

TOWN OF EAST HAMPTON, CONNECTICUT

BOARD OF FINANCE

Meeting Agenda

Tuesday January 17, 2023
Town Hall - Room 201 & Zoom
7:00 PM

Regular Meetings

January 17, 2023 (Tues)

February 21, 2023 (Tues)

March 20, 2023

April 18, 2023

May 15, 2023

June 19, 2023

July 17, 2023

August 21, 2023

September 18, 2023

October 16, 2023

November 20, 2023

December 18, 2023

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Approval of Minutes of Meeting(s) *
 - a) December 29, 2022 Regular Meeting
- 5) Public Remarks
- 6) Financial Transactions *
- 7) Correspondence
 - a) Annual Comprehensive Financial Report/Fed & State Audit Distribution
- 8) Status Reports (Financial)
 - a) Revenue
 - b) Expenditures
 - c) Fund Balance
- 9) New Business *
- 10) Continued Business *
 - a) FY 2024 Budget Calendar
 - b) Discussion & Possible Consideration of Town/BOE IT Consolidation/Restructuring
- 11) Special Presentations
- 12) Liaison Appointments/Reports*
 - a) Town Council (McLennan/ Cunningham)
 - b) Board of Education (Bonaccorso / Bennington)
 - c) Economic Development Commission (Turner)
 - d) Lake / Conservation (Bonaccorso)
 - e) Fire Commissioners (Brown)
 - f) Brownfields/Redevelopment (Cunningham)
 - g) Park & Rec. Advisory Board (Coshow)
 - h) Capital Committee (Brown / Bennington)
- 13) Public Remarks
- 14) Adjournment

* - Potential action item

TOWN OF EAST HAMPTON
 GENERAL FUND REVENUES
 AS OF JANUARY 12, 2023
FY 2022-2023

Agenda Item: 8A
 1/12/2023

	Original Estimate	Adjustments	Revised Estimate	Unaudited Actual YTD Revenue	Balance	% Collected	Projected Variance	Comment
40 Property taxes	42,784,557	-	42,784,557	29,215,152	13,569,405	68.28%	-	
41 Investment income	10,000	-	10,000	59,273	(49,273)	592.73%	100,000	Investment rates have increased
42 License, permit & fees	638,300	-	638,300	409,636	228,664	64.18%	50,000	Town Clerk & Building Dept. are strong
44 FEDERAL, STATE & LOCAL GRANTS	7,737,593	-	7,737,593	2,847,685	4,889,908	36.80%	254,000	Received an unanticipated MRSA grant
47 Other revenue	89,515		89,515	64,382	25,133	71.92%	10,000	Purchase card rebate
49 Other Fin. Sources (Use of Fund Balance)	500,000	85,000	585,000	-	585,000	0.00%	(585,000)	
TOTAL GENERAL FUND	51,759,965	85,000	51,844,965	32,596,128	19,248,837	62.87%	(171,000)	

Forecasted variance (171,000)

Estimated revenues \$ 51,673,965

TOWN OF EAST HAMPTON
GENERAL FUND EXPENDITURES
1/12/2023
FY 2022-2023

Agenda Item: 8B
1/12/2023

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	TOTAL	Available	Projected Variance	% USED	Comment
01010000 Town Manager's Dept.	382,001	0	382,001	201,905	180,096	-	52.9%	
01020000 Town Council/Special	40,424	0	40,424	25,796	14,628	-	63.8%	
01040000 LEGAL	85,000	0	85,000	34,703	50,297	-	40.8%	Supervisor and Police contracts
01050130 New Town Hall/Police Dept.	311,286	0	311,286	155,302	155,984	-	49.9%	
01060135 Finance and Accounting	506,438	0	506,438	275,109	231,329	-	54.3%	
01060136 Collector of Revenue	177,804	0	177,804	73,299	104,505	10,000	41.2%	Vacancy - part of the year
01060137 Assessor	202,913	0	202,913	93,866	109,047	-	46.3%	
01070000 Town Clerk	184,903	0	184,903	104,524	80,379	-	56.5%	
01080000 Registrars/Elections	50,991	0	50,991	32,942	18,049	-	64.6%	
01090000 General Insurance	406,160	0	406,160	302,284	103,876	-	74.4%	
01100000 Probate Court	19,200	0	19,200	9,576	9,624	-	49.9%	
01110000 Employee Benefits	2,286,725	0	2,286,725	1,679,173	607,552	-	73.4%	
01120000 Contingency	30,000	0	30,000	0	30,000	30,000	0.0%	
01150000 Information Technology	166,281	0	166,281	92,548	73,733	-	55.7%	
01210211 Police Administration	375,282	0	375,282	195,747	179,535	-	52.2%	
01210212 Regular Patrol	1,794,407	0	1,794,407	982,860	811,547	(50,000)	54.8%	Overtime
01210213 Lake Patrol	2,096	0	2,096	2,143	-47	(47)	102.2%	
01210214 Animal Control	53,441	0	53,441	68	53,374	-	0.1%	
01220221 Firefighting	341,734	0	341,734	145,812	195,922	-	42.7%	
01220223 FIRE MARSHAL	92,985	0	92,985	34,996	57,989	5,000	37.6%	PT wages lower than expected
01220225 Town Center Fire System	8,050	0	8,050	1,445	6,605	1,000	17.9%	
01230000 Ambulance	64,790	0	64,790	44,665	20,125	10,000	68.9%	Fewer volunteers receiving stipend
01240000 Emergency Management	8,096	0	8,096	2,597	5,499	-	32.1%	
01250000 Public Safety Dispatch	232,825	0	232,825	52,544	180,281	-	22.6%	
01260000 Street Lighting	51,000	0	51,000	17,900	33,100	1,000	35.1%	
01310000 Chatham Health District	170,301	0	170,301	41,824	128,477	3,005	24.6%	Assessment less than estimated
01320000 Human Services	127,540	0	127,540	58,795	68,745	-	46.1%	
01330000 Senior Center	159,746	0	159,746	66,263	93,483	15,000	41.5%	Part-time wages
01340000 Transportation	53,940	0	53,940	50,520	3,420	-	93.7%	
01350000 Community Services	6,800	0	6,800	5,720	1,080	1,080	84.1%	Sewer use fee lower than expected
01360000 CEMETERY CARE	5,000	0	5,000	0	5,000	-	0.0%	
01370000 Commission on Aging	1,200	0	1,200	337	863	-	28.1%	
01410000 Building, Planning & Zoning	397,796	0	397,796	193,631	204,165	-	48.7%	
01420000 Econ. Development Comm.	4,637	0	4,637	1,265	3,372	-	27.3%	
01430000 Conservation & Lake Comm.	57,127	0	57,127	28,000	29,127	-	49.0%	
01460000 Redevelopment Agency	1,462	0	1,462	604	858	-	41.3%	
01470000 Middle Haddam Historic Dist.	800	0	800	143	657	-	17.9%	
01510000 Public Works Admin.	1,536,333	0	1,536,333	671,680	864,653	15,000	43.7%	Staff vacancies & overtime
01520000 Engineering	40,000	0	40,000	18,425	21,575	-	46.1%	
01530000 Town Garage	47,909	0	47,909	13,556	34,353	-	28.3%	

Town of East Hampton
Fund Balance Projection
DECEMBER 2022

Agenda Item: 8C
1/12/2023

	TOTAL
	Projected as of
	06/30/2023
Total Fund Balance at July 1, 2022 (Audited).....	\$ 7,133,154
Less: Fund balance restrictions (TIF District).....	(26,883)
	\$ 7,106,271
2022-2023	
Forecasted Revenues.....	51,673,965
Forecasted Expenditures.....	52,281,768
Net income / (loss).....	\$ (607,803)
Forecasted ending fund balance.....	\$ 6,498,468
Less: Transfer to Capital for the Middle School Roof.....	\$ (1,150,000)
Unrestricted Fund Balance at June 30, 2023.....	\$ 5,348,468
Unrestricted Fund Balance as a % of FY 2023 approved budget.....	10.3%

Fiscal Year 2024 Budget Calendar

Updated - 01/12/2023

All meetings to be held at Town Hall and on Zoom

Date	Description	Time (if applicable)
Wednesday, January 18, 2023	Submit budget requests to Finance Department	
Wednesday, February 1, 2023	Submit budget narratives to Finance Department	
January & February	Town Manager review of Operating & Capital Budgets	
February	Capital Committee meetings to review and approve Capital Plan	
Friday, February 24, 2023	Press Release on Budget workshop	
Monday, February 27, 2023	Town Manager completion of proposed budget	
Friday, March 3, 2023	Press Release on Budget deliberations	
Monday, March 13, 2023	Submit Manager Proposed Budget to the Board of Finance	
Monday, March 20, 2023	Board of Finance Public Hearing <i>Town and Board of Education Budget Presentation</i>	6:30 PM
Tuesday, March 21, 2023	Budget workshop Pub. Works / Police / Building Dept. / Capital / Tax Collector / Town Clerk / Youth & Family Svs. / Park & Rec. / MH Library	4:00 PM- 6:30 PM
Thursday, March 23, 2023	Budget workshop Fire Dept. / Emer. Mgmt. / EDC / Conservation Lake / Brownfields Redevelopment / Senior Center / Library	6:30 PM- 8:30 PM
Friday, March 24, 2023	Budget workshop Board of Education	4:00 PM- 6:00 PM
Saturday, March 25, 2023	Budget workshop Town Operations	8:30 AM – 10:30 AM
Wednesday, March 29, 2023	Board of Finance Special Meeting Budget deliberations	6:30 PM
Wednesday, April 5, 2023	Board of Finance Special Meeting Budget deliberations	6:30 PM
Tuesday, April 11, 2023	Submit Board of Finance budget to members of Town Council	
TBD	Town Council Special Meeting Adoption of Annual Budget	6:30 PM
TBD	Town Meeting	6:00 PM
TBD	Town VOTE	6:00 AM - 8:00 PM
June 2023	Set mill rate	

ZOOM Information

Board of Finance Regular Meeting 1-17-2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88402217328>

Or One tap mobile :

US: +13017158592,,88402217328# or +13052241968,,88402217328#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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