

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, NOVEMBER 12th, 2015**

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

FILED IN EAST LYME
CONNECTICUT
NOV 16 2015 AT 10:05 AM
Kathleen Alberti
EAST LYME TOWN CLERK

Also In Attendance: Kevin Seery, Deputy First Selectman
Anna Johnson, Finance Director
Joe Bragaw, Public Works Director
Tim Hagen, Board of Ed Chairman

Absent: Steve Carpenteri

A. Call Meeting to Order

Chairman Harney called this Regular Meeting of the East Lyme Board of Finance to order at 7:02 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

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

D. Approval of Minutes

▪ **Regular Meeting – September 9, 2015**

Mr. Harney called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of September 9, 2015.

****MOTION (1)**

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of September 9, 2015 as presented.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

E. Reports

◆ **First Selectman**

Mr. Seery, Deputy First Selectman said that he had one item to report to them. The new Ladder Truck for the Flanders Fire Department would be delivered next week. The punch list items have been completed and it is in West Haven for final detailing. Once it arrives here training for it will take place. The final cost was \$1,139,845 and they were able to not only save but to get it earlier.

◆ **Board of Education**

Mr. Hagen, Board of Ed Chairman said that he would provide the report this month and that Mr. Newton, Superintendent of Schools would like to be able to report to them at the next meeting.

He reported on the following:

- They received the test results and they scored very well in their DRG.
- Teacher negotiations were ratified this past Monday. It was a very positive event and Ms. Alberti, Mr. Kelley and Mr. Harney from the Board of Finance attended at various times. They will flip from the PPO

to a high deductible plan for the teachers. He said that the total salary increase over the three year period is 9.89% with the GWI increase for the teachers in year 1 at 3.37%. He noted that they picked up a couple more full days for project development and eliminated some half days. There is no increase in athletic stipends; others increased by 1.5% each year.

Ms. Alberti asked if the GWI for the teachers will help move them up in their school DRG.

Mr. Hagen said yes, it would and added that they are in the middle to high middle.

- o He noted that it is too early to tell at this time of the year how they are doing with their budget.
- o Ms. Whalen has been working on new budget reporting and would bring that before them.
- o The Health Insurance for the months of September and October were lower for the entire Town.
- o The new initiatives that were implemented will perhaps need some minor adjustments.
- o Lastly, The BOE adopted the whole proposed schools projects and costs and voted to move it to the Board of Selectmen with all of the budget projections and schematic plans. He noted that this is all available on the Board of Ed website. He provided some copies of the plans and figures to the Board of Finance members.
- o He said that there is an ad hoc committee meeting on the project at 4 PM on Wednesday, November 18, 2015 at the Middle School and then a Community Forum will be held on the same day at 6 PM in the Middle School cafeteria where the community can look over and work out the numbers and see the schematics and ask questions.

Mr. Seery noted that they had said that they would like to hold a referendum in early March on this however they will have to be fluid as the people have to have total knowledge of all of the components that are being proposed and the associated costs.

◆ Finance Director

Ms. Johnson noted that the reports had gone out with the packets and that she had provided them with the revenue information. She noted the grants that had come in.

Mr. Kelley noted that they have spent 60% of the health insurance budget to date –

Ms. Johnson said that she anticipates that they should make it as she monitors it on a daily basis.

Ms. Picarazzi asked about any areas of concern.

Ms. Johnson said that she monitors Emergency Services and Overtime for the fire departments. She added that she has also been watching legal costs although they have recently settled a one year contract with the largest Town bargaining unit and she anticipates that it will go before the Board of Selectmen this coming Wednesday.

F. New Business

a. Presentation – Street Light Replacement Program – LED Lights

Mr. Hamey said that Mr. Bragaw was present to explain this to them.

Joe Bragaw, Director of Public Works explained that the Town pays approximately \$192,000 per year for the use of the 1400+ street lights that we have. They are billed in two parts – first a monthly rental fee to Eversource and second the supply of the power which is paid to TransCanada. He said that LED technology has come a long way and is being offered for street lights. If we were to buy our lights and retrofit them to LED's we could save a considerable amount per year and potentially drop the cost down to around \$35,000 per year. He noted that there are other Towns that are moving forward with doing this. He said that he is just mentioning this now and hopes to come back during budget time to move it forward. Tanko Lighting has been vetted through CCM and the Vernon Public works Director has offered to come to speak to them on what he has done with this in Vernon.

Ms. Alberti commented that she does not think that the light fixtures in her neighborhood are worth what they are asking for them or that any of the others are worth that when considering their age.

Mr. Bragaw said that this was just a preliminary presentation on this.

b. Special Appropriation - \$2,700 CNRE Fund 32 – Town Project Allocations – Samuel Smith Maintenance

Mr. Seery explained that they had purchased the Samuel Smith House and the hope was that the Town would not have to support it however that has not happened yet. The Board of Selectmen selected from a list what was absolutely necessary to be done so this repairs request is for \$2700 for the outlined work.

Mr. Harney noted that the Easements and Declaration of Covenants does say that the Town will cover the maintenance for a period of time. He further noted that Ms. Lange is present and may want to say a few words.

Luane Lange, Historic Properties Commission said that they have raised money at various times and will continue to do so. She asked if they could use the \$2700 for things other than what has been listed as they would like to have the freedom to make the decision on what absolutely needs to be done first.

Mr. Seery said that the Board of Selectmen would be sending an Ex-Officio to their meetings so that they would be involved and have some oversight – such as in the case of the repairs mentioned here.

Ms. Picarazzi asked about their plans to try to be self-sufficient.

Ms. Lange said that she does the grant writing and that she has done it in her own career so it is something that she can do and will continue to do.

****MOTION (2)**

Ms. Alberti moved to appropriate and transfer \$2,700 from CNRE account 32-70-300-500-100 (Town Project Allocations) to an account to be established titled, "Samuel Smith Maintenance".

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

c. Contingency Transfer \$1,500 to Building Official Transportation Allowance

Mr. Seery explained that this was due to the Inspectors having to utilize their own vehicles when more than one of them were out on the road at the same time.

Ms. Alberti asked why it has to come from Contingency as it is early in the year and they have been using Contingency. She added that she looks at other transportation allowances line items that have not been used and thinks that they could transfer money from them instead.

Ms. Johnson said that it is not permissible to do that until the last three (3) months of the fiscal year.

****MOTION (3)**

Ms. Hogan moved to approve a transfer in the amount of \$1,500 from account 001-01-120-200-500 (Contingency) to account 01-01-104-100-246 (Transportation Allowance) for Building Officials use of personal vehicles for inspections.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

d. Contingency Transfer \$2,142 to IT for Maintenance of Office Equipment

Mr. Seery explained that this is due to the server crash that they had at Town Hall and the billable hours for the data recovery that has been necessary.

****MOTION (4)**

Mr. Kelley moved to approve a transfer in the amount of \$2,142 from account 01-01-120-200-500 (Contingency) to account 01-01-109-200-215 (Maintenance of Office Equipment – IT) for Tax Department data recovery.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

e. Allocate Funds (\$9000) – CNRE Fund 32 – Study to Determine Best Uses/Costs – Lillie B Haynes School if BOE gives back to Town

Mr. Seery explained that they had a very lengthy discussion on this at the Board of Selectmen meetings and felt that they should know the best options for the Haynes School if it was going to be given back to the Town. This study was to help them with the buildings that would be left with the proposed school project. Mr. Bragaw said that there is an \$82M school project out there and they are saying within this project to do this and that with the Haynes School and the Town Hall and the Police Station however Lillie B Haynes is a 110,000 sq. ft. building and the Town Hall is 20,000 sq. ft. so you would need a scope of work on this and who and what would be using this building and if they could use it.

Mr. Harney suggested that they discuss this at their next meeting after they have sworn in the two new members as they would be the people who would have to decide finances and budgets.

Ms. Picarazzi said that she would not be able to get behind this until she sees a needs assessment from this building and the police department. She said that she also wants to know what the deliverable is here and what the study is for.

Mr. Bragaw said that it is a space needs analysis for the police department if we were to go to our own police department as they would need more space.

Ms. Picarazzi said that she does not feel that she has enough information to approve this, there are too many unknowns and the departments themselves should be able to provide information on the area that they would need.

Mr. Kelley said that he would agree with Mr. Harney that this should be tabled until the next meeting.

Ms. Alberti said that she agrees 100% with Ms. Picarazzi and cannot understand why the Town can't pull together their space needs. The police department should be able to know what their needs are. She said that she does not think that things have been carefully thought out here and would also agree with tabling this as they need to have more answers before spending any money. She also suggested that they could look into renting out some of the extra space to start up companies like the Town of Ledyard has done.

Ms. Hogan said that she thinks that they will need the information for the total package.

****MOTION (5)**

Mr. Kelley moved to table this item until their December meeting.

Ms. Hogan seconded the motion.

Vote: 4 – 1 – 0. Motion passed.

Against: Ms. Alberti

f. Special Appropriation - \$4,000 Funds to Paint Former Police K-9 Vehicle

Mr. Bragaw explained that the purpose was to paint all of the vehicles white. This is one of the two older K9 vehicles (Blue 2006 Ford Explorer) that will be returning to the Public Works fleet. It had numerous stickers on it and they had thought that it would need to be painted. However; once all of the stickers were removed the vehicle is fine and it does not need to be painted and this money could be used elsewhere rather than for painting of this vehicle. He suggested that they not approve this item.

****MOTION (6)**

Ms. Alberti moved to approve a special appropriation and transfer in the amount of \$4000 in the Capital Non Recurring Fund 32 as follows: Re-allocate the remaining \$3,172.13 of the \$10,000 Town Meeting appropriation from 11/20/13 and transfer an additional \$827.87 from account 32-60-120-100-002 (Proceeds from the Sale of Vehicles) to account 32-30-400-700-711 (Paint Vehicles) to pay for the cost of painting the Ford Explorer white.

Mr. Harney seconded the motion.

Vote: 0 – 5 – 0. Motion failed.

g. Special Appropriation up to \$7,500 – Purchase Used Vehicle for Building Official

Mr. Bragaw explained that this is for the Building Official so that they can purchase Jeep Liberty parts from other used vehicles as they see them available to get the Jeep back on the road. It was estimated that it

would cost \$10,000 to have it fixed and get the 2005 Jeep back on the road and the vehicle is not worth that amount. He noted that the Building Office does have transportation now and is using a Crown Vic. They would like the Jeep back on the road as it can get them to some of the sites that can be difficult for the Crown Vic. He said that things do come up on auction sites and this would allow them to purchase what they need when they see it. Mr. Holyfield keeps an eye out for items for this vehicle but does not have the money to purchase them. This request makes that possible.

****MOTION (7)**

Ms. Alberti moved to approve a special appropriation and transfer of "up to" \$7,500 for a used vehicle for the Building Official from the Capital Non Recurring Fund 32 account number 32-60-120-100-002 (Proceeds from the Sale of Vehicles) to an account to be established titled, (Vehicle – Building Official)

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

h. 2016 – BOF Meeting Schedule

Mr. Harney noted that they have a copy of the proposed meeting schedule for 2016 in their packets.

****MOTION (8)**

Ms. Picarazzi moved to approve the 2016 Meeting Schedule for the Board of Finance as presented.

Ms. Alberti seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Mr. Kelley

G. Old Business

a. Purchasing Policy (December Meeting)

Ms. Johnson noted that she would have this for them at their December Meeting.

b. NFD/FFD PT & OT Review (December Meeting)

Ms. Johnson said that they would be discussing this at their December Meeting.

H. Public Discussion

Mr. Harney called for Public Discussion.

There was none.

I. Board Comments

Mr. Kelley said that he wanted to thank everyone for the enjoyable time he had sitting on the Board of Finance. He reminded them that with the big things that are coming up that they should be mindful of the growing elderly population who will receive no Social Security increase in this Town.

Mr. Harney said that he wanted to thank Mr. Kelley and Mr. Carpenteri for their service to this Board and to the Town. He expressed how thankful he was to Mr. Kelley for how prepared he always was and for his financial expertise.

Ms. Picarazzi said that she was grateful to Mr. Kelley for his preparedness and the great expertise that he brought to the Board.

Ms. Alberti thanked Mr. Kelley for his invaluable service.

Ms. Alberti said that she would like to recommend that when the \$9000 comes back next month regarding a study on the school and the Town needs that they vote it down as it is probably not a real number.

Mr. Seery said that he would share their thoughts on that item with Mr. Nickerson.

J. Adjournment

Mr. Harney called for a motion to adjourn.

****MOTION (9)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 9:12 PM.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

**Town of East Lyme
Board of Finance
Meeting Schedule
2016**

Meetings will be held at the East Lyme Town Hall
Meeting Room #1 – Upstairs

On the following listed Wednesdays at **7:00 PM**
(2nd Wednesday of the Month – unless otherwise noted)

January 13, 2016

February 10, 2016

March 9, 2016

April 13, 2016

May 11, 2016

June 8, 2016

July 13, 2016

August 10, 2016

September 14, 2016

October 12, 2016

November 9, 2016

December 14, 2016

FILED IN EAST LYME
CONNECTICUT
Nov 13 2015 AT 10:00 AM/PM
Carrie Palmieri
EAST LYME TOWN CLERK

Approved at the Board of Finance Regular Meeting of November 12, 2015

Attachment BOF 11/12/15