

Town of East Hampton  
Board of Finance Meeting  
Monday, October 15, 2012  
East Hampton Middle School Library

**Minutes**

**Present:** Patience Anderson, Timothy Csere, Ted Turner, David Monighetti and Matthew Walton.

**Member(s) Absent:** Mary Ann Dostaler and Tom O'Brien

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

**1-2. Chairman Walton called the meeting to order at 7:01 p.m. followed by the Pledge of Allegiance.**

**3. Approval of Minutes of Meeting(s).**

- a. **September 17, 2012** - A motion was made by Ted Turner to approve the minutes for the September 17, 2012. Motion carried 5-yes
- b. **September 27, 2012 – (Special Meeting)** – A motion was made by Tim Csere to approve the minutes for September 27, 2012 seconded by Patience Anderson. Motion carried 5-yes.

**4. Public Remarks.** None

**5. Correspondence -**

Timothy Csere submitted 2 articles. The first was from CT Town regarding Plainville, CT and the second was a legal notice for the Town of East Hampton.

David Monighetti submitted a request on behalf of Mary Ann Dostaler that the topic of overlapping positions be discussed at the November meeting.

**6. Special Presentations** None

**7. Status Reports (Financial)**

- a. 2011-2012 Revenues. Jeff Jylkka provided an overview of the 2011-2012 revenues.
- b. 2011-2012 Expenditures. Jeff Jylkka provided an overview of the 2011-2012 expenditures.
- c. 2011-2012 Fund Balance. Jeff Jylkka provided an overview of the 2011-2012 Fund Balance.
- d. 2012-2013 Revenues. Jeff Jylkka provided an overview of the 2012-2013 Revenues.
- e. 2012-2013 Expenditures. An increase in legal fees due to union negotiations.
- f. Investment Report. Jeff Jylkka provided an overview of the investment report.
- g. Memorial School Roof & Road Improvement Projects – Status reports attached.

## **8. Financial Transactions-**

a. End of fiscal year transfers (FY 2012) – Patience Anderson made a motion to approve the end of year transfers (\$85,391) as presented, seconded by Matthew Walton. Motion carried: 5-yes

b. Board of Education special education excess cost additional appropriation (FY 2012)- Patience Anderson moved to approve the additional appropriation for \$464,501.00 for the Special Education seconded by Ted Turner. Motion carried: 5-yes.

c. FY 2012 Capital Reserve Fund Transfer (Surplus Funds) – Patience Anderson suggested having the Town Council present the issue of transferring money in the Capital Reserve to the public to get opinions from the public. Tim Csere motioned to approve: "Resolved, that the Board of Finance recommends to the Town Council, the above budget transfer and that the Board of Finance recommends \$374,490.00 be transferred to the Capital Reserve Fund (#50). Further resolved, that the transfer be allocated to the following projects: 1) \$150,000 Debt sinking; 2) \$224,490.00 Emergency Preparedness/Disaster Recovery. Further resolved, that the specifics of the Emergency Preparedness/Disaster Recovery project be recommended by the Board of Finance and approved by Town Council prior to any funds being expended." Motion seconded by David Monighetti. 4- Yes; 1-No Patience Anderson

## **9. Continued Business**

a. Debt & Capital Policy- Jeff Jylkka reported that they did not meet yet. The meeting is scheduled for November 2012.

b. Fines/Penalties – None

c. Administrators' and Teachers' Collective Bargaining – The town manager received a letter from the Superintendent of Schools stating that an agreement had been made between the Board of Education and the East Hampton Education Association. The board requested a summary of the negotiations before the next town meeting on October 23, 2012.

**10. New Business - CAFR Award Presentation, Mr. Robert Curry** – The Finance Department was presented with the CAFR Award.

## **11. Liaison's Reports**

a) Town Council – High School Building Committee was on the agenda.

b) Board of Education – Tim Csere attended the September 24, 2012 meeting and provided highlights.

c) WPCA – Ted Turner stated that they canceled the October meeting and that they did not meet all summer.

d) Economic Development Commission – David Monighetti attended the September 18, 2012 meeting. They are doing water testing on Summit St. Yankee Gas is looking to bring natural gas to East Hampton.

e) Lake / Conservation- Patience Anderson did not attend.

f) Fire Commissioners- Matthew Walton was unable to attend the meeting tonight.

g) Middle Haddam Historic District- The board approved repairs on a home in the historic district.

h) Brownfields/Redevelopment – The town manager reported that they are looking into what needs to be done to 13 Watrous Street to use as a parking lot.

i) Park & Rec. Advisory Board – Tim Csere was unable to attend.

**12. Public Remarks.** None

**13. Town Manager's Report** – Negotiations are being made with the police department and the union. A meeting was held with KX to discuss their budget.

**14. Adjournment**

*A motion was made by Matthew Walton, seconded by Timothy Csere, to adjourn the meeting at 9:02 p.m. Motion approved 5-0-0.*

Respectfully submitted,

Christine Castonguay  
Recording Secretary

TOWN OF EAST HAMPTON  
GENERAL FUND REVENUES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2012  
**FY 2011-2012**

Agenda Item: 7A  
**10/11/2012**

	Original Estimate	Adjustments	Revised Estimate	Actual YTD Revenue	% Collected	Balance	Projected Variance	Comment
40 Property taxes	28,796,113	-	28,796,113	<b>29,045,383</b>	100.87%	249,270	249,270	Back tax collections/interest (+\$327k). Current year taxes (-\$112). SMV (+40k)
41 Investment income	60,000	-	60,000	<b>25,612</b>	42.69%	(34,388)	(34,388)	Low interest rates.
42 License, permit & fees	403,000	-	403,000	<b>398,081</b>	98.78%	(4,919)	(4,919)	
43 Federal Grants	-	-	-	<b>99,690</b>		99,690	99,690	FEMA storm reimbursement. Additional \$44K in Sept.
44 STATE & LOCAL GRANTS *	8,415,937	464,501	8,880,438	<b>8,866,041</b>	99.84%	(14,397)	(14,397)	Excess cost -36K
45 Local gov. payments	11,000	-	11,000	<b>12,058</b>	109.62%	1,058	1,058	Waiting for 2nd payment from Housing Authority
47 Other revenue	78,241	-	78,241	<b>93,594</b>	119.62%	15,353	15,353	
48 Oper. Transfers In	-	-	-	-	0.00%	-	-	
49 Other Fin. Sources	-	-	-	-	0.00%	-	-	
<b>TOTAL GENERAL FUND</b>	<b>37,764,291</b>	<b>464,501</b>	<b>38,228,792</b>	<b>38,540,459</b>	<b>100.82%</b>	<b>311,667</b>	<b>311,667</b>	

Forecasted variance..... 311,667  
Estimated revenues..... \$ 38,540,459

\* - Excess cost is appropriated back to the BOE on an annual basis. This amount is pending BOF and TC approval.

TOWN OF EAST HAMPTON  
GENERAL FUND EXPENDITURES  
Fiscal Year Ended June 30, 2012  
**FY 2011-2012**

Agenda Item: 7B  
10/11/2012

Department	Original Budget	Transfers / Adjustments	Revised Budget	YTD Expended / Encumbered	Available Budget	Projected Variance	Comment
Town Manager's Department	\$ 300,061	\$ -	\$ 300,061	\$ 264,022	\$ 36,039	\$ 36,039	Interim town manager
Town Council/Special Programs	35,464	-	35,464	31,752	3,712	3,712	
Facilities Administrator	114,523	-	114,523	114,411	112	112	
LEGAL FEES	125,000	-	125,000	174,309	(49,309)	(49,309)	
Town Hall/Annex	254,958	-	254,958	254,871	87	87	
Finance and Accounting	409,778	-	409,778	408,600	1,178	1,178	
Collector of Revenue	167,814	-	167,814	152,990	14,824	14,824	Part-time position vacant for part yr.
Assessor	175,344	-	175,344	162,576	12,768	12,768	Reduction in field inspection fees. PT Salaries down
Board of Assessment Appeal	323	-	323	754	(431)	(431)	
Town Clerk	177,016	-	177,016	171,214	5,802	5,802	
Registrars/Elections	48,841	-	48,841	33,865	14,976	14,976	Assumes one budget referendum
General Insurance	230,750	-	230,750	221,078	9,672	9,672	Favorable rates
Probate Court	12,527	-	12,527	12,906	(379)	(379)	
Employee Benefits	1,216,976	-	1,216,976	1,107,277	109,699	109,699	Favorable ins. rate / vacant positions
Contingency	100,000	-	100,000	-	100,000	100,000	
Information Technology	56,875	-	56,875	56,617	258	258	
Police Administration	280,897	-	280,897	290,747	(9,850)	(9,850)	Daigle IA report
Regular Patrol	1,313,044	-	1,313,044	1,314,662	(1,618)	(1,618)	Officer injuries and tropical storm
Lake Patrol	4,361	-	4,361	2,472	1,889	1,889	
Animal Control	32,188	-	32,188	40,888	(8,700)	(8,700)	Too much was reduced from proposed budget
Firefighting	231,703	-	231,703	231,024	679	679	
Fire Marshall	36,245	-	36,245	37,279	(1,034)	(1,034)	Bevin Bell fire
Town Center Fire System	10,260	-	10,260	9,105	1,155	1,155	
Ambulance	6,910	-	6,910	3,142	3,768	3,768	Building maintenance down
Civil Preparedness	8,550	-	8,550	8,550	-	-	
Communications	118,933	-	118,933	116,995	1,938	1,938	
Street Lighting	61,000	-	61,000	56,091	4,909	4,909	
Health Department	105,320	-	105,320	105,320	-	-	
Human Services	112,459	-	112,459	106,637	5,822	5,822	
Senior Center	106,345	-	106,345	105,146	1,199	1,199	
Transportation	54,100	-	54,100	52,600	1,500	1,500	
Community Services	3,800	-	3,800	4,200	(400)	(400)	
Building, Planning & Zonin	336,422	-	336,422	341,074	(4,652)	(4,652)	Employee on leave. Temp assistance needed.
Econ. Development Commissi	11,383	-	11,383	10,536	847	847	
Recreation & Lake Commission	16,211	-	16,211	5,681	10,530	10,530	Planned spending on prof. svcs. for Lake postponed
Redevelopment Agency	3,365	-	3,365	1,064	2,301	2,301	
Middle Haddam Historic District	1,770	-	1,770	1,631	139	139	
Public Works Admin.	1,240,065	-	1,240,065	1,189,965	50,100	50,100	Overtime balance was \$43K

TOWN OF EAST HAMPTON  
 GENERAL FUND EXPENDITURES  
 Fiscal Year Ended June 30, 2012  
**FY 2011-2012**

Agenda Item: 7B  
 10/11/2012

Department	Original Budget	Transfers / Adjustments	Revised Budget	YTD Expended / Encumbered	Available Budget	Projected Variance	Comment
Engineering	60,000	-	60,000	69,006	(9,006)	(9,006)	Christopher Brook Culvert Replacement \$23K
Town Garage	53,617	-	53,617	50,881	2,736	2,736	
Townwide motor fuel	162,400	-	162,400	157,955	4,445	4,445	
Road Materials	348,856	-	348,856	334,865	13,991	13,991	
Transfer Station	146,770	-	146,770	124,722	22,048	22,048	Less bulky waste generated. Overtime down
Septage Disposal	11,250	-	11,250	11,260	(10)	(10)	
Park & Recreation	359,156	-	359,156	355,488	3,668	3,668	
Community Center	163,441	-	163,441	150,108	13,333	13,333	Electricity and Heating oil down \$13K
E Hampton Public Library	422,420	-	422,420	406,287	16,133	16,133	Vacant full time position
Middle Haddam Library	7,000	-	7,000	7,000	-	-	
General Obligation Bonds-P	585,000	-	585,000	585,000	-	-	
School Bonds-Prin	340,000	-	340,000	340,000	-	-	
General Obligation Bonds-I	205,590	-	205,590	205,589	1	1	
School Bonds-Int	94,708	-	94,708	45,308	49,400	49,400	Possibly move to Debt sinking in Cap. Res.
Operating Transfers Out	1,070,500	-	1,070,500	1,026,500	44,000	44,000	Full transfer to water system not needed
<b>TOTAL</b>	<b>\$ 11,552,289</b>	<b>\$ -</b>	<b>\$ 11,552,289</b>	<b>\$ 11,072,020</b>	<b>\$ 480,269</b>	<b>\$ 480,269</b>	
<b>Board of Education</b>	<b>\$ 26,212,002</b>	<b>\$ 464,501</b>	<b>\$ 26,676,503</b>	<b>\$ 26,672,075</b>	<b>\$ 4,428</b>	<b>\$ 4,428</b>	
<b>TOTAL</b>	<b>\$ 37,764,291</b>	<b>\$ 464,501</b>	<b>\$ 38,228,792</b>	<b>\$ 37,744,095</b>	<b>\$ 484,697</b>	<b>\$ 484,697</b>	

Town of East Hampton  
Fund Balance Projection  
June 30, 2012

Agenda Item: 7c  
Updated: 10-11-12

	<b>TOTAL</b>
	<b>Projected as of</b>
	<b>06/30/2012</b>
Total Fund Balance at July 1, 2011 (Audited).....	\$ 4,350,654
Less: Fund balance restrictions.....	-
Unrestricted Fund Balance at July 1, 2011 (Audited).....	<b>\$ 4,350,654</b>
<b>2011-2012</b>	
Forecasted Revenues.....	38,540,459
Forecasted Expenditures.....	37,744,095
Net income / (loss).....	<b>\$ 796,364</b>
Forecasted ending fund balance.....	<b>\$ 5,147,018</b>
Unreserved Fund Balance* as a % of <b>FY 2013</b> adopted budget.....	<b>13.4%</b>
Less: Transfer to Capital Reserve Fund.....	(374,490) Pending approval
Additional appropriation for H.S. Renovation project.....	(200,080) Pending approval
Net income / (loss) after Capital Reserve Fund Transfer.....	<b>\$ 221,794</b>
Forecasted ending fund balance after transfer.....	<b>\$ 4,572,448</b>
Unreserved Fund Balance* as a % of <b>FY 2013</b> adopted budget.....	<b>11.9%</b>



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TOWN OF EAST HAMPTON  
YEAR-TO-DATE BUDGET REPORT

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FOR 2013 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
40 Property taxes	-29,429,257	0	-29,429,257	-15,630,062.57	-13,799,194.43	53.1%
41 Investment income	-45,000	0	-45,000	-3,181.27	-41,818.73	7.1%
42 License, permit & FEES	-382,720	0	-382,720	-106,751.38	-275,968.62	27.9%
44 STATE & LOCAL GRANTS	-8,417,200	0	-8,417,200	-191,489.80	-8,225,710.20	2.3%
45 Local gov. payments	-11,800	0	-11,800	.00	-11,800.00	.0%
46 Charges for services	-16,000	0	-16,000	-7,155.00	-8,845.00	44.7%
47 Other revenue	-67,753	0	-67,753	-28,391.97	-39,361.03	41.9%
TOTAL GENERAL FUND	-38,369,730	0	-38,369,730	-15,967,031.99	-22,402,698.01	41.6%

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TOWN OF EAST HAMPTON  
YEAR-TO-DATE BUDGET REPORT

PG 2  
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FOR 2013 13

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	-38,369,730	0	-38,369,730	-15,967,031.99	-22,402,698.01	41.6%

\*\* END OF REPORT - Generated by Jeff Jylkka \*\*

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:  
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2012/ 1

To Yr/Per: 2012/13

Include budget entries: Y

Incl encumb/liq entries: N

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Sort/Total Budget Rollup: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2013/13

Print MTD Version: N

Incl inception to soy:

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
Fund	01
Function	
Department	
Division	
Character code	
Org	
Object	
Project	
Account type	Revenue
Account status	



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TOWN OF EAST HAMPTON  
YEAR-TO-DATE BUDGET REPORT

PG 1  
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FOR 2013 13

ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010000	Town Manager's Department	295,681	0	295,681	71,432.26	2,250.00	221,998.74	24.9%
01020000	Town Council/Special Progr	19,657	0	19,657	2,078.77	.00	17,578.23	10.6%
01030000	Facilities Administrator	114,114	0	114,114	27,965.64	.00	86,148.36	24.5%
01040000	LEGAL FEES	125,000	0	125,000	54,487.41	.00	70,512.59	43.6%
01050000	Town Hall/Annex	257,167	0	257,167	59,814.11	41,390.82	155,962.07	39.4%
01060135	Finance and Accounting	413,910	0	413,910	117,158.28	7,533.86	289,217.86	30.1%
01060136	Collector of Revenue	170,177	0	170,177	44,945.13	224.00	125,007.87	26.5%
01060137	Assessor	174,929	0	174,929	47,239.11	208.00	127,481.89	27.1%
01060138	Board of Assessment Appeal	1,177	0	1,177	50.00	.00	1,127.00	4.2%
01070000	Town Clerk	180,879	0	180,879	49,378.65	18,790.11	112,710.24	37.7%
01080000	Registrars/Elections	50,347	0	50,347	9,176.31	.00	41,170.69	18.2%
01090000	General Insurance	253,000	0	253,000	166,854.21	.00	86,145.79	66.0%
01100000	Probate Court	13,224	0	13,224	6,612.00	.00	6,612.00	50.0%
01110000	Employee Benefits	1,319,284	0	1,319,284	311,430.51	.00	1,007,853.49	23.6%
01120000	Contingency	59,500	0	59,500	.00	.00	59,500.00	.0%
01150000	Information Technology	64,518	0	64,518	12,884.28	.00	51,633.72	20.0%
01210211	Police Administration	290,959	0	290,959	71,503.69	10,351.30	209,104.01	28.1%
01210212	Regular Patrol	1,329,877	0	1,329,877	337,009.51	6,161.38	986,706.11	25.8%
01210213	Lake Patrol	3,706	0	3,706	9,062.92	127.38	-5,484.30	248.0%
01210214	Animal Control	39,856	0	39,856	9,055.43	.00	30,800.57	22.7%
01220221	Firefighting	251,759	0	251,759	25,828.50	2,746.64	223,183.86	11.4%
01220223	Fire Marshall	43,373	0	43,373	12,477.78	.00	30,895.22	28.8%
01220225	Town Center Fire System	10,260	0	10,260	574.51	.00	9,685.49	5.6%
01230000	Ambulance	6,910	0	6,910	135.00	.00	6,775.00	2.0%
01240000	Civil Preparedness	11,550	0	11,550	999.14	.00	10,550.86	8.7%
01250000	Communications	127,524	0	127,524	28,709.27	85,396.75	13,417.98	89.5%
01260000	Street Lighting	60,000	0	60,000	9,097.04	.00	50,902.96	15.2%
01310000	Health Department	107,242	0	107,242	26,810.50	80,431.50	.00	100.0%
01320000	Human Services	112,033	0	112,033	23,909.43	360.00	87,763.57	21.7%
01330000	Senior Center	107,112	0	107,112	24,069.95	5,348.21	77,693.84	27.5%
01340000	Transportation	54,100	0	54,100	26,300.00	26,300.00	1,500.00	97.2%
01350000	Community Services	3,800	0	3,800	.00	.00	3,800.00	.0%
01360000	CEMETERY CARE	5,000	0	5,000	.00	.00	5,000.00	.0%
01410000	Building, Planning & Zonin	347,692	0	347,692	86,329.34	1,024.00	260,338.66	25.1%
01420000	Econ. Development Commissi	11,827	0	11,827	812.38	.00	11,014.62	6.9%
01430000	Conservation & Lake Commis	16,242	0	16,242	329.74	2,825.00	13,087.26	19.4%
01460000	Redevelopment Agency	3,041	0	3,041	248.91	.00	2,792.09	8.2%
01470000	Middle Haddam Historic Dis	1,770	0	1,770	375.66	.00	1,394.34	21.2%
01510000	Public Works Admin.	1,243,152	0	1,243,152	279,432.20	24,782.34	938,937.46	24.5%
01520000	Engineering	60,000	0	60,000	14,568.00	.00	45,432.00	24.3%
01530000	Town Garage	57,406	0	57,406	6,104.53	12,742.57	38,558.90	32.8%
01540000	Townwide Motor Fuel	188,231	0	188,231	49,307.39	71,604.18	67,319.43	64.2%
01550000	Road Materials	308,000	0	308,000	105,861.83	70,948.17	131,190.00	57.4%
01560000	Transfer Station	146,118	0	146,118	20,113.83	60,922.75	65,081.42	55.5%

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TOWN OF EAST HAMPTON  
YEAR-TO-DATE BUDGET REPORT

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FOR 2013 13

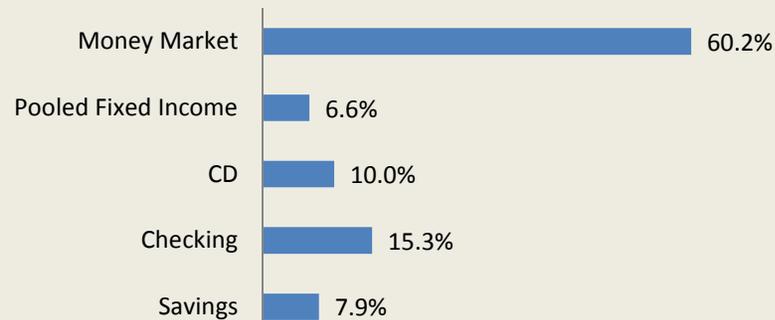
ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01570000 Septage Disposal	11,300	0	11,300	9,100.00	.00	2,200.00	80.5%
01610610 Park & Recreation	361,069	0	361,069	105,860.05	3,738.32	251,470.63	30.4%
01670000 Community Center	162,815	0	162,815	30,499.86	1,592.53	130,722.61	19.7%
01680681 E Hampton Public Library	429,093	0	429,093	116,076.01	.00	313,016.99	27.1%
01680682 Middle Haddam Library	10,000	0	10,000	.00	.00	10,000.00	.0%
01710711 General Obligation Bonds-P	580,000	0	580,000	330,000.00	.00	250,000.00	56.9%
01710712 School Bonds-Prin	335,000	0	335,000	335,000.00	.00	.00	100.0%
01720721 General Obligation Bonds-I	248,968	0	248,968	95,731.88	.00	153,236.12	38.5%
01720722 School Bonds-Int	32,569	0	32,569	19,508.75	.00	13,060.25	59.9%
01810000 Operating Transfers Out	1,003,004	0	1,003,004	.00	.00	1,003,004.00	.0%
<b>TOTAL GENERAL FUND</b>	<b>11,634,922</b>	<b>0</b>	<b>11,634,922</b>	<b>3,192,309.70</b>	<b>537,799.81</b>	<b>7,904,812.49</b>	<b>32.1%</b>

## Town of East Hampton

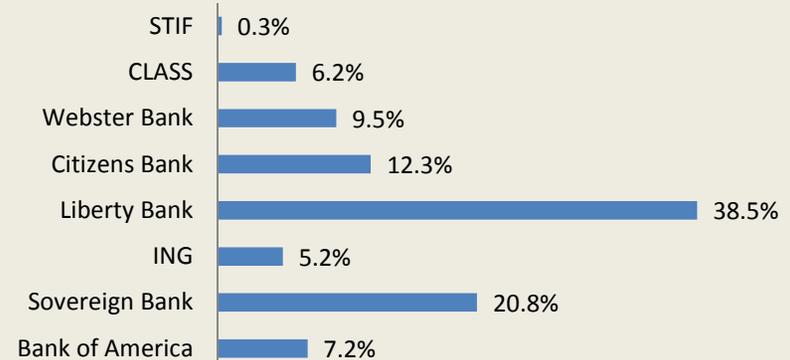
### Investment & Deposit Report for the Month ended September 30, 2012

Bank	Date Opened	Maturity Date	Days to Maturity	Type	Amount	Rate
Bank of America			-	Checking	1,275,095	0.00%
Bank of America			-	Savings	183,939	0.02%
Sovereign Bank			-	Checking	39,859	0.20%
Sovereign Bank			-	Money Market	4,174,762	0.45%
STIF			-	Pooled Fixed Income	62,602	0.14%
CLASS			-	Pooled Fixed Income	1,266,189	0.02%
ING			-	Savings	-	0.00%
ING	1/23/2012	1/22/2013	114	CD	1,055,315	0.50%
Citizens Bank			-	Checking	1,073,683	0.00%
Citizens Bank			-	Savings	1,411,666	0.06%
Webster Bank				Checking	721,357	0.00%
Webster Bank				Money Market	1,201,421	0.14%
Liberty Bank			-	Money Market	6,819,270	0.50%
Liberty Bank	4/5/2011	4/4/2013	186	CD	975,504	1.00%
<b>TOTAL</b>					<b>20,260,662</b>	

**Types of Investment  
% of Total**



**% Invested by Institution**



Department	ORG	Object #	Object Name	Transfer From/To	Comment
<b>TRANSFER FROM</b>					
1 Town Council	01020000	5330	Professional/Tech. Services	3,700	Fees for town Manager less than budgeted
2 Tax Collector	01060136	5120	Part Time/Seasonal Salaries	10,840	Vacant part-time position
3 Finance Department	01060135	5590	Other Purchased Services	3,521	Funds for grant writer not used
4 Tax Assessor	01060137	5120	Part Time/Seasonal Salaries	3,353	Vacant part-time position
5 Tax Assessor	01060137	5590	Other Purchased Services	2,529	Reduction in field inspector services
6 Town Clerk	01070000	5316	Computer Consulting Services	2,000	Work not needed
7 Registrars	01080000	5550	Printing/Binding	4,615	Assumed one additional referendum and one recount
8 Registrars	01080000	5590	Other Purchased Services	3,980	Assumed one additional referendum and one recount
9 General Insurance	01090000	5260	Worker's Compensation	9,671	Favorable rates
10 Employee Benefits	01110000	5250	Unemployment Compensation	9,699	Former employee off unemployment
11 Conservation & Lake	01430000	5330	Professional/Tech. Services	10,529	Planned spending on professional for lake postponed
12 Public Works - Admin.	01510000	5220	Social Security	1,804	Mild winter - tied to Public Works overtime
13 Public Works - Town Garage	01530000	5620	Heating Oil	1,910	Mild winter
14 Motor Fuel	01540000	5627	Motor Fuel	4,440	Mild winter
15 Community Center	01670000	5622	Electricity	9,000	Energy conservation project
16 Community Center	01670000	5620	Heating Oil	3,800	Mild winter
<b>TOTAL</b>				<b>85,391</b>	
<b>TRANSFER TO</b>					
17 Legal Fees	01040000	5330	Professional/Tech. Services	49,309	Above average activity
18 Board of Assessment Appeals	01060138	5130	Overtime Salaries	431	
19 Probate	01100000	5446	Probate District #14	379	
20 Police - Admin	01210211	5330	Professional/Tech. Services	9,851	Daigle I.A. report
21 Police - Patrol	01210212	5130	Overtime Salaries	1,618	Officer injuries
22 Animal Control	01210214	5120	Part Time/Seasonal Salaries	8,700	Original budget was not sufficient to cover costs
23 Fire Marshal	01220223	5120	Part Time/Seasonal Salaries	1,035	Bevin Bell fire
24 Community Services	01350000	5410	Public Utilities	400	
25 Building Department	01410000	5130	Overtime Salaries	1,757	Overtime as a result of an employee on leave
26 Building Department	01410000	5590	Other Purchased Services	2,895	Employee on leave. Temp assistance needed
27 Engineering	01520000	5330	Professional/Tech. Services	9,006	Christopher Brook culvert replacement
28 Septage Disposal	01570000	5410	Public Utilities	10	
<b>TOTAL</b>				<b>85,391</b>	

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2011-2012. This transfer also serves as additional communication to the Board of Finance and Town Council as to the operational areas in the budget that were over and under spent.

APPROVED:  
 BOARD OF FINANCE: 10-15-2012

TOWN COUNCIL:

**Town of East Hampton  
 Additional Appropriation / Transfer Request Form  
 Fiscal Year 2011-2012**

**Fund:** General Fund  
**Department:** Board of Education

**Additional Appropriation**        
**Transfer**                             

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*The following additional appropriation / transfer is recommended for board approval.*

**Estimated Revenue**

State Agency Placement Excess Cost	01962510-4404	<b>\$ 464,501</b>
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**Appropriation**

REGULAR INSTRUCTION-SPEC ED - Tuition Private	01951000-5563	<b>\$ 464,501</b>
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**Explanation**

The above additional appropriation is needed to cover additional costs relating to special education tuition and related services. The State of CT reimburses the Board of Education for these additional costs. The estimated revenue from the state as well as the related expenditures were *not* budgeted in the 11-12 fiscal year. The accounting/budgeting for this revenue is consistent with previous years. The BOE received a total of \$464,501 during the 11-12 fiscal year.

**Source of Funds**

State of Connecticut Excess Cost Agency Placement Grant.

**Proposed Resolution**

Resolved, that the Board of Finance recommends to the Town Council, the above additional appropriation from state grant revenue.

**Approved**

**Yes**      **No**

**Date**

Board of Finance			10-15-2012
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Town Council

Town of East Hampton  
Additional Appropriation / Transfer Request Form  
Fiscal Year 2011-2012

Fund: General Fund  
Department: Transfers Out (Capital Reserve Fund)

Additional Appropriation   
Transfer

The following additional appropriation / transfer is recommended for board approval.

<b>TRANSFER FROM</b>				
01110000	5210	Employee Benefits	Medical Insurance	\$ 100,000
01120000	5990	Contingency	Contingency	100,000
01720722	5830	Debt	Interest	49,400
01510000	5130	Public Works	Overtime Salaries	42,000
01010000	5110	Town Manager	Full Time Salaries	36,000
01680681	5110	Library	Full Time Salaries	16,000
01550000	5690	Road Materials	Other Supplies/Materials	13,990
01560000	5435	Transfer Station	Refuse Removal	7,600
01560000	5440	Transfer Station	Rental	5,400
01560000	5130	Transfer Station	Overtime Salaries	4,100
<b>TOTAL</b>				<b>\$ 374,490</b>
<b>TRANSFER TO</b>				
<b>01810000</b>	<b>5924</b>	<b>Capital reserve</b>		<b>\$ 374,490</b>

**Explanation**

The above transfer is being requested to move surplus funds to the Capital Reserve account. While a surplus is not unique to the Town, this surplus affords us the opportunity to address capital needs that have been discussed among staff and local leaders. The Board of Finance and Town Council may, at their discretion, choose to move surplus expenditure funds to the Capital Reserve Fund. If the funds are not transferred then the money simply goes into fund balance and can be accessed through the additional appropriation process (Town Meeting) in the future.

**Source of Funds**

Funding is from unspent budgets in the 2011-2012 fiscal year.

**Proposed Resolution**

Resolved, that the Board of Finance recommends to the Town Council, the above budget transfer and that the Board of Finance recommends \$374,490 be transferred to the Capital Reserve Fund (#50). Further resolved, that the transfer be allocated to the following projects: 1) \$150,000 Debt sinking; 2) \$224,490 Emergency Preparedness/Disaster Recovery. Further resolved, that the specifics of the Emergency Preparedness/Disaster Recovery project be recommended by the Board of Finance and approved by Town Council prior to any funds being expended.

**Alternate Resolution**

Resolved, that the Board of Finance recommends to the Town Council, the above budget transfer and that the Board of Finance recommends \$374,490 be transferred to the Capital Reserve Fund (#50). Further resolved, that \$150,000 be allocated to the Debt sinking project and the remaining balance of \$224,490 be unallocated until recommended by the Board of Finance and approved by Town Council.

**Approved**

Board of Finance  
Town Council



**No**

**Date**

10-15-2012

## Memorial School Roof Project

As of 10-15-2012

Account Name	Budget	Spent to date	Remaining	Balance	Comment
Construction	\$ 2,892,600	2,374,704	218,777	299,119	
Engineering & other	257,400	108,467	11,595	137,338	
Financing (short term interest)	60,000			60,000	Estimate to be \$11,000
Bonding costs	80,000	9,350		70,650	Will issue bonds in Aug. 2013
<b>Total</b>	<b>\$ 3,290,000</b>	<b>2,492,521</b>	<b>230,372</b>	<b>567,107</b>	

Note: The project is substantially complete except for the canopy skylights which should be delivered in mid November.

<b>Silktown Roofing</b>	<b>Amount</b>
Original Contract	\$ 2,589,945.00
Net Change Orders	\$ (10,029.00)
Contract Sum to date	\$ 2,579,916.00
Completed to date	\$ 2,485,410.00
Total Retainage	\$ 124,270.50
Earned less retainage	\$ 2,361,139.50
Previous payments	\$ 2,170,678.73
Balance to finish plus retainage	<b>\$ 218,776.50</b>

**2012 Road Improvement Program Update  
As of 10/15/2012**

Phase I	Status
Old Chestnut Hill Road	Complete
Knowles Road	Complete
Blacksmith Hill Road	Complete
Shad Row	Complete
Shipyards Road	Complete
Bates Drive	Complete
Country Lane	Complete
Glenwood Drive	Complete
Crestwood Drive	Complete
Birchwood Road	Complete
Chapman	Complete
Fernwood Drive	Complete

Long Hill Rd. Per the request of the Middle Haddam Historic District Commission Long Hill Road was not reclaimed and overlaid by our Contractor. DPW placed a thin overlay to fill potholes and ruts and hold the surface together.

Smith Street DPW will place a thin overlay next year from Route 16 to Memorial School.

	Amount
Bond Funds.....	\$ 832,332
Grant Funds *.....	\$ 70,622
<b>Total Expended to date.....</b>	<b><u>\$ 902,954</u></b>

\* Town Aid Road

**Phase II**

**Design:** January - March 2013 (Using the Engineering firm selected through the RFQ process.)  
**Advertise:** May - June 2013  
**Construction:** July – September 2013

Phase II
ALDEN'S CROSSING RD
LONG CROSSING RD
HOG HILL RD
BROWNING DR
WHITTIER RD
WORDSWORTH RD
MARK TWAIN DR
CHAUCER RD
HAWTHORNE RD
EMERSON RD
BARRIE RD
STEVENSON RD
BRYANT RD
LAKE DR