

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MOTIONS  
Wednesday, APRIL 9th, 2014**

Members In Attendance: Steve Kelley, Chairman  
Lisa Picarazzi, Secretary  
Camille Alberti  
Steve Carpenteri  
Steve Harney  
Beth Hogan

FILED IN EAST LYME  
CONNECTICUT  
April 20 2014 AT 2:10 AM PM  
Kathleen Kelley  
EAST LYME TOWN CLERK

Also In Attendance: Paul Formica, First Selectman  
Anna Johnson, Finance Director

Absent: No One

**A. Call Meeting to Order**

Chairman Kelley called this Regular Meeting of the East Lyme Board of Finance to order at 6:30 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

**C. Delegations**

Mr. Kelley called for Delegations.  
There were no delegations.

**D. Approval of Minutes**

▪ **Wednesday, March 12, 2014 – Joint Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance Joint Meeting Minutes of March 12, 2014.

**\*\*MOTION (1)**

Ms. Hogan moved to approve the Board of Finance Regular Meeting Minutes of March 12, 2014 as presented.

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Wednesday, March 12, 2014 – Regular Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of March 12, 2014.

**\*\*MOTION (2)**

Ms. Alberti moved to approve the Board of Finance Regular Meeting Minutes of March 2, 2014 as presented.

Mr. Carpenteri seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Monday, March 17, 2014 – Special Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance March 17, 2014 Special Meeting Minutes.

**\*\*MOTION (3)**

Mr. Carpenteri moved to approve the Board of Finance Special Meeting Minutes of March 17, 2014 as presented.

Ms. Alberti seconded the motion.  
Vote: 5 – 0 – 1. Motion passed.  
Abstained: Ms. Picarazzi

▪ **Thursday, March 20, 2014 – Special Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance March 20, 2014 Special Meeting Minutes.

**\*\*MOTION (4)**

Ms. Alberti moved to approve the Board of Finance Special Meeting Minutes of March 20, 2014 as presented.

Mr. Harney seconded the motion.

Vote: 4 – 0 – 2. Motion passed.

Abstained: Mr. Carpenteri, Ms. Picarazzi

▪ **Monday, March 24, 2014 – Special Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance March 24, 2014 Special Meeting Minutes.

**\*\*MOTION (5)**

Ms. Hogan moved to approve the Board of Finance Special Meeting Minutes of March 24, 2014 as presented.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Thursday, March 27, 2014 – Special Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance March 27, 2014 Special Meeting Minutes.

Ms. Alberti asked that on Page 3 in the second paragraph that the \$1,000 per year be changed to read: \$100,000 per year.

**\*\*MOTION (6)**

Mr. Harney moved to approve the Board of Finance Special Meeting Minutes of March 27, 2014 as amended.

Mr. Carpenteri seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Monday, March 31, 2014 – Special Meeting**

Mr. Kelley called for a motion for approval or any changes to the Board of Finance March 31, 2014 Special Meeting Minutes.

**\*\*MOTION (7)**

Ms. Picarazzi moved to approve the Board of Finance Special Meeting Minutes of March 31, 2014 as presented.

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 1. Motion passed.

Abstained: Ms. Alberti

**E. Reports**

◆ **First Selectman**

Mr. Formica reported that the money for the Boardwalk was appropriated at Town Meeting and that they hope to finalize the permit process on the upcoming Tuesday. He said that he is also working with the Parks & Recreation Chairman on not charging for the boardwalk. On the State front, they are working on the reverse PILOT, minimum wage incremental increases, and teacher evaluations. They are also looking for Dispatch language that they have submitted to the State. They are also looking to reduce the TO on the Resident Trooper bill from 100% back to the 70%.

◆ **Finance Director**

Ms. Johnson said that her monthly report was in their packets and that she would answer any questions that they might have.

There were no questions.

**F. New Business**

**a. Contingency Transfer \$6870 – Police Department CAD**

Mr. Formica said that this is due to the Ambulance Fund not funding this item this year.

**\*\*MOTION (8)**

Ms. Hogan moved to approve a transfer in the amount of \$6870 from account 01-01-120-200-500 (Contingency) to account 01-25-216-200-213 (Mobile Radio Service contract) for the computer Aided dispatch Program System used in the police cars.

Mr. Carpenteri seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**b. Special Appropriation Town Aid Road Funds - \$158,603**

Mr. Formica explained that this was proposed by the governor for this fiscal year however it was not finalized by the time that our fiscal year started. It is money received as new revenue so it has to be appropriated in.

Mr. Kelley called for a motion.

**\*\*MOTION (9)**

Mr. Harney moved to approve a Special Appropriation in the amount of \$158,603 to expenditure account 01-30-317-500-224 (Town Aid Roads) and corresponding revenue account 01-03-300-301 (Town Aid road Assistance).

Ms. Picarazzi seconded the motion,

Vote: 6 – 0 – 0. Motion passed.

Mr. Kelley noted that this would also need Town Meeting approval.

**c. Budget Transfer – Non-affiliated - Salaries**

Mr. Formica said that this is for the changes in salary for the current fiscal year and that it comes from contingency.

Mr. Kelley called for a motion.

**\*\*MOTION (10)**

Ms. Picarazzi moved to approve a transfer in the amount of \$41,837 from account 4-01-01-120-100-500 (Town Payroll Pending PR Change) to various budget line items as itemized on the attached worksheet titled, "Town of East Lyme Unaffiliated COLA increases 7/1/13 – 6/30/14 Additional Funding Required.

Ms. Hogan seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**d. Budget Transfers – Within departmental budgets**

Mr. Formica said that this is for transfers within the departments.

Mr. Kelley called for a motion.

**\*\*MOTION (11)**

Mr. Carpenteri moved to ratify departmental transfers in the amount of \$24,897.15 processed for fiscal year end June 30, 2014.

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**e. Budget Deliberations – 2014-2015 Budget**

Mr. Kelley said that he would like them to discuss the Board of Ed budget first and then finish with the Town departments that they have not covered.

**\*\*MOTION (12)**

Ms. Hogan moved to open department 999 – Board of Education.

Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (13)**

Mr. Kelley moved to reduce the Board of Education budget by \$550,000 to \$42,792,767.  
Ms. Picarazzi seconded the motion.  
Vote: 4 – 2 – 0. Motion passed.  
Against: Ms. Alberti, Ms. Hogan

**\*\*MOTION (14)**

Ms. Hogan moved to close department 999 – Board of Education.  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

Mr. Kelley asked that they only open for discussion those departments that they wish to discuss and make adjustments on.

**\*\*MOTION (15)**

Ms. Picarazzi moved to open department 724 – Capital.  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (16)**

Ms. Alberti moved to reduce the Parks & Recreation Master Plan by \$10,000 to zero.  
Ms. Hogan seconded the motion.  
Vote: 1 – 5 – 0. Motion failed.  
For: Ms. Alberti

**\*\*MOTION (17)**

Ms. Hogan moved to reduce the Parks & Recreation Master Plan from \$10,000 to \$5000.  
Ms. Picarazzi seconded the motion.

Ms. Hogan withdrew her MOTION (17); Ms. Picarazzi withdrew her second.

**\*\*MOTION (18)**

Ms. Hogan moved to reduce Town CIP from \$88,371 to \$74,371.  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (19)**

Ms. Hogan moved to reduce town Parks & Recreation Acquisition from \$67,490 to \$65,180.  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (20)**

Mr. Kelley moved to approve the purchase of two police vehicles and not the third and to reduce the \$97,034 Police Cruisers acquisition program by \$6720.  
Ms. Hogan seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (21)**

Mr. Kelley moved to reduce the Public Works Trucks Acquisition Program from \$519,343 to \$473,043.  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (22)**

Ms. Hogan moved to close department 724 – Capital.  
Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (23)**

Ms. Picarazzi moved to open department 104 - Building.

Ms. Hogan seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (24)**

Mr. Kelley moved to reduce department 104 by \$2100.

Ms. Alberti seconded the motion.

Vote: 5 – 1 – 0. Motion passed.

Against: Ms. Picarazzi

**\*\*MOTION (25)**

Ms. Hogan moved to close department 104 - Building.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (26)**

Ms. Picarazzi moved to open department 105 – Town Engineer

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (27)**

Ms. Picarazzi moved to reduce department 105 by \$4000.

No second.

**\*\*MOTION (28)**

Ms. Alberti moved to reduce department 105 by \$2500.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (29)**

Ms. Picarazzi moved to close department 104 – Town Engineer

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (30)**

Ms. Alberti moved to open department 110 – Registrars

Ms. Picarazzi seconded the motion.

Vote: 5 – 1 – 0. Motion passed.

Against: Ms. Hogan

**\*\*MOTION (31)**

Ms. Alberti moved to increase department 110 by \$1,157 for a new total of \$99,479.

Mr. Kelley seconded the motion.

Vote: 2 – 3 – 1. Motion failed.

For: Ms. Alberti, Mr. Kelley

Against: Mr. Harney, Ms. Hogan, Ms. Picarazzi

Abstained: Mr. Carpenteri

**\*\*MOTION (32)**

Ms. Picarazzi moved to close department 110 – Registrars

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (33)**

Mr. Harney moved to open department 113 – Building Maintenance

Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (34)**

Mr. Kelley moved to reduce department 113 by \$2500.  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (35)**

Ms. Picarazzi moved to close department 113 – Building Maintenance  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (36)**

Mr. Harney moved to open department 114 – General Govt. Misc. & Benefits  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (37)**

Mr. Kelley moved to reduce department 114 by \$2000.  
Ms. Picarazzi seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.  
(Note: Mr. Harney left the table momentarily and was not present for the vote.)

**\*\*MOTION (38)**

Ms. Hogan moved to close department 114 – General Govt. Misc. & Benefits  
Ms. Alberti seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**\*\*MOTION (39)**

Mr. Kelley moved to open department 118 – Finance  
Ms. Hogan seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (40)**

Mr. Kelley moved to reduce department 118 by \$1600.  
Ms. Hogan seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (41)**

Ms. Picarazzi moved to close department 118 – Finance  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (42)**

Ms. Picarazzi moved to open department 120 - Contingency  
Mr. Kelley seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (43)**

Mr. Kelley moved to reduce department 120 by \$15,000.  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (44)**

Ms. Picarazzi moved to close department 120 - Contingency  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (45)**

Ms. Alberti moved to open department 135 – Town Building Committee  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (46)**

Ms. Picarazzi moved to close department 135 – Town Building Committee.  
Mr. Carpenteri seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

(Note: A brief recess was taken)

**\*\*MOTION (47)**

Mr. Kelley moved to open department 216 - Police  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (48)**

Ms. Picarazzi moved to reduce department 216 by \$15,000.  
Mr. Kelley seconded the motion.  
Vote: 5 – 1 – 0. Motion passed.  
Against: Ms. Alberti

**\*\*MOTION (49)**

Ms. Hogan moved to close department 216 – Police  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (50)**

Mr. Kelley moved to open department 217 – Niantic Fire Department  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (51)**

Mr. Kelley moved to reduce department 217 by \$1000.  
Mr. Harney seconded the motion.  
Vote: 4 – 2 – 0. Motion passed.  
For: Mr. Carpenteri, Mr. Harney, Mr. Kelley, Ms Picarazzi  
Against: Ms. Alberti, Ms. Hogan

**\*\*MOTION (52)**

Ms. Alberti moved to close department 217 – Niantic Fire Department.  
Ms. Picarazzi seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (53)**

Ms. Picarazzi moved to open department 218 – Flanders Fire Department  
Ms. Alberti seconded the motion.  
Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (54)**

Ms. Picarazzi moved to reduce department 218 by \$5000.  
Mr. Harney seconded the motion.

Ms. Picarazzi withdrew her MOTION (54); Mr. Harney withdrew his second.

**\*\*MOTION (55)**

Ms. Alberti moved to reduce department 218 by \$10,000.

Ms. Picarazzi seconded the motion.

Vote: 3 – 3 – 0. Motion failed.

For: Ms. Alberti, Mr. Harney, Ms. Picarazzi

Against: Mr. Carpenteri, Ms. Hogan, Mr. Kelley

**\*\*MOTION (56)**

Ms. Picarazzi moved to reduce department 218 by \$7500.

Ms. Alberti seconded the motion.

Vote: 4 – 2 – 0. Motion passed.

For: Ms. Alberti, Mr. Harney, Mr. Kelley, Ms. Picarazzi

Against: Mr. Carpenteri, Ms. Hogan

**\*\*MOTION (57)**

Ms. Alberti moved to close department 218 – Flanders Fire Department

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (58)**

Ms. Alberti moved to open department 224 – Emergency Management

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (59)**

Ms. Picarazzi moved to reduce department 224 by \$5000.

No second.

**\*\*MOTION (60)**

Mr. Kelley moved to reduce department 224 by \$3000.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (61)**

Ms. Picarazzi moved to close department 218 – Emergency Management

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (62)**

Ms. Hogan moved to open department 317 – Public Works

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (63)**

Ms. Hogan moved to reduce department 317 by \$15,000.

Mr. Carpenteri seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (64)**

Ms. Picarazzi moved to close department 317 – Public Works

Ms. Hogan seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (65)**

Ms. Picarazzi moved to open department 421/422 – Parks & Rec/Youth Services

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**\*\*MOTION (66)**

Mr. Kelley moved to reduce department 421/422 by \$10,000.

Ms. Picarazzi seconded the motion.

Vote: 5 – 1 – 0. Motion passed.

Against: Ms. Alberti

**\*\*MOTION (67)**

Ms. Picarazzi moved to close department 421/422 – Parks & Rec/Youth Services

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**G. Old Business**

There was none.

**H. Public Discussion**

Mr. Kelley called for Public Discussion.

**I. Board Comments**

There were none.

**J. Adjournment**

Mr. Kelley called for a motion to adjourn.

**\*\*MOTION (68)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:50 PM.

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

**Town of East Lyme  
Unaffiliated COLA Increases  
7/1/13 - 6/30/14 Additional Funding Required**

Account Number	Description	Budget	2013/14	Transfer
01-01-101-100-111	First Selectman	108,805	111,525	2,720
01-01-101-100-115	Board of Selectmen	8,188	8,393	205
01-01-101-100-211	Executive Assistant	62,335	63,894	1,559
01-01-102-100-211	Assessor	78,412	80,363	1,951
01-01-103-100-111	Tax Collector	68,003	69,703	1,700
01-01-104-100-211	Building Official	81,015	83,041	2,026
01-01-105-100-211	Engineer	81,930	83,979	2,049
01-01-105-100-213	Civil Engineer	37,448	39,350	1,902
01-01-107-100-111	Town Clerk	60,485	61,997	1,512
01-01-109-100-211	IT/Database Supervisor	52,132	53,436	1,304
01-01-110-100-111	Registrars	46,272	47,430	1,158
01-01-116-100-211	Zoning Official	79,592	81,583	1,991
01-01-117-100-211	Planning Director	57,397	58,832	1,435
01-01-118-100-211	Finance Director	65,847	67,474	1,627
01-01-118-100-212	Finance Office/Personnel Asst	38,923	39,897	974
01-01-118-100-111	Treasurer	11,156	11,435	279
01-01-132-100-212	Conservation Officer	14,349	14,708	359
01-25-218-100-612	PT Firefighter FFD	88,128	89,891	1,763
01-25-224-100-211	Director	145,395	151,186	5,791
01-25-224-100-213	PT Dispatcher	110,398	112,606	2,208
01-30-317-100-211	Superintendent of Hwy & Mgr	233,370	236,162	2,792
01-40-418-100-211	Sr Citizen Administrator	62,335	63,894	1,559
		1,591,915	1,630,779	38,864
01-01-114-100-121	FICA/Medicare			2,973
<b>TOTAL FUNDING REQUEST</b>				<b>41,837</b>

BoF 4/9/14  
Item VI-c

*Attachment BOT 4/9/14 motion 10*

Town of East Lyme  
Budget Transfers  
Fiscal Year 2013/14

To Account		From Account		Reason for Transfer			
Date	Dept.	Account#	Description	Account#	Description	Amount	Reason for Transfer
9/30/2013	Bldg	01-01-104-100-316	Longevity	01-01-104-100-311	Admin/Clerical	100.00	For an additional employee to begin receiving Longevity payments.
10/3/2013	Tax	01-01-103-200-216	Service Contracts	01-01-103-300-320	Misc Supplies	96.00	Un-anticipated increase in service contract.
10/31/2013	GG & Misc	01-01-114-140-231	Transcripts	01-01-114-140-233	Gen Govt-Legal	684.00	Professional transcripts various public meetings related to JAG Application
12/16/2013	Emer Mgt	01-25-224-300-246	Transportation Allow	01-25-224-300-243	Training	500.00	Insurance deductible SUV repair
2/5/2014	P&R	01-45-421-200-239	Random Testing	01-45-421-300-320	Misc Supplies	25.00	To cover addition employee for random drug testing.
2/19/2014	GG & Misc	01-01-114-200-290	Insurance PD&L	01-01-114-140-233	Gen Govt-Legal	3,034.15	For addition to the policy during the fiscal year.
	GG & Misc	01-01-114-200-290	Insurance PD&L	01-01-114-100-123	Workers Comp	6,058.00	For prior year audited payrolls.
3/3/2014	COA	01-40-418-300-321	Program Supplies	01-40-418-300-202	OPEX-CTV	300.00	To have sufficient FYE program supply funds.
3/20/2014	Emer Mgt	01-25-224-100-213	PT Dispatch	01-25-224-100-212	Dispatchers	4,100.00	Additional PT hours needed as a result of 4th Dispatcher position not being filled
	Emer Mgt	01-25-224-100-214	Overtime	01-25-224-100-212	Dispatchers	10,000.00	Additional OT hours paid to FT Dispatchers as a result of contract agreement

**TOTAL \$ 24,897.15**

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BoF  
VI-d  
4/9/2014

Attachment BOF 4/9/14 Motion II