Town of East Hampton

Board of Finance Meeting

Monday, December 17, 2012

East Hampton Town Hall Meeting Room

**Unapproved Minutes**

**Present**: Timothy Csere, Mary Ann Dostaler, Ted Turner, Tom O’Brien, David Monighetti and Matthew Walton.

**Member(s) Absent**: Patience Anderson

**Other attendee(s):** Jeffery M. Jylkka, Director of Finance,

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

**A motion was made by Timothy Csere to move item #10B up to item #6. The motion was seconded by Tom O’Brien.**

**Vote: 6-Yes; 0-No**

**3. Approval of Minutes of Meeting(s).**

**a**. **November 19, 2012 -** *A motion was made by Timothy Csere, seconded by Tom O’Brien*

**b. December 4, 2012 Special Meeting –** *A motion was made by Timothy Csere to approve the minutes as written, seconded by Tom O’Brien. Ted Turner requested the following change:*

*#4****-*** *Ted Turner was opposed to the smaller items being bonded due to the possibility of smaller items being lost or worn out in a few years.*

**Motion to approve the minutes with suggested change:** **6-Yes; 0-No**

**4. Public Remarks –** None

**5. Correspondence -** None

**6. Board of Education Capital Transfer request** – Kevin Reich presented to the board:

1. Underground wiring project: The overhead wire on 94 Main St that was accidentally taken down in July and was determined that it should be underground for safety reasons and that the amp service should be extended to 400.

The total cost for this job is $21,997. The town has $3,772 available from the insurance carrier leaving a balance of $18,225 to complete the job The Board of Education requests reallocating money that is in the capitol plan for future envelope repairs and possible future renovations in the amount of $18,225.00.

**Motion was made by Timothy Csere to approve the reallocation of funds for future envelope repairs in the amount of $18,225 for the underground wiring project. Motion seconded by Tom O’Brien. 6-Yes; 0-No.**

1. Kevin Reich requested from the board on behalf of the Board of Education to expend $15,000.00 to wire the server room at the high school to the existing generator due to the loss of power during the past 2 storms.

Server Room wiring project: An amount of $15,000 was previously approved in the capital budget to purchase a new generator for the High School.

**Tom O’Brien moved to approve the transfer of $15,000.00 for the generator wiring project. The motion was seconded by Timothy Csere. 6-Yes; 0-No.**

**7. Status Reports (Financial)**

a. 2012-2013 Revenues. Jeff Jylkka provided an overview of the 2012-2013 revenues.

b. 2012-2013 Expenditures. Jeff Jylkka provided an overview of the 2012-2013 expenditures.

**8. Financial Transactions-**

a. Appropriation and bonding authorization for the Fire Department – The town manager stated that the Council did not deny the fire truck. According to the purchasing ordinance, there needs to be a bidding process to order used or demo trucks, which was not done. Bidding is not required for used equipment if it is considered a good value and approved by the town manager. The demo truck requested was higher than other towns so the Town Manager did not considered a good value; therefore the purchasing ordinance must be followed. Timothy Csere suggested identifying an amount of $718,200.00 for the truck and equipment with a notation not to exceed that amount. Mike Rich submitted the 5 proposals that he received for the fire truck and stated that there would be a 3-5% increase with all the proposals in 2013. Matthew Walton didn’t agree with setting a dollar amount and that they should define the needs of the town and fire department and get bids and prices and make a final decision from that point. Mary Ann Dostaler voiced her concerns about other debts and whether or not it would be prudent to set an amount Ted Turner and Mary Ann Dostaler agreed to respect the towns’ purchasing ordinance and bid process. The town manager stated that he is dedicated to finding a new truck for the town and will do so within the towns’ guidelines.

**9. Old/Continued Business**

1. Debt & Capital Policy- Jeff Jylkka submitted a non mark-up policy to members with the changes highlighted. The changes were discussed. Mary Ann Dostaler suggested that the changes be forwarded to Council for approval. **A motion was made by Mary Ann Dostaler to accept the draft debt policy as amended and that it be forwarded to council for approval. Motion seconded by Timothy Csere. Motion carried: 6-0**
2. Fines/Penalties – The town manager mentioned assessing work that the town that would be appropriate to collect fines or penalties so that the town can recoup some of the costs.
3. 2013-2014 Budget – Jeff Jylkka submitted a calendar for 2013-2014. Mary Ann Dostaler commented about the confusion that happens when the budget meetings preceeds the workshops.

**10. New Business**

1. Approval of the 2013 Board of Finance meeting dates – **Timothy Csere motioned to accept the 2013 Board of Finance meeting dates as written. Motion carried: 6-0**

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**11. Liaison’s Reports**

a) Town Council – Ted Turner attended the last meeting and commented on Chatham Health charging $30/pc for the 50,000 septic tanks in 5 towns. FOG was discussed as well.

b) Board of Education- Mary Ann Dostaler attended the Dec 10th meeting. There is a new science elective being introduced next fall.

c) WPCA – Dave Monighetti reported that the gas station on 16 & 66 is on hold. There are still parking issues for Bevin & Bell and the Christmas parade was discussed.

d) Economic Development Commission-

e) Lake/Conservation –

f) Fire Commissioners – Matthew Walton did not attend last week

g) Brownfields/Redevelopment – Mary Ann Dostaler commented on the dedication ceremony that was held in November.

h) Parks & Rec. Advisory Board – Timothy Csere commended the board for their work on the road race.

**12. Public Remarks.** None

**13. Town Manager’s Report –** For the past 2 months they have been working on animal control ordinance and are currently working on correcting the draft. The town manager is in the process of reviewing the purchasing ordinance for recommended changes to update it.

**14. Adjournment**

*A motion was made by Timothy Csere , seconded by Tom O’Brien, to adjourn the meeting at 9:22 p.m. Motion approved 6-0-0.*

Respectfully submitted,

Christine Castonguay

Recording Secretary