

**TOWN OF EAST HAMPTON
EAST HAMPTON, CT 06424
BOARD OF FINANCE**

Regular Meeting, Town Hall Meeting Room
Monday, December 19, 2011, 7:00 PM

Meeting Minutes

Members Present: Patience R. Anderson, Matthew D. Walton, Henry Thorpe, Timothy S. Csere, Ted Turner, David Monighetti and Mary Ann Dostaler.

Other attendee(s): Jeffery M. Jylkka, Director of Finance, Town Councilor Barbara Moore and Town Councilor Derek Johnson.

1-2. Chairman Walton called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.

3. Approval of Minutes of Meeting(s).

a) October 17, 2011 – Regular Meeting. Motion made by Timothy Csere, seconded by David Monighetti to approve the minutes for the October 17, 2011 meeting as presented. Motion approved 5-0.

b) November 28, 2011 – Special Meeting. Motion made by Timothy Csere, seconded by David Monighetti to approve the minutes for the November 28, 2011 meeting as presented. Motion approved 5-0.

Patience Anderson and Mary Ann Dostaler arrived at 7:02 p.m.

4. Public Remarks. None

5. Correspondence. Mary Ann Dostaler inquired about an email sent by Chairman Walton to the Interim Town Manager and asked for confirmation that it was sent on behalf on the Board of Finance or if Chairman Walton sent it as an individual board member. A discussion ensued regarding whether a meeting should take place in the future or if the Chairman has the authority to send such correspondence.

6. Special Presentations. None

7. Status Reports (Financial).

a) 2011-2012 Revenues. Mr. Jylkka advised that he will provide the BOF with a mid-year forecast at the January, 2012 meeting and gave a status report regarding revenues.

b) 2011-2012 Expenditures. Mr. Jylkka advised that approximately 45% of the budget has been spent. Mr. Jylkka also provided a status report regarding expenses.

8. Financial Transactions. None

9. New Business.

a) Town of Oxford Tax Collector. Mr. Csere requested the BOF discuss the status of the East Hampton Tax Collector system of checks and balance after reading about the Town of Oxford embezzlement by its tax collector. Mr. Jylkka advised that East Hampton has coverage of \$500,000 in an employee dishonesty policy. He also confirmed that the tax collector has a thorough system of checks and balances.

b) Additional appropriation process. Mr. Csere requested the discussion of appropriations in light of the recent issue with the church parking lot. Mr. Jylkka explained the process of an additional

appropriation and the board discussed the possibility of changing the procedures of acquiring appropriations.

c) Board of Finance Goals. Mrs. Dostaler requested the board discuss its goals for future action. Examples discussed were the Policies and Procedures Manual, contingency policy, accounting policy, purchasing ordinance, a citizens' guide for the budget process, and the possibility of regionalization or privatization of certain services. Mr. Csere suggested each board member create his or her own list of goals and they can discuss them at future meetings.

10. Old/Continued Business.

a) 2012-2013 Budget. Mr. Jylkka will keep this as an agenda item until there are any budget issues. Mrs. Dostaler volunteered to work on the citizens' guide for the budget process and it was agreed that the BOF will meet with department heads in the coming months and will hold a workshop in March for all department heads.

11. Liaison's Reports.

Patience Anderson attended the 12/8/2011 Conservation Lake Commission meeting where a watershed management plan was discussed.

Timothy Csere attended the 11/14/2011 and 12/12/2011 Board of Education meetings. Highlights of the 11/14/2011 were all Transportation, Building and Grounds (TB&G) related: 1) the oil tank replacement project at Memorial School is complete; 2) the Memorial School roof project is going out to bid in February/March; 3) the Transportation Contract for the schools was awarded to Nichols Bus Company, there were three bidding companies and the savings over the life of the contract is \$500,000. At the 12/12/2011 BOE meeting Mr. Csere introduced himself and Mary Ann Dostaler as co-liaisons from the BOF and also introduced Ted Turner as a new BOF member. Highlights of the meeting were: 1) all committee assignments were made. The BOE committees consist of Student Council, Personnel, Policy, Curriculum, TB&G, Financial, East Hampton Education Association and liaison reports; 2) approval of World Language Class Trip to Spain in 4/2012; 3) presentation of High School renovation by Brian Solowoda of the Castle Boos Architectural Firm. This was a repeat of his presentation of 3/2011 and if there is good news here it's that the state reimbursement rate has gone up for renovation vs. new construction, the renovation rate is in the 62% range, approx. 10% higher than new construction. Three options were presented and discussed. Total cost of the project is in the \$36 million range. This project is needed to comply with program and infrastructure requirements addressed in the NEASC report of 2007. Dr. Golden must provide a status report in early 2012 and right now the report is status quo. If you look at our surrounding communities, Portland, Middletown, East Haddam, Cromwell and RHAM, all have upgraded schools. Where do we go from here? This project will have to be fast-tracked and approved in the May 2012 range or will have to wait until the following year to move ahead. This is a three year project from start to finish.

Matthew Walton attending the Fire Commission meeting, the Commission will be asking for a new truck in the upcoming budget. Their vehicle maintenance costs are going up. A contract for the new radios has been signed via a state bid and they will also making a request from capital for an updated kitchen at Company One.

Mary Ann Dostaler attending the Middlesex Chamber breakfast where the new state comptroller was presented. Mrs. Dostaler also attending a recent CCM workshop.

12. Public Remarks. Derek Johnson introduced himself as a new Town Council member. Barbara Moore asked that a zero based budget be discussed at the next BOF meeting. She also stated that the Barton Hill Fire Department is in disrepair and would like to see updates.

13. Town Manager's Report. Mr. Jylkka stated that Mr. Weichsel is meeting with the police union soon to discuss ongoing issues.

14. Adjournment. A motion was made by Patience Anderson, seconded by Timothy Csere to adjourn the meeting at 9:06 p.m. Motion approved 7-0.

Submitted,

Jennifer Magro
Recording Secretary