**Approved Minutes**

**Present**: Ted Turner, Dean Markham, Mary Ann Dostaler, David Monighetti, Marc Lambert and Alan Hurst (Mr. Hurst arrived at 6:37 during item 5)

**Not Present:** Lori Wilcox

**Other attendee(s):** Jeffery M. Jylkka: Director of Finance and Don Coolican: resigning BOF Board Member

**1-2. Chairman Turner called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance.**

**3. Approval of Minutes:**

1. **Regular meeting 11-17-2014**

Mr. Markham made a motion to approve the minutes that was seconded by Ms. Dostaler.

**Vote: 4-0-1(Marc Lambert). Motion passed.**

**4. Public Remarks:**

Chairman Turner welcomed Marc Lambert, newly appointed BOF Board Member, to the Board. See Chairman Remarks item (a) below for additional public remarks from outgoing BOF Board Member, Don Coolican.

**5. Chairman Remarks:**

1. **Board of Finance resignation (Don Coolican)**

The Board spent some time reminiscing and thanking Mr. Coolican for his service on this and other Board(s) in town and all other community service(s) he provided to the Town of East Hampton.

Mr. Coolican provided kudos to the election of Mr. Lambert to the BOF vacancy and then shared some observations / lessons learned from his 8 terms and 23 budgets he participated in getting passed. He acknowledged the importance of creating a budget that will pass the first time and shared his opinion that Capital often was under funded and that BOE always comes with what they “want” rather than what they “need”. He wished the Board luck in future budgets and reminded them that he will be voting in the Spring.

**6. Special Presentations:**

 None

**7. Correspondence:**

1. **The CT River Coastal Conservation District**

Chairman Turner shared with the Board that the annual appeal for continued support in FY 2016 was received.

1. **Connecticut Conference of Municipalities (CCM) Workshop**

Mr. Jylkka informed the Board that the CCM Workshop has been scheduled for Saturday, January 10, 2015 and provided information for interested Board Members to register.

1. **Budget Policy Statement**

Mr. Jylkka distributed the Budget Policy Statement that was approved by the Town Council on December 9, 2014.

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

Mr. Jylkka provided an overview of the YTD 2014-2015 Revenues and Expenditures. He stated that at the January meeting he will be able to provide a more in depth overview but did highlight the following:

Revenues

* Property taxes (through November) are at 54.1% collected which is strong compared to the past 4 years.
* Back tax collections are up 6% from last year and interest on back taxes is up 10% from same period last year.
* Although property taxes are doing well, a shortfall is anticipated (town clerk and conveyance fees) of approximately $60,000. Will revise as new umbers come in.
* Licenses, permits and fees and Building fees are tracking on par with last year (which was up significantly from 2012).

Expenditures

* 45% spent through the year as of today (excludes requisitions and encumbrances) with no issues or concerns at this time.
	+ Legal is trending better than expected.
	+ Expecting money left over in Police administration budget (due to a vacancy) that will be used to cover the anticipated “Town Annex” deficit (due to Police station improvements completed.
	+ Grant money being used first for Road Materials which is why that seems low.
	+ While the Children’s Librarian vacancy has been filled, it was not until November that it was filled so there will be some savings reflected there.
	+ While Registrars/Elections is at 52.1%, there are no planned elections until the next referendum so there is no concern, at this time, that it will continue to trend over budget.

**9.** **Financial Transactions:**

 None

**10. New Business:**

1. **Approval of 2015 Regular Meeting Calendar**

Mr. Jylkka reviewed the calendar with the Board. Mr. Hurst made a motion to approve the provided calendar as written (after a change of the December Meeting date from December 21,

2015 to December 14, 2015). The motion was seconded by Mr. Lambert. **Vote was unanimous in favor.**

1. **Approval of FY 2015-2016 Budget Calendar**

Mr. Jylkka reviewed the newly revised version of the Calendar with the Board. Ms. Dostaler requested dates be added in relation to the “Citizen’s Guide to the Budget”. Upon agreement from the rest of the Board, Ms. Dostaler suggested dates be added in order to have the “Guide” ready for the March 16th meeting. Mr. Jylkka and Ms. Dostaler agreed to begin drafting the Guide prior to the January BOF Regular Meeting with the rest of the Board providing feedback and suggestions for the BOF letter and/or other content. Ms. Dostaler suggested including information on the Capital Improvement Policy and Plan.

Mr. Hurst also emphasized the importance of highlighting (in every public meeting and press release) the venue change (from EHHS to EHMS) for the May 5th Town Vote.

Mr. Monighetti made a motion to approve the provided calendar as written (after addition of Citizen’s Guide related dates). The motion was seconded by Mr. Hurst.

**Vote was unanimous in favor.** **Motion Passed.**

1. **Results of Note Sale**

Mr. Jylkka provided and reviewed a 1-page document that was prepared by Phoenix Advisors and outlined the sale of $16,415,000 in General Obligation Bond Anticipation Notes on December 19, 2014 with a 1-year maturity.

**11. Continued Business:**

1. **High School Renovation project update**

Mr. Jylkka provided and reviewed a Project-to-Date Budget Report for the High School Renovation. He stated that just over $2.4 million has been spent to date but, that we have also received state grants equaling $925,000.

1. **CNG proposed expansion**

Mr. Jylkka informed the Board that Mr. Maniscalco and the Town Attorney have been in correspondence with CNG in relation to the signing of a Non-Binding Letter of Intent and over

concerns with the Service Agreement, specifically around the time period allowed for hook-up and a requirement that the town pay for removal of rock if (ledge) hit during pipe installation. He also mentioned that the current quote from Siemens has increased considerably due to increased difficulties discovered in relation to Center School. He also mentioned that although the estimated return on investment based on fuel savings was estimated at 4.6 years, the Town has applied for a $500,000 STEAP grant that could shorten the return timeframe to almost 2.5 years if granted. Mr. Markham commented that this would be an ideal situation for Town Surplus. Ms. Dostaler expressed concern of granting of the STEAP given timing of project.

1. **2015-2016 Budget**

Mr. Jylkka informed the Board that Department Heads are in the process of keying in their information and that he is templating-out the narratives that they will fill-in. Mr. Maniscalco has internally scheduled staff capital meeting(s) that will be followed with a Capital Meeting. BOE is also working on their Budget.

**12. Liaison's Reports:**

A discussion was had on back-filling Mr. Coolican’s Liaison commitments. It was decided that Mr. Lambert will assume his position backing-up Ms. Dostaler on BOE and Mr. Coolican’s appointment to the Water Trask Force will need to be reassigned by the Town Council. Chairman Turner will review all other commitments and reach out to Board Members to cover accordingly.

1. **Town Council:**

Chairman Turner shared that the Town Council:

* Awarded a $29, 460 contract (EPA grant money) for a ground water assessment study of Village Center (Town owned property only).
* Discussed the content and wording of questions of the Economic Development Study Survey which could be very useful if the right questions are asked and worded correctly and results are “heard” and influence Economic Development projects.
* Discussed Meeting Decorum prohibiting comment, applause, or other reaction at meetings.

 Ms. Dostaler added the following:

* A Grant for $1.1 million was awarded for improvements of senior facilities.
* January 6th is the date for Town Forum on Facilities Planning.
1. **Board of Education:**

Ms. Dostaler informed the Board that while she attended the BOE Meeting, there was nothing of a financial nature discussed.

1. **Economic Development Commission:**

No Report

1. **Lake / Conservation:**

Ms. Wilcox informed the Board via email that budget numbers are being pulled together. Ms. Dostaler referenced the Budget Policy Statement (item 5) and questioned how the Town Council’s increased budget support for the lake will manifest itself in how the budget comes forward. Mr. Jylkka mentioned the possibility of a Special Taxing District. Ms. Dostaler also suggested the creation of a separate line item for the Lake rather than the current situation where it is spread across (buried within) multiple line items (Park & Rec, etc.). Mr. Jylkka stated he would pass the suggestion by Mr. Maniscalco.

1. **Fire Commissioners:**

Mr. Hurst informed the Board that while only 18% of their budget has been spent to date, they are preserving money because they have $18,000 worth of repairs that are needed across the 3 fire houses (electric deficiencies and fire alarm upgrades). They will, however, come back to the BOF if they are not able to cover all repairs with current budget. He also mentioned that a new Ladder Truck was a recommendation that came out of the JLN report. Current quotes for a new truck are running in the 800,000 - $1,000,000 range and they have been told they can get $23,500 for their current Ladder Truck. While timing has yet to be decided upon for the new Truck, it was stated that there is a 300 day window from the time of the purchase agreement to delivery.

1. **Brownfields/Redevelopment:**

The Ground Water Assessment Study Grant for the Village Center (Town owned property only) was already mentioned under the Town Council Liaison report. The Study will be conducted throughout the winter as the type of probe used is not impacted by weather. She informed the

Board that this is the first time that we will have data of this sort for such a large area. She lastly mentioned that even after the $29,460 is spent, there will still be approximately $52,000 left in the EPA grant in order to take action based on data collected.

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

The interim P&R Director did not have access to the budget but has sense gained access.

1. **Water Development Task Force:**

 No Report

1. **Town Facilities Evaluation Committee:**

Mr. Hurst requested that this line item be removed from future BOF agendas as the Committee has completed and their required work and has disbanded.

1. **Public Remarks:**

None

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

 No Report

**Action Items**

* Ms. Dostaler and Mr. Jylkka have a draft version of the Citizen’s Guide to the Budget for review at January BOF Regular meeting.
* Mr. Jylkka to provide all members of the Board with a copy of last years “Guide” for reference.
* BOF Board Members to providefeedback and suggestions for the BOF letter and/or other content.
* Ms. Dostaler to connect with BOE in order for them to provide input to “Guide” content.
* Chairman Turner to ensure no BOF Liaison requirements are vacant with Mr. Coolican’s resignation from the BOF.
1. **Adjournment:**

Mr. Hurst made a motion to adjourn at 7:49 p.m., seconded by Mr. Markham. **Vote was unanimous in favor. Motion Passed.**

Respectfully submitted,

Renee Bafumi

Recording Secretary