

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, OCTOBER 12th, 2011**

Members In Attendance: Bob Kleinhans, Chairman
Steve Larcen, Secretary
Steve Harney
Steve Kelley
Lisa Picarazzi

Also In Attendance: Paul Formica, First Selectman
Dave Putnam, Parks & Recreation Director
Anna Johnson, Finance Director

Absent: Raymond Hart

A. Call Meeting to Order

Chairman Kleinhans called this Regular Meeting of the East Lyme Board of Finance to order at 7:03 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

Mr. Kleinhans called for delegations.

Hrishi Somayaji, a student in Ms. Hardy's Contemporary Issues class said that he was present this evening to listen and see what he could learn.

D. Approval of Minutes

◆ **Wednesday, August 10, 2011 – Special Meeting**

Mr. Kleinhans called for a motion for approval or any changes to the Board of Finance August 10, 2011 Special Meeting Minutes.

****MOTION (1)**

Mr. Kelley moved to approve the Board of Finance Special Meeting Minutes of August 10, 2011 as presented.

Ms. Picarazzi seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

▪ **Wednesday, August 10, 2011 – Regular Meeting**

Mr. Kleinhans called for a motion for approval or any changes to the Board of Finance August 10, 2011 Regular Meeting Minutes.

****MOTION (2)**

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of August 10, 2011 as presented.

Ms. Picarazzi seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

◆ **Wednesday, August 17, 2011 – Special Meeting (7 PM)**

Mr. Kleinhans called for a motion for approval or any changes to the Board of Finance August 17, 2011 Special Meeting Minutes.

****MOTION (3)**

Mr. Kelley moved to approve the Board of Finance Special Meeting Minutes of August 17, 2011 as presented.

Ms. Picarazzi seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

▪ **Wednesday, August 17, 2011 – Special Meeting (8:22 PM)**

Mr. Kleinhans called for a motion for approval or any changes to the Board of Finance August 17, 2011 Special Meeting Minutes (8:22 PM).

****MOTION (4)**

Mr. Kelley moved to approve the Board of Finance Special Meeting Minutes of August 17, 2011 (8:22 PM) as presented.

Mr. Harney seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

E. Reports

◆ **First Selectman**

Mr. Formica reported the following:

- He sent a memo to the Ambulance Association regarding documentation of its contributions to the Town.
- They are in the process of closing out the storm Irene account and are the last in line for the wood chipper which they will be getting the use of for free through SCRRRA.

(Note: 7:08 PM – Mr. Larcen joined the meeting)

- They are working with FEMA on the beach erosion and seawalls and overtime coverage
- They are also working on the scope of work for the interconnection process.
- The Hope Street parking lot being done through a STEAP Grant is back to being worked on after losing a month due to Storm Irene.
- He is working on a solar field project for five buildings and they have targeted four schools and the ball field lights. This opportunity could save the schools some \$120,000/month.

Ms. Picarazzi asked if there would be any restroom facilities for the new Hope Street parking lot area.

Mr. Formica said that there would not as that area would be too hard to police.

Ms. Picarazzi asked if there was any thought to asset management and inventory of all of the items at the Colton Road facility.

Mr. Formica said that there was and that they do have a list of all of the vehicles and buildings and that he is looking for an inventory on the small parts for vehicle repairs as there are many of them.

Mr. Larcen said that if and when the solar panel project comes before them that he would like to have a review of the current High School solar panel project and savings. He said that he would also like to know the cost per kWh that was locked into versus the actual cost.

Mr. Formica said that this is a totally different project and that there really would be no comparison. The cost for the High School is 13¢ per kWh and this cost would start at 7¢ - and you would not be comparing two similar items.

Mr. Larcen said that he would just like to have a point of information for comparison of the projects.

◆ **Finance Director**

Ms. Johnson said that her reports were in their packets and that she would answer any questions that they might have.

Mr. Harney asked about the storm overtime account at 69% and if they were going to try to get reimbursement from FEMA.

Ms. Johnson said that it is from Storm Irene and that they are looking for some reimbursement from FEMA.

Mr. Larcen asked why one half of the HR budget was already expended.

Mr. Formica said that was because that person was going to go to the Colton Road facility and that move will take place in the beginning of the year. A one day per week position will go to an HR consultant. He said that they are currently in the process of having a study/report done by an HR firm.

Mr. Larcen asked about Storm Irene and any impact on other departments and what the expectation was on reimbursement funding for the storm.

Ms. Johnson said that it impacted not only public works but all of the emergency management and police staffing areas.

Mr. Formica said that he expects 75% funding plus funding for vehicles and reimbursement for any rental machines and materials. He noted that a rough estimate of expenses is \$1.3M - \$1.6M.

F. New Business

a. Parks & Recreation – Special Revenue Fund 2010/2011 Update

Dave Putnam, Parks & Recreation Director recapped the year in review noting that they had contributed \$10,000 to the Town and also paid the FICA/Medicare payments for all program employees (\$10,892.07) rather than having it come from the General Fund and rolled \$6,952.00 into the Special Revenue Designated Fund. He said that he feels very positive about how this is working and is excited about all of the things that they can do with it. He said that the Regional Theater program has been a huge success and that he would like to put some monies back into that program and continue with it.

b. Quit Claim Deed – Hope Street Parking Lot

Mr. Formica explained that the reason why this is coming before them is because a very small piece of property is coming off the tax rolls and being traded for the same amount of other property that is going on the tax roll. The only difference is the exchange of 132 sq. ft. of property that is being traded with the Mitchell's in order to square off the parking lot that is being constructed. He said that they should pick up quite a few parking spaces there for the public.

Mr. Larcen said that the sidewalk from Hope Street seems to end pretty much at the corner of where the property transfer is taking place. He asked if they were going to continue it.

Mr. Formica said that the original plan had it continuing across the parking lot but they are working on another plan.

****MOTION (5)**

Mr. Kelley moved the resolution that the First Selectman is hereby authorized to execute, in the name of and on behalf of the Town of East Lyme, a deed and such other documents as may be necessary or desirable to implement an exchange of parcels of land between the Town and the Mitchell Trust, LLC subject to a satisfactory title examination.

Mr. Larcen seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

G. Old Business

◆ Sub-Committee Report: Financial Policies

Mr. Kelley reported that they had a meeting and that they had discussed the elderly tax credit program that Mr. Larcen had suggested they review. He said that this year the Town forgave about \$133,000 in taxes. Our program mirrors exactly the State's program and ours is more generous than the Towns around us and our numbers go up if the State numbers go up. In considering those items, he said that the consensus of the Committee was to leave the program where it is as it is more generous than many other Towns.

H. Public Discussion

Mr. Kleinhans called for Public Discussion.

There was none.

I. Board Comments

Mr. Kleinhans called for comments from the Board.

Mr. Larcen said that he wished to reply to Mr. Kelley's report. He said that his concern is that we have elderly in this Town who acquired their property some 30 - 40 years ago and that we have also have elderly with water views who are on a fixed income and with this type of property, taxes would be quite a problem for them now. He said that he was hoping that we would take a look at Towns with waterfront properties and compare them. He said that he would do some research on some other Towns and would forward the information to Mr. Kelley for further consideration.

Mr. Kleinhans passed out copies of a Board of Ed '2011-2014 Vision and Long-Range Plan for the East Lyme Public Schools' to the members for their review. (Copy attached) He suggested that the members review them for potential future discussion.

J. Adjournment

Mr. Kleinhans called for a motion to adjourn.

****MOTION (6)**

Ms, Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 7:44 PM.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary