

TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 8A

Item to be presented by: Frank Grzyb,
Facilities Manager &
Ruth Plummer,
Director

DATE: October 20, 2011

SUBJECT: **SEARS PARK—THE LATE GOVERNOR O'NEILL PERFORMING ARTS GAZEBO**
68 North Main Street; East Hampton, CT

DEPARTMENT: Facilities and Parks & Recreation

RECOMMENDED ACTION

Move to award the contract for the above-referenced project to Cheryl Newton Architects for their proposal amount of \$12,500.

BACKGROUND

The Town received seven proposals for the above-referenced project. After interviewing the four short-listed architectural firms using identical interview/evaluation criteria, the Building Committee recommends the contract be awarded to Cheryl Newton Architects in accordance with their proposal described above.

Short-listed Architectural Firms:

Capital Studio Architects, LLC	\$16,800
Cheryl Newton Architects, LLC	\$12,500
William Thompson, AIA & Assoc.	\$18,400
Wojas Architects, LLC	\$24,300

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

Funded by a STEAP grant.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 10A

Item to be presented by: Jeff Jylkka
Finance Director

DATE: October 25, 2011

SUBJECT: 2010-2011 End of Year Transfers

DEPARTMENT: General Government

RECOMMENDED ACTION

Staff recommends that Town Council approve the attached 2010-2011 end of year budget transfers as recommended by the Board of Finance on October 17, 2011.

BACKGROUND

Annually, as the Town is nearing completion of the annual audit staff prepares transfers in order to zero out any departmental budget deficits. The transfers are an indication of a government's budget practices and principles. These transfers also serve as a communication tool to the legislative body indicating what department(s) overspent their annual appropriation.

See attached for detail.

ALTERNATIVE ACTIONS

Not to approve the appropriation or amend.

FISCAL IMPACT

There is no fiscal impact. This is a budget adjustment only.

FY 2010-2011 General Government
Year-End Transfers

Agenda Item: 8a

Department	ORG	Object #	Object Name	Transfer In / (Out)	Comment
FROM					
1	Town Council / Special Programs	01020000	5330 Professional/Tech. Services	10,150	Community master plan not developed
2	Contingency	01120000	5990 Contingency	3,700	
3	Police Regular Patrol	01210212	5110 Full Time Salaries	53,500	2 vacant positions.
4	Senior Center	01330000	5120 Part Time/Seasonal Salaries	7,600	Part time position vacant for part of the year
5	Economic Development	01420000	5330 Professional/Tech. Services	30,000	Outside contractor not retained
6	Conservation & Lake Commission	01430000	5330 Professional/Tech. Services	14,500	Lake engineering / study work not done
7	Engineering	01520000	5110 Full Time Salaries	71,000	Vacant position (Town Engineer)
8	Townwide Motor Fuel	01540000	5627 Motor Fuel	11,600	Fuel used was less than expected
9	Transfer Station	01560000	5435 Refuse Removal	8,000	Bulky waste removal expenses down approx. \$700 per month
10	Transfer Station	01560000	5330 Professional/Tech. Services	8,000	Storm water testing not needed
11	Community Center	01670000	5622 Electricity	2,929	New energy management system and HVAC upgrades
12	Transfers Out (Water System)	01810000	5918 Water system	15,000	Entire transfer to Village Center Water system not needed
			Total	\$ 235,979	

TO					
13	Town Manager's Department	01010000	5221 Medicare	575	Interim town manager(s)
14	Town Manager's Department	01010000	5220 Social Security	1,010	Interim town manager(s)
15	Town Manager's Department	01010000	5110 Full Time Salaries	45,000	Interim town manager(s)
16	Legal Fees	01040000	5330 Professional/Tech. Services	89,150	Increase in the volume of legal services due to litigation
17	Legal Defense	01040125	5330 Professional/Tech. Services	21,250	Increase in the volume of legal services due to litigation
18	Town Hall / Annex	01050000	5430 Bldg & Equip Maint/Repair	1,520	Annex relocation
19	Town Hall / Annex	01050000	5316 Computer Consulting Services	3,700	Annex relocation
20	Town Hall / Annex	01050000	5741 Machinery & Equipment	5,065	Annex relocation
21	Town Hall / Annex	01050000	5743 Furniture & fixtures	11,000	Annex relocation
22	Board of Assessment Appeals	01060138	5130 Overtime Salaries	1,740	Appeals due to revaluation
23	Probate	01100000	5446 Probate District #14	2,915	Regional probate
24	Police Administration	01210211	5220 Social Security	540	Payroll cost for Lieutenant
25	Police Administration	01210211	5110 Full Time Salaries	28,000	Payroll cost for Lieutenant
26	Fire Marshal	01220223	5430 Bldg & Equip Maint/Repair	1,304	Relocation of Fire Marshall office to Fire Co. #1
27	Town Center Fire System	01220225	5430 Bldg & Equip Maint/Repair	3,912	Replaced leaking hydrant and piping
28	Communications	01250000	5622 Electricity	185	
29	Public Works Administration	01510000	5438 Vehicle Repair/Maintenance	19,000	Sweeper repairs
30	Septage Disposal	01570000	5410 Public Utilities	113	
			Total	\$235,979	

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2010-2011. 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: **10-17-2011**

BOARD OF FINANCE:

TOWN COUNCIL:

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 10B

Item to be presented by: Jeff Jylkka
Finance Director

DATE: October 25, 2011

SUBJECT: Board of Education 2010-2011 Additional Appropriation (Special Education Excess Cost Grant)

DEPARTMENT: Education

RECOMMENDED ACTION

Staff recommends that Town Council approve the following additional appropriation as recommended by the Board of Finance on October 17, 2011.

Estimated Revenue

State Agency Placement Excess Cost	01962510-4404	\$ 794,490
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Appropriation

REGULAR INSTRUCTION-SPEC ED - Tuition Private	01951000-5563	400,000
Autism - Sp.Ed - Tuition Private	01951270-5563	67,000
Special ed. transportation	01962710-5510	65,400
Learning Disabilities - Sp.Ed - Tuition Private	01951260-5563	58,400
Autism - Sp.Ed – Professional Svs.	01951270-5330	52,000
INTELLECTUALLY DISABILITY - Tuition Private	01951220-5563	39,275
MULTIPLE DISABILITIES - Professional Svs	01951250-5330	32,000
SPEECH/LANGUAGE IMPAIRMENT – Salaries certified	01952150-5111	26,000
EMOTIONAL DISTURBANCE - Tuition Private	01951240-5563	19,600
Autism - Sp.Ed – Salaries classified	01951270-5112	18,700
Learning Disabilities - Sp.Ed – Salaries Certified	01951260-5111	16,115

\$794,490

BACKGROUND

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 Town and Board of Education do not budget for the revenue from the state as well as the related expenditures. Annually, the amount of the grant is re-appropriated back to the Board of Education. The accounting/budgeting for this revenue is consistent with previous years.

Source of Funds

State of Connecticut Excess Cost Agency Placement Grant. The BOE received a total of \$794,490 during the 10-11 fiscal year.

ALTERNATIVE ACTIONS

Not to approve the appropriation.

FISCAL IMPACT

There is no fiscal impact. This is a budget adjustment only.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 10C

Item to be presented by: Jeff Jylkka
Finance Director

DATE: October 25, 2011
SUBJECT: Radio Equipment Upgrade
DEPARTMENT: Capital Reserve Fund

RECOMMENDED ACTION

To transfer \$209,000 to the Capital Reserve Fund for radio equipment upgrades as recommended by the Board of Finance on 10-17-2011. Accounts to be transferred to/from are below:

From

Employee benefits (Medical Insurance)	01110000-5210	\$ 157,700
Contingency	01120000-5990	46,300
Transfer station - overtime	01560000-5130	5,000
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		\$ 209,000

To

Capital Reserve Fund Transfer Out	01810000-5924	\$ 209,000
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BACKGROUND

The above transfer is being requested to cover costs relating to the upgrade of radio communication equipment for the Fire Department, Police Department and Public Works Department. This upgrade will put the Town in compliance with the FCC's narrowbanding requirements as well as enhance the safety of our employees and volunteers.

ALTERNATIVE ACTIONS

Other direction as determined by the Town Council.

FISCAL IMPACT

Funding is from unspent budgets in the 2010-2011 fiscal year.

**Nancy Hasselman, CCMC
Collector of Revenue
Town of East Hampton**

October 21, 2011

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$679.53.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

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10 • 37 +
77 • 04 +
261 • 54 +
17 • 49 +
6 • 17 +
36 • 08 +
200 • 92 +
22 • 03 +
21 • 19 +
26 • 70 +
679 • 53 *