

**TOWN OF EAST HAMPTON, CONNECTICUT**

**BOARD OF FINANCE**

**Meeting Agenda**

Monday, August 16, 2021

Town Hall - Room 201 & Zoom

7:00 PM

***Regular Meetings***

January 19, 2021 (Tues)

February 16, 2021 (Tues)

March 15, 2021

April 19, 2021

May 17, 2021

June 21, 2021

July 19, 2021

August 16, 2021

September 20, 2021

October 18, 2021

November 15, 2021

December 20, 2021

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Approval of Minutes of Meeting(s) \*
  - a) June 21, 2021 Regular Meeting
- 5) Public Remarks
- 6) Financial Transactions \*
- 7) Correspondence
- 8) Status Reports (Financial)
  - a) Revenue
  - b) Expenditures
- 9) New Business \*
  - a) Approval of Board of Education Capital Transfer for Middle School Emergency Lighting & Lighted Exit Signs
- 10) Continued Business \*
- 11) Special Presentations
- 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) HS Athletic Field Renovation (Brown/Coshow)
  - i) Capital Committee (Brown/Turner)
- 13) Public Remarks
- 14) Adjournment

\* - Potential action item

## **ZOOM Information**

Board of Finance Regular Meeting 08-16-2021

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/82170252786>

**Or One tap mobile :**

US: +13017158592,,82170252786# or +13126266799,,82170252786#

**Or Telephone:**

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

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

**Webinar ID: 821 7025 2786**

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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
<b>40 Property taxes</b>						
01060135 Finance and Accounting	15,000	0	15,000	8,418.05	6,581.95	56.1%
01060136 Collector of Revenue	38,602,341	0	38,602,341	38,793,130.47	-190,789.47	100.5%
01060137 Assessor	20,000	0	20,000	21,135.34	-1,135.34	105.7%
TOTAL Property taxes	38,637,341	0	38,637,341	38,822,683.86	-185,342.86	100.5%
<b>41 Investment income</b>						
01060135 Finance and Accounting	75,000	0	75,000	8,776.91	66,223.09	11.7%
TOTAL Investment income	75,000	0	75,000	8,776.91	66,223.09	11.7%
<b>42 License,permit&amp; FEES</b>						
01060136 Collector of Revenue	1,000	0	1,000	163.95	836.05	16.4%
01060137 Assessor	600	0	600	153.00	447.00	25.5%
01070000 Town Clerk	244,550	0	244,550	470,966.47	-226,416.47	192.6%
01210211 Police Administration	6,000	0	6,000	19,238.73	-13,238.73	320.6%
01220223 FIRE MARSHAL	100	0	100	60.00	40.00	60.0%
01320000 Human Services	0	0	0	188.00	-188.00	100.0%
01410000 Building, Planning & Zonin	180,600	0	180,600	423,664.43	-243,064.43	234.6%
01470000 Middle Haddam Historic Dis	150	0	150	425.00	-275.00	283.3%
01510000 Public Works Admin.	350	0	350	500.00	-150.00	142.9%
01560000 Transfer Station	33,050	0	33,050	50,513.00	-17,463.00	152.8%
01680681 E Hampton Public Library	3,500	0	3,500	3,146.50	353.50	89.9%
TOTAL License,permit& FEES	469,900	0	469,900	969,019.08	-499,119.08	206.2%
<b>43 Federal grants</b>						
01060135 Finance and Accounting	0	0	0	2,238.00	-2,238.00	100.0%
TOTAL Federal grants	0	0	0	2,238.00	-2,238.00	100.0%
<b>44 STATE &amp; LOCAL GRANTS</b>						

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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
01060135 Finance and Accounting	127,139	0	127,139	127,139.00	.00	100.0%
01060137 Assessor	24,667	0	24,667	25,907.97	-1,240.97	105.0%
01080000 Registrars/Elections	0	0	0	13,795.00	-13,795.00	100.0%
01210211 Police Administration	0	0	0	790.00	-790.00	100.0%
01240000 Emergency Management	0	19,368	19,368	96,841.00	-77,472.80	500.0%
01320000 Human Services	15,911	0	15,911	15,839.00	72.00	99.5%
01330000 Senior Center	0	0	0	2,499.80	-2,499.80	100.0%
01510000 Public Works Admin.	340,206	0	340,206	340,393.23	-187.23	100.1%
01962510 Fiscal Services - CO	6,922,366	0	6,922,366	6,960,837.00	-38,471.00	100.6%
TOTAL STATE & LOCAL GRANTS	7,430,289	19,368	7,449,657	7,584,042.00	-134,384.80	101.8%
 46 Charges for services						
01260000 Street Lighting	0	0	0	703.00	-703.00	100.0%
TOTAL Charges for services	0	0	0	703.00	-703.00	100.0%
 47 Other revenue						
01010000 Town Manager's Department	32,850	0	32,850	32,850.96	-.96	100.0%
01050130 New Town Hall/Police/BOE	20,000	0	20,000	20,000.00	.00	100.0%
01060135 Finance and Accounting	26,567	0	26,567	30,141.53	-3,574.53	113.5%
01060136 Collector of Revenue	0	0	0	-1.04	1.04	100.0%
01220221 Firefighting	0	0	0	5,101.00	-5,101.00	100.0%
01410000 Building, Planning & Zonin	0	0	0	.30	-.30	100.0%
01510000 Public Works Admin.	0	0	0	21,174.66	-21,174.66	100.0%
01560000 Transfer Station	0	0	0	830.95	-830.95	100.0%
01610610 Park & Recreation	5,200	0	5,200	5,535.50	-335.50	106.5%
01670000 Community Center	150	0	150	.00	150.00	.0%
01680681 E Hampton Public Library	2,500	0	2,500	191.45	2,308.55	7.7%
01850000 Other	0	0	0	1,600.00	-1,600.00	100.0%
TOTAL Other revenue	87,267	0	87,267	117,425.31	-30,158.31	134.6%
 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%

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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
TOTAL GENERAL FUND	47,437,797	19,368	47,457,165	47,504,888.16	-47,722.96	100.1%

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TOWN OF EAST HAMPTON  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	47,437,797	19,368	47,457,165	47,504,888.16	-47,722.96	100.1%

\*\* END OF REPORT - Generated by Jeff Jylkka \*\*

TOWN OF EAST HAMPTON  
GENERAL FUND EXPENDITURES  
8/11/2021  
FY 2020-2021

8/12/2021

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	TOTAL	Variance	% USED	Comment
01010000 Town Manager's Depart	366,269	0	366,269	364,754	1,515	99.6%	
01020000 Town Council/Special	40,424	0	40,424	32,005	8,419	79.2%	
01040000 LEGAL	85,000	0	85,000	138,528	(53,528)	163.0%	Labor negotiations
01050130 New Town Hall/Police Dept.	265,115	0	265,115	262,209	2,906	98.9%	
01060135 Finance and Accounting	479,125	0	479,125	470,538	8,587	98.2%	
01060136 Collector of Revenue	173,349	0	173,349	169,265	4,084	97.6%	
01060137 Assessor	189,719	0	189,719	163,783	25,936	86.3%	Position vacancy
01070000 Town Clerk	179,875	0	179,875	175,865	4,010	97.8%	Position vacancy
01080000 Registrars/Elections	43,051	0	43,051	52,690	(9,639)	122.4%	Presidential election. Received \$13,795 in grants
01090000 General Insurance	372,000	0	372,000	370,445	1,555	99.6%	
01100000 Probate Court	15,958	0	15,958	16,859	(901)	105.6%	
01110000 Employee Benefits	2,093,662	0	2,093,662	2,020,283	73,379	96.5%	H & H claim pending
01120000 Contingency	30,000	0	30,000	0	30,000	0.0%	
01150000 Information Technology	127,101	0	127,101	126,997	104	99.9%	
01210211 Police Administration	337,358	0	337,358	336,094	1,264	99.6%	
01210212 Regular Patrol	1,742,554	0	1,742,554	1,739,542	3,012	99.8%	
01210213 Lake Patrol	1,723	0	1,723	377	1,346	21.9%	
01210214 Animal Control	50,402	0	50,402	49,980	422	99.2%	
01220221 Firefighting	319,815	0	319,815	316,971	2,844	99.1%	
01220223 FIRE MARSHAL	60,498	0	60,498	67,876	(7,378)	112.2%	Vehicle conversion costs
01220225 Town Center Fire System	8,050	0	8,050	7,450	600	92.5%	
01230000 Ambulance	63,443	0	63,443	62,642	801	98.7%	
01240000 Emergency Management	6,640	0	6,640	17,609	(10,969)	265.2%	Direct COVID expenses recorded here. Received \$96K grant
01250000 Public Safety Dispatch	240,075	0	240,075	187,296	52,779	78.0%	
01260000 Street Lighting	51,000	0	51,000	49,130	1,870	96.3%	
01310000 Chatham Health District	160,418	19,368	179,786	179,786	0	100.0%	
01320000 Human Services	115,822	0	115,822	133,252	(17,430)	115.0%	Grant funded employee paid for part of year
01330000 Senior Center	145,313	0	145,313	128,998	16,315	88.8%	Reduction in part-time and programs
01340000 Transportation	53,500	0	53,500	53,915	(415)	100.8%	
01350000 Community Services	5,725	0	5,725	4,950	775	86.5%	
01360000 CEMETERY CARE	5,000	0	5,000	5,000	-	100.0%	
01370000 Commission on Aging	1,200	0	1,200	746	454	62.2%	
01410000 Building, Planning & Zoning	378,769	0	378,769	375,282	3,487	99.1%	
01420000 Econ. Development Comm.	5,302	0	5,302	5,334	(32)	100.6%	
01430000 Conservation & Lake Comm.	38,742	0	38,742	44,404	(5,662)	114.6%	Electricity for lake aerators
01460000 Redevelopment Agency	1,462	0	1,462	536	926	36.6%	
01470000 Middle Haddam Historic Dist.	800	0	800	1,128	(328)	141.0%	
01510000 Public Works Admin.	1,477,685	0	1,477,685	1,475,528	2,157	99.9%	Position vacancy & Overtime
01520000 Engineering	40,000	0	40,000	39,481	519	98.7%	
01530000 Town Garage	55,467	0	55,467	35,335	20,132	63.7%	Building maintenance less than expected

TOWN OF EAST HAMPTON  
GENERAL FUND EXPENDITURES  
8/11/2021  
FY 2020-2021

8/12/2021

ACCOUNT DESCRIPTION	Original Budget	Transfers	Revised Budget	TOTAL	Variance	% USED	Comment
01540000 Townwide Motor Fuel	100,480	0	100,480	89,702	10,778	89.3%	
01550000 Road Materials	365,925	0	365,925	365,828	97	100.0%	
01560000 Transfer Station	184,352	0	184,352	174,309	10,043	94.6%	Overtime less than expected
01570000 Septage Disposal	3,440	0	3,440	1,980	1,460	57.6%	
01610610 Park & Recreation	420,636	0	420,636	422,293	(1,657)	100.4%	
01660000 Arts & Cultural Comm.	2,500	0	2,500	2,699	(199)	108.0%	
01670000 Community Center	164,735	0	164,735	137,251	27,484	83.3%	Building maintenance less than expected
01680681 E Hampton Public Library	541,811	0	541,811	521,523	20,289	96.3%	Reduction in part-time wages. Delayed position hire
01680682 Middle Haddam Library	5,000	0	5,000	5,000	-	100.0%	
01710711 General Obligation Bonds	2,695,000	0	2,695,000	2,697,150	(2,150)	100.1%	
01720721 General Obligation Bonds	309,312	0	309,312	309,348	(36)	100.0%	
01750000 Capital Leases	225,464	0	225,464	219,021	6,443	97.1%	
01810000 Operating Transfers Out	459,431	0	459,431	459,431	-	100.0%	
<b>Grand Total</b>	<b>15,305,497</b>	<b>19,368</b>	<b>15,324,865</b>	<b>15,088,397</b>	<b>236,468</b>	<b>98.5%</b>	



**Town of East Hampton**  
**FY 2020-2021 Capital Decision Package**

Town Manager's Use

Approved:	
Not Approved:	
Other:	

SUBMITTED BY: East Hampton Public Schools

CONTACT PERSON: *Karen Asetta*

Title of Request/Project Name: ***Middle School Emergency Lighting & Lighted Exit Signs***

***Request for capital transfer from HVAC project 93228 to School Security 93070***

This form should be used for capital items of \$7,500 and above.

Fiscal Year	Cost
2021	18,000
2022	
2023	
2024	
2025	

1) Project Description:

***Existing 32 year old system had exceeded its useful life. Repair support was not possible as replacement parts were unavailable. The system is a critical life safety building component - emergency lighting is designed to identify and illuminate hallways and exits, required to ensure a safe path for an emergency evacuation from the building. Emergency lighting systems are subject to numerous regulatory agencies and codes that govern emergency lighting and exit sign requirements.***

2) Useful Life (in years): 20-30 years

3) Purpose:

- Scheduled Replacement\*                       Increased Personnel Efficiency
- New/Expanded Service                               *Replace Obsolete/Unsafe Equipment\**
- Other (please explain)

\* Please note how old equipment will be disposed of -

4) Justification:

***Building use requires code compliant life safety systems in operational condition.***

5) How did you determine the project's cost?

***Quotes were received from district's existing vendors (licensed electrical contractors): Higgins Electric and State-Wide Electric.***

***The Higgins quote replaced the inverter system at a cost of \$20,600, the inverter only, thus leaving all the old lighting units in the building in place.***

***The State-Wide quote for \$18,000 eliminated the inverter approach through installation of standalone lighting fixtures throughout the building. This approach also eliminates future large capital expenditures as only small dollar replacements of individual units as each surpasses its useful life is required.***

***State-Wide was selected.***

6) Additional Cost Data (Equipment Only)

Purchase Price:	Click here to enter text.
Less Trade-In:	Click here to enter text.
\Net Cost:	Click here to enter text.

7) Are non-Town revenues available to reduce cost (i.e. grants)? *No*

8) What will be the effect on your department if this project is delayed?

*Significant disruption to school calendar, students, and families would occur if building was closed until repairs were scheduled.*

9) Please describe the effect of this project on your operating budget. Click here to enter text.

Personnel Budget

- increase
- decrease
- no change
- amount of change

Expense Budget:

- increase
- decrease
- no change
- amount of change

10) PROJECT LOCATION AND SERVICE AREA: Give a brief description of the community impact the project will have as well as the area it will serve.

11) SIGNATURE: The Department Director must sign the bottom of the form and date it. The signature indicates that the director approves of the submission of the project and agrees with the information provided. Click here to enter text.

*Karen Asetta*

*6/16/21*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



STATE-WIDE ELECTRIC, INC.  
 109A COMMERCE ST.  
 GLASTONBURY CT 06033  
 PHONE: (860)659-0537  
 FAX: (860)659-3152  
 CT LICENSE #197594

# INVOICE

PAGE 1  
 INVOICE DATE 05/13/2021  
 INVOICE NO 00046368

S TOWNEH  
 O ATTN: DON HARWOOD  
 L TOWN OF EAST HAMPTON  
 D BOARD OF EDUCATION-TAX EXEMPT  
 1 COMMUNITY DRIVE, SUITE #1  
 T EAST HAMPTON CT 06424  
 O

S  
 H MIDDLE SCHOOL  
 I 19 CHILDS ROAD  
 P EAST HAMPTON, CT 06424  
 T  
 O

TOTAL DUE 18000.00



TECH	CUSTOMER P.O.NUMBER	P.O. DATE	SERV DATE	SERV TICKET#
SP	92100299	03/30/2021	05/04/21	51744

ITEM ID	TX CL	UNIT OF MEASURE	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
QUOTED LABOR & MATERIAL QUOTED SERVICE WORK - REPLACED EMERGENCY LIGHTING BATTERY BANK AND INVERTER SYSTEM WITH 120 EMERGENCY LIGHTS, 25 EXIT/EMERGENCY LIGHT COMBO UNITS AND 20 EXIT SIGNS.	00	LOT	1.00	1.00	18000.00	18000.00
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>P.O. # <u>92100299</u></p> <p>Acct # <u>50932610</u> <u>15720</u></p> <p>Project # <u>93228</u></p> <p>Approved by _____</p> <p>Date Approved _____</p> <p>Close P.O. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> </div>						
TAXABLE	NONTAXABLE	FREIGHT	LABOR TAX	MISC CHARGE	TOTAL	
.00	18000.00	.00	.00	.00	18000.00	
WE NOW ACCEPT PAYMENT BY VISA/MASTERCARD						

TERMS: Due when rendered. After 30 days this account is subject to a service charge of 1 1/2% per month or 18% annually.