

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

BOARD OF FINANCE

Monday November 19, 2018
EH Middle School Library

Approved Minutes

Present: Richard Brown, Janine Jiantonio, Alannah Coshow, Barbara Moore and Ted Turner
Not Present: Bridget McLennan 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 Chairman Brown, seconded by Ms. Coshow and unanimously carried, the agenda was amended to include Discussion on Capital Committee (as item 10 c).

4. Approval of Minutes:

a) Regular Meeting 10/15/2018

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

5. Public Remarks:

None

6. Financial Transactions:

None

7. Special Presentations:

None

8. Correspondence:

None

9. Status Reports [Financial]:

a) Revenue

b) Expenditures

Mr. Jylkka mistakenly printed the FY 2017-2018 revenue and expenditures and stated he would follow-up by sending via email the 2018-2019 YTD revenue and expenditures.

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10. New Business:

a) Set Permanent Mill Rate for the 2018-2019 Fiscal Year (32.21)

Upon a motion from Ms. Moore, seconded by Ms. Coshow and unanimously carried, the Permanent Mill Rate for the 2018-2019 Fiscal Year of 32.21 (a .89 increase) was set.

Vote: 5-0. Motion Passed.

b) Approval of 2019 Regular Meeting Dates & Times

With two members not in attendance, discussion and approval was deferred to the December 17th Regular Meeting.

c) Capital Committee

Chairman Brown shared detail of discussion from the November 14th Capital Committee meeting, which included, but was not limited to, discussion around excluding fixed assets from the Capital Budget and increasing the minimum amount of a Capital Project. While no decisions were made, discussion will continue on these topics. Chairman Brown also expressed concern with The Capital Policy as it is currently written citing specific examples that are not being followed (e.g. 5-year plan in place and the Town Manager collecting and drafting a plan by October 1st.) Mr. Jylkka agreed that the policy as written is not realistic (given that multiple referendums and frequent cuts to the capital budget after submission, hinder the departments' abilities to produce said documentation). Mr. Jylkka encouraged Chairman Brown to suggest a revision committee be formed at the next Capital Meeting.

11. Continued Business:

a) Website Upgrade

Mr. Jylkka stated that the website is almost complete and that training for staff is scheduled for early December. He should be able to provide a demonstration at the December Meeting.

b) TIF Zone Proposal

No new information at this time.

c) Teacher Contract Negotiations

Ms. McLennan was not in attendance to provide a status.

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d) Tax Bill Modifications

Mr. Jylkka shared that the 1 page insert will be included in the FY 2019-2020 tax mailings and, in response to multiple questions from Board member around format and content, he will bring examples to the December meeting to refresh the Board's memory.

e) Town and BOE Budget Dashboard

Following the discussion at the October meeting around the Board's interest in having a BOE Budget Dashboard similar to the General Government Dashboard that exists, Mr. Jylkka stated he would gladly assist the Board and BOE in creation and that he will open the dialogue with the BOE if Board members provide him with specifics around what they would like the dashboard to include.

12. Committee/Liaison Assignments

a) Town Council (Coshow/Jiantonio)

Ms. Coshow referenced presentations from the Chief of Police about emergency communication issues and the Public Works Director about delays impacting the Fuel Island schedule.

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

Ms. Moore suggested Ms. McLennan take over given her involvement in teacher contract negotiations. To be discussed further next meeting.

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 there will be a ribbon cutting ceremony for the Black Walnut Bread Company in the village center in early December.

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

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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. Moore.

Vote: 5-0. Motion Passed. Meeting adjourned at 7:48 pm.

Respectfully submitted,

Renee Bafumi
Recording Secretary