TOWN OF EAST HAMPTON

**EAST HAMPTON, CT 06424**

# BOARD OF FINANCE

Regular Meeting

Monday, June 16, 2014

Town Hall Meeting Room

**Approved Minutes**

**Present**: Ted Turner, Dean Markham, Don Coolican, Alan Hurst, David Monighetti, Lori Wilcox (Lori arrived at 7:29 during discussion of item 3b)

**Not Present:** Mary Ann Dostaler

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

**1-2. Chairman Turner called the meeting to order at 7:26 p.m. followed by the Pledge of**

 **Allegiance.**

**3.** **Approval of Minutes:**

 **a) Regular meeting 5-19-2014:**

 **Vote: 5-0-0. Motion passed.**

**b) Special meeting 6-5-2014:**

After correction of last 3 bullets of budget details ($107,000 corrected to $107,700 in 2 bullets and proposed mill rate corrected to 27.22 a 2.22% increase). **Vote: 4-0-2 (Lori Wilcox and Dave Monighetti). Motion passed.**

**4.** **Public Remarks:** None

**5.** **Special Presentations:** None

**6. Correspondence:**

Mr. Jylkka shared a news release outlining the Certificate of Achievement for Excellence in Financial Reporting that was awarded to the Town of East Hampton, Finance Department by the Government Finance Officers Association (GFOA) for its comprehensive annual financial report (CAFR). Per the request of the Board, a copy of the news release will be sent to the Rivereast for publishing.

**7. Status Reports (Financial):**

Mr. Jylkka provided an overview of the General Fund Revenues, Expenditures and Balance Projection to date.

**8.** **Financial Transactions:** None

**9. New Business:**

 **a) Long-term capital improvement plan:**

Mr. Jylkka provided an overview of the information to be discussed at the 6/17/14 Capital Committee meeting on the 10-year Capital improvement plan (CIP). Chairman Turner encouraged any Board members that could attend to attend. Chairman Turner and Mr. Jylkka also discussed proposing that the Capital Committee meet more often. Proposal will be to have meetings monthly or at a minimum once a quarter.

1. **Continued Business**:
2. **FY 2014-2015 Budget 3rd Referendum:**

Copies of the Town Council’s approved budget for the June 26th, 2014 (3rd Referendum) vote were distributed. A BOF Special Meeting was scheduled for 8:15 on June 26th (if budget passes) to set the permanent mill rate for the 2014-2015 fiscal year. Chairman Turner and Board members Coolican, Markham and Monighetti acknowledged that they are able to attend special meeting. Ms. Wilcox stated she will be acting as Registrar at this Referendum and, therefore, may not be able to attend. Mr. Jylkka explained that 2 files (one with the 26.63 mill rate and one with the 27.14 mill rate) are ready to be processed to ensure July 1st processing.

1. **High School Renovation project update:**

Mr. Jylkka informed the Board that approximately $855,000 has been spent to date. Construction is currently scheduled to begin in the October/November timeframe.

1. **Special Revenue Fund Policy:**

Mr. Markham shared a draft of the Special Revenue Fund Policy for discussion. After changing two Fund names as listed on the Draft version (“Education Grant” to Education and “Miscellaneous Grants” to “Civic & Human Services”) and replacing …”his recommendation…” to “his/her recommendation…” in the first paragraph of the Policy, **Mr. Hurst made a motion to approve and pass the Policy on to the Town Council. The motion was seconded by Ms. Wilcox and the vote was Unanimous in Favor. Motion Passed.**

1. **Fines/Penalties:**

Mr. Jylkka provided the results of a fees survey (comparing East Hampton to surrounding municipalities) conducted to gather data on general fund fines and their relation to the departments’ operating costs in order to make recommendations for possible adjustments. The focus of the survey was on three areas: Public Works Transfer Station, Building, Planning and Zoning and Fire Marshal. **This was an informational discussion for the Board.**

1. **Liaison's Reports:**
2. **Town Council:**

Chairman Turner stated the 6/10 meeting was 2 ½ hours and consisted of 2 hours of public comment and a ½ hour of discussion to set the budget for the 3rd Referendum.

1. **Board of Education:**

 No Report

1. **Economic Development Commission:**

Mr. Monighetti provided an update from the May 20th meeting. Discussion included updating the Century 21 sign, changing zoning on Main St. for businesses and ensuring routes have both route and street name signs. The next meeting is scheduled for 6/17. Mr. Jylkka asked that Mr. Markham remind the commission that they do still have available funds in their budget.

1. **Lake / Conservation:**

No Report

1. **Fire Commissioners:**

Mr. Hurst provided an update on the June 9th meeting where a firehouse software upgrade and ACG report was discussed. Mr. Hurst and Mr. Jylkka also discussed a few issues on the table around volunteer firefighters receiving 1099s vs. W2s and check processing on behalf of the commission.

1. **Brownfields/Redevelopment:**

 No Report

1. **Park & Rec. Advisory Board:**

Mr. Hurst informed the Board that Ruth Checko, P&R Director has given her notice. Mr. Jylkka stated an opening for her replacement will be posted in the near future.

1. **Board Roundtable:**
2. Requests were made by Mr. Hurst and Mr. Coolican to add two additional items to the standing Liaison’s Reports Agenda Item:

**a1) Town Facilities Evaluation Committee:** Mr. Hurst provided a resolution document outlining the duties of the committee and informed the Board that the committee will meet every 2 weeks until their report back to the Town Council on September 30th.

**a2) Water Task Force:** Mr. Coolican informed the Board that a chair has been named and meetings will occur monthly.

1. A request was made by Mr. Hurst to add “Policy for Public Remarks” to next month’s regular meeting. He suggested that we review the BOE policy as a starting point.
2. **Town Manager's Report:**

 No Report

1. **Adjournment:**

Mr. Coolican made a motion to adjourn at 8:47 p.m., seconded by Mr. Markham. **Vote was unanimous in favor.**

Respectfully submitted,

Renee Bafumi

Recording Secretary