

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

BOARD OF FINANCE

Tuesday, February 20, 2018
EH Middle School Library

Approved Minutes

Present: Mike Rose, Richard Brown, Bridget McLennan, Barbara Moore and Ted Turner

Not Present: Janine Jiantonio and Alannah Coshow

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

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

3. Adoption of Agenda

Upon a motion from Dr. Brown seconded by Ms. Moore, and unanimously carried, the Agenda was adopted as presented.

4. Approval of Minutes:

a) Regular Meeting 1/16/2018

*Dr. Brown made a motion to approve the minutes as presented. The motion was seconded by Ms. McLennan. **Vote: 3-0-2 (Moore and Turner). Motion Passed.***

5. Public Remarks:

None

6. Financial Transactions:

a) Budget Transfers

*At the request of Mr. Jylkka, Dr. Brown made a motion to transfer funds budgeted for wage increases from the employee benefit account to the applicable salary accounts. The motion was seconded by Ms. Moore. **Vote: 5-0. Motion Passed.***

b) Capital Reserve Fund – BOE HVAC at Memorial School

In response to a passed motion by the Town Council on 1/23/18, to transfer \$30,000 in Capital from the Middle School HVAC project to a Memorial School HVAC project contingent on a recommendation from the Board of Finance, Dr. Brown made a motion to recommend the transfer as stated. The motion was seconded by Mr. Turner.

Vote: 5-0. Motion Passed.

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7. Special Presentations:

a) 2017 Audit

Joseph Centofanti, Katherine Patnaude and Matthew Boughton of PKF O'Connor Davies were in attendance to explain Audit findings, as well as future (GASB) considerations that may impact auditable functions, and answer any questions Board Members may have.

8. Correspondence:

None

9. Status Reports [Financial]:

Mr. Jylkka provided an update on the FY 2017-2018 Revenues and Expenditures to date.

a) 2016-2017 Revenue

Mr. Jylkka briefly referenced the documentation included in the meeting binder but focused the discussion on providing the Board with the results of the Tax Sale that occurred earlier in the day.

b) 2016-2017 Expenditures

Mr. Jylkka briefly referenced the documentation included in the meeting binder highlighting that the weather to date has not exhausted the OT nor Road Material budgets (~50% spent/encumbered to date).

10. New Business:

a) Website Upgrade

In response to multiple requests to redesign the Town Website in order to make it more user friendly, as well as easier to maintain, Mr. Jylkka provided information on the option being considered.

Action Item: *Board to review information provided for further discussion at March Regular meeting.*

11. Continued Business:

a) TIF Zone Proposal

No update at this time.

b) Teacher Contract Negotiations

Mr. Jylkka had nothing new to report. Negotiations still planned for August with an invitation to this Board promised.

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c) Tax Bill Modifications

Mr. Jylkka confirmed that the Board is looking for a separate document that would accompany a tax bill or be sent alone (if taxes are escrowed) outlining the breakdown of how tax dollars are spent.

Action Item: *Mr. Jylkka to get a quote and be able to discuss the steps necessary to implement at the March Meeting.*

d) FY 18-19 Budget

Mr. Jylkka shared and reviewed the Budget Calendar for FY 18-19. Chairman Rose shared that he will have limited to no availability to attend (via remote access only) the March 14th, 15th, 16th and 17th Budget Workshops.

12. Committee/Liaison Assignments

a) Town Council (Coshow/Jiantonio)

No Report

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

No Report

c) Economic Development Commission (Turner)

Occurring at the same time as this meeting

d) Lake / Conservation (Moore)

Nothing with a financial impact discussed.

e) Fire Commissioners (Brown)

Meeting scheduled for tomorrow (2/21)

f) Brownfields/Redevelopment (McLennan)

Nothing with a financial impact discussed.

g) Park & Rec. Advisory Board (McLennan)

Board was disappointed that Sears Park Gate Project was not included in Capital Budget.

h) Water Task Force (Jiantonio)

No Report

13. Public Remarks

Mr. Turner provided a suggestion for the upcoming Budget cycle, based on his past experience as BOF Chair. He stated that while not protocol, he found that allowing department heads, when

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present, to answer public questions was appreciated by the public. In his opinion, people often left frustrated if their questions or concerns were not addressed in a timely manner.

14. Town Manager's Report

While not provided by the Town Manager to report on, Mr. Jylkka shared that the Town Hall complex has been experiencing frequent phone system issues. With these issues also impacting our emergency notification systems (after multiple potentially dangerous interactions between town staff and tax payers recently) have resulted in the town looking into new phone system options. While not ideal timing (given the move planned) it has become necessary from both a customer service and a safety issue. More information to follow as things progress.

15. Adjournment:

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

Vote: 5-0. Motion Passed. Meeting adjourned at 8:03 pm.

Respectfully submitted,

Renee Bafumi
Recording Secretary