

**EAST LYME BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
BUDGET REVIEWS – FY2014-2015  
Thursday, MARCH 20th, 2014**

**Members In Attendance:** Steve Kelley, Chairman  
Camille Alberti  
Steve Harney  
Beth Hogan

FILED IN EAST LYME  
CONNECTICUT  
*Mar 25* 20 *14* AT *2:15* AM/PM  
*Lesley Blais*  
EAST LYME TOWN CLERK

**Also In Attendance:** Paul Formica, First Selectman  
Anna Johnson, Finance Director  
Lesley Blais, Town Clerk  
Lisa Timothy, Library Director  
Joe Bragaw, Public Works Director  
William Scheer, Assistant Public Works Director  
Victor Benni, Town Engineer  
Chuck Holyfield, Highway/Sanitation Superintendent  
David Putnam, Parks & Recreation, Youth Services Director

**Absent:** Lisa Picarazzi, Secretary, Steve Carpenteri

**A. Call Special Meeting to Order**

Chairman Kelley called this Special 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 none.

**D. New Business**

- a. Budget Reviews – FY 2014 - 2015**
- ♦ **Town Clerk (107) – Lesley Blais, Town Clerk**

Mr. Formica noted that the budget for this department is relatively flat although the figures for the Asst. Town Clerks are incorrect. He recalled that Ms. Blais had stepped into this position last year and that the transition has been a good one.

Ms. Alberti asked how many people work there as in comparison to last years budget it has gone up considerably.

Mr. Formica said that there is one 25 hour per week employee and one at 37.5 hours per week. He added that they had increased the one now at 37.5 hours per week to those hours last year.

Ms. Blais said that it was an increase of 7.5 hours per week. She continued that the increase in preservation is for the recordings that they do each day – she asked for more money as there have been more filings.

Ms. Hogan asked about filings for real estate conveyances.

Ms. Blais said that they usually do not do them – that is handled by Ms. Johnson.

Ms. Johnson said that she has noticed an increase this year.

Ms. Hogan asked about revenues.

Ms. Blais said that it has been slow for the past three months – so you never know what will happen. She said that she does have one request. She said that she requested a \$400 increase in her Misc Supplies line item and that was cut by \$250 by the Board of Selectmen. She would like it put back in. She said that she buys the paper for her own office and she gets many of the minutes emailed to her and she has to print them out on her paper as they have to have a paper copy on file. She said that she wants it restored as any that is not used gets returned.

Mr. Kelley noted that she has around \$1000 left in supplies as of the end of February 2014 and asked if she thought that she would be using it.

Ms. Blais said that she has a few orders in for items and that she has items that are falling apart and need to be replaced.

◆ **Town Engineer (105) – Victor Benni, Town Engineer**

Mr. Formica explained that all the people sitting behind him are the core group of people who get things done for the Town (Public Works, Parks & Recreation). Victor Benni oversees the civil engineer (whose salary is 40% funded by the Sewer department), and administrative assistant. Everyone works under the direction of Joe Bragaw, the Public Works Director. Mr. Bragaw came aboard in November of last year. They have been given lists of projects that they have been working on and are still working on or that are about to be worked on. These include the boardwalk, streetscape project, Vets Field and some of the water projects. He said that having this department saves the Town a lot in not having to go outside to subcontract for these services.

Mr. Kelley asked what the Engineer Inspector is.

Mr. Formica said that he goes out to inspect projects in the field as they are being done – sidewalks, roads, surveying. He noted that the position was union however it no longer is as they were able to come to an agreement with the union on it.

Ms. Alberti asked about the 'salary to be determined in department 120' that is listed under line 211 for salaries.

Ms. Johnson explained that it is the Board of Selectmen who determine the increases for department heads and non-union and that the money is put into contingency first and then moved when the increase is determined.

Mr. Kelley asked about the \$81,930 salary for the engineer and if it was current.

Ms. Johnson said no – the current salary is \$83,979.

◆ **Building Maintenance (113) – Joe Bragaw, Public Works Director**

Mr. Formica said that the salaries reflect the custodial team with Ron Bence heading that team. He said that electricity, heating oil and propane had to be increased. They also added in extra custodial hours as they have one custodian who is a talented carpenter so they are giving him 10 hours per week at an upgraded rate (\$2064 total) and moving him around on special projects rather than to have to hire someone from the outside. Mr. Bragaw oversees this department.

Mr. Bragaw said that line 216 – Service contracts shows what they are paying versus what they have been funded. He is still working with vendors on reductions to the contracts and the purpose here was to put the money to where it actually goes. This is still in progress.

◆ **Public Works (317) – Joe Bragaw, Public Works Director, William Scheer, Assistant Public Works Director; Chuck Holyfield – Highway/Sanitation Superintendent & Fleet Manager**

Mr. Formica said that this is the 'go to' department. They now have a Public Works Director on board and after much review, they have taken 25% of Mr. Bragaw's and Mr. Scheer's salaries and they are being paid by Water & Sewer. This was changed around after the passing of Mr. Giannattasio as 50% of Mike's salary came from Water & Sewer. Mr. Holyfield is the Highway/Sanitation Superintendent and also the Fleet Manager. There are three mechanic bays in the Field Services building – one specifically for the Parks & Rec equipment. It is something to see and he suggested that they go out to have a look at /take a tour of the

facility. He said that they are trying to get the best bang for the buck locking in on fuel. They are also working on a street light program. Mr. Scheer will work on the water department radio read meter unit project.

Ms. Hogan asked about the 50% salary transfer for the two people and if it is the same as the 50% that they used to have paid when Mr. Giannattasio was here.

Mr. Formica said that was the principle on how they wanted to do it. He continued that Mr. Holyfield works hard with all of the departments and has a comprehensive list of who has what vehicle or piece of equipment and when it was purchased and how long we have had it and where it first went to and where it ended up. He said that this has been a successful program where the first responders have the new equipment and then it is filtered down to other departments to use before it finally goes to auction. He said that when they discuss Capital that Mr. Holyfield would explain the system that he uses with respect to the vehicles and equipment.

Mr. Holyfield noted that the oldest piece of plowing equipment that they have now is from 1993 and that this winter they were fortunate to not have many major breakdowns – something they would have had if the equipment was older, as it was when he first came here.

Mr. Harney asked about the Highway Superintendents salary line item.

Mr. Bragaw said that it covers all of Mr. Holyfield's salary and 75% of his salary and 75% of Mr. Scheer's salary. He noted that he is looking at vendors for fuel and that he combines everyone in order to be able to get the best price. He said that storm materials bumped up the budget a bit. They use about 1400 tons of salt during the season and they want to fill the salt shed before this fiscal year is out so that they start with a full shed.

◆ **Information Technology (109) – William Scheer, Assistant Public Works Director, Joe Bragaw, Director of Public Works**

Mr. Formica said that the supervisor here is Camen and that she works under the direction of Mr. Scheer and Mr. Bragaw. The copiers are on a five year program. The increase in office equipment maintenance is for outside help for the information system. He said that they have identified a dollar value so that they can get the help when they need it.

Mr. Scheer said that what they basically have is the computer application of a large organization without all of the employees that a very large organization would have. We have 11 servers and in the past would block hours for consultants to come and fix something when it went down. The expectation now is to be able to have the expertise for someone to come in and do the upgrades and to help put out the fires. He explained that the website was hacked by someone from overseas a year ago and it is now in the process of being rebuilt.

◆ **Library (Culture and Rec) (420) – Lisa Timothy, Director; Dave Jacobs, Board Chairman**

Dave Jacobs, Library Board Chairman said that he served on the Board of Finance for eight years and was also the Chairman – so he can more fully appreciate their work and position trying to balance the needs of the Town. But, as with all departments, they feel that their budget is reasonable and that by far they are the most used by all demographics in Town. He noted that Mr. Makiaris the former Library Board chairman was also present. He introduced Ms. Timothy.

Lisa Timothy, Executive Director thanked them for their past funding and provided some statistics: 600 books from outside the consortium were borrowed; on February 15<sup>th</sup> they had 100 people come into the library in one hour; they have 12,000 residents registered; 9000 took out books; 2.4% used eBooks; 97% used regular books; 1.6% of the Town budget supports the library which belongs to a consortium of 25 libraries; the school library has a \$500,000 budget with \$1M for technology. In sum, she said that she feels that they are frugal and cost effective. She said that they would like to extend their hours by one hour and would like to open at 9 AM on Saturdays instead of 10 AM.

Mr. Harney asked about the health insurance and if there would be savings there.

Ms. Johnson said that any reduction would come off of the \$135,000 once they find out more information.

Ms. Hogan asked about the painting decrease.

Ms. Johnson explained that the funding for retirement came in over what had been figured so they took the increase necessary to balance that from the painting item as they feel that they can save some money there by utilizing the inmates to do some of the work.

Ms. Alberti asked about the addition of the hour and if, rather than adding an hour, they could just close an hour earlier on a slow day and then open the hour earlier on Saturdays when they feel they need the time. Ms. Timothy said that is not always possible as they may have a slow hour during the supper time but then it picks up again after that time.

◆ **Parks & Recreation and Youth Services (421, 422) – David Putnam, Director**

Mr. Formica recalled that they had consolidated Youth Services with Parks & Recreation and that Mr. Putnam manages both. He said that Mr. Putnam has done a great job managing this department and noted also that Mr. Ball the Park Foreman/Turf Specialist recently won an award for turf management. This department has expenditures and a Special Revenue Fund for programs. They have also moved some of the Senior Center Programs in to this Fund. They, with Public Works do the lion's share of the work for the Town.

Mr. Putnam said that the PT Seasonal labor line #412 is to be able to completely staff the Cini Park location including weekends and Fridays. They realized \$12,000 in revenues last year there and he thinks that it could completely fund itself once everything is open. He noted that the Commission raised the rates for the first time in many years and that the rate for seniors went from \$10 to \$15 and the season pass from \$30 to \$35. If the numbers stay the same as they were last year – they would show an increase to \$19,000.

Mr. Harney asked about charging at the beach.

Mr. Putnam said that they will do a point of sale at the beach to collect the day pass fee – which on the weekends is \$5 for a resident and \$20 for a non-resident. They are talking about 20,000 people coming to the beach.

Ms. Alberti asked about charging for the Boardwalk.

Mr. Putnam said that the Parks & Recreation Commission wants to charge for that, or to charge a parking fee. The proposal is no walk-in passes.

Mr. Formica said that they would propose funding the staffing this year plus the seasonal maintenance and at the end of the year they will have the figures on how everything went and they could go from there.

Ms. Alberti said that she does not think that they should be charging just to walk on the Boardwalk. It is not in the best interest of the Town. The Board members echoed her concern.

Mr. Putnam said that he would take their comments back to the Parks & Recreation Commission.

Ms. Hogan asked if they could have dogs there.

Mr. Putnam said that no dogs are allowed during the regular season per State Law.

Mr. Harney asked how the Special Revenue program is doing.

Mr. Putnam said that they run everything out of it including Celebrate East Lyme and the Light Parade.

Ms. Hogan asked why Mr. Putnam's salary went down.

Mr. Putnam explained that it had not and that the same line item used to also fund a PT person who helped to coordinate the special events. Then they had a staff person leave and Mike became full time and his part-time salary came out of the Director's salary line. What they are seeing is a reduction of the PT salary.

Ms. Hogan said her concern was with charging people for using the Boardwalk and asked Mr. Putnam if that was going to be done.

Mr. Putnam said that he will bring their comments back to the Parks & Recreation Commission – it was a proposed change but nothing has been done to put it into effect.

Mr. Formica said that they would know better what to do after a full year of operation.

Ms. Alberti said that a lot of people come from other Towns to walk the Boardwalk and it makes good economic sense to allow them to do this as they then spend dollars within the Town eating out or shopping.

**E. Public Discussion**

Mr. Kelley called for any comments from the Public.  
There was none.

**F. Board Comments**

Mr. Kelley asked if anyone had any comments.

There were no comments.

**G. Adjournment**

Mr. Kelley called for a motion to adjourn.

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

Ms. Hogan moved to adjourn this Special Meeting of the East Lyme Board of Finance at 8:15 PM.

Mr. Harney seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary