

TOWN OF EAST HAMPTON, CONNECTICUT

BOARD OF FINANCE

Meeting Agenda

Monday, October 18, 2021
Town Hall - Room 201 & Zoom
7:00 PM

Regular Meetings

January 19, 2021 (Tues)

February 16, 2021 (Tues)

March 15, 2021

April 19, 2021

May 17, 2021

June 21, 2021

July 19, 2021

August 16, 2021

September 20, 2021

October 18, 2021

November 15, 2021

December 20, 2021

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Approval of Minutes of Meeting(s) *
 - a) September 20, 2021 Regular Meeting
- 5) Public Remarks
- 6) Financial Transactions *
 - a) FY 2021 End of Year Budget Transfers
- 7) Correspondence
- 8) Status Reports (Financial)
 - a) Revenue
 - b) Expenditures
- 9) New Business *
- 10) Continued Business *
- 11) Special Presentations
- 12) Liaison Appointments/Reports*
 - a) Town Council (Hein)
 - b) Board of Education (Bennington/Brown)
 - c) Economic Development Commission (Turner)
 - d) Lake / Conservation (Jenks)
 - e) Fire Commissioners (Peterson)
 - f) Brownfields/Redevelopment (Bennington)
 - g) Park & Rec. Advisory Board (Coshow)
 - h) HS Athletic Field Renovation (Brown/Coshow)
 - i) Capital Committee (Brown/Turner)
- 13) Public Remarks
- 14) Adjournment

* - Potential action item

ZOOM Information

Board of Finance Regular Meeting 10-18-2021

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88100421859>

Or One tap mobile :

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Webinar ID: 881 0042 1859

Town of East Hampton
Fiscal Year 2020-2021 End of Year Budget Transfers

Agenda Item: 6A

Department	Org	Object	Description	Transfer From/To	Comment
TRANSFER FROM					
1 Public Safety Dispatch	01250000	5535	Glastonbury Dispatch Fee	15,000	Original budget in excess of billed amount from Glastonbury
2 Contingency	01120000	5990	Contingency	30,000	
3 Employee Benefits	01110000	5210	Medical Insurance	65,022	Staff vacancies (Finance, Clerk, Police, Building, Assessor, Public Works & Library)
				<u>\$ 110,022</u>	
TRANSFER TO					
4 EDC	01420000	5611	Supplies/Materials/Minor Equip	35	
5 Debt	01720721	5830	Interest	36	
6 Middle Haddam Historic District	01470000	5120	Part Time/Seasonal Salaries	130	
7 Arts & Cultural Commission	01660000	5815	Contributions/Donations	200	
8 Middle Haddam Historic District	01470000	5540	Newspaper Advertising	210	
9 Transportation	01340000	5511	Other Transportation	415	
10 Road Materials	01550000	5690	Other Supplies/Materials	445	
11 Probate Court	01100000	5446	Probate District #14	901	
12 Street Lights	01260000	5622	Electricity	920	
13 Parks & Recreation	01610610	5430	Bldg & Equip Maint/Repair	1,000	
14 Parks & Recreation	01610610	5431	Grounds Maintenance	1,000	
15 Emergency Management	01240000	5120	Part Time/Seasonal Salaries	2,000	COVID related expenses
16 Debt	01710711	5820	Principal payment	2,150	1st principal pmt. on refunded debt was higher than original pmt.
17 Legal	01040000	5893	Claims & Settlements	3,500	Settlement - Uniform Relocation Assistance Act
18 Social Services	01320000	5110	Full Time Salaries	6,775	Grant funded employee paid for part of the year from operations
19 New Town Hall	01050130	5621	Natural Gas	7,400	\$3,100 relates to 94 Main St. that was not budgeted for. Town Hall budget est. off.
20 Fire Marshal	01220223	5438	Vehicle Repair/Maintenance	7,700	Repairs & conversion costs associated with Police vehicle to Fire Marshal
21 Conservation & Lake	01430000	5622	Electricity	8,205	Electricity for Lake Aerators were not budgeted for
22 Emergency Management	01240000	5960	Extraordinary Items	9,000	COVID related expenses
23 Registrars	01080000	5590	Other Purchased Services	9,700	Increased costs due to COVID. Primary and Presidential election
24 Legal	01040000	5330	Professional/Tech. Services	26,300	Solar and Vancederfield
25 Legal	01040000	5331	Labor Attorney	22,000	Police, Supervisors, Public works and other employment matters
				<u>\$ 110,022</u>	

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2020-2021. 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.

Motion: To approve the above transfers for the 2020-2021 fiscal year and authorize the Finance Director to make any additional transfers, up to \$5,000 (in the aggregate), that may be needed in order to close out the books for the 2020-2021 fiscal year. Further resolved that the Finance Director shall report back to the Board of Finance and the Town Council of any additional budget transfers.

APPROVED:

BOARD OF FINANCE:

TOWN COUNCIL:

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
40 Property taxes							
01060135	Finance and Accounting	17,000	0	17,000	.00	17,000.00	.0%
01060136	Collector of Revenue	41,460,568	0	41,460,568	22,863,261.84	18,597,306.16	55.1%
01060137	Assessor	20,000	0	20,000	.00	20,000.00	.0%
	TOTAL Property taxes	41,497,568	0	41,497,568	22,863,261.84	18,634,306.16	55.1%
41 Investment income							
01060135	Finance and Accounting	20,000	0	20,000	1,384.60	18,615.40	6.9%
	TOTAL Investment income	20,000	0	20,000	1,384.60	18,615.40	6.9%
42 License,permit& FEES							
01060136	Collector of Revenue	1,000	0	1,000	1,837.67	-837.67	183.8%
01060137	Assessor	300	0	300	.00	300.00	.0%
01070000	Town Clerk	279,750	0	279,750	124,979.35	154,770.65	44.7%
01210211	Police Administration	6,000	0	6,000	1,093.90	4,906.10	18.2%
01220223	FIRE MARSHAL	100	0	100	60.00	40.00	60.0%
01410000	Building, Planning & Zonin	193,600	0	193,600	134,816.41	58,783.59	69.6%
01470000	Middle Haddam Historic Dis	150	0	150	75.00	75.00	50.0%
01510000	Public Works Admin.	350	0	350	140.00	210.00	40.0%
01560000	Transfer Station	33,050	0	33,050	14,639.30	18,410.70	44.3%
01680681	E Hampton Public Library	1,000	0	1,000	613.75	386.25	61.4%
	TOTAL License,permit& FEES	515,300	0	515,300	278,255.38	237,044.62	54.0%
44 STATE & LOCAL GRANTS							
01060135	Finance and Accounting	127,139	0	127,139	32,744.38	94,394.62	25.8%
01060137	Assessor	130,338	0	130,338	92,143.22	38,194.78	70.7%
01320000	Human Services	15,911	0	15,911	.00	15,911.00	.0%
01410000	Building, Planning & Zonin	0	0	0	1,500.00	-1,500.00	100.0%
01510000	Public Works Admin.	340,393	0	340,393	160,772.92	179,620.08	47.2%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
01962510 Fiscal Services - CO	6,923,665	0	6,923,665	13,705.00	6,909,960.00	.2%
TOTAL STATE & LOCAL GRANTS	7,537,446	0	7,537,446	300,865.52	7,236,580.48	4.0%
47 Other revenue						
01010000 Town Manager's Department	32,850	0	32,850	10,950.32	21,899.68	33.3%
01050130 New Town Hall/Police/BOE	21,000	0	21,000	.00	21,000.00	.0%
01060135 Finance and Accounting	29,865	0	29,865	4,491.12	25,373.88	15.0%
01090000 General Insurance	0	0	0	35,609.00	-35,609.00	100.0%
01220223 FIRE MARSHAL	0	0	0	9.00	-9.00	100.0%
01510000 Public Works Admin.	0	0	0	11,377.00	-11,377.00	100.0%
01560000 Transfer Station	500	0	500	.00	500.00	.0%
01610610 Park & Recreation	5,200	0	5,200	1,550.00	3,650.00	29.8%
01670000 Community Center	150	0	150	.00	150.00	.0%
01680681 E Hampton Public Library	0	0	0	5.70	-5.70	100.0%
TOTAL Other revenue	89,565	0	89,565	63,992.14	25,572.86	71.4%
TOTAL GENERAL FUND	49,659,879	0	49,659,879	23,507,759.48	26,152,119.52	47.3%

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010000	Town Manager's Department	373,471	0	373,471	94,995.88	.00	278,475.12	25.4%
01020000	Town Council/Special Progr	40,424	0	40,424	26,839.34	.00	13,584.66	66.4%
01040000	LEGAL	85,000	0	85,000	4,373.88	.00	80,626.12	5.1%
01050130	New Town Hall/Police/BOE	289,151	0	289,151	77,777.74	26,685.59	184,687.67	36.1%
01060135	Finance and Accounting	489,312	0	489,312	148,678.09	360.00	340,273.91	30.5%
01060136	Collector of Revenue	178,406	0	178,406	48,649.74	.00	129,756.26	27.3%
01060137	Assessor	198,571	0	198,571	57,881.82	.00	140,689.18	29.1%
01070000	Town Clerk	179,086	0	179,086	56,525.22	20,615.55	101,945.23	43.1%
01080000	Registrars/Elections	44,362	0	44,362	7,605.39	.00	36,756.61	17.1%
01090000	General Insurance	398,050	0	398,050	202,365.21	.00	195,684.79	50.8%
01100000	Probate Court	18,943	0	18,943	9,471.50	.00	9,471.50	50.0%
01110000	Employee Benefits	2,198,281	0	2,198,281	1,077,838.18	.00	1,120,442.82	49.0%
01120000	Contingency	30,000	0	30,000	.00	.00	30,000.00	.0%
01150000	Information Technology	144,851	0	144,851	59,456.19	675.00	84,719.81	41.5%
01210211	Police Administration	347,398	0	347,398	113,007.29	846.50	233,544.21	32.8%
01210212	Regular Patrol	1,789,914	0	1,789,914	470,457.47	4,170.31	1,315,286.22	26.5%
01210213	Lake Patrol	2,096	0	2,096	332.27	.00	1,763.73	15.9%
01210214	Animal Control	51,900	0	51,900	.00	.00	51,900.00	.0%
01220221	Firefighting	325,310	0	325,310	86,258.01	.00	239,051.99	26.5%
01220223	FIRE MARSHAL	92,010	0	92,010	22,986.33	360.00	68,663.67	25.4%
01220225	Town Center Fire System	8,050	0	8,050	515.29	.00	7,534.71	6.4%
01230000	Ambulance	64,790	0	64,790	50,297.05	.00	14,492.95	77.6%
01240000	Emergency Management	9,665	0	9,665	7,525.76	.00	2,139.24	77.9%
01250000	Public Safety Dispatch	240,075	0	240,075	39,992.44	.00	200,082.56	16.7%
01260000	Street Lighting	51,000	0	51,000	10,636.39	.00	40,363.61	20.9%
01310000	Chatham Health District Fe	167,300	0	167,300	.00	.00	167,300.00	.0%
01320000	Human Services	121,747	0	121,747	28,485.22	360.00	92,901.78	23.7%
01330000	Senior Center	146,226	0	146,226	32,060.18	.00	114,165.82	21.9%
01340000	Transportation	53,500	0	53,500	26,957.50	.00	26,542.50	50.4%
01350000	Community Services	5,725	0	5,725	.00	.00	5,725.00	.0%
01360000	CEMETERY CARE	5,000	0	5,000	.00	.00	5,000.00	.0%
01370000	Commission on Aging	1,200	0	1,200	395.56	.00	804.44	33.0%
01410000	Building, Planning & Zonin	392,278	0	392,278	109,583.86	.00	282,694.14	27.9%
01420000	Econ. Development Commissi	5,302	0	5,302	226.31	.00	5,075.69	4.3%
01430000	Conservation & Lake Commis	57,427	0	57,427	8,331.58	.00	49,095.42	14.5%
01460000	Redevelopment Agency	1,462	0	1,462	162.98	.00	1,299.02	11.1%
01470000	Middle Haddam Historic Dis	800	0	800	113.33	.00	686.67	14.2%
01510000	Public Works Admin.	1,501,362	0	1,501,362	373,737.21	4,992.65	1,122,632.14	25.2%
01520000	Engineering	40,000	0	40,000	3,086.59	.00	36,913.41	7.7%
01530000	Town Garage	52,118	0	52,118	3,565.37	.00	48,552.63	6.8%
01540000	Townwide Motor Fuel	100,450	0	100,450	26,162.79	.00	74,287.21	26.0%
01550000	Road Materials	370,000	0	370,000	43,985.34	.00	326,014.66	11.9%
01560000	Transfer Station	202,655	0	202,655	37,402.54	1,646.48	163,605.98	19.3%
01610610	Park & Recreation	460,463	0	460,463	136,772.39	.00	323,690.61	29.7%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01660000	Arts & Cultural Commission	2,300	0	2,300	192.32	.00	2,107.68	8.4%
01670000	Community Center	163,877	0	163,877	30,805.39	.00	133,071.61	18.8%
01680681	E Hampton Public Library	559,339	0	559,339	168,270.74	.00	391,068.26	30.1%
01680682	Middle Haddam Library Dona	10,000	0	10,000	10,000.00	.00	.00	100.0%
01710711	General Obligation Bonds-P	2,855,000	0	2,855,000	2,855,000.00	.00	.00	100.0%
01720721	General Obligation Bonds-I	641,620	0	641,620	351,704.06	.00	289,915.94	54.8%
01750000	Capital Leases	151,992	0	151,992	43,557.55	.00	108,434.45	28.7%
01810000	Operating Transfers Out	855,225	0	855,225	42,500.00	.00	812,725.00	5.0%
TOTAL GENERAL FUND		16,574,484	0	16,574,484	7,007,525.29	60,712.08	9,506,246.63	42.6%