

**TOWN OF EAST HAMPTON  
EAST HAMPTON, CT 06424**

**BOARD OF FINANCE**

Monday, May 15, 2017  
Town Hall Meeting Room

**Approved Minutes**

**Present:** Janine Jiantonio, Alannah Coshow, Steve Ritchie, Michael Rose, Dean Markham and Alan Hurst

**Not Present:** Marc Lambert

**Other attendee(s):** Jeffery Jylkka: Director of Finance and Patience Anderson: Town Council Chair

**1-2. Vice-Chairwoman Jiantonio called the meeting to order at 7.00 p.m. followed by the Pledge of Allegiance.**

**3. Approval of Minutes:**

**a) Special Meeting 4/10/17**

*Mr. Ritchie made a motion to approve minutes after revisions discussed. The motion was seconded by Ms. Coshow. **Vote: 6-0. Motion Passed.***

**b) Regular Meeting 4/17/17**

*Mr. Ritchie made a motion to approve minutes as presented. The motion was seconded by Mr. Markham. **Vote: 4-0-2 (Mr. Hurst and Ms. Jiantonio abstained due to their absence at the meeting) Motion Passed.***

**4. Public Remarks:**

None

**5. Financial Transactions:**

None

**6. Special Presentations:**

None

**7. Correspondence:**

Mr. Jylkka referenced two handouts that would accompany the binder documents during discussion of item 8a (email referencing governor proposed cut related to casino revenue) and 10a (impacts of state cut revisions announced today).

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**8. Status Reports [Financial]:**

Mr. Jylkka provided an update on the FY 2016-17 Revenues, Expenditures to date.

**a) 2016-2017 Revenue**

Mr. Jylkka shared that while current reports show a \$50,000 positive variance in taxes, it is expected that taxes will close at more than \$100,000 (positive). That coupled with the additional \$13,900 cut by the state (Casino revenue email) would net out to an end of year negative variance of approx \$85,000. There is still belief, however that the final number will be much closer to a "0" variance with Licenses, Permits & Fees still strong and no major changes anywhere else.

**b) 2016-2017 Expenditures**

Mr. Jylkka highlighted 2 items in regard to expenditures. In regard to Fire Marshal hours, there was a discrepancy where the commission was misreading the numbers and thought that the Fire Marshal only had 11 hours remaining in the budget when the numbers were actually showing that he averaged 11 hours per week. That being said, with the work needed in relation to obtaining the Certificate of Occupancy (CO) for the High School and the work at Stop & Shop due to reconfiguring the store layout, it is anticipated that there will be a \$3,000-5,000 shortfall at the end of the year. Mr. Jylkka also clarified that internal salaries are not reimbursable under the HS project. In regard to the Community Center overages (due to door repairs, well issues, re-wiring, and cleaning overages) it is anticipated that they will close approx. \$32,000 over budget. Most other departments are anticipated to return \$1,000, give or take, allowing for a year end positive variance.

Ms. Coshow then raised a question in regard to the expenditures section of the April 17<sup>th</sup> minutes. She was seeking clarification on one of the factors for the Police OT overages being coverage for the Officer in Canine training which was contrary to previous statements that all costs associated with or caused by the "Canine program" were covered through donations. Mr. Hurst concurred with her. Mr. Jylkka did not recall stating anything contrary to that but stated that he and the recording secretary would listen to the audio again and seek any clarifications needed from the Police Department.

**9. New Business:**

**a) Tax Collector Suspense List**

Mr. Jylkka shared the list provided by the Tax Collector of accounts they have made numerous attempts to collect with no success (due to bankruptcy, mail returned as address unknown, etc.). While these balances will not be written off, they will be removed from the "active collection" list and sent to a collection agency to pursue for us. This will allow the tax collection office to focus on those delinquent accounts they feel they will be able to collect.

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*Mr. Hurst made a motion to approve the suspension of the accounts provided by the Tax Collector. The motion was seconded by Mr. Rose. **Vote: 6-0. Motion Passed.***

**b) Tax Collector – Retention of Overpayment**

**c) Tax Collector – Waiver of Certain Property Taxes**

Mr. Jylkka shared a request from the Tax Collector to retain overpayments if amount is less than \$5.00 and waive property taxes due in an amount less than \$5.00 referencing existing ordinances from the Town of Colchester and the Town of Hebron as well as analysis that the processing of each refund or tax bill costs the town a minimum of \$12.00. He also shared that at current these types of ordinances would impact 16 accounts with overages equaling a total of \$16.00 and 19 MV and 1 PP accounts equaling a total of \$64.00 (net of \$48.00).

*Mr. Hurst made a motion to recommend to the Town Council that they adopt an ordinance authorizing the Tax Collector to retain overpayments if the amount is less than \$5.00 and an ordinance authorizing the Tax Collector, at her discretion, to waive property taxes if the amount is less than \$5.00 (similar to existing ordinances in the Towns of Colchester and Hebron). The motion was seconded by Ms. Coshow. Vote: 6-0. Motion passed.*

**10. Continued Business:**

**a) 2017-2018 Budget Discussion & Deliberation**

Mr. Jylkka shared information he prepared today after an email from CCM advising the town that state aid is being reduced for the town an additional \$2,000,000 based on changes from the Governor (referenced in correspondence above). Not including pension contribution (which is now at 1.4 million vs. 1.6 million) this brings the town to a \$3,000,000 reduction (including a 50% reduction in ECS funding). He also provided some charts showing impacts to East Hampton vs. surrounding towns and counties. Finally, he reminded the Board Members to “play around” with the dashboard (will resend link) being created for internal use initially with future plans to allow for public access.

**b) Citizens Guide to the Budget**

Mr. Jylkka confirmed that all changes have been submitted and stated that if there are no more, he will request the final draft, distribute and will request production at the end of the week.

In response to a question from Mr. Markham on if there were any Referendum updates they should be made aware of, Vice-Chair Jiantonio invited Council Chairwoman Anderson to join the discussion. Chairwoman Anderson encouraged participation from the Board Members in the Tri-Board Meeting scheduled for Monday (5/22) in order to glean some consensus on

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how to move forward. She went on to share that the BOE is in discussions on how to plan for the school year if no budget is in place by end of June. Since current plans would not have a budget in place by the end of June, decisions need to be made. She also shared her strong belief that all three Boards need to work together to insure voters truly understand the impacts of voting when revenue is not finalized. Finally she requested that a discussion also be had in regard to a plan on setting a temporary vs. permanent mill rate if both budget votes happen to pass before revenue is set. Multiple Board Members provided comment with the discussion to be continued at the Tri-Board meeting.

**11. Liaison's Reports:**

Present Board Members agreed to postpone discussion on Chairman Lambert's suggestion to reassess liaison assignments until next meeting given Chairman Lambert's absence.

- a) Town Council**
- b) Board of Education**
- c) Economic Development Commission**
- d) Lake/Conservation**
- e) Fire Commission**
- f) Brownfields/Redevelopment**
- g) Park & Rec. Advisory Board**
- h) Water Development Task Force**

Mr. Hurst did, however, provide an update on the WDTF. He shared that the Taskforce is finalizing a proposal that will go to the Council requesting funding for an interconnection project of existing water systems.

**12. Public Remarks**

None

**13. Town Manager's Report**

None

**14. Adjournment:**

The motion to adjourn was made by Mr. Hurst and was seconded by Mr. Ritchie.

**Vote: 6-0. Motion Passed. Meeting adjourned at 8:12 pm.**

Respectfully submitted,

Renee Bafumi  
Recording Secretary