TOWN OF EAST HAMPTON

**EAST HAMPTON, CT 06424**

# BOARD OF FINANCE

Regular Meeting

Monday, July 21, 2014

Town Hall Meeting Room

**Approved Minutes**

**Present**: Ted Turner, Dean Markham, Alan Hurst, Lori Wilcox, Mary Ann Dostaler (Mary Ann arrived at 7:33 during discussion of item 6)

**Not Present:** Don Coolican, David Monighetti

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

**1-2. Chairman Turner called the meeting to order at 7:30 p.m. followed by the Pledge of**

 **Allegiance.**

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

**a) Regular meeting 6-16-2014:** Recording Secretary verified corrections requested in regard to time notations and liaison assignments.

**b) Special meeting 6-26-2014:** Recording Secretary verified correction requested to change by-laws to Town Charter.

**c) Special meeting 7-7-2014:** Recording Secretary verified corrections requested to change Town Council to Town Meeting, to note the motion to move into the executive session and the request to add more detail to the decision section under item 4.

**Mr. Hurst made a motion to approve all minutes that was seconded by Mr. Turner.**

**Vote: 4-0. Motion passed.**

**4.** **Public Remarks:**

None

**5.** **Special Presentations:**

 None

**6. Correspondence:**

Mr. Jylkka confirmed that all Board Members received documentation provided to support the discussions of agenda items 9a, 9b, 9c, and 10a.

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

Mr. Jylkka provided an overview of the available year-end financials for the 2013/14 fiscal year and stated more information will be available in August.

**8.** **Financial Transactions:**

Nothing to Report

**9. New Business:**

 **a) Approval of Tax Collector Suspense List**

Nancy Hasselman, Collector of Revenue, provided the Board with the Suspense List outlining Motor Vehicle, MV Supplemental and Personal Property for years 2005-2012 and verified that a law firm (Rossi) has been engaged to assist with those bills over a certain threshold (threshold not confirmed but thought to be $25). Mr. Markham questioned if DMV can assist with locating some of the individuals with MV related taxes outstanding. Ms. Hasselman stated that DMV has assisted with some but those listed on Suspense List are still outstanding.

**Mr. Hurst made a motion to approve the Tax Collector Suspense List dated July 18th, 2014. The motion was seconded by Ms. Dostaler. Vote: 5-0. Motion Passed.**

**b) FY 2014-2015 Public Works Rolling Stock/Equipment Funding Options.**

Mr. Jylkka informed the Board of an impending request by the Public Works Dept. for $650,000 to purchase new equipment. He stated that there are typically 3 ways to finance an item like this [1) issuance of debt, 2) rolling stocks & bonds, or 3) bank financing] and then covered the pros and cons of each given the Road Project hitting FY 14/15 and P&I hitting 15/16. A handout was provided to aid the discussion. He also informed the Board that he has had many discussions with the Town of Colchester on how that handled a similar situation in their town and mentioned a fourth option (leasing) in this situation.

**Board Q&A and Comment:**

**Mr. Markham:** Is it possible to get a copy of Colchester’s documentation? If it worked well for them, we could probably leverage the bulk of their document saving us time and money. Also, why are we using (i.e. paying) attorneys in the negotiation process? Aren’t these negotiations something that could be handled by the Town Manager and you, Jeff (Director of Finance)?

**Mr. Jylkka:** Yes, I can talk to Colchester about obtaining a copy of their documentation. We use attorneys because it is not our area of expertise and we are comfortable that they have more experience and will do a better job.

**Ms. Dostaler:** Are there any other options for leasing on the table? If we were not in the market, we would not have the added cost of attorney fees.

**Mr. Jylkka:** I can take a look.

**Chairman Turner:** When will they be looking to buy this equipment?

 **Mr. Jylkka:** In the next month or two. The delivery can take anywhere from 30-90 days and they need to be ready by November for winter.More than likely a special meeting will need to be scheduled for this presentation. I will provide more information on interest and lease rates. Our goal is to find the lowest interest rate at the lowest cost.

 **Chairman Turner:** Ok. We look forward to the presentation.

**c) Public Remarks Policy**

Mr. Hurst, who had requested this item be added to the agenda, provided a copy of the BOE public participation policy and suggested adoption by the BOF. He specifically highlighted the following:

* identification of oneself along with address
* a 3 minute limit for each comment
* the board not responding to comments policy provided each meeting on the back of agenda (accessible to all)

 **Board Q&A and Comment:**

 **Ms. Wilcox:** Has it proven to be helpful?

**Mr. Hurst:** I believe so. The time limit per remark allows for more remarks to be heard and the not responding protects the Board from providing incorrect information and from making “heat of the moment” comments.

**Mr. Markham:** This policy seems to mirror the legislature. While that works for them, I believe there are times when some comment is required.

**Ms. Dostaler:** I agree. Shouldn’t the policy be Chair driven?

**Chairman Turner:** The legislature has discretion to adjust as they see fit in each situation correct?

**Mr. Markham**: Yes, they do.

**Ms. Dostaler:** If you have a set policy, there needs to be a penalty for not following the policy and I do not know that there is a penalty.

**Chairman Turner:** I follow the Freedom of Information Act and believe the Chair should have discretion. I have experienced the lack of public participation at meetings even during budget time. People don’t come because they do not get answers. If the people that can answer the question are in attendance, then an answer should be provided and if the information an electorate is providing is of value, they should not be cut off at 3 minutes. I appreciate the discussion believe all opinions should be respected. I was elected as Chair of the BOF for the next 15 months and I believe the FOI provides enough guidance on this topic.

**d) August 18th, 2014 Regular Meeting**

Mr. Jylkka will not be able to attend the 8/18 meeting. Given the expected topics will require his input, does it make sense to have meeting? Mr. Jylkka will be unavailable beginning 8/13. It was agreed that he and Chairman Turner will speak on 8/12 to decide if meeting will be cancelled or will occur as scheduled without Mr. Jylkka. The Board will be notified via e-mail.

**10. Continued Business:**

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

The Board received the quarterly report for period ending June 30th, 2014. Mr. Jylkka informed the Board that construction is scheduled to start in November. Addressing questions from various Board members, Mr. Jylkka stated that construction is on schedule, they appear to be shying away from the geothermal option at this time and they more that likely will begin construction in November as interior sight preparation.

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

Chairman Turner stated that he attended the last meeting where a mower purchase was passed, water system discussions were had and 15-20 people from Fern Lane attended to comment on the road condition. Fern Lane is a private road so the issue was referred to the Town Manager. Ms. Dostaler also mentioned discussions had around potential modifications to the fund balance policy and that general fund and fund balance are an agenda item for the September meeting (no meeting scheduled for August.)

1. **Board of Education:** Ms. Dostaler did not attend the meeting but did read that the contract was ratified with Dattco.
2. **Economic Development Commission:**

Mr. Monighetti was not available to provide an update but, Tim Csere, who is also a member of the EDC, was in attendance and asked to provide an update. Mr. Csere stated that Mr. Monighetti is a regular attendee of EDC meetings and the commission appreciates his participation. He informed the Board that a Specialty Meat store is looking to open at 38 West High St. and should provide 10-15 jobs, but has some P&Z issues that are being worked out. Letters have also been sent out to survey 72 properties from 1 Main St. to the Center around adding retail zoning. Ms. Dostaler commented that she read an article in the Hartford Current over the previous weekend about where the happiest people in CT live and East Hampton was #1. She stated she would share a link to the article.

1. **Lake / Conservation:**

No Report

1. **Fire Commissioners:**

Mr. Hurst informed the Board that the new Tanker would be formally unveiled at a ceremony in August.

1. **Brownfields/Redevelopment:**

Ms. Dostaler was not able to attend the last meeting but knows that topics included the STEAP Grant and moving forward with the 13 Watrous clean-up, and the contract being finalized for the water evaluation of the Village Center.

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

Mr. Hurst informed the Board that meetings did not take place in June or July. Mr. Jylkka informed the Board that recruiting for the new P&R Director will soon be closing and many applications (± 50) have been received.

1. **Town Facilities Evaluation Committee:**

Mr. Hurst informed the Board that the committee is actively touring facilities (Center School, Memorial School, Public Works, Fire Stations, etc.) to accumulate data and to provide recommendations by the end of September. One recommendation that he already knows will be put forth has to do with the need for sheltered space for PW, Fire and Police equipment/vehicles. The next meeting is scheduled for July 31st.

1. **Water Task Force:**

 No Report

1. **Public Remarks:**

Tim Csere, 47 Jacobson Farm Rd, is also a member of the Water Task Force and informed the Board that the WTF is still organizing and there is nothing new to report at this time. Mr. Csere also commented on the public remark policy stating that many people leave the BOE meetings frustrated that the Board provides no answers or comments.

Patience Anderson, 17 Anderson Way, echoed Mr. Csere’s comment on the public remark policy. She stated that many people walk away defensive if they do not receive a response. She also stated that the way the BOF handles public remarks today works well.

1. **Town Manager's Report:**

 No Report

Mr.Markham made a motion to adjourn at 8:32 p.m., seconded by Mr. Hurst. **Vote was unanimous in favor.**

Respectfully submitted,

Renee Bafumi

Recording Secretary