Town of East Hampton

Board of Finance

Regular Meeting

Monday, Aug. 19, 2013

Town Hall Meeting Room

**Approved Minutes**

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

**Absent:** David Monighetti

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

**1-2. Chairman Walton called the meeting to order at 7:29 p.m. followed by the Pledge of Allegiance.**

 Patience Anderson made a motion to move agenda items # 10c and #10d up to items #6a and #6b under “Special Presentations”, seconded by Timothy Csere. **Vote: 6-Yes; 1-Absent**

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

a) July 15, 2013 – Regular meeting

 Timothy Csere motioned to approve the July 15 minutes as written, seconded by Patience Anderson. **Motion: 4-Yes; 1-Absent; 2- Abstain**

**4. Public Remarks:** None

**5. Correspondence:** Mary Ann Dostaler inquired about the status of the letter that was received from the Superintendent of Schools which was discussed at last months’ BOF meeting. Jeff Jylkka referred her to Item# 9d on this evenings agenda where it will be discussed.

**6. Special presentations:**

 a) High School Athletic Field Lights – Ruth Checko from Parks and Recreation stated that she was present to begin the consideration for additional allocation to fund the lighting at the East Hampton High School main soccer field. Ruth stated that the current estimate of $200,000 is based on an estimate from Musco for $195,000 for lighting from the box to the pole and an additional $5000 for an onsite electrical engineer who would serve as a contract inspector during the construction. Ruth explained that the estimate is lower than others due to elimination of the auxillary lights and based on the fact that there is sufficient ampage and voltage that currently exists and that the conduit is in the ground therefore; it would be a matter of running the wires through the existing conduit, setting the concrete and putting up the lights. She went on to explain that by allocating the money, they would be able to go out to bid for late fall as opposed to going through Capital which would coincide with the High School Building Project. A brief discussion followed about making a motion to appropriate the money even though it is not an action item on the agenda.

 **Tom O’Brien made a motion to create agenda item #6c: Request additional appropriation for the high school soccer field lights, seconded by Timothy Csere. Vote: 6-Yes; 1-Absent**

Patience Anderson made a motion to add “public comments” to the agenda after 6b, seconded by Mary Ann Dostaler. **Vote: 6-Yes; 1-Absent**

 b) Approval of Tax Collector Suspense – Nancy Hasselman provided a brief overview of the Tax

 Collector’s Suspense List that was presented to the board members.

 Mary Ann Dostaler made a motion to approve the Tax Collector’s Suspense List, seconded by

 Patience Anderson. **Vote: 6-Yes; 1-Absent**

 c) Public Remarks – A member of the public spoke in favor of the High School athletic lights and

 other members of the public showed their support by standing.

 Patience Anderson made a motion that the Board of Finance recommends that the Town of East Hampton appropriate $200,000 from Unassigned General Fund balance to be transferred to the Capital Reserve Fund and that the appropriation shall be spent on the costs associated with the purchase and installation of athletic field lights at the East Hampton high school. The motion was seconded by Tom O’Brien. **Vote: 6-Yes; 1-Absent**

**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.

 c) 2012-2013 Fund Balance – Jeff Jylkka provided an overview of the 2012-2013 Fund Balance.

**8. Financial Transactions:**

 **a) Request for transfer of funds – Civil Preparedness –** Rich Klotzbier (Fire Marshall) spoke of the deficiencies in the Towns Emergency Preparedness such as the lack of back up at the emergency operations center and the generator project at the high school which is used as a shelter during emergencies. He stated that an ambulance was donated and will be used as a mobile unit but will need funding to equip the vehicle with communication devices for back up during emergencies. A brief discussion followed among the board members about communication systems.

Patience Anderson made a motion that the Board of Finance recommends the Emergency Preparedness project be authorized and funds be transferred, seconded by Timothy Csere.

 **Vote: 6-Yes; 1-Absent**

**9. Continued Business:**

a) High School Renovation project update – Jeff Jylkka stated that there will be an RFP for

 Commissioning Agent and that updates will be added to the agenda when received.

 b) Capital Policy – Jeff Jylkka submitted a draft to the Town Manager for review and

 comments. A brief discussion followed among the board members wherein they agreed to

 having a special workshop to focus solely on the Capital policy.

 c) Fines / Penalties – Jeff commented that it is in a data collecting process now. A database is

 being created and they will be benchmarking with other towns.

 d) Administrators’ Collective Bargaining – Chairman Walton stated that the negotiations will

 begin around the first week of September and that he was unable to attend the first meeting. Chairman Walton went on to say that he responded to the letter from the Superintendent in regards to the attendance of a member of the board of finance at the upcoming meetings.

 Timothy Csere stated that he was unable to attend the first meeting of the Administrators’

 Collective Bargaining. Mary Ann Dostaler requested that all correspondence on behalf of the

 Board of Finance be forwarded to all members of the Board of Finance.

**10. New Business:**

a) Bond rating upgrade - Jeff Jylkka reported that the Bond rating has been upgraded to AA+

b) Fiscal Year 2012 CAFR Award – A copy of the news release and Award Certificate from GFOA

 was submitted to the members of the board.

**11. Liasion’s Report:**

a) Town Council – Ted Turner was in attendance and stated that they discussed the Village

 Center water project. Patience Anderson stated that the EDC did a presentation about the

 deferral tax abatement and that the Town Council acted upon the Sports Complex Traditional

 Innovations. Mary Ann Dostaler mentioned that the EDC is expected to have a draft of the

 ordinance and will forward it to the Board of Finance.

 b) Board of Education – Timothy Csere reported that there wasn’t a regular meeting. Mary

 Ann Dostaler stated that there was a special meeting to hire an Assistant Superintendant.

 c) WPCA – Ted Turner stated that he did not attend the meeting but stated that he

 is aware that WPCA is having a public hearing for the water rates.

 d) Economic Development Commission – David Monighetti was not present to report.

 e) Lake/Conservation – Patience Anderson attended the meeting last month and reported that

 they are up to date on lake issues and commended the board for their ability to work as a

 team to address issues and make progress.

 f) Fire Commissioners – Commissioner Walton was unable to attend.

 g) Brownfields/Redevelopment- Mary Ann Dostaler submitted a letter that was sent to the EPA

 requesting a grant extension. Brownfields/Redevelopment is requesting to reallocate

 $70,000 to a project which includes doing an area wide ground water assessment of the

 Village Center which will provide data on any contamination issues. The letter will be filed

 with the minutes.

 h) Park & Rec. Advisory Board – Timothy Csere did not attend the meeting but stated that he

 attended the Friends Lake Boat parade at Sears Park and commented on the immense public

 attendance at the event.

**12. Public Remarks:** None.

**13. Town Manager’s Report:** Michael Maniscalco stated that they brought on a new Public Works Director. There is a meeting scheduled this week regarding police cars and that they are still working on negotiations.

**14. Adjournment:** Timothy Csere motioned to adjourn at 9 p.m., seconded by Patience Anderson. **Vote: 6-Yes; 1-Absent** Meeting adjourned.

Respectfully submitted,

Christine Castonguay

Recording Secretary