

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

**BOARD OF FINANCE**

Monday, September 21, 2020  
Virtual Meeting

**Minutes**

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

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

**1-2. The meeting was called to order, by Chairman Bennington, at 7:01 p.m. followed by the Pledge of Allegiance.**

**3. Adoption of Agenda**

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

**4. Approval of Minutes:**

**a) Regular Meeting 7/20/2020 –** *Mr. Hein 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:**

Mr. Jylkka emailed each member the Bond Official Statement and list of Covid expenses.

**8. Correspondence:**

None

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

**a) Revenue**

Mr. Jylkka advised that there were no significant changes for the FY 19/20. There were some adjustments due to end of year appropriations. Transfers are done for the FY 20/21 budget. The projected variance was moved in the amount of \$40,000. FY 19/20 was better due to licenses, permits and fees, and sale of equipment. Shortfall in taxes due to some reserves (lawsuits with solar companies). Mr. Bennington asked what the collection rate was for FY 19/20. Mr. Jylkka advised that it was 98.8% and that it was 99.1% for the last two years. There is a projected positive variance. Dr.

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Brown asked if the forecast for the second half of taxes will show a decrease in collections. Mr. Jylkka feels that it will not be abnormal as collections are strong as of today at 54%.

Revenues for FY 20/21 is at 21% year to date with Town Clerk, Building Department showing revenues. There is an election official grant to help with Covid. There is no grant yet for Board of Education, the ECS grant is not yet determined. Public Works administration sales of equipment was \$5,200. Mr. Bennington asked how many times per year the town receives money from ECS. Mr. Jylkka advised it is three times per year – late October, February and April.

**b) Expenditures**

Mr. Jylkka explained that a lot of the transfers in operating are to help fund items for FY 20/21. The only transfer was for the library ceiling tiles. A code was created in Emergency Management to show Covid expenses, \$15,934, that may be reimbursed by a FEMA grant. Part-time salaries increased due to hiring for deep cleaning of the parks. Transfers will be done at the end of October for departments with deficiencies. \$91,000 is to be returned to the budget.

Expenses for FY 20/21 are currently at 21%. RiverCog dues were paid, most expenses are hovering around 20-25% and encumbrances have been set aside. The semi-annual Probate Court payment has been made, Ambulance and Fire stipends have also been paid. Mr. Jylkka advised that expenses are trending as expected and right on track.

Eric Peterson joined the meeting at 7:20 pm.

**c) September 2020 Bond Official Statement**

Mr. Jylkka shared the reports which provided information regarding the sale and closure of bonds creating a savings of about \$140,000. The town took advantage of current rates on ten-year bonds.

**10. New Business:**

None

**11. Continued Business:**

None, however, Mr. Jenks asked about staffing levels at the Board of Education. Mr. Bennington suggested Mr. Jenks ask to bring up the issue at the next regular meeting. There was also a discussion about Covid related expenses and its impact on taxpayers. Prior to 7/1/2020, \$243,000 was spent in Covid expenses.

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## **12. Liaison Appointments/Reports**

### **a) Town Council (Hein)**

Mr. Hein shared that the Council covered things from the previous meeting. There was a discussion and vote to adopt Ordinance No. 2020.02 – An Ordinance Amending Various Provisions of the Code of the Town of East Hampton Regarding Appointment of Members to Various Commissions and Agencies. There were three new draft job descriptions. WPCS gave a presentation of expenses and discussion regarding increase in rates due to needed upgrades.

### **b) Board of Education (Bennington/Brown)**

Dr. Brown attended the last meeting virtually. Several awards were presented and the hybrid schedule was discussed. Mr. Hein stated that a middle school teacher applied the Heimlich maneuver on a student. Paul Smith advised that the schools will plan to go back to the full-time schedule on October 5, 2020.

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

Mr. Turner shared that the East Hampton guide has been printed and is being distributed. The commission acquired a new sign for the business across from Stop & Shop. Grasshopper Landscaping is the business of the month. The commission is putting together East Hampton restaurant coupons. They should know which restaurants will be participating by the end of the month. Mr. Hein asked about the sale of Angelico's and Mr. Jylkka advised that the closing took place last week and that a Portland resident purchased the property.

### **d) Conservation Lake Commission (Jenks)**

Mr. Jenks shared that it is his understanding the town will be purchasing the Christopher Brook property with money received through a grant. Mr. Jylkka does not have any information regarding this. There is a \$168,000 grant for lake remediation and there are projects lined up to use that money. The lake did not need to be closed this year. Testing is still being done and they got a late start this year. The goal for next year is to improve the quality and they expect more clear visibility. The boat launch needs to be updated and not sure if the town received a quote yet. Mr. Jylkka advised that it would cost approximately \$50,000-60,000 for the ramp and will look at capital for funds.

### **e) Fire Commissioners (Peterson)**

No Report

### **f) Brownfields/Redevelopment (Bennington)**

Mr. Bennington reported that there were discussions regarding 1 and 13 Watrous and 3 Walnut. Chatham Health has not yet done testing on wells at 13 Watrous. PCB levels are not at appropriate levels. They are not sure if grant money will come this year. DPH anticipates costs of \$250,000 to pipe water down from Route 66.

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

Ms. Coshow reported that the application for the Airline Trail grant to extend the trail through the wetlands is being prepared. Summer programs were at half capacity and no reports of Covid cases. Winter programs will be limited as the schools cannot be used but may be reopened after 10/5/2020. Revenues have decreased due to less participants. Ms. Coshow advised that Jeremy Hall has an increase in overtime due to maintenance of the old school building. The cross-country trails are problematic after the recent storm and they are turning to the Board of Education who may outsource for cleanup. Increases in minimum wage will need to be accounted for.

**h) Capital Committee (Brown/Turner)**

Dr. Brown reported that the first meeting is next week. Dr. Brown asked about the high school baseball field. Mr. Jylkka reported that the high school building committee have not met yet and he hopes they will review and start the closeout process. Mr. Jylkka will add this item to the next meeting agenda.

**13. Public Remarks:**

None

**14. Town Manager's Report**

Mr. Jylkka sent the report to members earlier. He mentioned that the borrowing rate at the library has increased over the last two months.

**15. Adjournment:**

The motion to adjourn was made by Mr. Turner and was seconded by Dr. Brown.

**Vote: 7-0. Motion Passed.** Meeting adjourned at 8:11 pm.

Respectfully submitted,

Jennifer Magro  
Recording Secretary