Town of East Hampton

Board of Finance

Regular Meeting

Monday, March 17, 2014

High School Library/Media Center

**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) February 18, 2014 Regular meeting- Mary Ann Dostaler requested a detailed description for item# 9a. She suggested that the motion should include the amount of request that is being appropriated as well as the discussion about the tanker being wrapped in bond. Alan Hurst made a motion to defer the approval of the February 18th minutes for the next meeting with the amended version. **Vote: Unanimous in favor.**

b) March 5, 2014 Special meeting– David Monighetti made a motion to accept the March 5th meeting minutes as written, seconded by Lori Wilcox. **Vote: 6-Yes; 1-Abstain (Alan Hurst). Motion passed.**

**4. Public Remarks:** Sue Greeno spoke on behalf of the Commission on Aging and requested an additional PT employee for the Senior Center. Two members of the public supported her request. Another member of the public asked the board to approve all day kindergarten.

**5. Special Presentations –** None

**6. Correspondence –** None

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

**8. Financial Transactions–** None.

**9. New Business:**

a) Board of Finance meeting start times – Alan Hurst made a motion to amend the BOF meeting schedule to a meeting start time of 6:30 p.m. as opposed to 7 p.m. during the non-summer months, Lori Wilcox seconded the motion. **Vote: 7-Yes; 0-No Motion passed.**

b) Auditor appointment for FY 2013-2014 – Jeff Jylkka asked the BOF to re-appoint Cohn & Resnik auditors for another year. Mary Ann Dostaler inquired as to whether a RFP would be required under the existing Purchasing Order. David Monighetti asked if the rate would be the same if the contract was extended. Chairman Turner asked the members to discuss whether it should go out to bid or extend the current contract for another year. Mr. Jylkka suggested tabling this discussion /decision until the April meeting when he can put together a list of auditors used by surrounding towns and prices for the members to review. The members agreed to table this discussion until the April meeting.

**10. Continued Business:**

a) FY 2014-2015 Budget (Review deliberations and gather input from public and other boards)

Mary Ann Dostaler requested beginning the discussion with the Capital Budget and referred to the request made for a PT employee at the Senior Center. Mr. Maniscalco stated the the original request was for 2 PT employees at 19 hours a week for each. He stated that he proposed .2 based on the fact that protocols and procedures were put in place at the Senior Center therefore reducing the need for 2 PT employees as requested. Alan Hurst inquired about the value of a $72000 a year Benefits person when the benefits are mandated by contracts and whether it would be a cost savings to have the benefits administered by the Finance Dept. Mr. Maniscalco provided a detailed explanation of the need of a Benefits person especially with the new health care regulations and policies. Mr. Maniscalco discussed the possibility of 2 new employee positions: Facilities Foreman and a Police Captain. He stated that 2 Sergeant positions would be eliminated and replaced with 2 Patrol Officers. The members discussed the 1.55 mill rate increase and some voiced concern for the possible lack of support by the town people. Various positions and salaries were discussed and compared to last years’ budget.

Mr. Jylkka informed the board of the remaining payments on 2 previous bonds that have call provisions and interest and discussed the interest rates. The topic will be added to the April regular meeting agenda.

b) Citizens Guide to the Budget – Mary Ann Dostaler submitted a draft of the Guide to the members. Don Coolican, David Monighetti and Alan Hurst requesting adding their home telephone numbers to the Guide as opposed to their cell numbers. Alan Hurst made a motion to adopt the Citizens Guide and gave recognition to the work Mary Ann Dostaler did in drafting the Guide and to Mr. Jylkka for his assistance. The motion was seconded by David Monighetti. **Vote: 7-Yes; 0-No Motion passed.**

c) Capital Policy/Capital Improvement Plan –

**Capital Policy**-Chairman Turner stated that the Capital Policy needs a specific definition of a sinking fund and an outline of what items would apply for the sinking fund. Mr. Jylkka provided a definition which prompted a discussion among the members. Chairman Turner asked the Superintendent to draft a summary of her thoughts on the sinking fund definition and to present it at the BOF meeting on March 24. The topic of the sinking fund will be discussed at the regular BOF meeting in April.

**Capital Improvement Plan**- Mary Ann Dostaler stated that she was unable to reconcile the fuel tank removal for $20,000 and the Center School VAT VCT tile replacement for $19,000 which was explained by Mr. Jylkka and Mr. Maniscalco. She suggested numbered items and forms within the Plan for a smoother reconciliation process. She provided the following feedback: to double side papers, omit blank pages, and have a check off box in the narratives indicating that it reconciles with departments, indicates the Town Managers approval and shows the Town Council recommendations. Alan Hurst asked for clarification as to why the Town Council moved items out of the Town Managers’ budget which was discussed among the members. Mary Ann Dostaler inquired as to why there is no narrative for the $6 million Police Dept.

d) Purchasing ordinance- Vice Chairman Markham suggested the following changes: On page 1 under the 1st bullet, the word “purchased” should be “purchases” and under the definition of Professional Engineering, eliminate the word “means” and add a line referring to licensed in CT. Alan Hurst referred to page 2 at the end of the first red comment: omit the words “joint facilities” and replace with “the town”. He also suggested that the gender specific comments be changed to gender neutral.

e) High School Renovation project update- There was no new quarterly report. The Superintendent was present and stated that the design phase is complete and the design and square footage is approved. Mr.Jylkka stated that he will update the debt amount on the finance link on the home page.

f) Special Revenue Fund Policy- Mr. Jylkka will draft a policy to be reviewed at the regular BOF meeting in April.

g) Fines/Penalties- none

**11. Liaison’s Report:**

**Chairman Turner suggested deferring the liaison reports due to time restraints. Members of the board unanimously agreed.**

a) Town Council –

b) Board of Education –

c) WPCA –

d) Economic Development Commission –

e) Lake/Conservation –

f) Fire Commissioners –

g) Brownfields/Redevelopment –

h) Park & Rec. Advisory Board –

**12. Public Remarks:** The members of the board were thanked for attending the Center School tour.

**13. Town Manager’s Report:** A building on Day Point Rd has collapsed and a $20,000 expenditure will be required. A head wall cracked on Long Crossing. Exploring grant opportunities.

**14. Adjournment:** Don Coolican made a motion to adjourn at 9:37 p.m., seconded by Lori Wilcox. **Vote: Unanimous in favor.**

Respectfully submitted,

Christine Castonguay

Recording Secretary