Town of East Hampton

Board of Finance

Regular Meeting

Monday, December 16, 2013

Town Hall Meeting Room

**Approved Minutes**

**Present**: Mary Ann Dostaler, Ted Turner, David Monighetti, Lori Wilcox, Dean Markham, Don Coolican and Alan Hurst.

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

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

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

a) November 18, 2013 – Regular Meeting – Mary Ann Dostaler motioned to accept the minutes

as written, seconded by David Monighetti. **Vote: Yes-7; No-0 Motion passed.**

b) November 19, 2013 – Special Meeting and December 3, 2013 Regular meeting – Alan Hurst

motioned to accept both meetings as written, seconded by David Monighetti. **Vote: Yes -7;**

**No-0 Motion passed.**

**4. Public Remarks:** None

**5. Financial Transactions –** None

**6. Correspondence –** Mr. Jylkka provided the members with information about an upcoming program being sponsored by the Town’s attorney, information from OPM and CCM as well as a letter from Dave Levasseur from OPM which was discussed among the members of the board.

**7. Special Presentations -** None

**8. Status Reports (Financial) –** Jeff Jylkka provided an overview of the financial status reports.

**9. Continued Business:**

a) High School Renovation project update – Jeff Jylkka handed out a quarterly report from CREC which was reviewed and discussed.

b) Capital Policy – Jeff Jylkka provided the members with a draft of the Capital Policy.

The following changes were suggested:

**Page One:**

Item #1 under “Definitions”, Vice-Chairman Markham suggested changing the word infrastructure to Capital Assets. Item #3 under “Definitions”, Alan Hurst suggested changing the amount to $5000.00 possibly adding a line for the exception of police cars.

**Page Two:**

Under “Criteria”, ( the paragraph that begins with “This CIP provides..”) Vice-Chairman Markham suggested revising the language in the paragraph to make the expectations clear.

Under “Capital Improvement Committee”, the first paragraph under the heading “Membership”, Vice-Chairman Markham suggested that composition of the Capital Improvement Committee was too limited.

Under “Roles & Responsibilities”, Alan Hurst inquired about the December 1st date and possibly changing the timing format. Vice-Chairman Markham suggested moving the date back 60 days to allow proper evaluation of the plan. Jeff Jylkka stated that he would discuss it with the Town Manager for his ideas and comments.

**Page Four:**

Under #5 “Project Justification”, Vice-Chairman Markham suggested a more descriptive language for the bullet that reads, “Does the project create any revenue?” Vice-Chairman Markham suggested adding the following bullets: Are grant of funding opportunities? Does the project requires additional staffing for grant writing or operational increases?

**Page Five:**

Under “Estimated Costs”, Vice-Chairman Markham suggested moving the 2nd paragraph to the 3rd paragraph on the previous page. Jeff Jylkka suggested adding the phrase, “If the cost exceeds the $250,00 estimated cost, see the next page.”

The last paragraph on the page, Vice-Chairman Markham suggested making a reference to the general statutes.

**Page Six:**

Under “Funding New and Emergency CIP Projects”, Vice-Chairman Markham inquired about the word “citizens” in the 2nd sentence. A brief discussion followed.

Jeff Jylkka stated that the suggested changes will be incorporated into the draft and will be reviewed by other boards and department heads for recommendations. The revised draft will be reviewed at the next Board of Finance meeting. Mary Ann Dostaler suggested voting on the approval of the changes highlighted in red on the draft that was reviewed tonight. Alan Hurst made a motion to approve the changes on the draft that are highlighted in red, seconded by Mary Ann Dostaler. **Vote: Yes-7, No-0 Motion approved.**

c) Fines and Penalties – Mr. Jylkka stated that they are in the process of collecting the data and comparing it with other towns to determine if changes need to be made to the current fines and penalties. Mr. Jylkka stated that a summary of the data may be available by March.

**10. New Business:**

a) FY 2014-2015 Budget – Jeff Jylkka provided the members with a budget calendar. The members discussed the dates and agreed to change the March 7th meeting to March 14th.

b) Public Safety Special Revenue Fund – The Town Council gave a written description of what the audit entails to the members of the board for their deliberation. Police special services were discussed. Jeff Jylkka discussed starting a policy for the Special Revenue Funds after the audit is complete and stated that a draft will be available for review at the regular meeting in January. Mary Ann Dostaler suggested a chart indicating the dollar amounts in each fund.

c) Liaison Appointments by Chairman - Chairman Turner suggested the following appointments: Town Council Liaison will be Ted Turner and Dean Markham as back up.

Board of Education- Mary Ann Dostaler with Don Coolican as back up.

WPCA – Ted Turner

Capital – Ted Turner with Mary Ann Dostaler as back up.

EDC- Dave Monighetti with Dean Markham as back up.

Lake / Conservation – Lori Wilcox and Dave Monighetti as back up.

Fire Commissioners – Alan Hurst and Lori Wilcox as back up.

Brownfields – Mary Ann Dostaler and Dave Monighetti as back up.

Park & Rec – Alan Hurst and Don Coolican as back up.

Mary Ann Dostaler volunteered to be appointed with permission of the chair, as liaison for the Chatham Health District.

**11. Liasion’s Report:**

a) Town Council – Mary Ann Dostaler attended the meeting and provided the following: the TC discussed ideas for STEEP grant and applications submitted. The project for 13 Watrous St was also discussed.

b) Board of Education – no report

c) WPCA – Chairman Turner attended the meeting and reported the following: there is an ongoing cost due to the water problem on the east side of the lake. No solar power at WPCA or Memorial School. They are working on the pumper at Barton Hill.

d) Economic Development Commission – No report

e) Lake/Conservation – No report

f) Fire Commissioners – No report

g) Brownfields/Redevelopment – No report

h) Park & Rec. Advisory Board – Alan Hurst stated that the meeting was cancelled.

**12. Public Remarks:** Patience Anderson suggested that the BOF members share BOF information with the other boards when attending the meetings as Liaisons.

**13. Town Manager’s Report:** Jeff Jylkka stated they had an EPA compliance review, a financial desk review and they did a financial disaster recovery test.

**14. Adjournment:** Don Coolican motioned to adjourn at 8:54 p.m., seconded by LoriWilcox. **Vote: 7-Yes; 0-No Meeting adjourned.**

Respectfully submitted,

Christine Castonguay

Recording Secretary