

TOWN OF EAST HAMPTON, CONNECTICUT
BOARD OF FINANCE
VIRTUAL MEETING
Meeting Agenda
Monday, September 21, 2020
7:00

Regular Meetings

January 21, 2020 (Tues)

February 18, 2020 (Tues)

March 16, 2020

April 20, 2020

May 18, 2020

June 15, 2020

July 20, 2020

August 17, 2020

September 21, 2020

October 19, 2020

November 16, 2020

December 21, 2020

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Approval of Minutes of Meeting(s)
 - a) July 20, 2020 – Regular Meeting
- 5) Public Remarks
- 6) Financial Transactions *
- 7) Special Presentations
- 8) Correspondence
- 9) Status Reports (Financial)
 - a) Revenue
 - b) Expenditures
 - c) September 2020 Bond Official Statement
- 10) New Business *
- 11) Continued Business *
- 12) Liaison Appointments/Reports*
 - a) Town Council (Hein)
 - b) Board of Education (Bennington/Brown)
 - c) Economic Development Commission (Turner)
 - d) Lake / Conservation (Jenks)
 - e) Fire Commissioners (Peterson)
 - f) Brownfields/Redevelopment (Bennington)
 - g) Park & Rec. Advisory Board (Coshow)
 - h) Capital Committee (Brown/Turner)
- 13) Public Remarks
- 14) Town Manager's Report
- 15) Adjournment

* - Potential action item

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Raise Hand

Please use the raise your hand feature if you would like to make a public remark.

TOWN OF EAST HAMPTON
 GENERAL FUND REVENUES
 AS OF SEPTEMBER 17, 2020
 FY 2019-2020

Agenda Item: 9A
 9/17/2020

	Original Estimate	Adjustments	Revised Estimate	Unaudited Actual YTD Revenue	Balance	% Collected	Projected Variance	Comment
40 Property taxes	38,429,678	-	38,429,678	38,345,304	84,374	99.78%	(84,374)	
41 Investment income	52,500	40,001	92,501	96,090	(3,589)	103.88%	3,589	Money market rates increased
42 License, permit & fees	458,920	-	458,920	549,430	(90,510)	119.72%	90,510	Town Clerk (\$35K) / Building Dept. (\$25K)
44 FEDERAL, STATE & LOCAL GRANTS	7,391,814	181,662	7,573,476	7,578,813	(5,337)	100.07%	5,337	ECS grant \$181K higher than estimated
47 Other revenue	66,495	27,107	93,602	89,162	4,440	95.26%	(4,440)	Sale of old equipment
49 Other Fin. Sources	-	113,822	113,822	113,823	(1)	0.00%	1	Return of unspent funds for the Library roof project
Use of Fund Balance	-	-	-	-	-	-	-	
TOTAL GENERAL FUND	46,399,407	362,592	46,761,999	46,772,622	(10,623)	100.02%	10,623	

Forecasted variance 10,623

Estimated revenues \$ 46,772,622

TOWN OF EAST HAMPTON
GENERAL FUND EXPENDITURES
As of September 17, 2020
FY 2019-2020

Agenda Item: 9B
9/17/2020

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	YTD EXPENDED	ENCUM	TOTAL	Available	Projected Variance	% USED	Comment
01010000 Town Manager's Depart	362,079	0	362,079	344,837.00	16,750.00	361,587	492	492	99.9%	
01020000 Town Council/Special	25,168	0	25,168	37,981.00		37,981	-12,813	(12,813)	150.9%	Consultant to review water system proposals
01040000 LEGAL	127,000	-35,000	92,000	82,632.00	0.00	82,632	9,368	9,368	89.8%	Reduction in attorney utilization
01050000 Town Hall/Annex	120,468	0	120,468	185,651.00	0.00	185,651	-65,183	(65,183)	154.1%	Budgeted for 6mos. at current location
01050130 New Town Hall/Police Dept.	141,249	0	141,249	66,554.00	18,979.00	85,533	55,716	55,716	60.6%	Budgeted for 6mos. at new Town Hall
01060135 Finance and Accounting	471,323	0	471,323	460,285.00	10,786.00	471,071	252	252	99.9%	
01060136 Collector of Revenue	165,498	0	165,498	161,412.00	0.00	161,412	4,086	4,086	97.5%	
01060137 Assessor	186,973	-11,000	175,973	166,521.00	5,159.00	171,680	4,293	4,293	97.6%	
01070000 Town Clerk	173,104	0	173,104	172,575.00	0.00	172,575	529	529	99.7%	
01080000 Registrars/Elections	43,682	0	43,682	29,253.00	0.00	29,253	14,429	14,429	67.0%	No referendums for budget
01090000 General Insurance	394,250	-42,000	352,250	350,516.00	0.00	350,516	1,734	1,734	99.5%	Workers Comp audit refund (\$21,906) & rate decrease \$15K
01100000 Probate Court	17,000	0	17,000	16,732.00	0.00	16,732	268	268	98.4%	
01110000 Employee Benefits	1,932,708	-70,000	1,862,708	1,861,851.00	0.00	1,861,851	857	857	100.0%	Health insurance lower than forecasted
01120000 Contingency	20,000	-20,000	0	0.00	0.00	0	0	-	0.0%	
01150000 Information Technology	120,159	0	120,159	119,614.00	0.00	119,614	545	545	99.5%	
01190000 CNG Community Contrib	100,000	0	100,000	100,000.00	0.00	100,000	0	-	100.0%	Last payment in 2022
01210211 Police Administration	332,941	0	332,941	325,550.00	0.00	325,550	7,391	7,391	97.8%	
01210212 Regular Patrol	1,617,711	-25,000	1,592,711	1,587,841.00	2,547.00	1,590,388	2,323	2,323	99.9%	Office vacancy & overtime
01210213 Lake Patrol	1,723	0	1,723	101.00	0.00	101	1,622	1,622	5.9%	
01210214 Animal Control	48,950	0	48,950	48,400.00	0.00	48,400	550	550	98.9%	
01220221 Firefighting	261,953	-23,000	238,953	219,239.00	0.00	219,239	19,714	19,714	91.7%	
01220223 FIRE MARSHAL	51,886	0	51,886	60,306.00	0.00	60,306	-8,420	(8,420)	116.2%	Part-time wages
01220225 Town Center Fire System	8,050	0	8,050	3,241.00	0.00	3,241	4,809	4,809	40.3%	
01230000 Ambulance	15,000	0	15,000	10,866.00	3,240.00	14,106	894	894	94.0%	
01240000 Emergency Management	5,100	0	5,100	19,534.00	1,500.00	21,034	-15,934	(15,934)	412.4%	COVID expenses recorded here
01250000 Public Safety Dispatch	239,775	-20,000	219,775	214,970.00	0.00	214,970	4,805	4,805	97.8%	Estimate based on last years 4th qtr. Payment.
01260000 Street Lighting	57,500	-6,000	51,500	51,328.00	0.00	51,328	172	172	99.7%	Most streetlights converted to LED
01310000 Chatham Health District	152,877	0	152,877	152,877.00	0.00	152,877	0	-	100.0%	
01320000 Human Services	112,153	0	112,153	93,796.00	1,000.00	94,796	17,357	17,357	84.5%	Director's position vacant for part of the year
01330000 Senior Center	124,023	0	124,023	111,262.00	0.00	111,262	12,761	12,761	89.7%	Reduction in part-time and programs
01340000 Transportation	53,500	0	53,500	47,850.00	0.00	47,850	5,650	5,650	89.4%	
01350000 Community Services	5,725	0	5,725	5,460.00	0.00	5,460	265	265	95.4%	
01360000 CEMETERY CARE	5,000	0	5,000	1,500.00	3,400.00	4,900	100	100	98.0%	
01370000 Commission on Aging	1,200	0	1,200	30.00	0.00	30	1,170	1,170	2.5%	
01410000 Building, Planning & Zoning	355,156	0	355,156	366,171.00	0.00	366,171	-11,015	(11,015)	103.1%	Overtime / Part-time and retro-pay
01420000 Econ. Development Comm.	5,302	0	5,302	1,790.00	0.00	1,790	3,512	3,512	33.8%	
01430000 Conservation & Lake Comm.	40,277	0	40,277	33,422.00	5,750.00	39,172	1,105	1,105	97.3%	
01460000 Redevelopment Agency	1,480	0	1,480	939.00	0.00	939	541	541	63.4%	
01470000 Middle Haddam Historic Dist.	800	0	800	471.00	0.00	471	329	329	58.9%	
01510000 Public Works Admin.	1,420,278	-28,000	1,392,278	1,389,732.00	2,198.00	1,391,930	348	348	100.0%	Less overtime due to fewer storms
01520000 Engineering	50,000	0	50,000	34,514.00	16,153.00	50,667	-667	(667)	101.3%	
01530000 Town Garage	67,863	-16,589	51,274	37,646.00	2,464.00	40,110	11,164	11,164	78.2%	
01540000 Townwide Motor Fuel	114,920	-8,000	106,920	104,959.00	0.00	104,959	1,961	1,961	98.2%	
01550000 Road Materials	365,925	0	365,925	355,363.00	10,560.00	365,923	2	2	100.0%	
01560000 Transfer Station	159,597	0	159,597	174,308.00	0.00	174,308	-14,711	(14,711)	109.2%	Increase in the amount of bulky waste
01570000 Septage Disposal	2,600	0	2,600	3,276.00	0.00	3,276	-676	(676)	126.0%	
01610610 Park & Recreation	410,949	0	410,949	413,521.00	0.00	413,521	-2,572	(2,572)	100.6%	Part-time salaries
01660000 Arts & Cultural Comm.	2,000	0	2,000	651.00	0.00	651	1,349	1,349	32.6%	
01670000 Community Center	163,011	0	163,011	164,923.00	0.00	164,923	-1,912	(1,912)	101.2%	Library pole light & fence
01680681 E Hampton Public Library	461,442	0	461,442	433,468.00	0.00	433,468	27,974	27,974	93.9%	Reduction in part-time wages
01680682 Middle Haddam Library	5,000	0	5,000	5,000.00	0.00	5,000	0	-	100.0%	
01710711 General Obligation Bonds	2,080,000	0	2,080,000	2,080,000.00	0.00	2,080,000	0	-	100.0%	
01720721 General Obligation Bonds	880,175	0	880,175	875,175.00	0.00	875,175	5,000	5,000	99.4%	
01750000 Capital Leases	268,211	0	268,211	268,209.00	0.00	268,209	2	2	100.0%	
01810000 Operating Transfers Out	872,500	667,181	1,539,681	1,539,681.00	0.00	1,539,681	0	-	100.0%	

Grand Total 15,223,214 362,592 15,585,806 15,393,784 100,486 15,494,270 91,536 91,536 99.4%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
40 Property taxes						
01060135 Finance and Accounting	15,000	0	15,000	.00	15,000.00	.0%
01060136 Collector of Revenue	38,602,341	0	38,602,341	20,843,563.44	17,758,777.56	54.0%
01060137 Assessor	20,000	0	20,000	.00	20,000.00	.0%
TOTAL Property taxes	38,637,341	0	38,637,341	20,843,563.44	17,793,777.56	53.9%
41 Investment income						
01060135 Finance and Accounting	75,000	0	75,000	2,507.70	72,492.30	3.3%
TOTAL Investment income	75,000	0	75,000	2,507.70	72,492.30	3.3%
42 License,permit& FEES						
01060136 Collector of Revenue	1,000	0	1,000	1,864.09	-864.09	186.4%
01060137 Assessor	600	0	600	.00	600.00	.0%
01070000 Town Clerk	244,550	0	244,550	103,828.44	140,721.56	42.5%
01210211 Police Administration	6,000	0	6,000	5,284.03	715.97	88.1%
01220223 FIRE MARSHAL	100	0	100	30.00	70.00	30.0%
01320000 Human Services	0	0	0	38.00	-38.00	100.0%
01410000 Building, Planning & Zonin	180,600	0	180,600	63,706.71	116,893.29	35.3%
01470000 Middle Haddam Historic Dis	150	0	150	75.00	75.00	50.0%
01510000 Public Works Admin.	350	0	350	60.00	290.00	17.1%
01560000 Transfer Station	33,050	0	33,050	12,869.00	20,181.00	38.9%
01680681 E Hampton Public Library	3,500	0	3,500	272.65	3,227.35	7.8%
TOTAL License,permit& FEES	469,900	0	469,900	188,027.92	281,872.08	40.0%
44 STATE & LOCAL GRANTS						
01060135 Finance and Accounting	127,139	0	127,139	.00	127,139.00	.0%
01060137 Assessor	24,667	0	24,667	.00	24,667.00	.0%
01080000 Registrars/Elections	0	0	0	4,200.00	-4,200.00	100.0%
01320000 Human Services	15,911	0	15,911	3,959.75	11,951.25	24.9%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
01510000 Public Works Admin.	340,206	0	340,206	160,725.12	179,480.88	47.2%
01962510 Fiscal Services - CO	6,922,366	0	6,922,366	12,855.00	6,909,511.00	.2%
TOTAL STATE & LOCAL GRANTS	7,430,289	0	7,430,289	181,739.87	7,248,549.13	2.4%
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47 Other revenue						
01010000 Town Manager's Department	32,850	0	32,850	8,212.74	24,637.26	25.0%
01050130 New Town Hall/Police/BOE	20,000	0	20,000	.00	20,000.00	.0%
01060135 Finance and Accounting	26,567	0	26,567	2,998.79	23,568.21	11.3%
01060136 Collector of Revenue	0	0	0	-7.54	7.54	100.0%
01510000 Public Works Admin.	0	0	0	5,240.16	-5,240.16	100.0%
01610610 Park & Recreation	5,200	0	5,200	525.00	4,675.00	10.1%
01670000 Community Center	150	0	150	.00	150.00	.0%
01680681 E Hampton Public Library	2,500	0	2,500	56.80	2,443.20	2.3%
TOTAL Other revenue	87,267	0	87,267	17,025.95	70,241.05	19.5%
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49 Other Fin. sources						
01060135 Finance and Accounting	738,000	0	738,000	.00	738,000.00	.0%
TOTAL Other Fin. sources	738,000	0	738,000	.00	738,000.00	.0%
TOTAL GENERAL FUND	47,437,797	0	47,437,797	21,232,864.88	26,204,932.12	44.8%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010000	Town Manager's Department	366,269	0	366,269	69,017.19	.00	297,251.81	18.8%
01020000	Town Council/Special Progr	40,424	0	40,424	21,539.85	.00	18,884.15	53.3%
01040000	LEGAL	85,000	0	85,000	6,622.50	.00	78,377.50	7.8%
01050130	New Town Hall/Police/BOE	265,115	0	265,115	52,586.15	1,584.71	210,944.14	20.4%
01060135	Finance and Accounting	479,125	0	479,125	98,028.00	400.00	380,697.00	20.5%
01060136	Collector of Revenue	173,349	0	173,349	41,438.48	.00	131,910.52	23.9%
01060137	Assessor	189,719	0	189,719	18,031.62	.00	171,687.38	9.5%
01070000	Town Clerk	179,875	0	179,875	34,633.65	21,918.16	123,323.19	31.4%
01080000	Registrars/Elections	43,051	0	43,051	14,323.80	.00	28,727.20	33.3%
01090000	General Insurance	372,000	0	372,000	99,389.32	.00	272,610.68	26.7%
01100000	Probate Court	15,958	0	15,958	7,979.00	.00	7,979.00	50.0%
01110000	Employee Benefits	2,093,662	0	2,093,662	1,029,232.69	.00	1,064,429.31	49.2%
01120000	Contingency	30,000	0	30,000	.00	.00	30,000.00	.0%
01150000	Information Technology	127,101	0	127,101	17,992.29	750.00	108,358.71	14.7%
01210211	Police Administration	337,358	0	337,358	76,599.79	1,952.89	258,805.32	23.3%
01210212	Regular Patrol	1,742,554	0	1,742,554	307,387.69	6,165.11	1,429,001.20	18.0%
01210213	Lake Patrol	1,723	0	1,723	.00	.00	1,723.00	.0%
01210214	Animal Control	50,402	0	50,402	.00	.00	50,402.00	.0%
01220221	Firefighting	319,815	0	319,815	74,861.25	.00	244,953.75	23.4%
01220223	FIRE MARSHAL	60,498	0	60,498	12,372.27	.00	48,125.73	20.5%
01220225	Town Center Fire System	8,050	0	8,050	147.34	.00	7,902.66	1.8%
01230000	Ambulance	63,443	0	63,443	53,001.81	.00	10,441.19	83.5%
01240000	Emergency Management	6,640	0	6,640	3,175.32	.00	3,464.68	47.8%
01250000	Public Safety Dispatch	240,075	0	240,075	374.70	.00	239,700.30	.2%
01260000	Street Lighting	51,000	0	51,000	8,284.67	.00	42,715.33	16.2%
01310000	Chatham Health District Fe	160,418	0	160,418	40,104.48	120,313.44	.08	100.0%
01320000	Human Services	115,822	0	115,822	20,121.47	.00	95,700.53	17.4%
01330000	Senior Center	145,313	0	145,313	19,578.16	.00	125,734.84	13.5%
01340000	Transportation	53,500	0	53,500	22,088.75	.00	31,411.25	41.3%
01350000	Community Services	5,725	0	5,725	.00	.00	5,725.00	.0%
01360000	CEMETERY CARE	5,000	0	5,000	.00	.00	5,000.00	.0%
01370000	Commission on Aging	1,200	0	1,200	.00	.00	1,200.00	.0%
01410000	Building, Planning & Zonin	378,769	0	378,769	73,660.42	260.01	304,848.57	19.5%
01420000	Econ. Development Commissi	5,302	0	5,302	1,084.33	.00	4,217.67	20.5%
01430000	Conservation & Lake Commis	38,742	0	38,742	4,159.38	.00	34,582.62	10.7%
01460000	Redevelopment Agency	1,462	0	1,462	75.36	.00	1,386.64	5.2%
01470000	Middle Haddam Historic Dis	800	0	800	213.98	.00	586.02	26.7%
01510000	Public Works Admin.	1,477,685	0	1,477,685	268,346.28	6,170.20	1,203,168.52	18.6%
01520000	Engineering	40,000	0	40,000	683.60	1,500.00	37,816.40	5.5%
01530000	Town Garage	55,467	0	55,467	3,193.76	.00	52,273.24	5.8%
01540000	Townwide Motor Fuel	100,480	0	100,480	21,303.67	.00	79,176.33	21.2%
01550000	Road Materials	365,925	0	365,925	8,617.20	.00	357,307.80	2.4%
01560000	Transfer Station	184,352	0	184,352	30,450.10	1,647.50	152,254.40	17.4%
01570000	Septage Disposal	3,440	0	3,440	.00	.00	3,440.00	.0%

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TOWN OF EAST HAMPTON
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01610610 Park & Recreation	420,636	0	420,636	114,457.52	17,826.00	288,352.48	31.4%
01660000 Arts & Cultural Commission	2,500	0	2,500	.00	.00	2,500.00	.0%
01670000 Community Center	164,735	0	164,735	20,042.55	575.00	144,117.45	12.5%
01680681 E Hampton Public Library	541,811	0	541,811	104,075.02	.00	437,735.98	19.2%
01680682 Middle Haddam Library Dona	5,000	0	5,000	.00	.00	5,000.00	.0%
01710711 General Obligation Bonds-P	2,695,000	0	2,695,000	2,695,000.00	.00	.00	100.0%
01720721 General Obligation Bonds-I	309,312	0	309,312	185,221.90	.00	124,090.10	59.9%
01750000 Capital Leases	225,464	0	225,464	122,117.61	.00	103,346.39	54.2%
01810000 Operating Transfers Out	459,431	0	459,431	42,500.00	.00	416,931.00	9.3%
TOTAL GENERAL FUND	15,305,497	0	15,305,497	5,844,114.92	181,063.02	9,280,319.06	39.4%