**Approved Minutes**

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

**Not Present:** Lori Wilcox

**Other attendee(s):** Jeffery M. Jylkka: Director of Finance and Michael Maniscalco: EH Town Manager (Mr. Maniscalco arrived at 7:28 during discussion of item 6)

**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 1-20-2015**

Mr. Monighetti made a motion to approve the minutes of the January Regular Meeting. The motion was seconded by Mr. Markham.

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

**4. Public Remarks:**

 None

**5. Special Presentations:** **2014 Audit**

Mr. Jylkka introduced Joseph Centofanti of CohnReznick who was in attendance to formally present an overview of and answer any question on the Annual Audit for The Year Ended June 30, 2014. Mr. Centofanti provided a PowerPoint presentation in order to guide the discussion and review of the previously distributed audit findings. Along with the review of financial statements and reports and explanation of GASB Calculations and Disclosures, Mr. Centofanti shared recommendations and future considerations to keep in mind. At the end of the presentation, Mr. Markham raised a question around process of the audit and the BOF’s involvement. It was suggested, and agreed upon, that the BOF could be considered an Audit Committee that becomes involved in the planning of the audit rather than just a recipient of the results. Mr. Centofanti also provided his contact information if any additional questions or comments arose.

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

Mr. Jylkka distributed copies of a DAS (Department of Administrative Services) Letter that was generated to Superintendent Dugas in November stating that the Review of the Renovation status that we requested has not yet been completed and therefore, we are required to report on ineligible construction costs in a different way until renovation status has been approved. He also stated that this was not a rejection letter as some on the building committee had thought but simply a status and procedure letter. Mr. Jylkka then stated that subsequent to this letter it was discovered that there were some things missed by CREC which have created issues on the project resulting in the termination of the contract with CREC. Ms. Dostaler also shared that at the last Building Committee meeting that this issue of a drawn out status review is not unique to East Hampton in that there are 30 other projects around the state having similar issues. Upon joining the meeting, Mr. Maniscalco did confirm that the formal termination letter was sent to CREC the week of 2/16/15.

**7. CNG proposed expansion (Lease):**

Mr. Jylkka informed the Board that, since the last meeting, he found out that notification of whether or not the STEAP Grant will be awarded will not come until April or May which means the budget will already be through the BOF approval process and most likely also through the Town Council approval process. Given that, he distributed multiple loan scenarios at both the $700,000 (grant awarded) and $1,200,000 (grant not awarded) amounts and proposed that for budget purposes they include a 5-year loan at the $1,200,000 amount which will allow for 4 options (a 5-year loan at $1.2, or a 3, 4 or 5-year at $700) depending on the Grant decision. The Board had no objections to Mr. Jylkka’s proposal.

Mr. Maniscalco also confirmed that the contract for municipal/commercial natural gas conversion has been signed and construction will begin as soon as weather permits. He also stated that he had just come from a meeting CNG was holding at the High School for EH residents living along the pipeline. Unfortunately, only 20 residents attended but that was attributed to the weather.

**8.** **Citizens Guide to the Budget:**

As the most recent version of the Citizens Guide to the 2015-2016 Budget was distributed, Chairman Turner recognized Ms. Dostaler for her hard work and dedication to produce such a robust and informative document. Mr. Monighetti also recognized the successful attempt to get

the Citizen’s invested in “their budget” more so this year than years in the past. In order to have the final guide available for distribution at the March 17th meeting, Ms. Dostaler requested that any final input be provided to her by March 5th.

1. **Public Remarks:**

In lieu of a “Town Manager’s Report” item on the Agenda, Mr. Maniscalco requested that he use this Public Remarks agenda item to provide some information. The Board granted Mr. Maniscalco’s request.

Mr. Maniscalco provided the following updates:

* **CNG:** He repeated that a meeting was taking place at the High School for residents living along the CNG pipeline. He stated that CNG representatives will continue to reach out to residents to answer any questions and assess interest.
* **Town Budget:** He verified receipt by all Board members of the current “rough” version of the departmental compiled budget which he will review at the Town Council Meeting on February 24th.
* **State Business:** He informed the Board that he will be at Meetings in Hartford on February 25th to discuss the STEAP Grant.
* **Regional Business:** He informed the Board that discussions are beginning around regionalization efforts with Representatives from Portland and Marlborough.

**Action Items**

* Audit planning to be added to the BOF agenda prior to the audit in September.
* Board members to provide any final feedback to Ms. Dostaler on the Citizen’s Guide to the Budget by March 5th.
1. **Adjournment:**

Ms. Markham made a motion to adjourn at 7:47 p.m., seconded by Mr. Hurst. **Vote was unanimous in favor. Motion Passed.**

Respectfully submitted,

Renee Bafumi

Recording Secretary