

**TOWN OF EAST HAMPTON**  
**EAST HAMPTON CT 06424**  
**BOARD OF FINANCE**  
**Regular Meeting Minutes**  
Monday, May 21, 2007  
7:30 PM  
Town Hall

Members present: Chairman Ted Hintz, Vice-Chairperson Sharon Kjellquist, Kurt Comisky, Henry Thorpe and Judy Isele

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 7:30 PM followed by the Pledge of Allegiance.
2. Approval of Minutes of Meeting(s):  
A motion was made by Sharon Kjellquist, seconded by Henry Thorpe, to approve the minutes for the April 11, 2007, April 16, 2007, and May 8, 2007 meetings. Motion passed 5-0.
3. Public Remarks: No public comments.
4. Correspondence:
  - Matching grant summary report.
  - Printout of the GovDeals web page showing the fire rescue truck that is out to auction.
  - Letter from Blum Shapiro re. the Town's 2006-2007 audit.
  - Summary of Water System Proposal Costs.
  - Memo from the Chatham Health District re. contamination events in and near the Village Center.
  - Memo from the Fire Department re. the proposed F-350 truck.
5. Status Reports:
  - The Finance Director provided both the general fund revenues and general fund expenditures. [Copies attached and made a permanent part of these minutes.](#)
6. Financial Transactions:
  - a) Consider & take possible action on additional appropriation for Town survey. \*

A motion was made by Judy Isele, seconded by Sharon Kjellquist, to move discussion of and take possible action regarding the Town survey to the next BOF meeting. Motion passed 5-0.

7. New Business:

- a) Appointment of auditor fiscal year 2006-2007 \*

A motion was made by Judy Isele, seconded by Sharon Kjellquist, to appoint Blum Shapiro to audit the Town for the 2006-2007 fiscal year. Motion passed 5-0.

- b) Fire Department Budget Concerns.

A memo from Board of Fire Commissioner Simko was discussed. [Copy attached and made a permanent part of these minutes.](#)

- c) A motion was made by Judy Isele, seconded by Sharon Kjellquist to add agenda item 9C (Recommendation on Water System). Motion passed 5-0.

The Board reviewed and discussed the Summary of Water System Proposal Costs as prepared by the Finance Director. A motion was made by Sharon Kjellquist, seconded by Judy Isele to recommend proposal #5 to the Town Council. Motion passed 5-0. [A copy of the cost summary is attached and made a permanent part of these minutes.](#)

8. Old Business:

- Board of Finance guidelines
- Guidelines/procedures to the Town Council regarding appropriation of legal fees

A motion was made by Sharon Kjellquist, seconded by Judy Isele, to move discussion of and take possible action regarding the Board of Finance guidelines and guidelines/procedures to the Town Council regarding appropriation of legal fees to the next BOF meeting. Motion passed 5-0.

9. Liaison's Reports:

Sharon Kjellquist has been appointed to the Town Technology Committee.

10. Public Remarks: No comments made.

11. Town Manager's Report:

- The Town Manager reported on bonding for the following:
  - Public works dump truck
  - Sidewalks
  - Fuel island
  - School land acquisition

12. Adjournment: A motion was made by Judy Isele, seconded by Sharon Kjellquist, to adjourn the meeting at 8:34PM. Motion passed 5-0.

Submitted by:  
Jeff Jylkka

TOWN OF EAST HAMPTON  
GENERAL FUND REVENUES  
AS OF MAY 21, 2007

Agenda Item: 7

|                                | Original Estimate | Adjustments    | Revised Estimate     | Actual YTD Revenue | Balance          | % Collected   | Projected Variance | Comment   |
|--------------------------------|-------------------|----------------|----------------------|--------------------|------------------|---------------|--------------------|---|
| 40 Property taxes.....         | 23,937,915        | -              | 23,937,915           | 23,938,326         | (411)            | 100.00%       | 145,000            | Current collections est. +180k. Suppl MV, delinquent & int. - \$35K   |
| 41 Investment income.....      | 250,000           | -              | 250,000              | 333,873            | (83,873)         | 133.55%       | 167,000            | Favorable interest rates. Effective use of idle cash.   |
| 42 License,permit& FEES.....   | 750,280           | -              | 750,280              | 576,387            | 173,893          | 76.82%        | (77,000)           | Fees relating to building down in the Town Clerks Office and Building Department.                           |
| 44 STATE & LOCAL GRANTS.....   | 8,118,304         | -              | 8,118,304            | 4,517,693          | 3,600,611        | 55.65%        | (85,000)           | Revisions to State Education grants   |
| 45 Local gov.payments.....     | 19,000            | -              | 19,000               | 11,548             | 7,452            | 60.78%        | 4,346              |   |
| 47 Other revenue.....          | 64,995            | -              | 64,995               | 124,279            | (59,284)         | 191.21%       | 128,083            | Fines relating to zoning enforcement actions \$35K. CL&P Streetlight refund \$56K. BOE tuition reimb. \$35K |
| 48 Oper. Transfers In.....     | 40,520            | -              | 40,520               | 5,914              | 34,606           | 14.59%        | -                  |   |
| 49 Other Fin. Sources.....     | 210,559           | 148,000        | 358,559              | -                  | 358,559          | 0.00%         | (358,559)          | Use of fund balance. No revenue to be recognized.   |
| <b>TOTAL GENERAL FUND.....</b> | <b>33,391,573</b> | <b>148,000</b> | <b>33,539,573</b>    | <b>29,508,020</b>  | <b>4,031,553</b> | <b>86.60%</b> | <b>(76,130)</b>    |   |
| Forecasted variance.....       |                   |                | <u>(76,130)</u>      |                    |                  |               |                    |   |
| Estimated revenues.....        |                   |                | <u>\$ 33,463,443</u> |                    |                  |               |                    |   |

Note: Other financing sources includes \$75,000 for retaining wall repairs and \$40,000 for a grant match. Both items are pending and subject to town meeting approval.

TOWN OF EAST HAMPTON  
GENERAL FUND EXPENDITURES  
AS OF MAY 21, 2007

Agenda Item: 7

| Department                 | Original Budget | Revised Budget | YTD Expended /<br>Encumbered | Available<br>Budget | Projected<br>Variance | Comment   |
|----------------------------|-----------------|----------------|------------------------------|---------------------|-----------------------|---|
| Town Manager's Department  | \$ 266,813      | \$ 266,813     | \$ 224,592                   | \$ 42,221           | \$ -                  |   |
| Town Council/Special Progr | 10,345          | 23,345         | 10,169                       | 13,176              | (1,200)               | Legal ad for Ethics Commission  |
| Facilities Administrator   | 86,869          | 86,869         | 76,129                       | 10,740              | -                     |   |
| LEGAL FEES                 | 42,000          | 42,000         | 114,566                      | (72,566)            | (90,000)              | Volume of activity has significantly increased                          |
| LEGAL DEFENSE              | 47,250          | 47,250         | 21,281                       | 25,969              | 20,000                |   |
| Town Hall/Annex            | 225,851         | 225,851        | 198,377                      | 27,474              | (40,000)              | Oil tank replacement at Town Hall                                       |
| Finance and Accounting     | 398,584         | 398,584        | 342,165                      | 56,419              | -                     |   |
| Collector of Revenue       | 168,426         | 168,426        | 140,666                      | 27,760              | -                     |   |
| Assessor                   | 156,375         | 156,375        | 134,143                      | 22,232              | -                     |   |
| Board of Assessment Appeal | 598             | 598            | 147                          | 451                 | -                     |   |
| Town Clerk                 | 187,339         | 187,339        | 162,114                      | 25,225              | -                     |   |
| Registrars/Elections       | 21,236          | 21,236         | 27,245                       | (6,009)             | (8,000)               | Multiple budget referendums   |
| General Insurance          | 193,000         | 193,000        | 139,821                      | 53,179              | 37,500                | Liability, Auto & Property rates more favorable for the Town.           |
| Probate Court              | 3,287           | 3,287          | 2,363                        | 924                 | -                     |   |
| Employee Benefits          | 1,155,108       | 1,155,108      | 855,543                      | 299,565             | 120,000               | Staff vacancies & enrollment changes                                    |
| Contingency                | 97,000          | 97,000         | -                            | 97,000              | 97,000                |   |
| Police Administration      | 251,075         | 251,075        | 223,555                      | 27,520              | (7,000)               | Vehicle maintenance/repairs   |
| Regular Patrol             | 1,137,207       | 1,137,207      | 976,978                      | 160,229             | -                     |   |
| Lake Patrol                | 8,517           | 8,517          | 2,346                        | 6,171               | -                     |   |
| Animal Control             | 45,787          | 45,787         | 33,310                       | 12,477              | -                     |   |
| Firefighting               | 201,732         | 201,732        | 175,927                      | 25,805              | (18,000)              | Vehicle repairs / Fuel  |
| Fire Marshall              | 77,258          | 77,258         | 67,159                       | 10,099              | -                     |   |
| Ambulance                  | 1,500           | 1,500          | 3,131                        | (1,631)             | (1,900)               | Maintenance to new facility   |
| Civil Preparedness         | 1,514           | 1,514          | -                            | 1,514               | -                     |   |
| Communications             | 101,233         | 101,233        | 101,323                      | (90)                | (90)                  |   |
| Street Lighting            | 66,525          | 66,525         | 39,317                       | 27,208              | 13,500                | Reduction in street lights  |
| Health Department          | 92,196          | 92,196         | 96,590                       | (4,394)             | (4,394)               | 367 Moodus Road   |
| Human Services             | 20,525          | 20,525         | 18,289                       | 2,236               | -                     |   |
| Senior Center              | 90,570          | 90,570         | 64,535                       | 26,035              | -                     |   |
| Transportation             | 51,250          | 51,250         | 51,250                       | -                   | -                     |   |
| Community Services         | 3,800           | 3,800          | 3,000                        | 800                 | -                     |   |
| Building, Planning & Zonin | 313,720         | 313,720        | 245,494                      | 68,226              | -                     |   |
| Econ. Development Commissi | 23,306          | 23,306         | 21,194                       | 2,112               | -                     |   |
| Lake Pocotopaug Commission | -               | -              | 2,204                        | (2,204)             | (3,000)               | New agency. Not included in original budget.                            |
| Public Works Admin.        | 1,075,173       | 1,075,173      | 890,240                      | 184,933             | 15,000                | Fewer than anticipated storms   |
| Engineering                | 67,500          | 67,500         | 58,286                       | 9,214               | (15,000)              | Ola Ave., Laurel Ridge, Hale Rd., Skyline, Royal Oaks, Whispering Woods |

TOWN OF EAST HAMPTON  
GENERAL FUND EXPENDITURES  
AS OF MAY 21, 2007

Agenda Item: 7

| Department                 | Original Budget      | Revised Budget       | YTD Expended /<br>Encumbered | Available<br>Budget | Projected<br>Variance | Comment                                   |
|----------------------------|----------------------|----------------------|------------------------------|---------------------|-----------------------|---|
| Town Garage                | 44,707               | 44,707               | 39,170                       | 5,537               | -                     |   |
| Townwide Motor Fuel        | 119,264              | 119,264              | 121,288                      | (2,024)             | (25,000)              | Fixed fuel prices higher than budgeted    |
| Road Materials             | 216,000              | 216,000              | 184,068                      | 31,932              | -                     |   |
| Transfer Station           | 190,360              | 190,360              | 152,422                      | 37,938              | -                     |   |
| Septage Disposal           | 14,955               | 14,955               | 14,858                       | 97                  | 97                    |   |
| Park & Recreation          | 362,543              | 362,543              | 312,926                      | 49,617              | -                     |   |
| Community Center           | 122,475              | 122,475              | 105,133                      | 17,342              | -                     |   |
| E Hampton Public Library   | 363,928              | 363,928              | 310,685                      | 53,243              | -                     |   |
| Middle Haddam Library      | 7,000                | 7,000                | 7,000                        | -                   | -                     |   |
| Middle Haddam Historic Dis | 1,075                | 1,075                | 1,472                        | (397)               | (400)                 |   |
| General Obligation Bonds-P | 175,000              | 410,000              | 410,000                      | -                   | -                     |   |
| School Bonds-Prin          | 1,400,000            | 1,215,000            | 1,215,000                    | -                   | -                     |   |
| General Obligation Bonds-I | 76,926               | 187,302              | 189,221                      | (1,919)             |                       |   |
| School Bonds-Int           | 345,147              | 261,788              | 259,788                      | 2,000               |                       |   |
| Operating Transfers Out    | 1,037,450            | 1,095,433            | 1,012,450                    | 82,983              | (37,500)              | Transfer to Village Center Water System   |
| Board of Education         | 22,224,274           | 22,224,274           | 18,317,760                   | 3,906,514           | 500,000               | Very preliminary. Boe is still reviewing. |
| <b>TOTAL</b>               | <b>\$ 33,391,573</b> | <b>\$ 33,539,573</b> | <b>\$28,176,692</b>          | <b>\$ 5,362,881</b> | <b>\$ 551,613</b>     |   |

**Changes to Adopted Budget**

| FY 2006-2007   | Amount               |  |
|--|----------------------|--|
| Adopted Budget.....                                      | <b>\$ 33,391,573</b> |  |
| Increases  |                      |  |
| Additional appropriation for Capital ( School Land)..... | 20,000               |  |
| Additional appropriation for Middle Haddam School .....  | 10,000               |  |
| Additional appropriation for traffic study.....          | 3,000                |  |
| Additional appropriation for retaining wall repairs..... | 75,000               | - Pending (subject to town meeting approval) |
| Additional appropriation grant match 13 Watrous.....     | 40,000               | - Pending (subject to town meeting approval) |
| Additional appropriation.....                            | -                    |  |
| Revised Budget.....                                      | <b>\$ 33,539,573</b> |  |

This is from the Board of Fire Commissioner's January 8, 2007 meeting.

- **Vehicle Maintenance**- Chairman Simko stated that due to unexpected vehicle repairs to two vehicles he will write a letter to the Finance Board and the Town Council asking for a one-time emergency appropriation of \$10,000..

Since this letter was written we have incurred more repair costs to two vehicles.

TANKER #3 went in for normal service and they found broken springs and some welding had to be done. In total the repairs are close to \$5,000.

Engine #1 is going in for necessary repairs and the cost will be between \$2,500 and \$3,000. These repairs are being done to things found during the normal maintenance inspections.

The repairs must either be done or the vehicles have to be pulled out of service. Once we are told about a problem we cannot ignore it because of the liability to the department and to the town.

This means that we are now about \$18,000 over budget in the Vehicle Maintenance line-item.

We have budgeted \$6,500 for heating oil. We have currently spent \$12,000 and we still have bills to pay.

We need to know how this is going to be handled.

Last year Purchase Orders were closed because we were over budget in total. This is going to happen again this year because we cannot make up the deficiency from other line items.

Please let me know how you want to handle this. I would like to report to the Fire Commissioners and Chiefs at our meeting on Monday night.

Dave Simko