

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, FEBRUARY 11th, 2015**

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

FILED IN EAST LYME
CONNECTICUT
Feb 13, 2015 AT 4:25 AM (PM)
Patricia Johnson
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman
Anna Johnson, Finance Director

Absent: Steve Carpenteri

A. Call Meeting to Order

Chairman Harney called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM. He noted that Mr. Carpenteri was excused and that Ms. Alberti would be arriving shortly.

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 - Wednesday, January 14, 2015**

Mr. Harney called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of January 14, 2015.

Mr. Kelley asked that on page 1 under Delegations that Mr. Kelley be changed to read: Mr. Harney.

****MOTION (1)**

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of January 14, 2015 as amended.

Ms. Picarazzi seconded the motion.

Vote: 3 – 0 – 1. Motion passed.

Abstained: Mr. Kelley

E. Reports

◆ **First Selectman**

Mr. Nickerson reported the following:

- The Public Works, Parks & Recreation and Water & Sewer crews have all been working diligently to clear snow during and after the storms. He explained that the vehicle acquisition program has been working and has been a great asset in these storms.
- He noted that he stopped in at the businesses on Main Street after the storm to see how they were doing and to hear their concerns.
- He has been to the Boards and Commissions as he had said that he would.
- The Boardwalk project has been slowed by the storms however it should be on target for an August completion.

- Mr. Carpenteri had asked at the last meeting how much it will cost us to get water during the summer months. He said that he had researched this and that we have an obligation to 'park' 15M gallons of water in New London and that this costs us \$60,000 per year. It does not cost us to send it over, only to get it back.

Mr. Harney asked if we are paying for it if we need or use it or not.

Mr. Nickerson said yes.

Ms. Johnson noted that because of the fiscal year timing that we would pay \$20,000 in this fiscal year.

(Note: Ms. Alberti arrived and was seated.)

Ms. Hogan asked if New London has done anything to increase sewer capacity.

Mr. Nickerson said that they have done things for themselves and that studies are being done on the larger picture. The Old Lyme element has added a new dimension to all of this.

- He delivered the initial budget to the Board of Selectmen last week and he is looking at no new programs, departments or employees although he has had requests for people. The increases are in benefits, contractual and insurance. There is some work to do and some tough decisions will have to be made.

◆ Finance Director

Ms. Johnson said that she had provided them with the most recent revenue report as it was a busy month for the Tax Office. She explained the reports that she is providing them with and noted that she continuously monitors the accounts. She noted that the storm overtime has been expended at 54% as of today.

Ms. Picarazzi asked if there were any other items that they should be aware of.

Ms. Johnson said that the Board of Selectmen clerical line item has used substantially more and she is watching that. The Building Official is 65% expended for the assistant building officials and she has been approached by Mr. Smith to add to it to finish the year. Another area is the Town Clerk's office where the Town Clerk has been out on illness and that have the Assistant Town Clerk filling in for office coverage. The unemployment compensation line is over expended as they have some former employees that are currently collecting and she is also looking at legal accounts as they are tighter than she would like to see them. She also noted that the SCRRRA agreement states that the waste cans need to be paid off this year.

Mr. Nickerson said that once they pay it off that next year that budget item would be zero.

Ms. Alberti asked about the extra hours for the building office and the approval of it and if it would be covered by revenues.

Ms. Johnson said that it would be covered by the increased revenues.

Mr. Harney asked Ms. Johnson what the figure was from fund balance that is in the budget.

Ms. Johnson said that it is \$750,000.

F. New Business

a. Special Appropriation \$9,500 Retrofit used Police Vehicles for Canine Patrol

Mr. Harney asked Mr. Nickerson about this.

Mr. Nickerson explained that they have two (2) vehicles coming off-line and that they would like to retrofit them for use as canine vehicles.

****MOTION (2)**

Ms. Picarazzi moved to approve a special appropriation in the amount of a \$9,500 from CNRE Fund 32 account 32-60-120-100-002 (Proceeds from the Sale of Vehicles) to a budget account to be established titled, "Police SUV for K-9".

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

b. Special Appropriation up to \$49,305 Generator Grant Funding - EOC

Mr. Nickerson said that Mr. Morris was present this evening to explain this. Richard Morris, Fire Marshal said that they are requesting this as they received a grant to pay for most of the cost. The \$9000 the Town would have to pay at the end of the program. This is replacing a generator that has exhausted its' useful life and is failing.

Ms. Picarazzi asked how they typically get the grant money.
Ms. Johnson said that they do the work and then they typically receive the money.

****MOTION (3)**

Mr. Kelley moved to approve a special appropriation in the amount of \$49,305 to install a Generator at the Emergency Operations Center at 171 Boston Post Road to an account titled (Generator – EOC) in CNRE Fund 32 and forward to the Board of Finance for approval. Source of funds as follows: \$40,305 will come from a Grant from the FEMA Hazard Mitigation Grant Program and up to \$9,000 will come from CNRE account 32-70-300-500-999 (Town-wide Projects) to provide a portion of the required 25% local match.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

c. Special Appropriation - \$71,561.42 – LoCIP Projects

Ms. Johnson explained that each year they receive this and it is approximately \$120,000. If it is not used it rolls forward so this is the remaining dollars from completed projects and they roll it forward.

****MOTION (4)**

Mr. Kelley moved to approve a special appropriation in the amount of \$71,561.42 to budget account 01-30-317-500-100 (LoCIP) and revenue account 01-03-300-320 (Local Capital Improvement) to complete projects consistent with the Capital Improvement Plan.

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Harney noted that this item also requires Town Meeting approval.

d. Special Appropriation - \$161,770 – Procurement of a consultant and expenditures for JLUS Grant

Mr. Nickerson explained that the Department of Defense came to us and asked that we apply for this grant to have a joint land use study done with respect to Stones Ranch and Camp Niantic. This study would review what is going on around the camps at present and make potential recommendations to the benefit of both parties for the future. He noted that they are doing this all over the country.

Ms. Hogan asked if any of the money comes to the Town.

Mr. Nickerson said that some of the administrative cost does and added that we aided in the selection process.

Ms. Alberti asked if we first have to spend the money and then look to get it back.

Ms. Johnson said that she had attended some of these meetings and that there are provisions to get some draw downs before we expend anything. Further, we are allowed some dollars for administrative support.

Ms. Alberti asked if the rate of reimbursement is 100%.

Ms. Johnson said that they would get the \$161,770.

Mr. Harney asked if other Towns would be putting into it.

Ms. Johnson said that all of the towns would have some administrative aspect but all of the dollars for the grant are here.

Ms. Picarazzi asked if we would recoup our expenses on this grant.

Mr. Nickerson and Ms. Johnson said yes.

****MOTION (5)**

Ms. Picarazzi moved to approve a special appropriation in the amount of one hundred sixty one thousand seven hundred seventy dollars (\$161,770) grant from The Department of Defense Community Planning

Assistance Fund in CNRE Fund 32 fro the Joint Land Use Study. This is a joint venture with the Towns of East Lyme, Old Lyme and Lyme for Stones Ranch Military Reservation and Camp Niantic.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Harney noted that this item also requires Town Meeting approval.

e. FY 2015/16 Proposed Budget Review Schedule

Mr. Harney said that this is their regular budget review schedule and asked for comments.

Ms. Picarazzi said that she would be on vacation for the initial meeting on March 16 and perhaps the next one.

****MOTION (6)**

Mr. Kelley moved to approve the FY 2015/2016 Board of Finance Budget Review Meeting Schedule as presented.

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

G. Old Business

a. Sub-committee to review Tax Breaks for the Elderly – Kelley, Carpenteri, Hogan

Mr. Kelley reported that he had met with the Tax Collector, Assessor and Ms. Johnson regarding the two programs that they currently have in place. He explained that they have 3344 people over 65 in Town and that 179 of them have applied for a program. He said that he had included the information on the income thresholds in their packets and a Town comparison of the programs offered. He noted that many of the Towns in there area do not offer any programs. He said that he would be getting together with Mr. Carpenters and Ms. Hogan to review all of the information and then present their results to the Board.

Ms. Hogan suggested asking the Assess or for a historical analysis of what the programs has cost the Town.

Ms. Alberti said that she would like the subcommittee to bring forth what the potential maximum exposure could be for any proposal.

Ms. Picarazzi said that she would like them to look at 'advertising' that the programs exist a bit better than is perhaps currently done.

b. Purchasing Policy

Mr. Harney asked that they discuss this at their next meeting.

H. Public Discussion

Mr. Harney called for Public Discussion.

There was no public discussion.

I. Board Comments

Mr. Harney noted the memo from the Assessor on the Grand List and the increase.

Mr. Nickerson said that there is a 1.234% increase in the grand list.

Mr. Nickerson and Mr. Harney said that the Board of Ed has requested to come before them and make a presentation on where they are with the school project.

Mr. Harney said that they would receive the budget books at their next meeting and asked that they think about how they would like to review the departments. He said that he favors a macro rather than a micro approach.

Mr. Nickerson said that he would like them to work together on the process.

Mr. Harney asked if there was any information from the State.

Ms. Hogan said that she thinks that it is going to be a really tight year.
Mr. Nickerson agreed and said that it would affect all of the cities and Towns.

Ms. Johnson said that she had provided them with a listing of the available GFOA reports and asked that they review it.

J. Adjournment

Mr. Hamey called for a motion to adjourn.

****MOTION (7)**

Mr. Kelley moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:35 PM.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

**Board of Finance
Budget Review Meeting Schedule
FY 2015/2016
Town Hall - Upper Meeting Room**

**Wednesday, March 11, 2015
Regular Meeting @ 7 PM**

Presentation of Budget & Overview by First Selectman
Review of Projected Revenues

Wednesday, March 25, 2015

Special Meeting @ 7 PM (Reviews)

Board of Education #999

Monday, March 16, 2015

Special Meeting @ 6:30 PM (Reviews)

Assessor #102
Bd. Of Assessment Appeals #127
Tax Collector #103
Building Dept. #104
Commission on Aging #418
First Selectman & EDC #101
Finance Department & HR #118
Health & Welfare #419
Police #216
Debt Service Int. & Principal #522-3
Long Range Capital Plan

Monday, March 30, 2015

Special Meeting @ 6:30 PM (Reviews)

Registrars #110
Smith Harris House #134
Board of Finance #126
Gen. Govt. & Misc. Benefits #114
Contingency #120
CNRE

Wednesday, April 8, 2015

Regular Meeting @ 7 PM

Deliberations

Thursday, March 19, 2015

Special Meeting @ 6:30 PM (Reviews)

Town Clerk #107
Town Engineer #105
Building Maintenance #113
Public Works #317
Information Technology #109
Library (Culture & Rec) #420
Parks & Rec & Youth Svces #421

Monday, April 13, 2015

Special Meeting @ 6:30 PM

Deliberations, if necessary

Monday, March 23, 2015

Special Meeting @ 6:30 PM (Reviews)

Planning Dept. & Commission #117
Inland/Wetlands Agency #132
Zoning #116
Ledge Light Health District #108
Niantic Fire Dept. #217
Flanders Fire Dept. #218
Emergency Management #224
Animal Control #226
Services to Community #115

Monday, April 20, 2015

Public Hearing on the Budget at 7 PM

HS Auditorium

Special Meeting after Public Hearing in

INTV Room

Monday, May 11, 2015

Town Meeting on the Budget