

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

**BOARD OF FINANCE**

Tuesday January 22, 2019  
EH Middle School Library

**Approved Minutes**

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

**Not Present:** Eric Peterson

**Other attendee(s):** Jeffery Jylkka: Director of Finance, Chief Dennis Woessner: Chief of Police, Paul Smith: Superintendent of Schools, Don Harwood: BOE Facilities Manager, Chief Greg Voelker: Fire Chief, Brett Salafia: Fire Commission Chairman

**1-2. The meeting was called to order at 7:01 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 12/17/2018**

*Ms. Coshow made a motion to approve the minutes as presented. The motion was seconded by Mr. Turner. **Vote: 5-0-1 (Moore). Motion Passed.***

**5. Public Remarks:**

None

**6. Financial Transactions:**

None

**8. Special Presentations:**

None

**9. Correspondence:**

Board Members acknowledged receipt of the Annual Report that was distributed prior to the start of the meeting.

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

**a) Revenue**

**b) Expenditures**

Mr. Jylkka provided a brief overview of revenue and expenditures for FY 2018-2019 YTD. He highlighted that Tax Demand Notices being delayed (scheduled to go out in late January or early February instead of October due to the extended budget process and Tax Bill schedule) is resulting in less revenue in back taxes than estimated but expects to make up some of the lost revenue by the end of the Fiscal Year through position vacancies, less legal fees being paid out than anticipated and conversion of street lights to LED.

**11. New Business:**

**a) Budget Calendar**

Per the request of Chairman Brown, Mr. Jylkka shared two options of the Budget calendar. The first followed the same timing as the previous few years while the second pushed out the public hearing and budget workshops by two weeks. All in attendance agreed that they were fine with the second option. Mr. Jylkka stated that the complete calendar will be distributed once locations are confirmed.

**b) Tri-Board Meeting**

The meeting is scheduled for Monday January 28<sup>th</sup> at 6:00 pm. Ms. Jiantonio, Ms. Coshow, Ms. McLennan, Ms. Moore and Mr. Turner all confirmed their attendance.

**c) Sale of current Town Hall**

Mr. Jylkka shared that Mr. Maniscalco is confirming, at tonight's Town Council Meeting, the town's interest in selling the current Town Hall property.

**d) Bonding Discussion**

Chief Woessner, Chief Volker and Mr. Harwood were given the opportunity to explain the projects being considered for Bonding.

**i. Public Safety Radio**

Chief Woessner provided an overview of the bid process conducted, and a handout outlining the scope of work as outlined by the preferred company. He also explained the urgency around gaining approval is that if East Hampton is

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able to coordinate the upgrade to coincide with The City of Middletown's upgrade, the town will be able to incur a 54% savings.

**ii. Fire Truck**

Chief Voelker and Chairman Salafia provided an overview of the need for a replacement rescue / pumper at Company 2, what it would be replacing (a 1994 Pierce Engine that would turn into the reserve Engine at Company 3 replacing a 1989 Ford) and the benefits it would provide.

**iii. Center School Boiler**

Mr. Harwood also provided a handout that outlined the history and scope of the boiler replacement project, as well as, the timeline restrictions and cost savings on repairs that are driving the aggressive timeline.

With unanimous agreement by Board Members to informally approve the bonding of all 3 projects, Mr. Jylkka stated that he will provide the formal resolutions at the February BOF Meeting for a formal vote.

**12. Continued Business:**

**a) Tax Bill Modifications**

Ms. McLennan proposed that she would like the "where my tax dollars go" flyer to be sent out prior to the budget meetings occurring in order to provide a level set for tax payers and possibly peak their interest in this tax season. A draft to follow for final discussion at the February meeting.

**b) Town and BOE Budget Dashboard**

Board members agreed that this should be a topic at the Tri-board meeting on January 28<sup>th</sup>.

**c) TIF Zone Proposal**

The first transfer (of the defined percentage) of additional taxes collected for the properties in the TIF Zone will be occurring once finalized (BAA has completed any appeals and collection rate established).

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**13. Committee/Liaison Assignments**

**c) Town Council (Coshow/Jiantonio)**

Ms. Coshow attended a portion of the meeting before coming to this meeting. She shared that all bids (except fire safety) have been awarded for the Town Hall complex project and the current completion date appears to be February 2020. Other topics discussed included the fuel island project, the library roof and town water.

**a) Board of Education (Finance Sub-Committee) (McLennan/Brown)**

Chairman Brown shared that the initial BOE budget is requesting a 2.56% increase but he has a concern about whether or not the baseline the BOE should be using should include or exclude ECS grant money. He hopes it is a discussion point at the Tri-board meeting. He also shared that the safety locks that are being paid for through Capital funds are being purchased for less than anticipated so there should be funds being returned.

**b) Economic Development Commission (Turner)**

Mr. Turner shared that the CrossFit Gym in town is the business of the month and the EDC has also introduced a "welcome new business" banner that is currently making it's rounds in the village center.

**c) Lake / Conservation (Moore)**

No Report

**d) Fire Commissioners (Peterson)**

No Report

**e) Brownfields/Redevelopment (McLennan)**

No Report (meeting at same time as this meeting)

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

No Report

**14. Public Remarks:**

None

**15. Town Manager's Report**

No Report

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**16. Adjournment:**

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

**Vote: 6-0. Motion Passed. Meeting adjourned at 8:15 pm.**

Respectfully submitted,

Renee Bafumi  
Recording Secretary