meeting & Conferences	<u>750.00</u>	
		<u>(3,355.13)</u>
Revised Budget		<u>14,794.87</u>

Middle Haddam Historic District

Proposed Budget		4,069.00
Reductions:		
Unable to determine	<u>2,500.00</u>	
		<u>(2,500.00)</u>
Revised Budget		<u>1,569.00</u>

Town Garage

Proposed Budget		44,075.00
Reductions:		
Heating Fuel	<u>3,000.00</u>	
		<u>(3,000.00)</u>
Revised Budget		<u>41,075.00</u>

Engineering

Proposed Budget		67,500.00
Reductions:		
Engineering	<u>7,500.00</u>	
		<u>(7,500.00)</u>
Revised Budget		<u>60,000.00</u>

Town wide Motor Fuel

Proposed Budget		132,257.00
Reductions:		
Motor Fuel	<u>5,000.00</u>	
		<u>(5,000.00)</u>
Revised Budget		<u>127,257.00</u>

Capital Budget	General Fund	
Proposed Budget		1,131,840.00
Reductions:		
Land Purchases		
Open Space	30,000.00	
Buildings and Grounds		
Lead Abatement	7,000.00	
Tennis Court Repairs	21,000.00	
School Security	100,000.00	
Door Hardware Replacement	40,000.00	
Building Envelope Repairs	25,000.00	
Vehicles		
Fire Department		
Utility Vehicle - Buy Used	20,000.00	
Capital Reductions		<u>(243,000.00)</u>
Increases to Capital		
Fire Department		
Repair sinking Fund	10,400.00	
Police Department		
Vehicle Repair Sinking Fund	6,000.00	
Tasers	5,000.00	
Capital Sinking Fund (Debt)	91,000.00	
Capital Additions		<u>112,400.00</u>
Net Capital Reductions		<u>(130,600.00)</u>
Revised Capital		<u>1,001,240.00</u>
Total reductions General Gov.	(494,862.06)	
Reduction Board of Education:		
General	(250,000.00)	
2/3 Technology Coordinator	<u>(47,260.00)</u>	
	(297,260.00)	
Total Budget Reductions		<u>(792,122.06)</u>

Department	Change	Budget
Town Managers Department		
Proposed Budget		\$ 273,580
Reductions:		
Admin assistant	\$ 2,000	
FICA	\$ 124	
Medicare	\$ 29	
Longevity Pay	\$ 200	
OT Salaries	\$ 2,000	
FICA	\$ 124	
Medicare	\$ 29	
		\$ (4,506)
Revised Budget		\$ 269,074
Town Council		
Proposed Budget		\$ 12,770
Reductions:		
Meetings/Conferences	\$ 450	
Supplies	\$ 500	
		\$ (950)
Revised Budget		\$ 11,820
Legal Fees		
Proposed Budget		\$ 130,000
Reductions:		
Legal Fees	\$ 26,000	
		\$ (26,000)
Revised Budget		\$ 104,000
Finance & Accounting		
Proposed Budget		\$ 413,453
Reductions:		
Tax Software Maintenance	\$ 2,550	
Additions:		
Technology Coordinator	\$ 10,000	
		\$ 7,450
Revised Budget		\$ 420,903
Assessor		
Proposed Budget		\$ 171,710
Reductions:		
Map Updating	\$ 2,500	
		\$ (2,500)
Revised Budget		\$ 169,210
Employee Benefits		
Proposed Budget		\$ 1,161,426
Reductions:		
Health ins - 3 new Employees	\$ 52,350	
Revised Estimate	\$ 33,000	
		\$ (85,350)
Revised Budget		\$ 1,076,076
Contingency		
Proposed Budget		\$ 95,000
Reductions:		
Last year for fuel	\$ 85,000	
		\$ (85,000)
Revised Budget		\$ 10,000

Department	Change	Budget
Police Administration		
Proposed Budget		\$ 278,467
Reductions:		
Vehicle Repairs	\$ 6,000	
		\$ (6,000)
Revised Budget		\$ 272,467
Regular Patrol		
Proposed Budget		\$ 1,261,466
Reductions:		
New Hire	\$ 45,885	
FICA	\$ 2,845	
Medicare	\$ 665	
Pension	\$ 7,250	
Uniform & Cleaning	\$ 1,100	
		\$ (57,745)
Revised Budget		\$ 1,203,721
Animal Control		
Proposed Budget		\$ 74,648
Reductions:		
Full time back to Part time	\$ 23,427	
FICA	\$ 1,452	
Medicare	\$ 340	
Pension	\$ 3,675	
		\$ (28,894)
Revised Budget		\$ 45,754
Fire Department		
Proposed Budget		\$ 218,385
Reductions:		
Vehicle Maintenance	\$ 10,400	
		\$ (10,400)
Revised Budget		\$ 207,985
Social Services		
Proposed Budget		\$ 82,924
Additions:		
Program Services	\$ 10,000	
		\$ 10,000
Revised Budget		\$ 92,924
Planning, Zoning & Building		
Proposed Budget		\$ 336,193
Reductions:		
New Hire	\$ 7,000	
FICA	\$ 434	
Medicare	\$ 102	
		\$ (7,536)
Revised Budget		\$ 328,658
Economic Development		
Proposed Budget		\$ 99,066
Reductions:		
New Hire/Part-time	\$ 30,000	
FICA	\$ 1,860	
Medicare	\$ 435	
Pension	\$ 6,300	
		\$ (38,595)
Revised Budget		\$ 60,471

Department	Change	Budget
Lake Pocotopaug Commission		
Proposed Budget		\$ 18,150
Reductions:		
Clerk to 6hrs per month	\$ 2,420	
FICA	\$ 150	
Medicare	\$ 35	
Meeting & Conferences	\$ 750	
		\$ (3,355)
Revised Budget		\$ 14,795
Middle Haddam Historic District		
Proposed Budget		\$ 4,069
Reductions:		
Unable to determine	\$ 1,769	
		\$ (1,769)
Revised Budget		\$ 2,300
Town Garage		
Proposed Budget		\$ 44,075
Reductions:		
Heating Fuel	\$ 3,000	
		\$ (3,000)
Revised Budget		\$ 41,075
Engineering		
Proposed Budget		\$ 67,500
Reductions:		
Engineering	\$ 7,500	
		\$ (7,500)
Revised Budget		\$ 60,000
Town wide Motor Fuel		
Proposed Budget		\$ 132,257
Reductions:		
Motor Fuel	\$ 314	
		\$ (314)
Revised Budget		\$ 131,943
Transfer Station		
Proposed Budget		\$ 198,044
Reductions:		
OT - use some PT	\$ 2,500	
		\$ (2,500)
Revised Budget		\$ 195,544

Department	Change	Budget
Capital Budget		
Proposed Budget		\$ 1,131,840
Reductions:		
Land Purchases		
Open Space	\$ 30,000	
Buildings and Grounds		
School Security	\$ 100,000	
Door Hardware Replacement	\$ 40,000	
Software - Enterprise per Jeff	\$ 30,000	
Building Envelope Repairs	\$ 25,000	
Vehicles		
Fire Department		
Utility Vehicle - Buy Used	\$ 20,000	
Capital Reductions		<u>\$ (245,000)</u>
Increases to Capital		
Fire Department		
Repair sinking Fund	\$ 10,400	
Police Department		
Vehicle Repair Sinking Fund	\$ 6,000	
Tasers	\$ 5,000	
Capital Sinking Fund (Debt)	\$ 91,000	
Capital Additions		<u>\$ 112,400</u>
Net Capital Reductions		<u>\$ (132,600)</u>
Revised Capital		\$ 999,240
Total reductions General Gov.	\$ (487,064)	
Reduction Board of Education:	\$ (300,000)	
Total Budget Reductions		\$ (787,064)