

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS
Wednesday, MARCH 22nd, 2012**

Members In Attendance: Raymond Hart, Chairman
Steve Harney, Secretary
Richard Bengtson
Steve Carpenteri
Steve Kelley
Lisa Picarazzi

Also In Attendance: Paul Formica, First Selectman
Anna Johnson, Finance Director
Esther Williams, Town Clerk
William Scheer, Town Engineer
Michael Giannattasio, Public Works Director
Chuck Holyfield, Highway/Sanitation Superintendent
David Putnam, Parks & Recreation, Youth Services Director

Absent: No One

A. Call Special Meeting to Order

Chairman Hart 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. Hart called for Delegations.
There were none.

D. New Business

a. Budget Reviews – FY 2012 - 2013

♦ **Town Clerk (107) - Esther Williams, Town Clerk**

****MOTION (1)**

Mr. Harney moved to open the budget review for Item 107 – Town Clerk.

Mr. Carpenteri seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Hart asked Ms. Johnson to present this.

Ms. Johnson noted the decreases in the Town Clerk's budget due to Ms. Williams retiring in two weeks time. Her successor who is currently the Assistant Town Clerk will come in at a lower salary. The budget also allows for increasing one position by 7.5 hours.

Ms. Williams introduced her successor, Leslie Blais and said that she had her review the budget so that she could become familiar with it.

Mr. Hart and the Board thanked Ms. Williams for her many years of service to the Town and said that she would be missed.

****MOTION (2)**

Mr. Kelley moved to close the budget review for Item 107 – Town Clerk.
Ms. Picarazzi seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

◆ Town Engineer (105) – William Scheer, Town Engineer

****MOTION (3)**

Mr. Kelley moved to open the budget review for Item 105 – Town Engineer.
Mr. Bengtson seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Mr. Formica apologized for arriving late and said that he was at a fundraiser for Care & Share. He said that the Engineering Department saves the Town a lot of money and that they have heard him say that many times. He said that Mr. Scheer does an excellent job and is present and could tell them about some of the projects such as the streetscape that they have worked on.

Mr. Scheer said that the budget is flat except for the salary increases. He cited the Hope Street parking lot, Boardwalk, the Walnut Hill Road drainage and paving as well as that of Ferro Court, working with the Board of Ed on the athletic complex and parking, the Capital Drive Facilities building, McCook's Restroom facility, Phase 3 of the Streetscape project, the Grand Street boat launch (working on bid documents), the long-term goal of a sidewalk along Gorton Pond and the other Streetscape projects as some of the items that they have worked on in-house.

Mr. Hart noted that the Athletic Complex was mentioned and asked if it is expected to still be on schedule. Mr. Formica said that right now they are in the process of drawing up the contract and that they do expect that it will be on schedule.

****MOTION (4)**

Mr. Kelley moved to close the budget review for Item 105 – Town Engineer.
Mr. Harney seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

◆ Building Maintenance (113) – Michael Giannattasio, Public Works Director

****MOTION (5)**

Mr. Kelley moved to open the budget review for Item 113 – Building Maintenance.
Mr. Bengtson seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Mr. Formica explained that when he first got here that the Assistant Building Official position was a full time one and that when the work slowed down he was put in charge of overseeing this department. He subsequently left and Mr. Giannattasio now oversees this department. This budget shows an increase for heating oil and propane.

Ms. Picarazzi asked about the 12% increase in line 201 – Telephone.
Mr. Formica said that it is reflective of usage and that it includes all of the cell phones.
Mr. Giannattasio added that it is the cell phone usage that accounts for the increase as the newer phones have wider plans.

Mr. Hart asked about line 314 – Overtime and if they needed \$15,000 when they only spent \$7000 previously.
Mr. Giannattasio said that the part time fill-in hourly person is supposed to come out of that line item but it has not happened that way so the figure has been skewed. He noted that the temporary part time person can only be used after the union people refuse the time. He further explained that a long term employee had retired and that the new people came in at a lower rate and without longevity.

Mr. Hart asked if the reduction of line 311 – Custodians by \$4000 reflected the lower salaries.
Mr. Giannattasio said yes.

Ms. Picarazzi asked if they could reduce the overtime line item.
Mr. Hart said to Ms. Picarazzi that she should note and save that suggestion for their deliberations.

****MOTION (6)**

Ms. Picarazzi moved to close the budget review for Item 113 – Building Maintenance.
Mr. Harney seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

◆ **Public Works (317) - Michael Giannattasio, Director**

****MOTION (7)**

Mr. Kelley moved to open the budget review for Item 317 – Public Works.
Ms. Picarazzi seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Mr. Formica synopsised the new building change over at Capital Drive and noted that Mr. Holyfield the Highway/Sanitation Superintendent was present this evening with Mr. Giannattasio the Public Works Director. He said that the new facility allows for the vehicles to be inside and under cover and that there are maintenance bays for the fleet maintenance. He noted that line 440 – Storm Materials and Supplies shows an increase. He said that Mr. Giannattasio and Mr. Holyfield do an excellent job for the Town.

Mr. Hart asked Mr. Giannattasio if he wanted to elaborate on any of these items.
Mr. Giannattasio said that he thinks that the Town under Mr. Formica's leadership has done very well. He said that the fleet fuel has gone up. He noted that Mr. Holyfield has done a great job with the fleet maintenance at the Town Garage.

Mr. Formica noted that they had locked in on fuel rates of \$2.50 and \$2.70 (diesel) until June of 2013.

Mr. Giannattasio said that the tipping fees are staying the same.

Mr. Hart asked if we are meeting our requirement for tipping.
Mr. Giannattasio said that we are way over it and that while other Towns may struggle to meet it – we are okay.

Mr. Bengtson asked about line 239 – Tree Warden noting that last year only \$3,065 was spent however the figure has been doubled in this new budget to \$30,000 from the \$15,000 of the current year.
Mr. Giannattasio said that there was no preventative maintenance in the \$15,000. He added that some of the dollars would be for a tree farm so that they will have their own trees to plant or replace others with.
Mr. Kelley said that they still have only spent \$3,000.
Mr. Giannattasio and Mr. Holyfield said that it is not a straight line and that there are bills outstanding from work that the tree warden has done but has not billed for and that are not yet paid.

Mr. Kelley asked if any of the \$49,000 from Storm Overtime comes back from FEMA.
Mr. Formica and Mr. Giannattasio said yes and added that they have \$350,000 in to FEMA for payment and that they have so far received about half of it. This does not include the Boardwalk.

Mr. Kelley asked where the money that they receive in from FEMA shows up.
Mr. Formica and Ms. Johnson said that it shows up in the revenue account.

Ms. Johnson said that this year they had very little in terms of winter storms. FEMA reimburses at 75% of the actual cost with the Town absorbing the 25%. The storm budgets are based on a three year average.

****MOTION (8)**

Mr. Bengtson moved to close the budget review for Item 317 – Public Works.
Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Information Technology (109) – William Scheer, Director**

****MOTION (9)**

Ms. Picarazzi moved to open the budget review for Item 109 – Information Technology.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica said that this budget is similar to last year. He explained that they are also bringing in a software management firm to help with the computer work stations and with the technical support for the servers as they have had server replacements and upgrades. He said that Mr. Scheer oversees Ms. Ames in this department.

Mr. Scheer said that they have instituted a five year replacement policy on the computers and that until very recently some of them had been going 10 years or more without replacement. This year the Police got 12 new computers and they seem to be on target for the five year replacements. They have five servers running and are securing the professional company help so that they won't have to pay premium fees when something goes down and they do not have anyone under contract to call. This company will help out with the computers also.

Ms. Picarazzi said that the salary for the supervisor shows a 4.9% increase and asked if this is standard practice as she thought that she saw that the Town Engineer only had a 2.5% increase.

Mr. Formica said that there is probably a step increase in there – which happens every other year.

Ms. Johnson said that it was for a step increase.

Ms. Picarazzi said that she was just trying to understand, as 4.9% is quite a good raise.

****MOTION (10)**

Mr. Kelley moved to close the budget review for Item 109 – Information Technology.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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

****MOTION (11)**

Mr. Kelley moved to open the budget review for Item 421 & 422 – Parks & Recreation & Youth Services.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica said that they had consolidated Youth Services with Parks & Recreation and that Mr. Putnam manages both. This saved the Youth Services Director salary less a small stipend to Mr. Putnam for taking on the extra department. He shares the facility at Capital Drive with Public Works. He noted that the Board of Selectmen cut \$10,000 from this budget specifically from the PT Seasonal Labor line item feeling that the Amtrak Bridge project would not be completed right away. He said that his feeling is that the money is necessary as the new Amtrak Beach will be similar to what Rocky Neck is now and the project is expected to finish on time if not early. If it is finished for May of 2013, they would have two busy months until the fiscal year ended without the funds for the PT Seasonal help with a new Amtrak Beach similar to the size of Rocky Neck.

Mr. Kelley asked if they expect the west end of the Boardwalk to be completed by May of 2013 also.

Mr. Formica said yes, adding that he actually expects it to be done before that. He said that he is meeting with FEMA on that as they have to work with them since they state that it has to be replaced to 'pre-storm' condition. He said that they have \$1.5M from the lawsuit for the Boardwalk. FEMA requires a match of 25% so they would use some of the \$1.5M towards the 25% match to get it fixed prior to the OpSail and CEL events which promise to bring a major amount of people to this area.

Mr. Harney asked about the Special Revenue Account and how it was doing as they have not heard about it for some time. He asked if it was doing as they had expected.

Mr. Putnam said that they turned \$10,000 back to the Town last year and rolled \$6,000 over in the fund and that it is working as they intended it to. They expect that it will be the same for the end of this fiscal year.

Ms. Picarazzi asked if with the new Athletic Complex they would see a reduction in maintenance.
Mr. Putnam said that has not been reduced as they would see a different kind of maintenance.

Mr. Hart asked if the 'groomer' for the new beach area will be kept at the new building.
Mr. Putnam said no, it would be kept at the old Town Garage on Roxbury as Amtrak Beach is a half mile and that is close to it. He added that after a few years of rentals of the groomer to private beach associations, etc. that it would pay for itself.

Mr. Hart asked about lifeguards on the beach.
Mr. Putnam said that they would have to man some of it although not near the fishing area as they do not want people swimming in that area. He said that he anticipates a swim area roped off and with lifeguards.

Mr. Kelley asked how they would anticipate getting revenue from the boat people who dock and visit for a day.
Mr. Formica said that would be something to work out and that when they see people with coolers and other items coming in from boats for the day that they have a button or pass that they purchase for beach use.

Mr. Harney asked if the items that are stored on the school grounds near the athletic area will be moved to the Capital Drive facility for storage.
Mr. Formica said that they will all have to be moved and that some could go to the Roxbury Road facility as that would be closer and the equipment should be under cover.

Mr. Formica suggested that if they have any CIP questions for Mr. Putnam, Mr. Giannattasio or Mr. Holyfield that they should discuss them while they are all here.

Mr. Kelley asked Mr. Putnam if they need to spend \$20,000 on a Playscape.
Mr. Putnam said that it is for ages 5 – 12 and that they did get a \$15,000 donation from the Rotary to pay for some of this and that this \$20,000 will allow them to finish this project. He said that it does get a lot of use.

Mr. Harney asked if the Skateboard Park is out.
Mr. Putnam said that it was cut by the Board of Selectmen.
Mr. Formica noted that there are still people interested in it.

Mr. Putnam said that it would need \$75,000 but at least \$25,000 to start the project and afford something that could be used and then added on to at a later time.

Mr. Kelley asked if they have done a study on the projected interest and usage of a skateboard park.
Mr. Putnam said that would be difficult to do as it is a different demographic that we do not service now.
Ms. Picarazzi said that skaters are a definite group with a passion.

Mr. Harney asked what they would need to do this.
Mr. Putnam said that they would need \$25,000 to get it started.

Mr. Kelley asked how they would insure it.
Mr. Putnam said that it is considered the same as basketball or tennis – signage is posted and it is at your use and risk.

Ms. Johnson noted that she had checked and that the Town Hall bathroom upgrade, Soffit repair and signage would be items reimbursable under LoCIP and could be reclassified as such.

Ms. Picarazzi asked about energy efficient lighting and where it would be done.
Mr. Giannattasio said that it is for Capital Drive and would be the daylight type. He added that the CL&P Rebate went from 30% to 40%. They are taking a Field Trip on Monday to take a look at it.

Ms. Picarazzi asked if they have any plans to do anything at the Community Center.

Mr. Giannattasio said that they are looking into cost savings throughout and that the Community Center is in need.

Mr. Hart asked about roof replacements.

Mr. Giannattasio said that #1 is the Town Hall as it is a 40 year old existing flat roof and that doing that and the mansard roof around it is about \$150,000. He said that next would be the Public Works Garage at approximately \$90,000 and that after that they are looking at preventative maintenance.

Mr. Hart asked about the vehicle acquisition program.

Mr. Giannattasio said that they have projected that they need three to six new vehicles per year to keep up on a regular basis. He said that Mr. Holyfield also takes care of projecting out the other department vehicles.

Mr. Hart asked if the acquisition program was a five year plan.

Mr. Formica said yes and added that they are just trying to keep up with replacing the outdated and costly to repair items.

Mr. Giannattasio said that they have around 120 miles of roads in the Town and that they have done about 12 miles. He said that they are prioritizing the roads and have a software program to help them out and to keep them updated. They have color coded and mapped out the roads into the different phases of repairs and associated costs for those repairs –

- \$13,800 per mile to crack seal a road
- \$67,500 per mile to do micro-sealing
- \$280,000 per mile for milling and overlay of a road area
- \$575,000 per mile for total road reconstruction

He said that they have been trying to catch the repairs in advance at the lower rate as they can cover more mileage of repair work and keep more of the roads up. Their goal is to try to move away from having to do total road reconstruction as it is the most costly and nets the least amount of road being repaired.

Ms. Picarazzi asked what percentage of the roads are in the 'worst' category (in red on the map).

Mr. Giannattasio said that there are some 6 to 7 miles however a mile of Walnut Hill Road will be coming off the list.

Ms. Picarazzi asked Mr. Hart if they have the authority to over rule the Board of Selectmen reductions such as with the \$25,000 for the Skate Board area or for the part time help for the Amtrak Beach area.

Mr. Hart said to Ms. Picarazzi that she should certainly bring that up for discussion during their budget deliberations.

****MOTION (12)**

Mr. Kelley moved to close the budget review for Item 421, 422 – Parks & Recreation & Youth Services.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

E. Public Discussion

Mr. Hart called for any comments from the Public.

There was none.

F. Board Comments

Mr. Hart asked if anyone had any comments.

Mr. Harney said that he had a request on the Board of Ed budget – he would like to see a column added showing what they spent in the previous year for each line item so that they could have the history as they do with the Town Budget. He asked if that was something that Ms. Johnson could ask them to provide them with when they present their budget.

G. Adjournment

Mr. Hart called for a motion to adjourn.

****MOTION (13)**

Mr. Kelley moved to adjourn this Special Meeting of the East Lyme Board of Finance at 8:25 PM.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary