### TOWN OF EAST HAMPTON EAST HAMPTON CT 06424 BOARD OF FINANCE Regular Meeting Tuesday, February 19, 2008 7:00 PM Town Hall Annex

<u>Members Present</u>: Ted Hintz Jr, Chairman, Sharon Kjellquist, Vice Chairman, Henry Thorpe, Judy Isele, Kurt Comisky, Barbara Moore, George Pfaffenbach

<u>Other Attendees:</u> Finance Director, Jeff Jylkka, Town Council members Tom Cordeiro and Susan Weintraub, and BOE member Deborah Pessoni

#### AGENDA

#### 1. Call to Order/Pledge of Allegiance

Chairman Hintz called this meeting to order at 7:01PM followed by the pledge of allegiance.

#### 2. Approval of Minutes of Meeting(s):

A. December 17, 2007 Regular meeting A motion was made by Sharon Kjellquist, seconded by Judy Isele to accept the minutes from the December 17, 2007 regular meeting. Motion approved 7-0

#### 3. Public Remarks. None.

#### 4. Correspondence.

The budget calendar was provided. Members agreed with what was defined on the calendar. The calendar will be posted.

#### 5. Special presentation. N/A

#### 6. Status Reports (Financial).

Finance Director Jeff Jylkka reviewed and addressed questions relating to the general fund expenditures, revenues, and fund balance. (ATTACH DOCUMENTS)

Discussion highlights:

- Currently in the mediation phase of the police negotiations. If it goes to arbitration it could run 20k. Issues not resolved relate to salaries and benefits.
- Engineering is currently slow, typical of winter, but is expected to pick up
- ECS grant and school transportation grants positive
- Trying to collect on delinquent property taxes

#### 7. Financial Transactions

A) Capital Improvement Fund (Contingency Transfer \$65,000)

Background/Explanation: The funds are needed in order to fund the construction, design, and engineering costs to upgrade and expand the Village Center Water System. The system, when complete, will remedy items addressed in the State of CT consent order. The total cost is estimated at \$615,000. The balance of funding will come from funds in the Water Development fund along with federal grant funds.

We've received a 2<sup>nd</sup> consent order, which the town council voted to have our acting town manager sign. The town council set up a water task force that is charged with satisfying the consent order. The consent order would cover the new town hall, village center, 3 property owners on the list, and the existing 29 property owners. Each year the BOF has put money aside for the water system (reserve fund). Reserve fund will be used to satisfy consent order. The whole project should be done by 2009.

A motion was made by Sharon Kjellquist, seconded by Judy Isele, to transfer from contingency (capital reserve fund, \$73,000) and debt sinking fund (capital reserve fund \$91,000) \$164,784 to village center water system capital account \$164,784. Motion approved 7-0.

#### 8. New Business. None.

#### 9. Old/Continued Business.

A) Board of Finance guidelines

The purpose of the guidelines is to communicate/make clear how we operate, what the BOF is responsible for. The guidelines follow state statutes as well as town, as appropriate. The most current version will be emailed to members. Members are to review it and send questions and/or comments to Kurt Comisky.

B) 2008-2009 Budget

Calendar was already discussed.

C) Town Survey

Facilities presented their findings & we received consent order for water system so the timing of this survey is no longer appropriate. BOF members agreed to hold off on their recommendation to have a town survey conducted.

### 10. Liaison's Reports.

WPCA: consent order was discussed

BOF member expressed concern that if we address the consent order that the water system will be put on the back burner.

BOE: passed their budget at 6.27% (88k reduction); felt that there was minimal discussion because most questions and answers were discussed via email. BOE used zero based budget approach on their special education budget and were able to reduce it, significantly. Sharon Kjellquist will distribute to the BOE the questions and answers that were discussed.

Town Council: budget policy statement was passed; the version distributed at the tri-board meeting is the most current version

EDC: last year they wanted an add to staff, they got funding for a consultant; BOF member feels that consultant has worked out well and advised the EDC to provide information relative to the success of the consultant if they desire funding in the next budget. A grant may allow us to obtain the corner of Main & High street, former Mr. D's site.

LAKE: attended presentation; was well attended which show interest in the lake

MHHD: voted on by-laws and application; will use zero based budgeting this year

### 11. Public Remarks.

Q: How much would the survey cost and were other survey administrators considered. A: The survey would cost approximately 6k. Uconn was not selected as the survey administrator. In an effort to obtain additional information and cost, Uconn was contacted. Uconn was contact for informational purposes because they have experience with survey administration to municipalities.

Comment: Didn't care for the BOE approach for discussing their budget, was email correspondence this year where in the past it was face-to-face discussion.

### 12. Town Manager's Report.

Working on the budget.

Facilities will go back to the town council at the next meeting.

### 13. Adjournment.

A motion was made by Sharon Kjellquist, seconded by Judy Isele, to adjourn the meeting at 7:54PM. Motion approved 6-0.

Submitted by, Karen Lee

## TOWN OF EAST HAMPTON GENERAL FUND EXPENDITURES AS OF FEBRUARY 19, 2008

Deptiment         Original Budget         Eucometer         Variance         Comment           Town Kanagery Department         269,074         182,881         86.193         10,000           Town Cauncil/Special Programs         11,820         36,530         32,659         2,661         (5,000) Recording clerks for meetings.           Facilitis Administrator         98,111         98,111         55,594         44,517         -           LEGAL FEES         79,000         79,000         82,693         (1,600) Increase in utilization. Police negatiations           LEGAL DEFENSE         25,000         233,948         151,305         82,643         -           Town HalfAnnex         233,948         151,305         82,643         -         -           Collector of Revence         178,667         178,867         95,105         83,762         -           Assessor         109,210         178,867         95,105         83,762         -         -           Cone Cark         206,120         126,620         83,98         50         548         -           Cone Cark         206,120         126,805         80,315         -         -           Cone Cark         206,120         126,805         80,315         - </th <th></th> <th></th> <th>Revised</th> <th>YTD Expended /</th> <th></th> <th>Projected</th> <th></th>			Revised	YTD Expended /		Projected	
Town Council/Special Programs         11,820         36,320         33,659         2,661         (5,000) Recording clerks for meetings.           Facilities Administrator         99,111         98,111         53,594         44,517         -           LEGAL FEES         79,000         82,693         (3,639)         (70,000) Increase in utilization. Police negotilations           LEGAL DEFENS         23,048         151,305         82,643         -           Town Hal/Monex         233,948         233,048         185,832         -           Collector of Revenue         178,867         178,867         95,105         83,762         -           Assessor         169,210         92,663         7,6747         -         -           Registrars/Elections         28,664         16,576         12,028         -         -           Town Clerk         206,120         125,805         80,315         -         -         Registrars/Elections         28,664         28,604         16,576         12,028         -         -         -         -         -         -         -         Registrars/Elections         3,306         1,222         -         -         -         -         -         -         -         -         -	Deprtment	Original Budget	Budget	Encumbered Av	ailable Budget	-	Comment
facilities Administrator         98,111         93,594         44,517         -           LEGAL FEX         79,000         82,693         (2,693)         (70,000) increase in utilization. Police negotiations           LEGAL DEFENSE         25,000         32,430         (8,430)         (25,000)           Town Hall/Annex         233,948         233,948         151,305         82,643         -           Finance and Accounting         420,903         420,903         235,071         185,832         -           Collector of Revenue         178,867         178,867         95,105         83,762         -           Assessor         169,210         169,210         92,463         76,747         -           Town Clerk         206,120         206,120         125,805         80,315         -           Town Clerk         206,120         125,805         80,315         -         -           General Insxrance         171,500         140,392         31,108         4,000           Probate Court         3,306         1,225         2,081         -           Contingerxy         10,000         10,000         10,000         10,000         10,000           Police Administration         272,467         127	Town Manager's Department	269,074	269,074	182,881	86,193	10,000	
LEGAL DEFES         79,000         82,693         (3,693)         (70,000)         Increase in utilization. Police negotiations           LEGAL DEFENSE         25,000         25,000         33,430         (4,400)         (25,000)           Town HalfAnnex         233,948         233,948         151,305         82,643         -           Finance and Accounting         420,903         420,903         225,671         185,832         -           Collector of Revenue         178,867         178,867         95,105         83,762         -           Assessor         169,210         169,210         92,463         76,747         -           Board of Assessment Appeal         598         50         548         -         -           Town Clerk         206,120         226,804         16,576         12,028         -           Registrars/Elections         28,604         28,604         16,576         12,028         -           Tom brail         10,000         10,000         10,000         10,000         10,000         -           Contigency         10,000         10,000         0         10,000         10,000         10,000         10,000           Police Administration         227,467	Town Council/Special Programs	11,820	36,320	33,659	2,661	(5,000) Recording c	lerks for meetings.
LEGAL DEFENSE         25,000         25,000         33,430         (8,430)         (25,000)           Town Hall/Annex         233,948         233,948         131,305         82,643         -           Finance and Accounting         420,903         225,071         185,832         -           Collector of Revenue         178,867         95,105         83,762         -           Assessor         169,210         169,210         92,463         76,747         -           Assessor         169,210         205,120         125,805         80,315         -           Registrary/Elections         28,604         28,664         16,576         12,028         -           General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         1,225         2,081         -         -           Employee Benefits         1,076,076         177,6428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         1,000         1,000         0         10,000         10,000           Polke Administration         272,467         272,467         128,327         -           Lake Patrol	Facilities Administrator	98,111	98,111	53,594	44,517	-	
Town Hall/Annex         233,948         233,948         151,305         82,643         .           Finance and Accounting         420,903         420,903         255,071         185,832         -           Collector of Revenue         178,867         155,105         83,762         -           Assessor         169,210         192,463         76,747         -           Board of Assessment Appeal         598         50         548         -           Town Clerk         206,120         125,802         80,315         -           Registrars/Elections         28,604         28,604         16,576         12,028         -           General Insurance         171,500         177,500         140,392         31,108         4,000           Probate Court         3,306         1,225         2,081         -         -           Employee Benefits         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         10,000         10,000         0         10,000         10,000           Police Administration         722,467         124,830         12,397         -           Regular Patrol         1,203,721         1,203,721	LEGAL FEES	79,000	79,000	82,693	(3,693)	(70,000) Increase in	utilization. Police negotiations
Finance and Accounting         420,903         420,903         235,071         185,832         .           Collector of Revenue         178,867         178,867         95,105         83,762         .           Assessor         169,210         169,210         92,463         76,747         .           Board of Assessment Appeal         598         598         50         548         .           Town Clerk         206,120         125,805         80,315         .         .           Registrary/flections         28,604         26,604         16,676         12,028         .           General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         3,206         1,225         2,081         .         .           Employee Benefits         1,076,7076         174,670         174,850         123,937         .         .           Regular Patrol         1,203,721         1265,65         578,025         .         .         .           Regular Patrol         8,522         8,522         890         7,632         .         .           Animal Control         45,754         45,754         23,478	LEGAL DEFENSE	25,000	25,000	33,430	(8,430)	(25,000)	
Collector of Revenue         178,867         178,867         95,105         83,762           Assessor         169,210         169,210         92,463         76,747         -           Assessor         169,210         206,120         125,805         80,315         -           Town Clerk         206,120         125,805         80,315         -           Registray/Elections         28,604         28,604         16,576         12,028         -           General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         3,205         1,225         2,081         -           Contingency         10,000         10,000         10,000         10,000           Police Administration         272,467         148,530         123,937         -           Lake Patrol         1,203,721         625,696         578,025         -           Lake Patrol         8,522         8,522         890         7,632           Animal Control         45,754         423,748         22,276         1,000           Firefighting         207,985         207,985         110,213         97,773         -           Con	Town Hall/Annex	233,948	233,948	151,305	82,643	-	
Assessor         169,210         169,210         92,463         76,747         -           Board of Assessment Appeal         598         598         50         548         -           Town Clerk         206,120         125,805         80,315         -         -           RegistraryElections         28,604         16,576         12,028         -         -           General Insurance         171,500         140,392         31,108         4,000         -           Probate Court         3,306         3,206         1,225         2,081         -         -           Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb, \$12K.           Contingency         10,000         10,000         0         10,000         10,000           Police Administration         272,467         272,467         128,937         -           Regular Patrol         8,522         8,522         890         7,632           Animal Control         45,754         45,754         23,478         22,276         1,000           Fireflyting         207,985         207,985         110,213         97,773         -         -	Finance and Accounting	420,903	420,903	235,071	185,832	-	
Board of Assessment Appeal         598         598         50         548         .           Town Clerk         206,120         206,120         125,805         80,315         -           Registrars/Elections         28,604         28,604         16,576         12,028         -           General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         3,306         1,225         2,081         -           Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         10,000         10,000         0         10,000         10,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         1,203,721         625,696         578,025         -           Lake Patrol         8,522         890         7,632         -         -           Animal Control         45,754         45,754         23,478         22,276         1,000           Frief Marshall         80,218         80,218         40,296         39,922	Collector of Revenue	178,867	178,867	95,105	83,762	-	
Town Clerk         206,120         206,120         125,805         80,315         -           Registrary/Elections         28,604         28,604         16,576         12,028         -           General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         3,306         1,225         2,081         -           Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb.\$12K.           Contingency         10,000         10,000         0         10,000         10,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         625,696         578,025         -            Animal Control         45,754         43,748         22,276         1,000            Firef Marshall         80,218         80,218         40,296         39,922         12,500         Retirement           Firef Marshall         80,218         80,218         40,296         39,922         12,500         Retirement           Generations         107,715	Assessor	169,210	169,210	92,463	76,747	-	
Registrary/Elections         28,604         28,604         16,576         12,028         -           General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         3,306         1,225         2,081         -           Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         10,000         10,000         0         10,000         10,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         1,203,721         625,696         578,025         -           Animal Control         45,754         45,754         23,478         22,276         1,000           Firefighting         207,985         207,985         110,213         97,773         -           Generations         107,715         102,18         40,296         39,922         12,500         Retirement           Ambulance         6,675         6,103         -         -         -         -           Communications         107,715         107,	Board of Assessment Appeal	598	598	50	548	-	
General Insurance         171,500         171,500         140,392         31,108         4,000           Probate Court         3,306         1,225         2,081         -           Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         10,000         10,000         0         10,000         100,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         1,203,721         625,696         578,025         -           Lake Patrol         8,522         890         7,632         -         -           Animal Control         44,574         45,754         23,478         22,276         1,000           Fire Marshall         80,218         80,218         40,296         39,922         12,500         Reirement           Ambulance         6,675         6,675         1,038         5,637         -         -           Communications         107,715         107,715         105,618         2,097         -         -           Health Department         95,113         95,113	Town Clerk	206,120	206,120	125,805	80,315	-	
Probate Court         3,306         3,306         1,225         2,081         -           Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         10,000         0         10,000         10,000         10,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         1,203,721         625,696         578,025         -           Lake Patrol         8,522         8,522         890         7,632         -           Firefighting         207,985         207,985         110,213         97,773         -           Fire Marshall         80,218         80,218         40,296         39,922         12,500         Reirement           Ambulance         6,675         6,675         1,038         5,637         -         -           Civil Preparedness         1,250         1,250         619         631         -         -           Communications         107,715         107,715         105,618         2,097         -         -           Health Department         95,113	Registrars/Elections	28,604	28,604	16,576	12,028	-	
Employee Benefits         1,076,076         1,076,076         576,428         499,648         12,000         Unemployment and tuition reimb. \$12K.           Contingency         10,000         0         10,000         10,000         10,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         625,696         578,025         -         -           Lake Patrol         8,522         8,522         890         7,632         -           Animal Control         45,754         45,754         23,478         22,276         1,000           Firefighting         207,985         207,985         110,213         97,773         -           Fire Marshall         80,218         80,218         40,296         39,922         12,500 Retirement           Ambulance         6,675         1,038         5,637         -         -           Civil Preparedness         1,250         1,250         619         631         -           Communications         107,715         105,618         2,097         -         -           Human Services         92,924         92,924         15,644         77,460	General Insurance	171,500	171,500	140,392	31,108	4,000	
Contingency         10,000         10,000         0         10,000         10,000           Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         1,203,721         625,696         578,025         -           Lake Patrol         8,522         8,90         7,632         -         -           Animal Control         45,754         45,754         23,478         22,276         1,000           Firefighting         207,985         207,985         110,213         97,773         -           Fire Marshall         80,218         80,218         40,296         39,922         12,500         Retirement           Ambulance         6,675         6,675         1,038         5,637         -         -           Communications         107,715         107,715         105,618         2,097         -           Street Lighting         60,000         60,000         26,135         33,865         8,000           Health Department         95,113         95,113         0         -         -           Human Services         92,924         92,924         15,464         77,460         -	Probate Court	3,306	3,306	1,225	2,081	-	
Police Administration         272,467         272,467         148,530         123,937         -           Regular Patrol         1,203,721         1,203,721         625,696         578,025         -           Lake Patrol         8,522         8,522         890         7,632           Animal Control         45,754         45,754         23,478         22,276         1,000           Firefighting         207,985         207,985         110,213         97,773         -           Fire Marshall         80,218         80,218         40,296         39,922         12,500         Retirement           Ambulance         6,675         6,675         1,038         5,637         -         -           Civil Preparedness         1,250         1,250         619         631         -         -           Communications         107,715         107,715         105,618         2,097         -         -           Health Department         95,113         95,113         0         -         -         -           Human Services         92,924         92,924         15,464         77,460         -         -           Senior Center         93,614         93,614         48,020	Employee Benefits	1,076,076	1,076,076	576,428	499,648	12,000 Unemploym	nent and tuition reimb. \$12K.
Regular Patrol1,203,7211,203,721625,696578,025-Lake Patrol8,5228,5228907,632Animal Control45,75445,75423,47822,2761,000Firefighting207,985207,985110,21397,773-Fire Marshall80,21880,21840,29639,92212,500Ambulance6,6756,6751,0385,637-Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Building, Planning & Zoning328,657328,657151,713176,94425,000 Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Contingency	10,000	10,000	0	10,000	10,000	
Lake Patrol         8,522         8,522         890         7,632           Animal Control         45,754         45,754         23,478         22,276         1,000           Firefighting         207,985         207,985         110,213         97,773         -           Fire Marshall         80,218         80,218         40,296         39,922         12,500         Retirement           Ambulance         6,675         6,675         1,038         5,637         -         -           Civil Preparedness         1,250         1,250         619         631         -         -           Communications         107,715         107,715         105,618         2,097         -         -           Street Lighting         60,000         60,000         26,135         33,865         8,000           Health Department         95,113         95,113         0         -         -           Human Services         92,924         92,924         15,464         77,460         -           Senior Center         93,614         93,614         48,020         45,594         -           Transportation         51,820         51,250         570         570         570	Police Administration	272,467	272,467	148,530	123,937	-	
Animal Control45,75445,75423,47822,2761,000Firefighting207,985207,985110,21397,773-Fire Marshall80,21880,21840,29639,92212,500RetirementAmbulance6,6756,6751,0385,637-Civil Preparedness1,2501,250619631-Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,11395,1130-Human Services92,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,250570570Building, Planning & Zoning328,657328,657151,713176,94425,000Econ. Development Commission58,17658,17633,37324,803-	Regular Patrol	1,203,721	1,203,721	625,696	578,025	-	
Firefighting207,985207,985110,21397,773-Fire Marshall80,21880,21840,29639,92212,500RetirementAmbulance6,6756,6751,0385,637-Civil Preparedness1,2501,250619631-Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Community Services3,8003,8003,120680-Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Lake Patrol	8,522	8,522	890	7,632		
Fire Marshall80,21880,21840,29639,92212,500RetirementAmbulance6,6756,6751,0385,637-Civil Preparedness1,2501,250619631-Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803	Animal Control	45,754	45,754	23,478	22,276	1,000	
Ambulance6,6756,6751,0385,637-Civil Preparedness1,2501,250619631-Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Community Services3,8003,8003,120680-Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Firefighting	207,985	207,985	110,213	97,773	-	
Civil Preparedness1,2501,250619631-Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Community Services3,8003,8003,120680-Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Fire Marshall	80,218	80,218	40,296	39,922	12,500 Retirement	
Communications107,715107,715105,6182,097-Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Community Services3,8003,8003,120680-Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Ambulance	6,675	6,675	1,038	5,637	-	
Street Lighting60,00060,00026,13533,8658,000Health Department95,11395,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Community Services3,8003,8003,120680-Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Civil Preparedness	1,250	1,250	619	631	-	
Health Department95,11395,11395,1130-Human Services92,92492,92415,46477,460-Senior Center93,61493,61448,02045,594-Transportation51,82051,82051,250570570Community Services3,8003,8003,120680-Building, Planning & Zoning328,657328,657151,713176,94425,000Staff turnoverEcon. Development Commission58,17658,17633,37324,803-	Communications	107,715	107,715	105,618	2,097	-	
Human Services         92,924         92,924         15,464         77,460         -           Senior Center         93,614         93,614         48,020         45,594         -           Transportation         51,820         51,820         51,250         570         570           Community Services         3,800         3,800         3,120         680         -           Building, Planning & Zoning         328,657         328,657         151,713         176,944         25,000         Staff turnover           Econ. Development Commission         58,176         58,176         33,373         24,803         -	Street Lighting	60,000	60,000	26,135	33,865	8,000	
Senior Center         93,614         93,614         48,020         45,594         -           Transportation         51,820         51,820         51,250         570         570           Community Services         3,800         3,800         3,120         680         -           Building, Planning & Zoning         328,657         328,657         151,713         176,944         25,000         Staff turnover           Econ. Development Commission         58,176         58,176         33,373         24,803         -	Health Department	95,113	95,113	95,113	0	-	
Transportation         51,820         51,820         51,250         570         570           Community Services         3,800         3,800         3,120         680         -           Building, Planning & Zoning         328,657         328,657         151,713         176,944         25,000         Staff turnover           Econ. Development Commission         58,176         58,176         33,373         24,803         -	Human Services	92,924	92,924	15,464	77,460	-	
Community Services         3,800         3,800         3,120         680         -           Building, Planning & Zoning         328,657         328,657         151,713         176,944         25,000         Staff turnover           Econ. Development Commission         58,176         58,176         33,373         24,803         -	Senior Center	93,614	93,614	48,020	45,594	-	
Building, Planning & Zoning         328,657         328,657         151,713         176,944         25,000         Staff turnover           Econ. Development Commission         58,176         58,176         33,373         24,803         -	Transportation	51,820	51,820	51,250	570	570	
Econ. Development Commission         58,176         58,176         33,373         24,803         -	Community Services				680	-	
	Building, Planning & Zoning	328,657	328,657	151,713	176,944	25,000 Staff turnov	er
Lake Pocotopaug Commission 14,795 14,795 8,343 6,452 -	Econ. Development Commission	58,176	58,176	33,373	24,803	-	
	Lake Pocotopaug Commission	14,795	14,795	8,343	6,452	-	

## TOWN OF EAST HAMPTON GENERAL FUND EXPENDITURES AS OF FEBRUARY 19, 2008

		Revised	YTD Expended /		Projected	
Deprtment	Original Budget	Budget	Encumbered Av	ailable Budget	Variance	Comment
Engineering	60,000	60,000	42,035	17,965	(12,000)	
Town Garage	41,075	41,075	33,336	7,739	-	
Townwide Motor Fuel	131,943	131,943	131,943	0	-	
Road Materials	246,723	246,723	110,500	136,223	-	
Transfer Station	195,544	195,544	112,071	83,473	-	
Septage Disposal	15,200	15,200	10,920	4,280	-	
Park & Recreation	349,099	349,099	241,808	107,291	-	
Community Center	133,458	133,458	68,848	64,610	-	
E Hampton Public Library	385,164	385,164	234,929	150,235	-	
Middle Haddam Library	7,000	7,000	7,000	0	-	
Middle Haddam Historic District	2,300	2,300	1,551	749	(700)	
General Obligation Bonds-Principal	410,000	410,000	410,000	0	-	
School Bonds-Principal	1,200,000	1,200,000	1,200,000	0	-	
General Obligation Bonds-Interest	161,583	161,583	161,584	-1	-	
School Bonds-Interest	211,669	211,669	165,284	46,385	-	
Operating Transfers Out	1,203,973	1,203,973	0	1,203,973	-	
Board of Education	23,543,089	23,543,089	14,315,156	9,227,933	_	

TOTAL GENERAL FUND

\$ 35,154,502 \$ 35,179,002 \$ 21,174,316 \$ 14,004,686 \$ (23,630)

#### **Changes to Adopted Budget**

FY 2007-2008	Amount
Adopted Budget	\$ 35,154,502
Increases	
Additional appropriation for Town Manager recruitment	24,500

Revised Budget	\$ 35,179,002

## TOWN OF EAST HAMPTON GENERAL FUND REVENUES AS OF FEBRUARY 18, 2008

	Original Estimate	Adjustments	Revised Estimate	Actual YTD Revenue	Balance	% Collected	Projected Variance Comment
40 Property taxes	25,647,679	-	25,647,679	24,533,152	1,114,527	95.65%	(100,000) Suppl MV, deliquent & int\$100K
1 Investment income	325,000	-	325,000	183,461	141,539	56.45%	25,000 Favorable interest rates. Effective use of idle cash.
12 License,permit& FEES	647,340	-	647,340	373,940	273,400	57.77%	Conveyance fees (Town Clerks Office) and Building 25,000 permits
4 STATE & LOCAL GRANTS	8,446,758		8,446,758	4,581,354	3,865,404	54.24%	ECS grant +331k. School transportation grant +6k. 260,187 Interest subsidy -77k.
5 Local gov.payments	21,000	-	21,000	22,567	(1,567)	107.46%	1,567
7 Other revenue	66,725	-	66,725	37,521	29,204	56.23%	-
8 Oper. Transfers In	-	-	-	-	-		-
9 Other Fin. Sources	-	24,500	24,500	-	24,500	0.00%	(24,500) Use of fund balance. No revenue to be recognized.
TOTAL GENERAL FUND	35,154,502	24,500	35,179,002	29,731,995	5,447,007	86.60%	187,254
	Forecasted varianc	e	187,254				
	Estimated revenue	_	\$ 25 266 256				

Estimated revenues..... \$ 35,366,256

## Town of East Hampton Unreserved/Undesignated Fund Balance Projection June 30, 2008

	TOTAL Projected as of 06/30/2008
Total Fund Balance at July 1, 2007 (Audited) Less: Fund balance designations (2007)	3,944,764
Reserved Unreserved / Undesignated Fund Balance at July 1, 2006 (Audited)	\$ (1,888) 3,942,876
2007-2008	
Forecasted Revenues Forecasted Expenditures	35,366,256 35,202,632
Net income / (loss)	\$ 163,624
Forecasted ending fund balance Less: Fund balance designations (2008 and beyond) 1)	\$ 4,106,500
2) 3)	-
4)	-
5) 6)	 -
Forecasted Unreserved / Undesignated fund balance	\$ 4,106,500
Unreserved Fund Balance* as a % of <b>FY 2008</b> budgeted expenditures	11.7%

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

**Fund:** Capital Reserve Fund (#50) **Department:** Contingency / Town Manager

Additional Appropriation □ Transfer

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

Transfer From		
Contingency (Capital Reserve Fund)	50120000-5990	\$ 73,784
Debt Sinking Fund (Capital Reserve Fund)	50060135-5980-13900	91,000
		164,784
Transfer To		
Village Center Water System Capital	Fund 53 (Water	
Account	Development Fund)	\$ 164,784

# **Explanation**

The above funds are needed in order to fund the construction, design and engineering costs to upgrade and expand the Village Center Water System. This system, when complete will remedy items addressed in the State of Connecticut consent order. The total cost is estimated at \$615,000. The balance of funding will come from funds in the Water Development Fund along with federal grant funds. See attached for a project budget.

## Source of Funds

The capital reserve fund currently has a contingency balance of \$84,550. The debt sinking fund has a \$91,000 balance.

Approved	Yes	<u>No</u>	<u>Date</u>
Board of Finance	Х		02-19-2008

Town Council