

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

BOARD OF FINANCE

Monday, July 17, 2017
Town Hall Meeting Room

Approved Minutes

Present: Marc Lambert, Alannah Coshow, Steve Ritchie and Dean Markham

Not Present: Alan Hurst, Janine Jiantonio, Michael Rose

Other attendee(s): Jeffery Jylkka: Director of Finance

1-2. Chairman Lambert called the meeting to order at 7.00 p.m. followed by the Pledge of Allegiance.

3. Approval of Minutes:

a) Regular Meeting 5/15/17

Mr. Markham made a motion to approve the minutes after a revision to the wording on item 8b (from "under the impression" to "clarifying"). The motion was seconded by Ms. Coshow.

Vote: 3-0-1. Motion Passed.

b) Special Meeting 6/13/17

*Mr. Markham made a motion to approve the minutes as presented. The motion was seconded by Mr. Ritchie. **Vote: 4-0. Motion Passed.***

c) Regular Meeting 4/17/17 (amendment to previously approved minutes)

*Mr. Markham made a motion to reconsider the minutes as amended (item 8b corrected by removing an incorrect reference to the Canine Training impacting OT). The motion was seconded by Ms. Coshow. **Vote: 4-0. Motion Passed.***

d) Regular Meeting 3/21/16 (amendment to previously approved minutes)

*Mr. Markham made a motion to reconsider the minutes as amended (attachment of the full resolution related to increasing scope of the Road Program which was not included originally). The motion was seconded by Ms. Coshow. **Vote: 4-0. Motion Passed.***

4. Public Remarks:

Ben Phillips – 15 Maple Street: Informed the Board that he has not been able to access BOF posted minutes from his iPhone. He receives an error when he tries to open. He admittedly has not tried from a PC but only from his mobile device.

5. Financial Transactions:

None

6. Special Presentations:

None

7. Correspondence:

None

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

BOARD OF FINANCE

Monday, July 17, 2017
Town Hall Meeting Room

8. Status Reports [Financial]:

Mr. Jylkka provided an informal update (no handouts) on the FY 2016-17 Revenues and Expenditures as the FY closes.

a) 2016-2017 Revenue

Mr. Jylkka shared that current reports show a positive variance. He went on to share that property taxes are up ~\$200,000 (mainly due to delinquent taxes/interest collected and MV supplemental taxes collected) and Licenses, Permits & Fees also closed strong finishing up ~\$40,000. He also noted that Grants knowingly fell short (-\$60,000) and Other Revenue finished up ~\$22,000.

b) 2016-2017 Expenditures

Mr. Jylkka shared that while Bills are still coming in and being paid, it does appear that General Government will return \$80,000 - \$90,000 to the General Fund. BOE however has spent their entire budget and will not be returning anything this year. Some Board members questioned if the BOE end of year purchases were out of the ordinary (i.e. Council Members mentioning last minute furniture purchases). Mr. Jylkka stated that he assumes some budget line items were overspent while some had balances netting out to a fully spent budget. He could not speak to having any knowledge of furniture purchases.

Before moving on to item 9, Chairman Lambert asked if Mr. Jylkka was aware of any negative impacts even this early in the fiscal calendar due to the Governor's Executive Order. Mr. Jylkka stated that the Town Manager asked him to share that the session starts tomorrow and that he is hearing October as the earliest for a Budget. He went on to state that he does not foresee major issues unless the budget is still not set in April or May timeframe. (as State funding equates to ~1 month worth of town revenue).

9. New Business:

a) Town Hall / Police Department Financing Discussion

Mr. Jylkka began the discussion reading a draft schedule of key dates and activities for the project (working backwards since state statutes and ordinances drive timing):

- November 7th – Town Vote (same day as elections – but will be at a separate venue because while only registered voters can vote on the elections, property owners regardless of voter registration can vote on the municipal campus project). This date also drives the other dates
- Oct 24th - Oct 31st - Town Meeting
- September 22nd – Last possible day to submit to the Secretary of the State.
- September 7th – Last possible day for the Town Council to act. Advocacy restrictions in place once the Council votes.
- September 6th – Regular Meeting date for the Planning & Zoning Commission – Vote on 824 Review.

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

BOARD OF FINANCE

Monday, July 17, 2017
Town Hall Meeting Room

- August 22nd – Regular Meeting date for the Town Council. Vote
- August 21st - Regular Meeting date for the BOF. Vote

Mr. Jylkka then opened the floor to Board Members feedback and thoughts on the need for Special Meetings. Ms. Coshow and Mr. Markham informed the members that neither will be able to attend the August 21st meeting and therefore questioned the feasibility of meeting on August 14th to discuss. Mr. Jylkka stated that only if he can get the information to the Bond Attorney (who needs a week to review) by August 7th will a meeting on August 14th be feasible.

Action Item: *Chairman Lambert to reach out to other members for availability (August 14th and August 21st).*

Mr. Jylkka went on to state that the Construction Manager Bids have all come in (4 in total) and will be opened in the near future. He then shared a project 1-page summary, and presented multiple documents that assisted in a discussion around projected cost estimates and impacts to taxpayers. Discussion also extended to bond ratings, issuance impacts and the difficulty in predicting so far out.

10. Continued Business:

None

11. Liaison's Reports:

Present Board Members had no updates to provide. Chairman Lambert reiterated the need to reassess liaison assignments at the next meeting that all or most members are in attendance.

- a) Town Council**
- b) Board of Education**
- c) Economic Development Commission**
- d) Lake/Conservation**
- e) Fire Commission**
- f) Brownfields/Redevelopment**
- g) Park & Rec. Advisory Board**
- h) Water Development Task Force**

12. Public Remarks

None

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

BOARD OF FINANCE

Monday, July 17, 2017
Town Hall Meeting Room

13. Town Manager's Report

Mr. Jylkka reiterated 3 items previously mentioned (items 8 above) on behalf of Mr. Maniscalco:

1. All of the Construction Manager bids (4 in total) for the Municipal Campus Project have been received with the Bid Opening occurring in the near future.
2. State Budget sessions start, again, tomorrow.
3. State Budget not expected before October at earliest.

14. Adjournment:

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

Vote: 4-0. Motion Passed. Meeting adjourned at 7:37 pm.

Respectfully submitted,

Renee Bafumi
Recording Secretary