

TOWN OF EAST HAMPTON
EAST HAMPTON, CT 06424
BOARD OF FINANCE
SPECIAL MEETING
Monday October 23, 2017
EHHS Library/Media Center

Approved Minutes

Present: Marc Lambert, Alan Hurst, Bridget McLennan, Alannah Coshow, Mike Rose and Dean Markham

Not Present: Janine Jiantonio

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

1-2. Chairman Lambert called the meeting to order at 7:31 p.m. followed by the Pledge of Allegiance.

3. Public Remarks

None

4. Approval of Minutes

- a) July 17, 2017 Regular Meeting**
- b) August 14, 2017 Special Meeting**
- c) September 18, 2017 Regular Meeting**

After a correction (completion of sentence) was addressed under item 11h of the September 18th minutes, Mr. Hurst made a motion to approve all minutes as presented/amended. The motion was seconded by Ms. Coshow.

Following the motion, Mr. Markham made a comment that too often he feels that the minutes are missing important aspects of the conversations that take place between Board members and that pertinent questions, comments or other dialogue should be captured.

Mr. Rose then commented that (According to the Freedom of Information Act) the reasoning behind not capturing everything being said is that you can lose the intent through interpretation. Therefore, the better solution is to capture only motions and action items in the minutes and provide the ability to listen to the audio recording of the meeting at any time in the future.

Chairman Lambert then confirmed with Mr. Jylkka that all meetings are recorded and that recordings are retained and available until such time that space is needed and record disposition is authorized by the State.

Vote: 5-0-1 (McLennan). Motion Passed.

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5. New Business

a) FY2017 End of Year Budget Transfers

Mr. Jylkka shared a 1-page document that outlined the departments that ended FY2017 with a deficit (amount and major drivers) and sought a motion from the Board to recommend that the Town Council approve the transfer of \$103,565 from Employee Benefits and Contingency to the departments in need (ranging from \$20 – \$49,000) in order to balance. He also shared that the historic average for transfers is \$197,000. Board members agreed that most of the deficits were not a surprise but did question 2 line items:

1. **Street Lights** (deficit of \$7,860): In response to Mr. Hurst's question of how this can occur, Mr. Jylkka confirmed that the budget had been cut by the Board in 2017 resulting in a higher deficit than normal inflation would have caused to the original budget.
2. **Legal** (deficit of \$49,005): Mr. Jylkka explained that the major drivers for this overage were the Town Hall/Police Department Project and the BoE Lawsuit (exclusive of Labor). Discussion followed resulting in Board members supporting a suggestion by Mr. Markham's to provide transparency into the costs associated with the BoE lawsuit (\$18,675) rather than making the Legal Budget balance. Mr. Jylkka informed Members that any remaining deficits would need to be disclosed in the form of a footnote in the Audit Report.

Mr. Hurst made a motion to approve the transfer of \$84,880 (\$103,565 requested minus \$18,675 for the 2016-2017 fiscal year and authorize the Finance Director to make any additional transfers, up to \$5,000 (in the aggregate), that may be needed in order to close out the books for the 2016-2017 fiscal year. Further resolved, the Finance Director shall report back to the Board of Finance and the Town Council of any additional budget transfers. The motion was seconded by Mr. Markham.

Vote: 6-0. Motion Passed

6. Public Remarks

While there was no public comment, the outgoing members of the Board (Lambert, Markham, Hurst, and Coshov) took a minute to reflect on each of their experiences on the Board and were thanked for their service.

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7. Adjournment

Mr. Hurst made a motion to adjourn at 7:44 p.m. that was seconded by Ms. Coshow.

Vote was unanimous in favor. Motion Passed.

Respectfully submitted,

Renee Bafumi
Recording Secretary