

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

BOARD OF FINANCE

Monday, October 19, 2020

Virtual Meeting

Minutes

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

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

4. Approval of Minutes:

a) Regular Meeting 9/21/2020 – *Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Mr. Hein. **Vote: 6-0-. Motion Passed.***

5. Public Remarks:

None

6. Financial Transactions:

a) FY 2020 End of Year Budget Transfers – Mr. Jylkka explained that the standard practice is that department with overspent budgets gets transfers in from those departments that were underspent. Mr. Bennington asked about increases in Fire Marshal budget, inspections at the town hall project. Mr. Jylkka advised that the Fire Marshal budget is trending in line today with all other departments.

*Ms. Coshow made a motion to accept the Fiscal Year 2020 End of Year Budget Transfers. The motion was seconded by Mr. Turner. **Vote: 6-0-0. Motion Passed.***

7. Special Presentations:

None

8. Correspondence:

Members received letters from the town's auditing firm asking for information. Mr. Jylkka advised the members to fill out the form and return it as soon as possible. Mr. Jylkka presented the End of Year FY 2020 capital reserve transfers – no action required.

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9. Status Reports [Financial]:

Mr. Jylkka advised that there are no reports, that everything is trending as normal. Nothing out of the ordinary, not much in Covid expenses. Tax payments are coming in strong.

10. New Business:

- a) High School Baseball Field** – Town Council approved an RFP. At the High School Building Committee meeting on 10/29/2020, they will close the state grant but will add to the scope of work for the baseball field, track and tennis courts. A majority of funds will be coming from capital reserve in the high school project (approx. \$190,000). Jeremy Hall advised that the project went out for RFP today and they are looking for an engineer regarding baseball outfield drainage, tennis courts drainage. He stated the track is 15 years old and past replacement. The goal is to replace the track and design drainage on the field. They will look for assistance from school personnel then look for a contractor at the end of February and go out to bid in March 2021. Mr. Bennington asked about the impact the project will have on spring sports. Mr. Hall is hoping to start construction in mid-March or just wait until the season is over. It all depends on irrigation for sod or seed. Finances will be a factor. Mr. Turner asked if irrigation will be included, Mr. Hall advised it will be included in the RFP.
- b) FY 2022 Budget** – Mr. Jenks asked at the last meeting about focusing on the FY 2022 budget, specifically the school budget. Paul Smith led the discussion and advised that the BOE starts the process in November and received input from teachers, parents, students at the board meeting. Principals provide information in December. The timeline will remain the same during Covid. Mr. Smith advised that there is nothing preliminary yet as it is too soon to start. They will consider hybrid schooling or adjust the schedule. Not much in savings with any specific schedule. There were some savings for buses. Dattco is sticking to the payment schedule and negotiations are ongoing. Mr. Jenks feels there should be a sit-down meeting to discuss a broader scope regarding the school budget and would like to set up a group of Board of Finance and Board of Education members. Dr. Brown suggested a tri-board meeting or do some sort of informal meeting. Mr. Jenks is open to either type of meeting. Mr. Smith wants to take certain items out of capital and put into the school budget. He is hoping to discuss that issue in December rather than in March. Mr. Bennington will reach out to Chris Goff for ideas to meet and will try to schedule with the Town Council and find a proper venue.

11. Continued Business:

- a) Sears Park Boat Launch** – Jeremy Hall provided information in an email. The original estimates date back about 3 ½ years ago and was in the \$35,000 - \$40,000 range. Today's estimate from Butler Construction of \$75,000 – \$80,000 is more accurate for this type of work. A determination will need to be made as to how much to bring the lake down. There may be a savings by going with a smaller cofferdam. Two (2) concrete slabs may be added to avoid the current big hole at the bottom of the launch. Construction costs are up due to Covid. Other potential companies may have lower

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costs if the town does some of the work or orders some materials. Mr. Jenks confirmed that the original estimate was from an engineering company not a construction company. Mr. Jenks asked if it would be logical to do the work at the end of the season when the lake is normally brought down. Ms. Coshow asked where the funds would be coming from and Mr. Jylkka advised that there is some in capital (approx. \$28,000). Butler Construction is typically the lowest bidder. Mr. Jenks asked if they would hold the price if they enter into a contract now. Mr. Hall feels that everything is inflated right now and feels this is an informative session. There may be savings of \$1,000 – \$2,000 if the two concrete slabs are taken out but won't know what the total cost will be. Mr. Hall advised that a small asphalt drive is included in the estimate since the existing paved parking lot was already done. It is a 4' x 5' area to be done with this project and was intentionally left to be done at a later date.

12. Liaison Appointments/Reports

a) Town Council (Hein)

Mr. Hein shared that the Council discussed the water system for the town center which is tabled for now due to not enough information to move forward at this time. It was tabled to the next meeting. The Council also discussed the baseball field and courts.

b) Board of Education (Bennington/Brown)

Dr. Brown advised that there was a discussion regarding enrollment figures and that everything in the state is in a flux due to attendance differences. Learning from home was not included in the enrollment figures. The PSAT and SAT are scheduled for this week.

c) Economic Development Commission (Turner)

Mr. Turner shared that the East Hampton guide have been printed and are at different locations in town. They will be updated two times a year. East Hampton Eats program is underway with 10-12 participating restaurants. Cards are given out to patrons for future use, some EDC funds were used toward the cards.

d) Conservation Lake Commission (Jenks)

Mr. Jenks shared that they are looking at options to read algae levels at all times. A limnologist will determine algae counts. They are in the process of securing a grant (\$160,000) for projects in the works. Mr. Jenks believes Jeremy DeCarli is working on acquiring the Christopher Brook property. The lake had good levels this year and feels the earlier start was good for the lake this year. The bottom of the lake may look odd due to current colder water. They feel this year was a huge success.

e) Fire Commissioners (Peterson)

No Report

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f) Brownfields/Redevelopment (Bennington)

No Report

g) Park & Rec. Advisory Board (Coshow)

Ms. Coshow reported that Jeremy Hall is in talks with Eversource regarding the wetlands on the Airline Trail. There is a 20% matching grant in process and the bog is being paved. There is new signage from the town center for the Airline Trail. The golf tournament raised \$11,900 for the ropes course. Programs are continuing with restrictions. If the CIAC runs sports, the gym can be used. Trunk or Treat will take place as a drive through with kids in the cars. Mr. Hall plans on hiring a consultant for new trucks and the baseball fields.

h) Capital Committee (Brown/Turner)

No Report

13. Public Remarks:

None

14. Town Manager's Report

None

15. Adjournment:

The motion to adjourn was made by Ms. Coshow and was seconded by Mr. Turner.

Vote: 6-0. Motion Passed. Meeting adjourned at 8:05 pm.

Respectfully submitted,

Jennifer Magro
Recording Secretary