

**TOWN OF EAST HAMPTON**  
**EAST HAMPTON, CT 06424**  
**BOARD OF FINANCE**  
**ORGANIZATIONAL SPECIAL MEETING**  
Monday, November 20, 2017  
Town Hall Meeting Room

**Approved Minutes**

**Present:** Mike Rose, Janine Jiantonio, Alannah Coshow, Richard Brown, Barbara Moore, Ted Turner and Bridget McLennan (via phone)

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

**1. The Finance Director called the meeting to order at 6:32 p.m. followed by the Pledge of Allegiance.**

**2. Nominations and Election of Chairperson**

Upon a request from the Finance Director for nominations, *Ms. Coshow made a motion to nominate Mr. Rose for Chairperson. The motion was seconded by Mr. Brown.*

**Vote: 6-0-1 (Mr. Rose). Motion Passed.**

**3. Nominations and Election of Vice Chairperson**

Upon a request from Chairman Rose for nominations, *Ms. Coshow made a motion to nominate Mr. Brown for Vice Chairperson. The motion was seconded by Ms. Jiantonio.*

**Vote: 6-0-1 (Mr. Brown). Motion Passed.**

**4. Rules of Procedure – Robert’s Rules**

Upon a request from Chairman Rose for a motion, *Ms. Moore made a motion to adopt Robert’s Rules as a guiding principle for rules of procedure (including meeting minute documentation). The motion was seconded by Mr. Turner.* **Vote: 7-0. Motion Passed.**

**5. Discussion of Meeting Times and Dates for 2018**

Mr. Jylkka presented the proposed dates and times for BoF Meetings for the 2018 calendar year. The proposal followed the same schedule as previous years (3<sup>rd</sup> Monday of the month or Tuesday when Monday is a holiday at 6:30 Jan/Feb/Mar/Apr/Sept/Nov/Dec and 7:30 May/June/Jul/Aug). Discussion had on possibly changing time of meeting(s) to 7:00pm Jan-Dec. Adoption of 2018 Meeting Schedule to occur at December BoF Regular Meeting.

**6. Committee/Liaison Assignment Discussion**

When provided with the list of Committees, Chairman Rose asked if the Board would like time to review the Committees before assignments are made. Upon agreement by Board

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Members to have time to review (schedules for each Board/Committee to be distributed),  
Assignments to occur at December BoF Regular Meeting.

*Following a motion from Mr. Brown, seconded by Ms. Moore and carried unanimously, a new item was added to the agenda as item 7.*

**7. Financial Impacts from Governor's "Cut-backs"**

A brief discussion was had as follow-up to information Mr. Jylkka had emailed to Board Members in regard to the rescissions set by the Governor this week (~\$600,000 in addition to the ~\$600,000 cut through the state budget).

*No action was taken in relation to this item.*

**8. Adjournment (*previously agenda item 7*)**

A motion to adjourn was made by Ms. Coshow and was seconded by Ms. Moore.

**Vote: 7-0. Motion Passed. Meeting adjourned at 6:58 pm.**

Respectfully submitted,

Renee Bafumi  
Recording Secretary