

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

**BOARD OF FINANCE**

Monday, December 21, 2020  
Virtual Meeting

**Minutes**

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

**Not Present:** Eric Peterson

**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 Dr. Brown to add item 10 b) Nonlapsing Account for Unexpended Education Funds that was seconded by Ms. Coshow and unanimously carried, the agenda was amended.*

*Upon a motion from Dr. Brown, seconded by Ms. Coshow and unanimously carried, the agenda was adopted as amended.*

**4. Approval of Minutes:**

**a) Regular Meeting 1/21/2020** – *Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow.*

***Vote: 6-0. Motion Passed.***

**b) Regular Meeting 3/16/2020** – *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 Deliberation 4/30/2020** – *Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow.*

***Vote: 6-0. Motion Passed.***

**d) Regular Meeting 11/16/2020** – *After a correction request by Ms. Coshow (change 1M under Park & Rec Advisory Board to 1.4M), Mr. Turner made a motion to approve the minutes as amended. The motion was seconded by Ms. Coshow.*

***Vote: 6-0. Motion Passed.***

**5. Public Remarks:**

None

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**6. Financial Transactions:**

None

**7. Special Presentations:**

None

**8. Correspondence:**

None

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

**a) Revenue** – Mr. Jylkka shared a YTD status of FY 2021 Revenue.

He reported that a positive variance is still expected and provided the following highlights:

- Property taxes have come close to what was budgeted
- Investment income rates have significantly decreased (\$60,000 less)
- Licenses, permits and fees remain strong (\$100,000 more)
- ECS Grant will be more than expected (\$140,000 more)
- The Town will receive a COVID-19 payment, in 2021, from the State, that will need to be shared with the Chatham Health District (\$96,000)

**b) Expenditures** – Mr. Jylkka reported that there has been no significant change since last months update. He again highlighted savings due to various position vacancies and the impacts of the state payment (mentioned in revenue above) on COVID-19 expenses.

**10. New Business:**

**a) 2021 Regular Meeting Calendar**

*Dr. Brown made a motion to approve the 2021 Calendar of scheduled meeting dates for the BOF as presented. The motion was seconded by Mr. Hein.*

***Vote: 6-0. Motion Passed.***

**b) Nonlapsing Account for Unexpended Education Funds**

Dr. Brown shared information found in Section 1. Section 10-248a of the general statutes and requested that the Board consider enacting an account for EH BOE stating that doing so may alleviate the pressure to spend remaining budget at the end of the fiscal year just so that they don't "lose" it. Mr. Jylkka stated that he will speak to Town's already doing and reach out to CCM to gather information on participation and procedure. Discussion to continue at January Meeting.

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**11. Continued Business:**

**a) FY 2022 Budget**

The Capital Plan has been drafted for a line by line review and Departments have started drafting their Budgets. It was discussed that board members would prefer that meetings start at 6:30 next budget season. Ms. Coshow asked that all board members be added to the Capital Committee meeting distribution so that they can attend even if not participating.

**12. Liaison Appointments/Reports**

**a) Town Council (Hein)**

Mr. Hein shared that participation in the RiverCOG Joint/Regional Affordable Housing Plan was voted on and passed unanimously. He also shared that a presentation was given by the Public Works Director Matt Walsh and Tony Garro from BETA on a Pavement Management Program. The Town purchased a software tool and system to evaluate the condition of the Town's road system. This program assists in developing a long-range plan for managing the roads.

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

Dr. Brown shared that much discussion was had around the schools' handling of COVID-19. He also shared that the budget will be discussed at the January 11, 2021 Meeting.

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

Mr. Turner shared that the Business of the Month is CZ Equipment and Willow, a new business located near Center Package store, is being recognized as the New Business of the Month. He also shared that the East Hampton Eats program was a success with 8 restaurants participating and 6 prizes awarded. The program may run again in the spring.

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

Mr. Jenks shared that many residents are unhappy with Bevin's handling of water levels. He also shared that there are multiple grants being applied for.

**e) Fire Commissioners (Peterson)**

No Report

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

Chairman Bennington provided updates on 1 Watrous Street, 13 Watrous Street and 3 Walnut. He also shared that a presentation that will be presented to the Council in early 2021 will outline the commission's relevance and activity.

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

Ms. Coshow clarified the Capital request total of the Park & Rec Department to be \$220,000:

- \$75,000 - Dump Truck
- \$50,000 - Boat Launch
- \$20,000 - Airline Trail
- \$25,000 - Master Plan
- \$50,000 - Water Quality

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

A line by line review of the Capital Plan is expected at the meeting to be held in late January.

**13. Public Remarks:**

None

**14. Adjournment:**

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

***Vote: 6-0. Motion Passed. Meeting adjourned at 7:44 pm.***

Respectfully submitted,

Renée Bafumi  
Recording Secretary