

EAST LYME BOARD OF SELECTMEN

SPECIAL MEETING OF FEBRUARY 24, 2016

MINUTES

PRESENT: Mark Nickerson, Kevin Seery, Marc Salerno, Rose Ann Hardy, Dan Cunningham.

Mr. Nickerson called the Special Meeting to order at 5:30 p.m. and led the Pledge. He noted that Ms. Cheeseman would not be attending the meeting this evening.

PARKS AND RECREATION: #421:

Director Dave Putnam was present and passed out copies of the spring brochure and a booklet entitled, "East Lyme Parks and Recreation / Youth Services 2015 Year in Review". He stated that he had requested an overall 4.39% increase to his budget which was approximately \$41,000 with \$35,000 of that for contractual salaries and the fact that the minimum wage was being raised. He said the other increase was to hire a Health and Wellness part time counselor to assist Youth Services. He noted that the big bump in #412 part time seasonal workers was due to the minimum wage being raised.

Ms. Hardy inquired how many part time employees were there.

Mr. Putnam responded; 4 seasonal maintainers, 23 life guards and 20 gate attendants. He added it was the same staffing levels as last year, but he was looking to add a second attendant at Hole in the Wall.

Ms. Hardy inquired about the part time counselor and asked where someone would go on nights and weekends when Youth Services is not really open.

He responded there is a custodian in the building until 10:00 p.m., and the library is open on weekends. He suggested that meetings would be by appointment and the focus would be on health and wellness aspects.

Mr. Putnam noted that on rainy days, life guards go to half staff.

FIRST SELECTMAN #101:

Mr. Nickerson noted that the only increase was #412 part time clerical. This position covers the office when the Executive Assistant is sick or on vacation. He added that it promoted good public service to have someone in the office at all times.

CAPITAL #724:

Mr. Nickerson reviewed the capital requests for the year. He noted that new radios would have to be purchased if we stayed with the Resident Trooper Program. He added that the state was changing its radios. He said that the Parks and Recreation requested a mini excavator which he removed and purchased with FEMA funds. He noted the police vehicle request for 2 vehicles along with a request for a detective vehicle.

Ms. Hardy inquired about a new chief's vehicle if the department goes independent.

Mr. Nickerson commented that an asset forfeiture car could be used for this purpose. He continued that Emergency Management had requested \$12,000 for new carpeting which he would cut if it became necessary.

Chuck Holyfield was present and reviewed the Vehicle Maintenance Program. He noted that the program was started about 14 years ago and at that time they inventoried all equipment and came up with the general number of years a vehicle should be kept.

INDEPENDENT POLICE BUDGET:

Sgt. Macek reviewed in proposed budget noting it was really a cost neutral scenario. He said we would not be paying the state salary and benefit package (\$183,000) and we would spend approximately \$110,000 for a chief and have surplus.

Mr. Nickerson noted that on our March 16th meeting, we would have the potential of an Independent Police Force on our agenda for general discussion. Tonight, Sgt. Macek was going over the potential budget if that move was made.

Sgt. Macek explained about the two reporting systems now in existence because of the State Trooper program; Nexgen and the IMC system. He said if we stay with the State Police, we need to upgrade the radio system they use at the cost of \$150,000. He said if we go independent, we need to purchase some modules for the IMC System, approximately \$18,000. He added there would also be a \$30,000 contract with Waterford for prisoner services.

Mr. Seery noted that if we became independent, the state services would still be available. He added we might also be eligible for more grants.

Ms. Hardy asked what Ledyard paid for their new Chief.

Sgt. Macek responded \$113,000 with a \$1250 stipend for uniforms and \$1500 for training. He added that the Waterford Chief makes \$125,500.

Ms. Hardy inquired if there was a large applicant pool for the chief position in Ledyard. She added that if we do make this move, we should do it right and the Chief should get a new car and it should be put in the vehicle acquisition program.

Sgt. Macek passed out additional information answering questions from the last budget review of the Police (identified as Attachment A).

Ms. Hardy inquired if the budget line for the boat patrol adequately cover the cost of the need for the boat on the river.

Sgt. Macek responded that it was not an adequate amount.

GENERAL GOVERNMENT #114:

Finance Director Anna Johnson noted that line #123 Workers Compensation showed a 15% increase.

She added that line #124 Pension, showed a decrease since the pension investments had done well.

Line #127 Health Insurance shows an increase of 27.97% and is totally driven by claims. She added that line #290 Liability Insurance shows an increase of 15%.

REVENUE:

Mr. Nickerson reviewed the Revenue Sheet with the Board. He pointed out 02-03-300 MRSA – a new revenue source from the State in the amount of \$350,852. He pointed out the streetlight rebate of \$122,000 which was a onetime rebate if the Town purchases the LED streetlights.

GENERAL BUDGET DISCUSSION:

Ms. Hardy suggesting purchasing new recording equipment for the meeting rooms noting that it should go into the capital plan under General Government.

Mr. Nickerson responded that he viewed this purchase as a “wish” rather than a “need” since what we have is still working, though not well.

Ms. Hardy suggested adding the police chief car into the acquisition plan.

Mr. Nickerson suggested a tour of the police station before the independent police force is discussed on March 16th.

Ms. Hardy noted that there had been requests for an increase in the Planner’s time.

Mr. Nickerson noted that presently and for the near future, we have very few subdivisions, so Planning isn’t really all that busy. He said that there is a high cost for our full time personnel who work as recording secretaries in the evening since; they have to be paid overtime. He added that there is always money in the Contingency line if a large subdivision comes forward.

Mr. Salerno noted that the building department has ebbs and flows and perhaps we could manage the budget better with the existing three part time officials than in hiring one benefitted part time official.

Ms. Hardy agreed noting that \$18,000 for a benefit package was expensive.

Mr. Salerno noted that at a later time, the hiring of a person who had the credentials to assist all four departments; building, zoning, planning and inland wetlands is more warranted.

Ms. Hardy suggested waiting to see what happens to the budget during the Board of Finance review to see if the part time building official moves forward.

MOTION (1)

Mr. Seery moved to adjourn the February 24, 2016 meeting of the East Lyme Board of Selectmen at 7:47 p.m.

Seconded by Mr. Salerno. Motion passed 5-0.

Michael A

2/24/2016

Line 515- Overtime Boat Duty

Requested amount \$21,000.00 cut to \$18,000.00

Based off of the 2016/2017 July 1st contractual raise, the overtime has a slight increase of 2.5%. The following is a breakdown of the requested and cut amount of funding to this line item:

| | |
|------------------------------|-----------------------------|
| <u>\$21,000.00</u> | <u>\$18,000.00</u> |
| 69 shifts @ 6 hrs. per shift | 59 shifts @6 hrs. per shift |
| 414 hours total | 355 hours |

- The Regional Boat runs @ 6 hr. shifts
- The ELPD boat runs @ 6 hr. shifts
- The ELPD Jet Ski runs @ 4 hr. shifts (due to effects on the body)

The Regional Boat goes out 4 times per week. It is a shared patrol with alternating duties. One week ELPD provides a Captain and Waterford PD provides a Mate. The following week Waterford PD provides the Captain and ELPD provides the Mate. **The area of responsibility for the Regional boat is from the Groton Submarine base to Rocky Neck state park.**

The Regional boat runs from May thru September, (approximately 22 weeks) 88 shifts but budgeted for 69 @ \$21,000) The Regional Boat stays in the water throughout the entire year. During the off months, if the boat is needed in an incident, if personnel are working on that particular shift they respond to the boat. Normally there is someone on in either dept. that can Captain the boat. If not, one is called in and the boat manned that way if the Coast Guard cannot respond.

During the months of May thru September, the Regional boat is dedicated to certain events. Some of these events include;

- Niantic Save the Hills Kayak Regatta
- Yale / Harvard Regatta in New London
- East Lyme Day, all day due to aquatic events and fireworks
- New London Fireworks
- Homeland Security Ferry and Train event
- Old Black Point fireworks
- Has gone to Old Saybrook in the past.

The Regional Boat is part of the Homeland Security Marine District. This area covers from Massachusetts to long island sound. It boat serves as a multi-discipline use vessel as this came from a grant from DHS for East Lyme and Waterford. The grant came with an agreement between East Lyme and Waterford that they would each supply and officer for patrol.

The patrols that don't get filled for the Regional Boat then are filtered down to the Town Boat and Jet Ski which are dedicated to the Niantic River as well as the Niantic shoreline to include the Amtrak beach, Hole in Wall Beach, McCook Point park beach, Crescent beach, New Black Point, Old Black Point, Giant's Neck Beach and the Rocky Neck State Park beach. Both of these vessels and easily deployable in a quick

reaction force (QRF) event. The capabilities of these vessels allow them to operate in in shallow draft areas. Both are tailored and can be deployed to the river or any one of the many lakes in town In the event of an emergency and to large incidents outside of the normal area of operation.

Line 302- Fuel – Boat

Requested \$5,000.00

Typically, \$4,000.00 is earmarked for the Regional Boat and \$1,000.00 is earmarked for the town boat and the Jet Ski. The town has an account at the dock. The Boat is filled up by either East Lyme or Waterford at these pumps. There have been times where the Regional boat while out of the water was topped off at the town pumps (208 gallons) this is tracked by a coded number to operate the pump and can be tracked back to the Regional boat being fueled up. Joe Bragraw and Chuck Holyfield have access to the pump filling software and provide ELPD with an expenditure report. Either throughout or by the end of the season Waterford is billed for the ½ of fuel bill that is used.

Waterford is in the works to set up with the United States Coast Guard a dock fueling account at Government pricing with will offset the bottom line as Officer Levandoski presented last meeting.

In-Car cameras

Waterford police department has a vendor presenting a demo on 02/25/2016. The vendor is Watchguard. I am going to request a quote for hardware and software to replace the existing in-car camera system that we currently use. I will assume that this may be a costly endeavor that is currently not budgeted for. Nonetheless, I will request a quote and information on access to the vendor if any part of the system fails.

Line 516- Longevity/Shift Differential/Stipend

Requested \$10,000.00 cut to \$9,000.00

The justification on this line item is outdated. The cut to \$9,000.00 does not cover the Longevity and the stipend let alone the shift differential. The projected contractual longevity for the 2016/2017 FY is \$8,500.00 . There are currently two Detectives who each receive a \$2,000.00 stipend to total \$4,000.00. Those together total \$12,500.00. The shift differential for the evening and midnight shifts are set at \$0.50 per hour. There are, at minimum 6 officers per day receiving this differential. That would be \$7,216.56 at minimum. There are on average 4 officers per evening shift and midnights fluctuates between 3 to 4 officers per shift. This total line item based off the minimum factors should be at \$19,716.56. At the present, I am going to assume that the shift differential comes out of 511 Police Officers (salary) as well as the stipends due to the fact that the Detectives get their stipend paid out weekly in their checks.

Line 517- Training

This line item covers training for the officers of this department to maintain statutory requirements and mandates as well as non-mandated trainings to keep up on growing trends and allows for our officers to

remain proficient. A cut in training will and lack thereof, puts a burden on the town in suit for "Failure to Train". This has been the case in many suits against municipalities and usually a win for the suing party. Our Detectives have specialized trainings to attend that also comes from this line item. A list of such trainings by officers if needed can be provided.

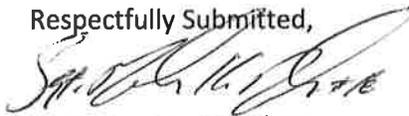
Conclusion:

I was tasked with presenting you a budget that was already prepared by the previous RST. I was made aware of the budget and given only a short time to research and go through it (literally two days). The time line to get it to finance did not allow me to thoroughly research and investigate. As a result in doing so after the first round of presenting it to the Board of Selectmen, I found many deficiencies and short falls starting us off into the new FY in the Red .

I will say that it appears that the budget presented on a yearly basis has been a cut and paste job. It resembles a 2.5% per year increase not reflecting actual cost of doing business. The justifications are outdated and need to be written to reflect current operating conditions. With that being done, it would alleviate the problem of having to appropriate money in the last quarter of the FY as it has been done over the previous years. I know that last year approximately \$43,765 was appropriated in May to go to the PD and in the end the PD gave back approximately \$76,000.00 which \$57,000.00 of that came from payroll.

There are contractual "known" numbers that I believe should be their own line items within the payroll line 100 personal services sub-numbers. It is my opinion that if these known numbers (titles) were given their own lines, it may be easier to see / project realistic numbers with of course figuring in several variables of unseen circumstances. With given the proper amount of time and cooperation for research and to implement change to the current budget structure and justifications, this goal could be achieved.

Respectfully Submitted,



Sgt. Michael K. Macek #18
East Lyme Police Department