

TOWN OF EAST HAMPTON
EAST HAMPTON, CT 06424
BOARD OF FINANCE
Monday, May 18, 2020
Virtual Meeting

Minutes

Present: Matthew Bennington, Ted Turner, Bob Hein, Alannah Coshow, Richard Brown and Eric Peterson

Not Present: Wes Jenks

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

1-2. The meeting was called to order, by Chairman Bennington, at 7:04 p.m. followed by the Pledge of Allegiance.

3. Adoption of Agenda

Upon a motion from Mr. Hein, seconded by Mr. Turner and unanimously carried, the agenda was adopted as presented.

4. Approval of Minutes:

- a) **Regular Meeting 3/16/2020** - *Will defer to the next meeting*
- b) **Public Hearing 4/20/2020** - *Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow. **Vote: 6-0-. Motion Passed.***
- c) **Budget Workshop 4/21/2020** - *Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow. **Vote: 6-0-. Motion Passed.***
- d) **Budget Workshop 4/22/2020** - *Ms. Coshow made a motion to approve the minutes as presented. The motion was seconded by Mr. Turner. **Vote: 6-0-. Motion Passed.***
- e) **Budget Workshop 4/23/2020** - *Mr. Bennington made a motion to approve the minutes as presented. The motion was seconded by Mr. Hein. **Vote: 6-0-. Motion Passed.***
- f) **Budget Workshop 4/24/2020** - *Mr. Bennington made a motion to approve the minutes as presented. The motion was seconded by Mr. Hein. **Vote: 6-0-. Motion Passed.***
- g) **Budget Workshop 4/25/2020** - *Mr. Bennington made a motion to approve the minutes as presented. The motion was seconded by Mr. Hein. **Vote: 6-0-. Motion Passed.***
- h) **Special Meeting 5/4/2020** - *Mr. Peterson made a motion to approve the minutes as presented. The motion was seconded by Mr. Turner. **Vote: 6-0-. Motion Passed.***

5. Public Remarks:

None

6. Financial Transactions:

None

7. Special Presentations:

None

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8. Correspondence:

None other than those the committee members received regarding the budget.

9. Status Reports [Financial]:

a) Revenue

Mr. Jylkka shared a YTD status of FY 2020 Revenue as of 5/18/2020 and advised that there is a projected positive variance on the revenue side due to a high tax collection rate and state and local grants being more than estimated. Mr. Bennington asked if the COVID-19 crisis has created any issues. Mr. Jylkka is not seeing much impact on the revenue side.

b) Expenditures

Mr. Jylkka shared a YTD status of FY 2020 Expenditures as of 5/18/2020 and there were discussions regarding the town hall budgets and deficits due to the extended time of staying in the existing town buildings. The town hall/annex and town hall/police department were budgeted for only 6 months. Mr. Jylkka explained the reasons for the positive variances in the expenditures. COVID-19 expenses were incurred to set up employees to work remotely. There were savings in payroll due to reduced part-time wages. Mr. Jylkka will be applying for a FEMA grant for reimbursement of 75% of expenses.

10. New Business:

Mr. Jylkka explained that the committee will need to appoint an auditor for FY 2020. He advised that PFK O'Connor Davies performed the FY 2019 audit through state contract and would like them to perform the FY 2020 audit. Their fee will increase by \$775. Mr. Jylkka would like to do an RFP for FY 2021.

Upon a motion from Dr. Brown, seconded by Ms. Coshow and unanimously carried, PKF O'Connor Davies will be the auditor for FY 2020.

11. Continued Business:

None

12. Liaison Appointments/Reports

a) Town Council (Hein)

Mr. Hein shared that the Town Council has the budget and will vote on 5/26/2020. He stated that the Council discussed changes and looking for negotiations from labor contracts. Some are willing to forego raises. They will discuss the budget at their 5/21/2020 meeting.

b) Board of Education (Bennington/Brown)

Mr. Bennington shared that the high school is moving forward with tech teaming with RHAM; Meals will continue to be provided (2 meals per day, 7 days a week) and are looking to

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continue to provide meals over the summer; Para support may decrease due to online summer school.

c) Economic Development Commission (Turner)

Mr. Turner shared that the commission is working on the pamphlet and hoping to start back with the business of the month once the state reopens.

d) Conservation Lake Commission (Jenks)

No Report

e) Fire Commissioners (Peterson)

No Report

f) Brownfields/Redevelopment (Bennington)

No Report

g) Park & Rec. Advisory Board (Coshow)

Ms. Coshow shared that there is an issue with the wetlands portion of the Airline Trail and that Jeremy Hall is to work on it. The bog is being repaved. There is a new employee working on online services and there is a grant to repave Sears Park parking lot. The boat launch has been removed from the budget and the project is on hold. Mr. Jylkka stated that there may be funds available to complete the project. Golf tournament will be held 9/24/2020 to raise funds to rebuild the ropes course. Summer programs will begin 6/25/2020 with smaller groups and restrictions. The board is trying to build up its special revenue and would like to raise funds (\$45,000) to build a pickle ball court.

h) Capital Committee (Brown/Turner)

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. Coshow.

Vote: 6-0. Motion Passed. Meeting adjourned at 7:46 pm.

Respectfully submitted,

Jennifer Magro
Recording Secretary