

**TOWN OF EAST HAMPTON EAST  
HAMPTON, CT 06424  
BOARD OF FINANCE**  
Monday September 20, 2021  
Town Hall Council Chambers rm: 107  
and via Zoom

**Minutes**

**Present:** Matthew Bennington (via zoom), Bob Hein, Richard Brown, Alannah Coshow, and Eric Peterson

**Not Present:** Ted Turner 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. Hein, seconded by Dr. Brown and unanimously carried, the agenda was adopted as presented.*

**4. Approval of Minutes:**

**a) Regular Meeting 8/16/2021**

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

***Vote: 5-0. Motion Passed.***

**5. Public Remarks:**

None

**6. Correspondence:**

Mr. Jylkka referenced an email sent out acknowledging the GFOA Award for Excellence in Financial Reporting received by the Finance Department for FY 2020. Chairman Bennington asked that Jeff pass on congratulations to his staff on behalf of the Board.

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

**a) Revenue**

Mr. Jylkka shared a FY 2021, unaudited summary (audit anticipated to be complete in late October) once again showing the exceptional year had. He shared that Licenses, Permits and Fees came in \$500,000 over forecast and the Tax Collection Rate at FY21 end was 99.04% with FY22 on track to collect another 99%. (Reports on file with Town Clerk).

Dr. Brown questioned if East Hampton had implemented the delinquent tax adjustment available through the state and/or if Mr. Jylkka had received any information in regard to additional Municipal and Education Aid from the state. Mr. Jylkka stated that after review there was not a need for East Hampton to implement the delinquent tax adjustment. He also stated that he had not received any information or notifications related to additional aid from the state.

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**Action Item:** *Mr. Jylkka to look into the possibility of addition state aid and report back to the Board if anything definitive is found.*

**b) Expenditures:**

Mr. Jylkka shared that there are no big changes from the previous months' reports (Reports on file with Town Clerk).

Dr. Brown questioned the impact to the budget from the graphics/wrapping on the Fire Marshal vehicle. Mr. Jylkka stated that the graphics added to the Fire Marshal vehicle were not charged in FY21, therefore have no impact on reporting in front of them.

**8. Financial Transactions:**

**a) FY21 End of Year Transfer to Capital Reserve Fund (\$400,000)**

Mr. Jylkka reminded Members that the FY22 adopted Town budget included a \$400,000 shortfall in funding to Capital with the plan to monitor the operating results for FY21 and transfer available funds to cover the shortfall. It was believed that excess revenue from the Town Clerk and Building Department would satisfy this shortfall. After a brief explanation of distributed documentation (Documents on file with Town Clerk), there was a motion made.

*Dr. Brown made a motion that the Board of Finance recommends to the Town Council the following additional appropriation / transfer:*

***Estimated Revenue***

<i>Town Clerk – Conveyance Tax</i>	<i>01070000-4730</i>	<i>\$ 150,000</i>
<i>Town Clerk – Fees</i>	<i>01070000-4604</i>	<i>70,000</i>
<i>Building Department – Building Permits</i>	<i>01410000-4236</i>	<i><u>180,000</u></i>
		<b><i>\$ 400,000</i></b>

***Appropriation***

<i>Transfer to Capital Reserve Fund</i>	<i>01810000-5924</i>	<b><i>\$ 400,000</i></b>
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*The motion was seconded by Mr. Hein.*

***Vote: 5-0. Motion Passed.***

Mr. Jylkka then confirmed for Members that, after this transaction, the Fund Balance will be at \$5,600,000 (11%).

**9. New Business:**

In lieu of "New Business" Dr. Brown and Ms. Coshow requested permission to ask a few questions of Mr. Jylkka. Chairman Bennington, granted permission.

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Dr. Brown asked when the Tax Breakdown Information Sheets would be distributed since they did not accompany the tax bills in July. Mr. Jylkka stated that the timing of budget approval prevented the company from being able to produce the information sheet in time to be mailed with the tax bills. He then stated, he will work with the Town Manager, Collector of Revenue and the distributing company to get the sheets mailed out in a separate mailing.

***Action Item:*** Mr. Jylkka to work with the Town Manager, Collector of Revenue and the distributing company to get the Tax Breakdown Information Sheets mailed out in a separate mailing.

Ms. Coshow then asked Mr. Jylkka to speak to the recent Rivereast News Article that spoke to a discussion had at a Town Council Meeting around COVID Relief Funding from the state. Mr. Jylkka stated that information in the article, including quotes from him, were incorrect and/or misrepresented. For example, Mr. Jylkka was not in attendance at the meeting and therefore could not have been quoted about a \$950,000 revenue shortfall. He stated that that "shortfall" is based on a unique calculation that when taken out of context, is very misleading. Ms. Coshow went on to question how the relief funds are being allocated. Mr. Jylkka explained that while funding guidance is still pending, the Town Council has created a sub-committee to categorize and prioritize requests from department heads. Ms. Coshow stated that she would hope that funds are used on one-time expenses and not re-occurring expenses that would need to be added to (i.e. increase) future budgets. Finally, Ms. Coshow asked Mr. Jylkka to look into an effort that the Town of East Windsor enacted called Emergency Relief and Stabilization Effort (ERASE) where local small business owners could apply for relief funds.

***Action Item:*** Mr. Jylkka to pass along the East Windsor ERASE information to the Relief Fund Allocation Sub-Committee.

**10. Continued Business:**

None

**11. Special Presentation:**

None

**12. Liaison Appointments/Reports**

**a) Town Council (Hein)**

Mr. Hein shared that many topics of interest were discussed:

1. Matt Walsh presented the Pavement Management Program which basically stated that with a budget of \$350,000/yr., road conditions would continue to worsen, with \$600,000/yr., roads would be maintained but not improve past their current condition and that it would take a budget of at least \$1,000,000/yr. in order to improve road conditions.

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2. Chief Woessner discussed the new mandate requiring all officers and vehicles be equipped with cameras. While the state may reimburse for a portion of the initial purchase, there will be on going associated expenses. The Chief plans to slowly build up un-used funds in order to be able to address associated costs after the current available budget runs out (in 5 years).
3. The Village Center Plan being prepared under the guidance of the Land Use Department is nearing completion.
4. A Public Hearing will be held on Tuesday, September 21<sup>st</sup> to discuss a process and plan for local regulation of Adult-Use of Cannabis.
5. Significant storm damage, mainly in the Middle Haddam/Long Crossing section of town was discussed.
6. Sidewalk Improvement Project was discussed.
7. The HS Athletic Field Renovations will be starting this week.
8. The lake has been closed due to the effects of the significant rainfall.
9. A Public Hearing will be held on Tuesday, September 28<sup>th</sup> to discuss amending the current ordinance regarding Board of Finance term limits.

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

Mr. Turner was not in attendance this evening because he was attending Teacher Contract Negotiations. Dr. Brown shared that it is likely the mask mandate will continue beyond October 1st.

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

No Report

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

No Report

**e) Fire Commissioners (Peterson)**

No Report

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

No Report

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

Ms. Coshow shared that the Park & Rec Department is considering a 60/40 split agreement with Sports on 66 to hold programs at the facility.

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**h) HS Athletic Field Renovation (Brown/Coshow)**

As mentioned in the Town Council Report, work is beginning this week at the HS.

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

No Report

**13. Public Remarks:**

None

**14. Adjournment:**

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

***Vote: 5-0. Motion Passed.*** Meeting adjourned at 7:44 pm.

Respectfully submitted,

Renée Bafumi  
Recording Secretary