

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

BOARD OF FINANCE

Monday, November 16, 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 7:00 p.m. followed by the Pledge of Allegiance.

3. Adoption of Agenda

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

4. Approval of Minutes:

a) Regular Meeting 10/19/2020 – Dr. Brown 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) Motion to consider a scope amendment – 2013 East Hampton High School Renovations, Improvements and Additions Project – Mr. Jylkka explained that the motion will address concerns over the track, tennis courts, fields and drainage improvements. The building committee did not take any action at closing and passed it to the Board of Education. Mr. Jylkka advised that the building committee has been dissolved and that the bonding company has suggested a resolution for scope amendment regarding issues. The motion does not increase borrowing authorization as there is approximately \$1M to spend – overage can come from capital where there is approximately \$189,000 in the track fund. Mr. Jylkka does not foresee needing additional funding in the next budget. This is not reimbursable from a grant. Mr. Turner asked if Parks and Recreation will describe in full what is needed to be done as discussed in previous meetings. Mr. Jylkka will send members the RFP with the detailed scope (irrigation is included). Jeremy Hall and Jeremy DeCarli created the RFP, and a town meeting will be required where it will go to Planning and Zoning and/or Town Council for review and possibly a referendum.

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Item 6a (2013 High School Renovations, Improvements and Additions Project Scope Amendment):

Mr. Bennington introduced the following resolution, which was seconded by Dr. Brown. Vote: 6-0-0. Motion Passed.

WHEREAS, The Town of East Hampton at referendum held June 4, 2013 approved an appropriation and borrowing authorization of \$51,695,000 for costs in connection with renovations, improvements and additions to East Hampton High School (the "2013 High School Renovations, Improvements and Additions Project"); and

WHEREAS, it is in the best interests of the Town to modify the scope of the project to include certain additional work;

NOW, THEREFORE, RESOLVED, that the Board of Finance recommends that the scope of the aforesaid \$51,695,000 appropriation for the 2013 High School Renovations, Improvements and Additions Project be modified to include the following work: (1) replacement of the entire tennis court surface, (2) replacement of the entire synthetic track surface surrounding the soccer field, (3) correction of water/drainage issues on a portion of the soccer field, (4) correction of sub-surface water, drainage, grading issues and irrigation and grass/sod replacement of the baseball outfield, and (5) such other work and improvements as are related thereto.

7. Special Presentations:

None

8. Correspondence:

The Town Manager's report was sent to board members. Ms. Coshow commented on how informative they are.

9. Status Reports [Financial]:

- a) Revenue** – Mr. Jylkka reported that property taxes have come close to what was budgeted. So far 55.2% has been collected this year, up from that period last year. No changes in collections due to COVID-19 or unemployment. Investment income rates have significantly decreased. There is an uptick in licenses, permits and fees – an estimated \$100,000 mostly in the building department. Grants, \$140,000 more expected for a positive variance.
- b) Expenditures** – Mr. Jylkka reported that there has been some saving due to position vacancies. Registrar is up due to the election; two grants were received in the amount of \$13,000 to help with elections and COVID-19. He will reappropriate those funds back to the department. No significant variances are expected for a possible referendum or additional elections. There were two positions vacant in the patrol budget for part of the year. The Fire Marshal's vehicle was not funded so he received a vehicle from the Police

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Department which was converted with some costs. Emergency Management was rewarded \$3,000 from FEMA and \$5,500 from the State OPM for COVID-19 expenses which will go back into the 19/20 FY. A second reimbursement will be submitted. FEMA has strict restrictions and PPE must be used by first responders only. The town was reimbursed 100% by OPM for sanitizer and cleaning supplies. Mr. Jylkka is forecasting a slight variance in the senior center. Electricity for the lake aerator may cause a deficit as the cost to run the equipment is about \$2,800/month (it does not run year-round). There is currently a vacation in Public Works and Mr. Jylkka is forecasting a savings in the Library's part-time wages. The expected variance is about \$100,000. The position at the Library has been approved but the individual has not started yet.

10. New Business:

None

11. Continued Business:

- a) **FY 2022 Budget** – There was a discussion about meeting with the Board of Education and the BOE was supportive of it. Mr. Bennington advised that arrangements are in process for a zoom meeting on 11/30/2020 or 12/7/2020. Members agreed that 12/7/2020 at 6:30 pm would be best. The BOE will host the meeting. Mr. Bennington suggested that Mr. Jenks spearhead this meeting and should put an agenda together. The budget calendar will be based on last year's pre-COVID-19 calendar and will most likely be zoom meetings. For now, the BOF will leave it as a tentative schedule.

12. Liaison Appointments/Reports

a) Town Council (Hein)

Mr. Hein shared that the Council advised the this was the 9th year the town received excellence in financial reporting. There is a savings of \$30,000 on a new tank for the vacor truck. The cost savings are unclear on the solar energy park on Skinner Street. The Town will be applying for a safe drinking water eligibility fund. The town has picked up four (4) vacant properties on Comstock Trail. The Council nominated Kevin Reich for the high school field RFP. There were also discussions regarding an affordable housing plan.

b) Board of Education (Bennington/Brown)

Dr. Brown advised that a new BOE member was welcomed at the last meeting. The building committee turned over the BOE a slightly lower budget. Ten students are withdrawing to be home schooled (bringing the total number to 31 students). They will be keeping these numbers on next year's projections. The Capital Improvement Committee only has one (1) elected BOE member and the BOE feels they should have two (2) BOE members and are looking for additional representation. There were discussions regarding hybrid participation. Dr. Brown added that the BOE has a wish list which includes a position for a repair tech for the chrome books and subject specialists if there are no in-school classes (there is a want to double staff for subject specialists).

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This will need to be looked at when discussing the budget. There is no reason why as of yet, but special education classes are expected to double.

c) Economic Development Commission (Turner)

Mr. Turner shared that the business of the month signed has been moved to CZ Equipment. There is a new business located near Center Package store. East Hampton Eats, some are seasonal with over 1,500 signed applications for drawings. This promotion will end the first week of December and they may run it again in the spring. The commission may submit a request for a part-time EDC employee.

d) Conservation Lake Commission (Jenks)

Mr. Jenks was unable to attend the last meeting. He did advise that the aeration system was recently turned off due to the lake being drawn down. Mr. Turner asked about the Christopher Brook property. Mr. Jenks advised that attorneys are working on it and a state grant is in process. With the lake being drawn down, there are no changes to the boat launch.

e) Fire Commissioners (Peterson)

No Report

f) Brownfields/Redevelopment (Bennington)

No Report

g) Park & Rec. Advisory Board (Coshow)

Ms. Coshow reported that there was a presentation from a consultant to work on a master plan for facilities and services. The cost of the planned crossing on the Airline Trail is between \$600,000 and \$1.4M. Budget implications increased due to grounds and maintenance and minimum wage increases. Increases are expected with the boat launch updates, replacing a dump truck, master plan and startup money for the Airline Trail.

h) Capital Committee (Brown/Turner)

A meeting is schedule for 11/18/2020, Mr. Jylkka will put the members on the distribution list.

13. Public Remarks:

None

14. Town Manager's Report

The recent report was sent to members. Mr. Jenks mentioned that the Building Department's vehicles are in much need for repairs and the BOF should consider looking into alternatives.

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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 8:00 pm.

Respectfully submitted,

Jennifer Magro
Recording Secretary