

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

**BOARD OF FINANCE**

Tuesday, February 16, 2021  
Virtual Meeting

**Minutes**

**Present:** Wes Jenks, Ted Turner, Alannah Coshow and Bob Hein

**Not Present:** Matthew Bennington, Eric Peterson and Richard Brown

**Other attendee(s):** Jeffery Jylkka, Director of Finance, David Cox, Town Manager, Russell Melmed, Director of Health - Chatham Health District

**1-2. The meeting was called to order, by Vice-Chairman Jenks, at 7:00 p.m.  
followed by the Pledge of Allegiance.**

**3. Adoption of Agenda**

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

**4. Approval of Minutes:**

**a) Regular Meeting 1/19/2021**

*Mr. Hein made a motion to approve the minutes as presented. The motion was seconded by Ms. Coshow.*

***Vote: 4-0. Motion Passed.***

**5. Public Remarks:**

None

**6. Financial Transactions:**

None

**7. Correspondence:**

All correspondence will be addressed under specific agenda items to follow.

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

**a) Revenue:**

Mr. Jylkka shared a YTD status of FY 2021 Revenue. He reported that a positive variance is

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still expected and provided the following highlights:

- Property taxes are on track to comfortably hit target (98.5%)
- Investment income is still lagging and is still expected to carry over into FY22
- Licenses, permits and fees remain strong (~125% already for FY21)
- COVID-19 Relief Funds from the State (\$96,000) to be further discussed under agenda item 9b below

**b) Expenditures:**

Mr. Jylkka shared a YTD status of FY 2021 Expenditures providing the following highlights:

- Due to multiple union contracts being negotiated, legal fees budget is over 70% spent
- An additional appropriation will need to be processed in following with a grant the Registrar received.
- Electrical costs at the lake (aeration project) are being monitored as they are expected to exceed budget.
- Even with recent storms, snow removal budget is still at a comfortable level.
- Total COVID-19 impacts, while being partially addressed, are still unknown.

**9. New Business:**

**a) Review and Possible Approval of FY22 Capital Plan**

After a brief explanation of the process the Capital Committee followed to produce what Mr. Turner and Mr. Cox described as a “no fluff” budget truly addressing current needs, a motion was made.

*Ms. Coshow made a motion to postpone further review and possible approval of the FY22 Capital Plan to a meeting when additional BOF members are present. The motion was seconded by Mr. Jenks.*

***Vote: 4-0. Motion Passed.***

**b) Discussion of Allocating a Portion of Coronavirus Relief Funds to the Chatham Heath District**

In following with 2 hand-outs provided to members (on file), Mr. Melmed (Director of Health - Chatham Health District) outlined the unfunded costs-to-date incumbered by Chatham Health, as well as an estimate of future costs to staff and manage vaccination clinics. After a Q&A session, a motion was made.

*Mr. Turner made a motion to recommend that the Town Council appropriate \$19,368.20 to the Chatham Health District from unanticipated Corona Relief grant revenue. The motion was seconded by Mr. Hein.*

***Vote: 3-0-1 (Mr. Jenks). Motion Passed.***

**TOWN OF EAST HAMPTON  
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Virtual Meeting

**10. Continued Business:**

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

In following with a handout (on file) provided by the Board of Education outlining a Non-Lapsing Education Fund Policy (3171.1), a motion was made.

*Mr. Hein made a motion to establish a non-lapsing unexpended education funds account in accordance with the provisions of Sec. 10-248a of the Connecticut General Statutes. The motion was seconded by Ms. Coshow.*

***Vote: 4-0. Motion Passed.***

**11. Special Presentation:**

**a) 2020 Audit Presentation – Joe Centofanti**

Following a 2-page presentation outline (on file) Mr. Centofanti (Lead Auditor – PKF O'Connor Davies) detailed the audit findings for the Board members.

**12. Liaison Appointments/Reports**

**a) Town Council (Hein)**

Mr. Hein shared that two Town Council meetings had taken place since his last report. Topics included:

- Chatham's request for COVID relief funds
- Activity at 1 Watrous to remediate enough to sell to an interested party
- Prevention Coordinator job description changes approved
- Various Police Department policies approved
- Library moving to "Fine free forever". Late return fines will no longer be collected.

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

In the liaisons' absence, Mr. Hein shared that the 2 remaining schools following a hybrid schedule (EHMS & EHHS) are planning to return to 5-days per week in-person learning as of March 22, 2021. He also shared that COVID-19 expenses were discussed.

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

With the February meeting occurring at the same time as this meeting, Mr. Turner shared that voting for the business of the month for March was on the agenda, as well as, an application process to receive masks. EDC acquired 2,000 masks that they wish to distribute to local businesses that are in need.

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

While unable to attend the last couple of meetings, Mr. Jenks did acknowledge electricity

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costs being a topic, as well as the Christopher Brook negotiations going well.

**e) Fire Commissioners (Peterson)**

No Report

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

No Report

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

Nothing of a financial nature to report at this time.

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

Budget has been submitted for review and approval.

**13. Public Remarks:**

None

**14. Adjournment:**

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

***Vote: 4-0. Motion Passed. Meeting adjourned at 8:22 pm.***

Respectfully submitted,

Renée Bafumi  
Recording Secretary