

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
Wednesday, NOVEMBER 30th, 2016**

Members in Attendance: Camille Alberti, Chairperson
Lisa Picarazzi, Secretary
Peter DeRosa
Beth Hogan
Jason Pazzaglia
William Weber

FILED

Dec 6 20 16 AT 10:00 AM/PM
Carrie Gulko, AT
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman
Christopher Taylor, Asst. Fire Marshal
Anna Johnson, Finance Director

Absent: No One

A. Call Meeting to Order

Acting Chairperson Picarazzi called this Special Meeting of the East Lyme Board of Finance to order at 7:02 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Board of Finance Elections

▪ **Elect New Member**

Ms. Picarazzi said that they had the information on the candidates and noted that two were present this evening. She asked if any of the Board members had questions for the candidates.

Ms. Alberti said that she had a few questions for both of the candidates present. She said to Mr. DeRosa that he had indicated in his cover letter that he would work across party lines in order to benefit the Town. She asked him to cite an example of when he may have had to act on his beliefs and it meant going against the beliefs of his party.

Peter DeRosa, 39 Lovers Lane said that he has not been in office so he has not done this in that capacity however he has had to execute compromises in his work place.

Ms. Alberti said that he would have to do what is in the best interest of the Town.

Mr. DeRosa said that he felt that he could.

Ms. Alberti asked Mr. DeRosa if there is anything that he thinks he would do differently with regard to the Board.

Mr. DeRosa said not at this time, he added that there are various items that may be tightened.

Ms. Alberti asked the same questions of Mr. Lorah.

Ed Lorah, 94 Lovers Lane said that he has watched the meetings over the years and feels that the Town comes first. He said that he has his own accounting firm with 12 employees and said that it is tough to be in business these days as it has many challenges. He said that he has the time to be on the Board as all of his children are in college and he runs his own business. He feels that he has something to offer the Board.

Ms. Alberti said that a concern that she has is that his accounting business would be very busy during their busy budget review time.

Mr. Lorah said that in stepping up to the commitment that he has every intention of meeting it. He works during the days and weekends, the meetings are in the evening. He added that he has checked the budget review schedule from last year and that he is available to make the commitment.

Ms. Picarazzi thanked them and called for nominations for the new Board member.

****MOTION (1)**

Ms. Hogan nominated Peter DeRosa to fill the vacancy on the Board of Finance.
Ms. Picarazzi seconded the motion.

****MOTION (2)**

Mr. Weber nominated Ed Lorah to fill the vacancy on the Board of Finance, noting that he has the financial background to just fit right in.
Mr. Pazzaglia seconded the motion.

Ms. Picarazzi closed nominations and called for a vote on the nomination of Peter DeRosa.

Vote: 3 – 2 – 0. Motion passed.

For: Ms. Alberti, Ms. Hogan, Ms. Picarazzi

Against: Mr. Pazzaglia, Mr. Weber

No vote was called on the nomination of Mr. Lorah as Mr. DeRosa had been voted in.

Mr. Nickerson swore in Mr. DeRosa who was then seated on the Board.

▪ **Elect Chairman**

Mr. Nickerson opened nominations for the position of Chairman of the Board of Finance for 2017

****MOTION (3)**

Mr. Weber nominated Ms. Picarazzi for the position of Chairman of the Board of Finance for 2017 noting that she had stepped up many times during the previous year.

No second – Motion failed.

****MOTION (4)**

Ms. Picarazzi nominated Ms. Alberti for the position of Chairman of the Board of Finance for 2017.

Ms. Hogan seconded the motion.

Mr. Nickerson closed nominations and called for a vote on the nomination of Ms. Alberti.

Vote: 6 – 0 – 0. Motion passed.

▪ **Elect Secretary**

Ms. Alberti opened nominations for the position of Secretary of the Board of Finance for 2017. She noted that she also wanted to change this title to Vice-Chair to avoid confusion with the Recording Secretary.

Mr. Nickerson said that he would ask the Town Attorney to provide them with a legal opinion.

****MOTION (5)**

Ms. Hogan nominated Ms. Picarazzi for the position of Secretary of the Board of Finance for 2017.

Mr. Weber seconded the motion.

Ms. Alberti closed nominations and called for a vote on the nomination of Ms. Picarazzi.

Vote: 6 – 0 – 0. Motion passed.

Ms. Alberti said that she wanted to thank Steve Hamey for his service to the Town and wished him well.

D. New Business

▪ **Special Appropriation and Transfer \$2,250 from Contingency for the purchase of Tax Collection – Finance Accounting bridge**

Ms. Johnson explained that this would alleviate having to key in the batch data from the Tax Department to be posted on the Finance side and will reduce keying entry errors. They were given a discount on this software and can pay for it over two years.

Mr. Weber asked how long it would take if they were to do it by hand; how many hours would be saved with this software or if Ms. Johnson saw this as being a cost saving.

Ms. Johnson said that it would be a cost saving.

Ms. Alberti said that she has concerns regarding the cost savings. Next year they are going to start to put \$45,000 each year towards new accounting software – she asked if it would be compatible with whatever they purchase.

Ms. Johnson said that they have indicated that it would move to any new software that they purchase.

Ms. Alberti said that she was not sure of that and thinks that they should wait until they get the new system.

Ms. Hogan said that she feels just the opposite and thinks that this will help to let people have the time to take on other responsibilities.

****MOTION (6)**

Ms. Hogan moved to approve a Special Appropriation and transfer of \$2,250 from account 01-01-120-300-500 (Contingency) to account 01-01-118-200-215 (Maintenance Office Equipment) for the purchase and installation of the “Bridge” from the Tax System to the Accounting software system for improved efficiency.

Ms. Picarazzi seconded the motion.

Vote: 5 – 1 – 0. Motion passed.

Against: Ms. Alberti

▪ **Special Appropriation of \$6,453.23 EOC & Dispatch – Equipment & Furniture**

Mr. Nickerson explained that they are the recipients of a grant in the amount of \$6,453.23 and that the EOC/Dispatch Center has installed new carpet to replace the carpet with holes and the office furniture and equipment that was falling apart. Mr. Taylor is also present to answer any questions that they might have.

Ms. Picarazzi said that she is good with this but asked for an explanation on the process and how they knew what the amount of the items would be.

Mr. Taylor explained that they submitted for the grant in March 2016 and received a letter in July that they would be awarded one. They then went out to bid for the actual cost of the items. He added that he believes that the actual cost numbers had dropped from the bid numbers so they were able to get better deals.

****MOTION (7)**

Ms. Picarazzi moved to approve a Special Appropriation in the amount of \$6,453.23 to budget account 01-70-725-224-006 (NSEP Equipment) and revenue account 01-04-400-401 (NSEP Grants) to cover the cost of the purchase of new furniture and equipment for the EOC and Dispatch Center.

Mr. Pazzaglia seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Special Appropriation - \$18,000 CT Green Bank Rewards for Streetlight Retro-fit with LED Lights**

Mr. Nickerson explained that they have earned these rewards and are putting the \$18,000 towards the streetlight retrofit program.

Ms. Hogan said that she knows that this is part of the incentive but asked what happened to Green Bank.

Mr. Nickerson and Ms. Johnson said that they do not know exactly what happened except that Green Bank will cease to exist by the end of this year.

****MOTION (8)**

Mr. Weber moved to approve a Special Appropriation in the amount of \$18,000 to a budget and corresponding revenue account to be established titled, “Streetlight LED Retro-Fit” to assist in payment of the project.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Approve Meeting Calendar for 2017**

Mr. Nickerson explained the flow of the meeting schedules – the Board of Selectmen meet on the first and third Wednesdays with the Board of Finance meeting on the second Wednesday so that they can receive items from the Selectmen meetings or send items on to Town Meetings that happen prior to the Selectmen meetings on the third Wednesdays.

****MOTION (9)**

Ms. Picarazzi moved to approve the Board of Finance Regular Meeting calendar for 2017 as presented.

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

(Copy attached)

E. Board Comments

Ms. Alberti called for comments from the Board.

Mr. DeRosa thanked them for the vote of confidence and said that he looks forward to serving.

Mr. Pazzaglia congratulated the Secretary and new Chair and wished the new Chair good luck.

Ms. Picarazzi thanked everyone for their vote of confidence.

Ms. Hogan said that she looks forward to a productive year.

Ms. Alberti thanked them for the vote of confidence in making her the Chairperson. She said that she would like By-Laws for their Board to outline their policy and that she would like the Secretary title changed to Vice-Chair.

F. Adjournment

Ms. Alberti called for a motion to adjourn.

****MOTION (10)**

Ms. Picarazzi moved to adjourn this Special Meeting of the East Lyme Board of Finance at 7:55 PM.

Mr. Weber seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

**Town of East Lyme
Board of Finance
Meeting Schedule
2017**

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 11, 2017

February 8, 2017

March 8, 2017

April 12, 2017

May 10, 2017

June 14, 2017

July 12, 2017

August 9, 2017

September 13, 2017

October 11, 2017

November 8, 2017

December 13, 2017

FILED

Dec 2 2016 AT 2:10 AM/PM

Carla Gulley, AR
EAST LYME TOWN CLERK