Town of East Hampton

Board of Finance

Regular Meeting

Monday, September 16, 2013

Town Hall Meeting Room

**Approved Minutes**

**Present**: Timothy Csere, Mary Ann Dostaler, Tom O’Brien, David Monighetti, Patience Anderson and Ted Turner (Mr. Turner arrived during the discussion of item# 8b).

**Absent:** Matthew Walton

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

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

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

a) Aug. 19, 2013 – Regular meeting

Chairman Walton requested the following change via email: #9-D: Change September 1st to around the first week of September. Mary Ann Dostaler suggested adding “the elimination of auxillary lighting” to item# 6a (Special Presentations) in the 3rd sentence. The sentence should read: ”Ruth explained that the estimate is lower than others due to the elimination of auxillary lighting 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”.

Vice-Chairman Csere motioned to approve the minutes with the suggested changes, seconded by Tom O’Brien. **Vote: 4-Yes; 0-No; 2-Absent (Ted Turner and Chairman Walton); 1-Abstain (David Monighetti). Motion passed.**

**4. Public Remarks:** None

**5. Correspondence:** None

**6. Special presentations:** None

**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) End of fiscal year transfers (FY 2013) – Jeff Jylkka provided the members of the board with an itemized explanation of the transfers for FY 2013. A brief discussion followed. Mary Ann Dostaler motioned to accept the end of fiscal year transfers for FY 2013 as presented, seconded by Patience Anderson. **Vote: Yes-6; No-0; Absent-1 Motion passed.**

b) Board of Education special education excess cost additional appropriation (FY 2013) - Jeff Jylkka provided the members of the board with an itemized explanation of the Board of Education special education excess costs for FY 2013. A brief discussion followed. Tom O’Brien motioned to approve the Board of Education special education excess cost additional appropriation (FY 2013) by reading aloud the proposed resolution: “ Resolved, that the Board of Finance recommends to the Town Council, the above additional appropriation from state grant revenue in the amount of $475,055”, seconded by Patience Anderson. **Vote: Yes-6; No-0; Absent-1 Motion passed.**

**9. Continued Business:**

a) High School Renovation project update – Jeff Jylkka stated that they are putting out an RFP for a Commissioning agent and that SLAM’s contract is in the process of being modified.

b) Capital Policy – Jeff Jylkka provided the members with a draft of the Capital Policy which was reviewed and discussed. The board members agreed to have a special workshop specific to the Capital Policy. Jeff Jylkka stated that when the Capital Policy is complete it will be sent to the Board of Education for feedback.

c) Fines / Penalties – Jeff Jylkka stated that they are in the process of doing a study of local of fines and penalties and trying to find a resolution that addresses it through ordinances and state statutes.

d) Administrators’ Collective Bargaining – Mary Ann Dostaler stated that the bargaining was approved.

**10. New Business:** Vice-Chairman Csere passed out an article regarding the embezzling of money from Shelton city funds by the city’s former assistant finance director. Mr. Jylkka stated that internal controls are in place to prevent this happening in East Hampton. The article will be filed with the minutes.

**11. Liasion’s Report:**

a) Town Council – Ted Turner provided highlights of the meeting: they hired an organization to check the staffing levels (TIJ Consulting) in the amount of $17000.00, they passed the business incentive ordinance, they voted on a grant for Brewer and Christopher roads, they discussed the agricultural workshop and passed the contribution plans. Mr. Turner stated that the following topics were discussed as well: 13 Summit St, the funding of the ambulance conversion to an emergency mobile unit, updates on the athletic lighting were discussed and the 3rd meeting of the police SOB is coming up on Sept 25th.

b) Board of Education – Mary Ann Dostaler attended the last meeting and provided highlights: she stated that there was an executive session before the meeting where they discussed the approval of the administrators’ contract in the amount of $94,541.00. Ms. Dostaler provided a brief summary of the cost impact statement. The new certified staff and nurses were introduced at the BOE meeting, the Friends of Education Award was given and the highlights of the BOE retreat were discussed.

c) WPCA – Ted Turner attended the meeting and reported that the WPCA had a public hearing which was not attended by the public. Testing was done in the Village center and the results were good. WPCA discussed the new Hope Church and that in order to provide sewer hook-up for the church, they will need money.

d) Economic Development Commission – David Monighetti was unable to attend but Mary Ann Dostaler stated that at the Town Council meeting, there was a discussion about tax abatement.

e) Lake/Conservation – Patience Anderson did not attend the last meeting.

f) Fire Commissioners – Chairman Walton was not present this evening to report.

g) Brownfields/Redevelopment –Mary Ann Dostaler stated that there was no report.

h)Park & Rec. Advisory Board – Timothy Csere stated that he was unable to attend the meeting last month.

**12. Public Remarks:** None.

**13. Town Manager’s Report:** The Town Manager was not present to report.

**14. Adjournment:** Patience Anderson made a motion to adjourn at 8:36 p.m., seconded by Ted Turner. **Motion: 6-Yes; 1-Absent.**

Respectfully submitted,

Christine Castonguay

Recording Secretary