

TOWN OF EAST HAMPTON, CONNECTICUT

BOARD OF FINANCE

Meeting Agenda

Monday October 16, 2023
Town Hall - Room 201 & Zoom
7:00 PM

Regular Meetings

January 17, 2023 (Tues)

February 21, 2023 (Tues)

March 20, 2023

April 17, 2023

May 15, 2023

June 19, 2023

July 17, 2023

August 21, 2023

September 18, 2023

October 16, 2023

November 20, 2023

December 18, 2023

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Approval of Minutes of Meeting(s) *
 - a) September 18 Regular Meeting
- 5) Public Remarks
- 6) Financial Transactions *
 - a) FY2023 End of Year Budget Transfers
 - b) FY2023 Additional Appropriation (Board of Education)
- 7) Correspondence
- 8) Status Reports (Financial)
 - a) Revenue
 - b) Expenditures
 - c) Fund Balance
- 9) New Business *
- 10) Continued Business *
- 11) Special Presentations
- 12) Liaison Appointments/Reports*
 - a) Town Council (McLennan/ Cunningham)
 - b) Board of Education (Bonaccorso / Bennington)
 - c) Economic Development Commission (Turner)
 - d) Lake / Conservation (Bonaccorso)
 - e) Fire Commissioners (Brown)
 - f) Brownfields/Redevelopment (Cunningham)
 - g) Park & Rec. Advisory Board (Coshow)
 - h) Capital Committee (Brown / Bennington)
 - i) Town/BOE IT Consolidation/Restructuring (Bonaccorso / Cunningham)
- 13) Public Remarks
- 14) Adjournment

* - Potential action item

ZOOM Information

Board of Finance Regular Meeting 10-16-2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82021713474>

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+1 646 931 3860 US

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Webinar ID: 820 2171 3474

Town of East Hampton
Fiscal Year 2022-2023 End of Year Budget Transfers

Agenda Item: 6A

Department	Org	Object	Description	Transfer From/To		Comment
TRANSFER FROM						
Contingency	01120000	5990	Contingency	\$	30,000	Contingency
Glastonbury Dispatch	01250000	5535	Annual Fee		18,219	Annual fee less than estimated
				\$	48,219	
TRANSFER TO						
Animal Control	01210214	5611	Supplies/Materials/Minor Equip	\$	34	
Animal Control	01210214	5438	Vehicle Repair/Maintenance		35	
Information Technology	01150000	5316	Computer Consulting Services		50	
Lake Patrol	01210213	5130	Overtime Salaries		50	
Legal	01040000	5330	Professional/Tech. Services		125	
Transfer Station	01560000	5435	Refuse Removal		295	
Animal Control	01210214	5960	Extraordinary Items		300	
Commission on Aging	01370000	5120	Part Time/Seasonal Salaries		315	
Transportation	01340000	5633	Annual Contribution		560	
Community Services	01350000	5430	Bldg & Equip Maint/Repair		695	Repairs to broken well pump
Transportation	01340000	5511	Other Transportation		1,035	Assessment higher than forecasted
Engineering	01520000	5330	Professional/Tech. Services		1,500	Costs higher than estimated
Registrar of Voters	01080000	5550	Printing/Binding		2,350	Printing of ballots
Town Center Fire System	01220225	5430	Bldg & Equip Maint/Repair		4,450	Repairs for waterline leak
Town Hall	01050130	5430	Bldg & Equip Maint/Repair		8,000	Building repairs
Police Patrol	01210212	5130	Overtime Salaries		28,425	FMLA, Reserve Deployment, POST accreditation
				\$	48,219	

The above transfer is needed in order to zero out departmental deficits for the fiscal year end 2022-2023. 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 2022-2023 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 2022-2023 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: _____

Town of East Hampton
Additional Appropriation / Transfer Request Form
Fiscal Year 2022-2023

Fund: General Fund
Department: Library

Additional Appropriation ☒
Transfer ☐

The following additional appropriation / transfer is recommended for approval.

<u>Estimated Revenue</u>			
MRSA Sales Tax Revenue	01060135-4420	\$	254,115
Interest Income	01060135-4100		76,648
	TOTAL	\$	330,763
 <u>Appropriation</u>			
Special education – Tuition to private schools	01951270-5563	\$	168,495
Special education – Tuition to private schools	01951265-5563		86,570
Special education – Pupil transportation	01952710-5510		75,698
		\$	330,763

Explanation
The above transfer request is requested to cover the Board of Education’s budget deficit.

Source of Funds
Funding is from unanticipated revenue from interest income and the State of CT’s MRSA grant.

Recommended motion:
Resolved, that the Board of Finance approve the above additional appropriation from unanticipated revenue.

Approved **Yes** **No** **Date**

Board of Finance

Town Council

TOWN OF EAST HAMPTON

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
5111 Certified Salaries	17,280,547	0	17,280,547	17,012,900.15	.00	267,646.85	98.5%
5112 Classified Salaries	5,329,865	85,000	5,414,865	5,822,732.99	.00	-407,867.99	107.5%
5210 Medical Insurance	4,761,520	0	4,761,520	4,763,058.32	.00	-1,538.32	100.0%
5213 Life Insurance	58,240	0	58,240	66,435.80	.00	-8,195.80	114.1%
5220 Social Security	341,256	0	341,256	375,112.49	.00	-33,856.49	109.9%
5221 Medicare	316,962	0	316,962	318,207.78	.00	-1,245.78	100.4%
5230 Pension	531,600	0	531,600	518,383.35	.00	13,216.65	97.5%
5235 DC Plan Contribution	152,855	0	152,855	119,272.43	.00	33,582.57	78.0%
5250 Unemployment Compensation	5,000	0	5,000	98.50	.00	4,901.50	2.0%
5260 Worker's Compensation	144,609	0	144,609	134,907.80	.00	9,701.20	93.3%
5290 Other Employee Benefits	1,500	0	1,500	-1,547.69	.00	3,047.69	-103.2%
5316 Computer Consulting Services	260,000	0	260,000	290,323.35	.00	-30,323.35	111.7%
5319 Meetings/Conferences/Training	31,000	0	31,000	9,412.97	.00	21,587.03	30.4%
5330 Professional/Tech. Services	747,956	0	747,956	737,974.20	.00	9,981.80	98.7%
5410 Public Utilities	68,718	0	68,718	65,508.60	.00	3,209.40	95.3%
5430 Bldg & Equip Maint/Repair	172,600	0	172,600	236,726.40	.00	-64,126.40	137.2%
5432 Heating & Ventilation Repair	20,000	0	20,000	5,544.27	.00	14,455.73	27.7%
5433 Bldg. Systems Testing & Repair	42,500	0	42,500	61,712.57	.00	-19,212.57	145.2%
5434 Fire/Alarm Protection	2,000	0	2,000	.00	.00	2,000.00	.0%
5435 Refuse Removal	38,200	0	38,200	45,057.73	.00	-6,857.73	118.0%
5436 Water & Underground Tank Test.	2,000	0	2,000	.00	.00	2,000.00	.0%
5437 Pest Control	8,100	0	8,100	7,405.00	.00	695.00	91.4%
5438 Vehicle Repair/Maintenance	1,600	0	1,600	3,217.51	.00	-1,617.51	201.1%
5440 Rental	97,400	0	97,400	100,828.92	.00	-3,428.92	103.5%
5510 Pupil Transportation	1,478,864	0	1,478,864	1,565,663.13	.00	-86,799.13	105.9%
5511 Other Transportation	30,036	0	30,036	14,323.70	.00	15,712.30	47.7%
5520 Property/Liability Insurance	124,639	0	124,639	123,144.00	.00	1,495.00	98.8%
5530 Communications	64,755	0	64,755	70,321.41	.00	-5,566.41	108.6%
5540 Newspaper Advertising	650	0	650	2,752.00	.00	-2,102.00	423.4%
5550 Printing/Binding	11,845	0	11,845	9,102.54	.00	2,742.46	76.8%
5560 Tuition-RESC	208,066	0	208,066	205,463.68	.00	2,602.32	98.7%
5561 Tuition to Agencies W/In State	84,848	0	84,848	90,974.00	.00	-6,126.00	107.2%
5563 Tuition to Private Schools	277,859	0	277,859	532,922.02	.00	-255,063.02	191.8%
5566 Magnet School Tuition	131,250	0	131,250	142,521.24	.00	-11,271.24	108.6%
5580 Staff Travel	8,000	0	8,000	3,640.12	.00	4,359.88	45.5%
5590 Other Purchased Services	37,000	0	37,000	22,872.07	.00	14,127.93	61.8%
5611 Supplies/Materials/Minor Equip	312,880	0	312,880	322,829.34	.00	-9,949.34	103.2%
5621 Natural Gas	201,577	0	201,577	190,174.82	.00	11,402.18	94.3%
5622 Electricity	418,000	0	418,000	266,820.17	.00	151,179.83	63.8%
5627 Motor Fuel	110,000	0	110,000	124,152.47	.00	-14,152.47	112.9%

TOWN OF EAST HAMPTON

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
5641 Textbooks/workbooks	81,500	76,000	157,500	134,571.11	.00	22,928.89	85.4%	
5642 Books/Periodicals	14,000	0	14,000	11,697.72	.00	2,302.28	83.6%	
5690 Other Supplies/Materials	35,000	0	35,000	29,197.42	.00	5,802.58	83.4%	
5735 Technology Software	0	0	0	372.20	.00	-372.20	100.0%	
5744 Computer Equipment	5,000	99,800	104,800	87,329.95	.00	17,470.05	83.3%	
5810 Dues and Fees	46,000	0	46,000	45,241.37	.00	758.63	98.4%	
5994 New Staff / Program Requests	175,800	-175,800	0	.00	.00	.00	.0%	
TOTAL GENERAL FUND	34,273,597	85,000	34,358,597	34,689,359.92	.00	-330,762.92	101.0%	
GRAND TOTAL	34,273,597	85,000	34,358,597	34,689,359.92	.00	-330,762.92	101.0%	
** END OF REPORT - Generated by Jeff Jylkka **								

TOWN OF EAST HAMPTON
GENERAL FUND REVENUES
AS OF OCTOBER 12, 2023
FY 2022-2023

Agenda Item: 8A
10/12/2023

	Original Estimate	Adjustments	Revised Estimate	Unaudited Actual YTD Revenue	Balance	% Collected	Projected Variance	Comment
40 Property taxes	42,784,557	-	42,784,557	42,910,112	(125,555)	100.29%	125,555	
41 Investment income	10,000	-	10,000	179,374	(169,374)	1793.74%	169,374	Investment rates have increased
42 License, permit & fees	638,300	-	638,300	801,674	(163,374)	125.60%	163,374	Building Dept. fees
44 FEDERAL, STATE & LOCAL GRANTS	7,737,593	-	7,737,593	8,074,159	(336,566)	104.35%	336,566	Received an unanticipated MRSA & MV grant
47 Other revenue	89,515		89,515	150,596	(61,081)	168.24%	61,081	Purchase card & insurance rebate
49 Other Fin. Sources (Use of Fund Balance)	500,000	1,235,000	1,735,000	-	1,735,000	0.00%	(1,735,000)	
TOTAL GENERAL FUND	51,759,965	1,235,000	52,994,965	52,115,915	879,050	98.34%	(879,050)	

Forecasted variance (879,050)

Estimated revenues \$ 52,115,915

TOWN OF EAST HAMPTON
GENERAL FUND EXPENDITURES
10/12/2023
FY 2022-2023

Agenda Item: 8B
10/12/2023

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	YTD EXPENDED	ENCUM	TOTAL	Available	Projected Variance	% USED	Comment
01010000 Town Manager's Dept.	382,001	0	382,001	379,239.30	0.00	379,239	2,762	2,762	99.3%	
01020000 Town Council/Special	40,424	0	40,424	35,381.75	0.00	35,382	5,042	5,042	87.5%	Professional & tech. not spent
01040000 LEGAL	85,000	0	85,000	85,124.20	0.00	85,124	-124	(124)	100.1%	Supervisor and Police contracts
01050130 New Town Hall/Police Dept.	311,286	0	311,286	319,236.39	0.00	319,236	-7,950	(7,950)	102.6%	Building repairs
01060135 Finance and Accounting	506,438	0	506,438	504,128.98	2,300.00	506,429	9	9	100.0%	
01060136 Collector of Revenue	177,804	0	177,804	158,035.37	4,114.00	162,149	15,655	15,655	91.2%	Vacancy - part of the year
01060137 Assessor	202,913	0	202,913	189,658.97	9,950.00	199,609	3,304	3,304	98.4%	
01070000 Town Clerk	184,903	0	184,903	180,925.89	1,000.00	181,926	2,977	2,977	98.4%	
01080000 Registrars/Elections	50,991	0	50,991	53,340.39	0.00	53,340	-2,349	(2,349)	104.6%	Printing of ballots
01090000 General Insurance	406,160	0	406,160	397,369.14	0.00	397,369	8,791	8,791	97.8%	Workers Comp
01100000 Probate Court	19,200	0	19,200	19,152.00	0.00	19,152	48	48	99.8%	
01110000 Employee Benefits	2,286,725	0	2,286,725	2,268,795.02	1,000.00	2,269,795	16,930	16,930	99.3%	
01120000 Contingency	30,000	0	30,000	0.00	0.00	0	30,000	30,000	0.0%	
01150000 Information Technology	166,281	0	166,281	166,330.10	0.00	166,330	-49	(49)	100.0%	
01210211 Police Administration	375,282	0	375,282	354,544.32	1,563.54	356,108	19,174	19,174	94.9%	
01210212 Regular Patrol	1,794,407	0	1,794,407	1,822,828.39	0.00	1,822,828	-28,421	(28,421)	101.6%	Overtime
01210213 Lake Patrol	2,096	0	2,096	2,142.97	0.00	2,143	-47	(47)	102.2%	
01210214 Animal Control	53,441	0	53,441	53,807.00	0.00	53,807	-366	(366)	100.7%	
01220221 Firefighting	341,734	0	341,734	330,564.06	6,375.00	336,939	4,795	4,795	98.6%	
01220223 FIRE MARSHAL	92,985	0	92,985	66,628.63	9,810.00	76,439	16,546	16,546	82.2%	PT wages lower than expected
01220225 Town Center Fire System	8,050	0	8,050	12,491.90	0.00	12,492	-4,442	(4,442)	155.2%	Repairs to waterline leak
01230000 Ambulance	64,790	0	64,790	62,070.66	0.00	62,071	2,719	2,719	95.8%	
01240000 Emergency Management	8,096	0	8,096	5,764.61	0.00	5,765	2,331	2,331	71.2%	
01250000 Public Safety Dispatch	232,825	0	232,825	188,081.36	0.00	188,081	44,744	44,744	80.8%	Actuals forecasted to be lower
01260000 Street Lighting	51,000	0	51,000	40,385.70	0.00	40,386	10,614	10,614	79.2%	
01310000 Chatham Health District	170,301	0	170,301	170,300.60	0.00	170,301	0	0	100.0%	Assessment less than estimated
01320000 Human Services	127,540	0	127,540	119,582.61	0.00	119,583	7,957	7,957	93.8%	Direct assistance
01330000 Senior Center	159,746	0	159,746	139,293.34	700.00	139,993	19,753	19,753	87.6%	Part-time wages
01340000 Transportation	53,940	0	53,940	55,535.00	0.00	55,535	-1,595	(1,595)	103.0%	Assessment higher than forecasted
01350000 Community Services	6,800	0	6,800	7,495.00	0.00	7,495	-695	(695)	110.2%	Repairs to broken well pump
01360000 CEMETERY CARE	5,000	0	5,000	0.00	4,900.00	4,900	100	100	98.0%	
01370000 Commission on Aging	1,200	0	1,200	1,511.67	0.00	1,512	-312	(312)	126.0%	Part-time wages for minutes
01410000 Building, Planning & Zoning	397,796	0	397,796	361,827.28	15,962.15	377,789	20,007	20,007	95.0%	
01420000 Econ. Development Comm.	4,637	0	4,637	1,597.87	0.00	1,598	3,039	3,039	34.5%	
01430000 Conservation & Lake Comm.	57,127	0	57,127	56,811.00	0.00	56,811	316	316	99.4%	
01460000 Redevelopment Agency	1,462	0	1,462	1,281.39	0.00	1,281	181	181	87.6%	
01470000 Middle Haddam Historic Dist.	800	0	800	481.85	0.00	482	318	318	60.2%	
01510000 Public Works Admin.	1,536,333	0	1,536,333	1,421,411.67	18,318.51	1,439,730	96,603	96,603	93.7%	Staff vacancies & overtime
01520000 Engineering	40,000	0	40,000	41,448.49	0.00	41,448	-1,448	(1,448)	103.6%	
01530000 Town Garage	47,909	0	47,909	36,132.47	0.00	36,132	11,777	11,777	75.4%	
01540000 Townwide Motor Fuel	162,520	0	162,520	151,299.97	0.00	151,300	11,220	11,220	93.1%	Light winter
01550000 Road Materials	370,000	0	370,000	369,997.00	0.00	369,997	3	3	100.0%	
01560000 Transfer Station	200,431	0	200,431	196,223.48	4,500.00	200,723	-292	(292)	100.1%	Disposal of yard waste
01610610 Park & Recreation	487,802	0	487,802	477,202.86	10,575.00	487,778	24	24	100.0%	
01660000 Arts & Cultural Comm.	2,300	0	2,300	2,087.04	0.00	2,087	213	213	90.7%	
01670000 Community Center	159,209	0	159,209	136,430.16	0.00	136,430	22,779	22,779	85.7%	Overtime, Maintenance & Elect.
01680681 E Hampton Public Library	576,997	0	576,997	516,461.00	10,719.28	527,180	49,817	49,817	91.4%	Staff vacancy for part of the year
01680682 Middle Haddam Library	10,000	0	10,000	10,000.00	0.00	10,000	0	-	100.0%	
01710711 General Obligation Bonds	2,975,000	0	2,975,000	2,975,000.00	0.00	2,975,000	0	-	100.0%	
01720721 General Obligation Bonds	1,037,237	0	1,037,237	1,037,235.64	0.00	1,037,236	1	1	100.0%	

TOWN OF EAST HAMPTON
GENERAL FUND EXPENDITURES
10/12/2023
FY 2022-2023

Agenda Item: 8B
10/12/2023

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	YTD EXPENDED	ENCUM	TOTAL	Available	Projected Variance	% USED	Comment
01750000 Capital Leases	164,224	0	164,224	137,695.68	0.00	137,696	26,528	26,528	83.8%	
01810000 Operating Transfers Out	855,225	1,150,000	2,005,225	2,005,225.00	0.00	2,005,225	0	-	100.0%	\$1.150M for Middle School Roof

Grand Total \$ 17,486,368 \$ 1,150,000 \$ 18,636,368 \$ 18,125,595 \$ 101,787 \$ 18,227,383 \$ 408,985 \$ 408,985 97.8%

Board of Education \$ 34,273,597 \$ 85,000 \$ 34,358,597 \$ 34,689,360 \$ (330,763) \$ (330,763) 101.0%

Total Forecasted Deficit 78,222

Town of East Hampton
Fund Balance Projection
JUNE 30, 2023

Agenda Item: 8C
10/12/2023

	TOTAL Projected as of 06/30/2023
Total Fund Balance at July 1, 2022 (Audited).....	\$ 7,106,271
Less: Fund balance restrictions.....	-
Fund Balance at July 1, 2022 (Audited).....	\$ 7,106,271
2022-2023	
Forecasted Revenues.....	52,115,915
Forecasted Expenditures.....	52,916,743
Net income / (loss).....	\$ (800,828)
Forecasted ending fund balance.....	\$ 6,305,443
Less: Assignments of fund balance.....	\$ -
Unrestricted Fund Balance at June 30, 2023.....	\$ 6,305,443
Unrestricted Fund Balance as a % of FY 2023 approved budget.....	12.2%
Unrestricted Fund Balance as a % of FY 2024 approved budget.....	11.7%