BOARD OF FINANCE

Special Meeting

Thursday, January 23, 2014

East Hampton Town Hall

**Approved Minutes**

**Present**: Mary Ann Dostaler, Ted Turner, Don Coolican, Alan Hurst, Dean Markham, David Monighetti and Lori Wilcox (Lori arrived at 7:20 p.m. during the executive session)

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

**1-2. Chairman Turner called the meeting to order at 7:16 p.m. followed by the Pledge of Allegiance.**

**3. Planned executive session to discuss union contract negotiating strategy –** Alan Hurst made a motion to enter into executive session at 7:17 p.m., seconded by Don Coolican. **Vote: Yes-6; No-0; Absent-1 (Lori Wilcox arrived at 7:20).** Executive session ended at 7:36 p.m.

**4. Approval of Minutes of Meeting(s)-**

a) December 16, 2013 – Regular meeting - Mary Ann Dostaler requested changing the last sentence under item #10. The sentence should read, “Mary Ann Dostaler volunteered to be appointed as liaison for the Chatham Health District.”

 Alan Hurst motioned to approve the December 16 minutes with the suggested change, seconded by David Monighetti. **Vote: Yes-7; No-0 Motion passed.**

**5. Public Remarks –** None

**6. Financial Transactions –** Jeff Jylkka provided a brief overview of the financial transactions.

**7. Correspondence –** A letter from Cohn/Reznick was submitted to the members of the board. The letter provided a brief summary of their audit findings.

**8. Special Presentations –** None

**9. Status Reports (Financial) –** Jeff Jylkka provided a brief overview of the financial status reports.

**10. Continued Business**

a) High School Renovation project update – The quarterly report from the building committee was submitted to the members. Chairman Turner stated that he attended the High School Renovation meeting where they discussed a decrease in enrollment and that the architect will be submitting a revised plan. Mary Ann Dostaler attended the Building Committee meeting and reported the same.

 b) Capital Policy – The members were provided with a draft that incorporated the suggested changes from the board members. Jeff Jylkka stated that the other departments reviewed the draft and provided no further feedback. Mary Ann Dostaler made a motion to accept the changes in the document and to recommend it to the Town Council with the revised schedule, seconded by Don Coolican. **Vote: 7-Yes; 0-No Motion passed.**

 c) Fines/Penalties – Jeff Jylkka stated that they are currently working on benchmarking and comparing our fines and penalties with other towns.

 d) Liaison clarification – Chairman Turner rescinded his appointments to WPCA and Chatham Health District. Chairman Turner stated that the boards are their own entity with their own budgets therefore no liaison is needed.

 e) FY 2014-2015 Budget – Jeff Jylkka stated that the Board of Education Budget Workshop on March 7th needs to be rescheduled and suggested that it be rescheduled to March 24th before the budget deliberation. Jeff will contact the superintendent to confirm the date. Mary Ann Dostaler inquired about the Citizens Guide and whether it will be re-issued. Chairman Turner stated that the topic will be added to the next agenda and made a request for volunteers to work on the project.

 f) Special Revenue Funds – Chairman Turner stated that the Town Council is seeking recommendations from the Board of Finance. The members reviewed the Special Revenue Funds and shared ideas as to how the special funds should be treated. Chairman Turner stated that he would like to cap and not restrict the funds so that the funds are not lost. Mary Ann Dostaler suggested that a recommendation be made into a policy and asked Jeff Jylkka to write up the recommendation based on the opinions provided and to add it to the next agenda.

**11. New Business –**

a) Additional MIRMA Assessment- The members were provided with a written description of the MIRMA Assessment and were advised that it was presented to the Town Council who made a recommendation to the Town Manager on how to vote on it.

 b) Purchasing ordinance – Jeff Jylkka stated that the purchasing ordinance will be rewritten and the goal for completion is March.

 c) 2012-2013 Audit- The members were given a copy of the audit to review. Jeff Jylkka provided a brief overview of the audit and stated that the auditors (Cohn/Reznick) will be doing a presentation next week.

 d) 5 Niles Street transfer of property – Mr. Maniscalco stated that the attorney of the owner of 5 Niles Street requested that the owner would like to convey 247 square feet of his property that has been maintained by the town. A motion was made by Alan Hurst to convey the 247 square feet, seconded by Don Coolican. **Vote: 7-Yes; 0-No Motion approved.**

**12. Liaison’s Reports-**

a) Town Council – No report

 b) Board of Education- Mary Ann Dostaler attended the last meeting and reported that the Superintendent presented the budget calendar as well as the revised agenda item list which she handed out to the members. The new board is doing a review of policies and are working on reducing the number of sub-committees.

 c) WPCA- No report

 d) Economic Development Commission- No report

 e) Lake/Conservation- Lori Wilcox attended the meeting and reported that the annual clean up day will be in April and that there will be a round table discussion on Feb. 6th regarding the Lake dam.

 f) Fire Commissioners- No report.

 g) Brownfields/Redevelopment- Mary Ann Dostaler reminded the board of the discussion at last month’s meeting about the STEEP grant and the consideration of Watrous St for that grant.

 h) Parc & Rec Advisory Board – Alan Hurst attended the meeting and reported that they are working on the budget to try to increase the minimum wage for the part time summer help. Ruth has been working on the 2014 objectives. They are working on another change to the format of Sears Park and will be constructing a playscape in the amount of $167,000 at Seamster Park.

**13. Public Remarks-** Mary Ann Dostaler stated that she and Lori Wilcox attended an auditing seminar in Glastonbury and provided a brief description of the event.

**14. Town Manager’s Report-** Mr. Maniscalco stated that they are working on organizational evaluations and are waiting for the fire departments final report. The final comment he made was about the fence that will be added to the rain garden in Sears Park.

**15. Adjournment-** Dean Markham motioned to adjourn at 9:15 p.m., seconded by David Monighetti.  **Vote: 7-Yes; 0-No Meeting adjourned.**

Respectfully submitted,

Christine Castonguay

Recording Secretary