**Approved Minutes**

**Present**: Ted Turner, Dean Markham, David Monighetti, Marc Lambert, Alan Hurst, Lori Wilcox and Mary Ann Dostaler (Ms. Dostaler arrived at 7:00 during discussion of item 7)

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

**1-2. Chairman Turner called the meeting to order at 6:31 p.m. followed by the Pledge of Allegiance.**

**3. Approval of Minutes:**

1. **Regular meeting 12-15-2014**
2. **Special Meeting 1-5-2015**

Mr. Hurst made a motion to approve the minutes of both the December Regular Meeting and the January Special Meeting with one correction - the spelling of Mr. Lambert’s name, Marc not Mark. The motion was seconded by Mr. Monighetti.

**Vote: 6-0. Motion passed.**

**4. Public Remarks:**

None

**5. Special Presentations:**

Mr. Jylkka informed the Board that while he had wanted the Auditor to come and present, he was unable to attend tonight. It was suggested that a Special Meeting be scheduled for the Audit Presentation as Mr. Jylkka will not be able to attend the February Regular BOF Meeting. Many Board members expressed conflicts with Special Meeting dates suggested. Mr. Jylkka will coordinate with the Auditor and work through Chairman Turner to get a Special Meeting on the calendar.

Mr. Jylkka acknowledged that although the documented findings letter from the Auditor is to the attention of the Board of Finance, it is a public document and will be filed and available as such.

**6. Correspondence:**

1. **Town of East Hampton Annual Report**

Mr. Jylkka distributed copies of the Annual Report to all Board members and informed them that financial information included was prior to the Audit so may differ somewhat from current documentation.

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

Mr. Jylkka provided an overview of the YTD 2014-2015 Revenues and Expenditures.

In regard to Revenues he focused on taxes highlighting that back tax collections are at 67% of Budget with interest at 48%. He then reviewed in detail the Top 10 delinquent tax payers which make up 21% of the total outstanding amount. Finally he stated that they are considering sending delinquent motor vehicle taxes to the law firm to pursue sooner than years passed since motor vehicle delinquencies are often due to the individual moving out of East Hampton and “forgetting” about their tax obligations. In response to Mr. Markham’s question, he stated that the statute of limitations on collections is 15 years.

In regard to Expenditures, Mr. Jylkka highlighted that legal fees are trending better than expected and reviewed other line items including Police and Building Planning and Zoning OT being up for various reasons (vacancies, injuries, etc.), and Public Works OT being down due to weather. He also highlighted a rate lock on gas at $1.83 plus taxes ($1.99) through December 2017.

Ms. Dostaler expressed an interest in the Town creating a Grant Award Policy and/or looking into what other Town’s might have. Mr. Jylkka will look into what other Town’s/Cities have.

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

None

**9. New Business:**

1. **Special Revenue fund Transfer for Police Services and Park and Rec:**

Mr. Jylkka informed the Board that the Town Council approved language that instructs the Board to, on a quarterly basis; consider moving funds in excess of 3.5% of Budget from the Police Special Services Budget and the Parks and Rec Budget to the Capital Reserve Fund. The Board acknowledged that their initial recommendation was to do this transfer annually rather than quarterly, prior to a motion.

After discussion around exactly what special revenues are, a motion was made by Mr. Hurst and seconded by Ms. Dostaler to defer recommendation of a transfer of funds from the Parks and Recreation Program Budget until further information is obtained around whether or not there are any deferred expenses that when incurred will be in excess of the retained balance of $13,608. **Vote was unanimous in favor. Motion Passed.**

A motion was also made by Mr. Markham to recommend transfer of $83,626 from the Police Special Services Budget to the Capital Reserve Fund and that the total amount transferred be designated for Public Safety. The motion was seconded by Mr. Lambert.

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

**10. Continued Business:**

1. **High School Renovation project update**

Mr. Jylkka provided a report that reflected $2.4Million spent-to-date and confirmed that it did not change since the last time he presented. He did, however, inform the Board that invoices, totally $1.5Million, were submitted for payment today (not yet reflected on the report).

1. **CNG proposed expansion**

Mr. Jylkka informed the Board that the Town Council authorized the Town Manager to sign 9 out of 10 of the agreements with CNG. The remaining one was in regard to Company 2 Firehouse (Cobalt). Also, CNG will be providing new numbers in regard to the Middle School because the original numbers were provided without consideration of complete usage

information. Next steps include hearing back on whether or not the STEAP Grant will be awarded and the bid and RFP processes.

1. **2015-2016 Budget**

Mr. Jylkka informed the Board that Department Heads have submitted their budgets and meetings have been scheduled with Mr. Maniscalco to review. It was also reiterated that the

Public information Meeting (where Town Manager and the BOE present their Budgets) is scheduled for March 16th.

1. **Citizens Guide**

Ms. Dostaler shared the initial draft of content for the Citizens Guide to the 2015-2016 Budget. She went on to inform the Board that changes from last year include, combining the BOE Budget Guide with the Town Budget Guide to have one cohesive Guide for Citizens and to include additional information around Town Facilities data. Board members provided feedback on provided content, asked questions and provided some suggestions of additional information to include. Chairman Turner thanked Ms. Dostaler for all her hard work year after year pulling this information together and making it available to citizens. Ms. Dostaler asked that any additional feedback be provided to her by Saturday (1/24). She will continue to incorporate and begin formatting a suggested layout for the final version of the Guide.

**11. Liaison's Reports:**

1. **Town Council:**

Ms. Dostaler, not reiterating the TC information already shared under item 10b above, informed the Board that concerns were raised around the bids for boiler costs and more specifically the boiler for Center School given the lack of a decision around the future of that building.

1. **Board of Education:**

No Report – Meeting was cancelled

1. **Economic Development Commission:**

No Report – Meeting was cancelled

1. **Lake / Conservation:**

Ms. Wilcox informed the Board that the Commission is working on submission of budget.

1. **Fire Commissioners:**

Mr. Hurst informed the Board that 2 technology related presentations were made to the Commission (a screening application and a real-time volunteer response tool) but they are still discussing options.

1. **Brownfields/Redevelopment:**

Ms. Dostaler informed the Board that the Committee has submitted a letter to the Town Council with “thoughts” on the facilities plan including, but not limited to, the vital importance of maintaining Center School as a productively-used facility, as well as, reconsideration of 11 Skinner St. for the Police and Emergency Center.

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

Mr. Hurst informed the Board that nothing of a financial nature was discussed.

1. **Water Development Task Force:**

The Task Force decided that they are at a point where Town Council would need to approve a direction to pursue but the Council is not in a position to do so at this time. Therefore the Task Force agreed to cancel the February and March Regular Meetings to allow the Council time to prioritize the Town’s needs and come up with a plan. *(Update provided from WDTF minutes)*

1. **Public Remarks:**

None

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

No Report

**Action Items**

* Mr. Jylkka and Chairman Turner to work to schedule a Special Meeting for review of the Audit results.
* Board members to provide feedback to Ms. Dostaler on the Citizen’s Guide to the Budget by Saturday (1/24)
* Mr. Jylkka to look into what other towns have on file for a Grant Award Policy

1. **Adjournment:**

Ms. Wilcox made a motion to adjourn at 8:17 p.m., seconded by Mr. Hurst. **Vote was unanimous in favor. Motion Passed.**

Respectfully submitted,

Renee Bafumi

Recording Secretary