**Approved Minutes**

**Present**: Ted Turner, Dean Markham, David Monighetti, Marc Lambert, Alan Hurst, Mary Ann Dostaler and Lori Wilcox (Ms. Wilcox arrived at 6:29 during discussion of item 5)

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

**1-2. Chairman Turner called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.**

**3. Approval of Minutes:**

1. **Special Meeting 2-23-2015**

Mr. Hurst made a motion to approve the minutes of the February Special Meeting as presented. The motion was seconded by Mr. Markham. **Vote: 6-0. Motion passed.**

**4. Public Remarks:**

 None

**5. Special Presentations:**

1. **2016 Budget Presentation (Town Manager)**

Mr. Maniscalco, East Hampton Town Manager, proposed his 2015-2016 Manager’s Budget (of $42,289,329) to the Board. A 17-page document was used to support the discussion and to outline the necessary detail. Highlights included:

* The major changes in this year’s budget were represented as an additional $261,332 in Transfers and Capital and a reduction of $300,000 in Town Operations.
* The total Budget increase (4.97% over the current year’s budget) being proposed was broken up into 4 major categories: Education (47.8% of increase), Transfers to other funds (42.8%), Town Operations (14.2%) and Debt (-4.8%).
* The proposed percentage change for Town Operations of 2.91% is less than the annual growth rate for the last 10 years of 3.13%.
* The returns on investment provided by a $42,808 investment in Police Services were outlined.
* The benefits a full-time IT position will provide were explained.
* The forecasted savings from changing boilers from oil to natural gas for Town facilities ($250,000 annually) and the decreased, locked in pricing for fuel ($1.99 for gas and $2.23 for diesel).
* The estimate adjustments for Revenues were explained.
* A proposed Mill Rate Change of 1.77 which equates to a 2015-2016 Mill Rate of 28.91.

Mr. Maniscalco closed his presentation reminding the audience that this is just the beginning of a much longer process in which he looks forward to working with everyone over the next week (during the scheduled budget workshops and BOF meetings) to make the best plan for the community.

Chairman Turner addressed the audience to ensure they were aware of the schedule and locations of budget workshops and encouraged attendance.

**2016 Budget Presentation (Board of Education)**

Ken Barber, Chris Goff and Bill Marshall, representing the Board of Education, proposed the 2015-2016 Budget (of $29,222,785) to the Board. A 26-page document was used to support the discussion and to outline the necessary detail. Highlights included:

* The historical unknown of Health Insurance costs is not a factor this year (Health Insurance rate locked in at 5.3%).
* The only new initiative(s) being requested is reinstatement of a Summer School (elementary and high school pilots) and additional technology investments (restructuring staff).
* The proposed budget is a 3.39% increase from the FY 2015 Operating Budget.
* The number of students enrolled (1,824) and professional (164), support (120) and supplementary staff (50+) were outlined.
* The current Returns on Investment the EH education system provides were explained.
* Recent and planned cost savings efforts (including facility efficiencies) were explained.
* Budget breakdown categories and percentage of each were outlined.
* Magnet impacts to enrollment and State Mandates were explained.

After fielding a few questions from the Board (Ms. Wilcox, Mr. Markham and Mr. Hurst), the presenters thanked the Board for their time and confirmed any additional information needed for the BOE budget workshop on 3/20.

**6. Correspondence:**

1. **Citizens’ Guide to the Budget**

Chairman Turner thanked Ms. Dostaler and Mr. Jylkka for all their work in assembling the Guide and confirmed that The Citizens’ Guide to the Budget is now available on the Town website, at Town Hall and other Town facilities (Library, Sr. Center, etc.). The Guide was also available for the audience to leave with from the meeting.

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

Mr. Jylkka shared a graph outlining the Public Works overtime for this fiscal year. He stated that with an overtime budget of $100, 869, we are already $42,000 over budget. While it is anticipated that overtime will level off like usual in April, May and June, he wanted the Board to be aware of this overage. With 20,000 in contingency he is looking for other available funds to cover the anticipated $45,000 to $47,000 final overage.

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

Following a recommendation from the Capital Committee, 2 items were presented to the Board for action:

1. **Capital reserve fund transfer for the CHS Water System project**

Mr. Markham made a motion that the Board of Finance recommend to the Town Council to transfer $13,233.03 to the Chatham Historical Society Water & Sewer project from the following capital projects:

1. Fiber Optic project 50961000-5730-93151: $6,600\*
2. Radio Equipment Upgrade project 50220222-5741-23500 $6,633.03\*

The motion was seconded by Mr. Hurst. **Vote: 7-0. Motion carried.**

*\*Prior to the motion, Ms. Dostaler verified with Mr. Jylkka that both projects are complete and closed with no potential of requiring any additional funding after transfer.*

1. **Capital reserve fund transfer for a police vehicle**

Due to an anticipated price increase in 2016, it is being requested that a new Police vehicle be purchased out of this year’s budget rather than next year. Chief Cox, who was in the audience, also explained that they are unable to transfer any equipment/accessories from an existing vehicle given the new model is different than the old. That is the reason $36,365 is being requested instead of the state bid of $23,070 for the vehicle alone. Mr. Jylkka confirmed that, after this transfer, there will be approximately $42,000 remaining in the Police Special Services account.

Mr. Markham made a motion that the Board of Finance recommend to the Town Council the approval of a new capital project request in the amount of $36,365 for the purchase of a new police vehicle and that the project be funded from funds transferred to the Capital Reserve Fund from the Police Special Services account. The motion was seconded by Mr. Monighetti. **Vote: 7-0. Motion carried.**

**9. New Business:**

 **None**

**10. Continued Business:**

1. **High School Renovation project update**

While no financial updates, nor new information on the PM opening, were available, Ms. Dostaler expressed that she is impressed with the obvious progress occurring at the construction site and encouraged others to visit/drive-by to see for themselves. Superintendent Dugas, who was in the audience, also informed the Board that meetings are scheduled with PTOs for letter writing efforts in support of the project. She also informed the Board that there are 6 other districts in similar situations and therefore involved in the Education Omnibus Bill (Omni Bill). Finally, a press release will be going out that no summer activities will be occurring in the building or on the property.

Per Mr. Markham’s request, Superintendent Dugas confirmed that she would provide information about the other 6 districts involved in the Omni Bill at the BOE budget workshop on March 20, 2015.

1. **CNG proposed expansion**

Mr. Maniscalco informed the Board that RFPs for the boilers are in process and CNG has held one meeting to date for residential Q&A and will be scheduling a Q&A meeting for potential (smaller) commercial customers.

Mr. Jylkka also informed the Board that we did not make the first wave of STEAP Grants but there are 2 to 3 more waves.

1. **2015-2016 Budget**

Covered under agenda item 5. See above.

1. **2015-2016 Citizens Guide to the Budget**

Covered under agenda item 6. See above.

**11. Liaison's Reports:**

1. **Town Council:**

Chairwoman Moore, who was in the audience, informed the Board that the Center School Sub-committee has been working on a plan with the BOE and discussions will continue at the next Town Council Meeting (3/24/15). She also informed the Board that there is a resolution on the table in regard to the Police Department Building that will be voted on at the next meeting. Finally, she stated that out of the 5 priorities supplied from the Evaluation Committee the Council has established that the 3 priorities that will be focused on initially are 1) Police Department, 2) Town Hall and 3) Center School.

Ms. Dostaler also shared that the Town Manager’s contract was extended for 2 years.

1. **Board of Education:**

Mr. Lambert attended the March 9, 2015 meeting. He stated that he was pleased to see student liaisons involvement. He also confirmed that the same updates that were discussed during discussion of agenda item 10a above.

1. **Economic Development Commission:**

No Report – Meetings have conflicted with BOE Meeting

1. **Lake / Conservation:**

Ms. Wilcox was unable to attend the last meeting but was informed that there was no financial discussion at the last meeting.

1. **Fire Commissioners:**

Mr. Hurst informed the Board that the Commission purchased a 1 year subscription to “I am Responding”, a real-time volunteer response tool. They also entered into an agreement with “The Background Source” for background checks and have purchased some new equipment. All activities have been within budget.

1. **Brownfields/Redevelopment:**

Ms. Dostaler informed the Board that the ground water exploration study in the Village Center is moving forward and confirmed with Mr. Jylkka that she will begin a discussion for a fuel island project in the Village Center that grant dollars should be able to cover.

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

No Report

1. **Water Development Task Force:**

No Report – No Meeting

Chairwoman Moore did confirm for Chairman Turner that a BOF liaison will be assigned to the task force once meetings resume.

1. **Public Remarks:**

None

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

Mr. Maniscalco informed the Board that he was recently appointed by the Speaker of the House to a Municipal Opportunities and Regional Efficiencies (MORE) Commission and is participating in the Municipal Efficiencies Sub-committee where he was able to raise the idea of municipal drinking water and regional efforts to private public partnerships.

He also informed the Board that, earlier in the day, a judge ordered removal of the water tower in the Village Center citing safety concerns. He stated that while the Town will pay for the tower to be taken down, the cost will be billed back to the property owner (1 Watrous St.) or leined against the property. Removal activities will occur as soon as a company is retained to perform the activities.

1. **Adjournment:**

Mr. Monighetti made a motion to adjourn at 7:28 p.m., seconded by Mr. Hurst. **Vote was unanimous in favor. Motion Passed.**

Respectfully submitted,

Renee Bafumi

Recording Secretary