

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

**BOARD OF FINANCE**

Monday October 15, 2018  
EH Middle School Library

**Approved Minutes**

**Present:** Richard Brown, Janine Jiantonio, Alannah Coshow, Bridget McLennan and Ted Turner

**Not Present:** Barbara Moore and Eric Peterson

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

**1-2. The meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance.**

**3. Adoption of Agenda**

*Upon a motion from Ms. Coshow, seconded by Ms. Jiantonio and unanimously carried, the agenda was adopted as presented.*

**4. Approval of Minutes:**

**a) Regular Meeting 9/17/2018**

*Ms. Coshow made a motion to approve the minutes as presented. The motion was seconded by Ms. McLennan. **Vote: 5-1. Motion Passed.***

**b) Special Meeting 9/19/2018**

*Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow. **Vote: 4-0-1 (Jiantonio). Motion Passed.***

**c) Special Meeting 9/26/2018**

*Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow. **Vote: 5-0. Motion Passed.***

**5. Public Remarks:**

None

**6. Financial Transactions:**

**a) FY 2018 End of Year Budget Transfers**

Mr. Jylkka presented the need to transfer \$89,540 from 2 departments that were over budget to 12 departments/operational areas with minor deficits in order to balance the fiscal year end 2017-2018. A brief discussion followed.

*Ms. McLennan made a motion to approve the discussed transfers for the 2017-2018 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 2017-2018 fiscal*

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*year. Further resolved that the Finance Director shall report back to the Board of Finance and the Town Council of any additional budget transfers.*

*The motion was seconded by Ms. Coshow.*

***Vote: 5-0. Motion Passed.***

**7. Special Presentations:**

None

**8. Correspondence:**

While there were no specific correspondences to discuss, Mr. Turner did raise a procedural question around correspondence received by Board members outside of a meeting. After a discussion it was agreed that going forward, if emails or letters addressed to the full Board are received, they will be forwarded to the recording secretary and included in the minutes of the next regular meeting following receipt.

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

**a) Revenue**

**b) Expenditures**

**c) Fund Balance**

Mr. Jylkka shared the nearly finalized FY 2017-2018 (approved budget transfers from item 6a of this agenda not reflected) revenue and expenditures showing a positive variance of \$177,343.

**10. New Business:**

**a) Consolidation Opportunities**

Chairman Brown informed the Board that he and Mr. Jylkka had a discussion prior to the meeting about whether or not there were any opportunities to consolidate BOE and General Government departments; specifically IT and/or Finance. Mr. Jylkka explained that while IT departments do assist each other when able, the focuses of each is quite different (academic/curriculum related technology vs. financial and dispatch/telephony related technology). He went on to explain that most BOE AP and AR related tasks already funnel through the General Government finance department and while payroll is processed separately, consolidating would not eliminate a "body" since it is only a portion of the GG Payroll clerks role (AR clerk too). Mr. Jylkka did agree, however, that cost savings would occur through efficiencies once both the BOE and the GG departments are under one roof in the new Town Hall Building.

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Discussion then evolved into the interest of the Board to receive access to the BOE budget detail via a dashboard like the GG side. Mr. Jylkka confirmed that it is possible given all financials are housed in the same application and he would gladly assist the BOE with the loading of information into the dashboard. While Mr. Turner questioned the understanding of the education numbers by the Board, the other Board members in attendance agreed that information, whether BOE, Public Works, Library, Building Department, etc. should be analyzed at the same level.

**Action Item:** *Include Budget Dashboard opportunities as an item on the November BOF meeting agenda.*

**11. Continued Business:**

**a) Website Upgrade**

The design and layout of the home page and departmental pages have been signed off on. It is expected that the new website will be available in 6-8 weeks.

**b) TIF Zone Proposal**

No new information at this time.

**c) Teacher Contract Negotiations**

Ms. McLennan shared that she continues to be encouraged by the discussion at meetings and believes the last meeting will be held on 9/16.

This discussion led to several Board members expressing interest in having a Tri-Board meeting in the near future. It was then explained that due to the multiple Referendums and associated meetings, both Capital and Tri-Board Meetings have yet to be scheduled.

**12. Committee/Liaison Assignments**

**a) Town Council (Coshaw/Jiantonio)**

Nothing to report that was not previously covered.

**b) Board of Education (Finance Sub-Committee) (Moore)**

No Report

**c) Economic Development Commission (Turner)**

Mr. Turner shared that they are working on a brochure about the town that will help to promote a variety of attractions for people to visit. He also stated that the Business of the Month promotion is more popular than ever.

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**d) Lake / Conservation (Moore)**

No Report

**e) Fire Commissioners (Brown)**

Nothing of a financial impact discussed

**f) Brownfields/Redevelopment (McLennan)**

No Report

**g) Park & Rec. Advisory Board (McLennan)**

No Report

**13. Public Remarks:**

None

**14. Town Manager's Report**

No Report

**15. Adjournment:**

The motion to adjourn was made by Mr. Turner and was seconded by Ms. McLennan.

**Vote: 5-0. Motion Passed. Meeting adjourned at 7:22 pm.**

Respectfully submitted,

Renee Bafumi  
Recording Secretary