

**BUDGET REVIEWS Monday, MARCH 30th, 2009**  
**EAST LYME BOARD OF FINANCE**  
**SPECIAL MEETING MINUTES**

Members In Attendance: Steve Larcen, Chairman  
Jeff Langan, Secretary  
John Birmingham  
Jill Carini  
Bob Jones  
Allan Taylor

Also In Attendance: Paul Formica, First Selectman  
Anna Johnson, Finance Director  
Steve Mansfield, Ledge Light Health District  
Melissa O'Brien, Director, Youth Services  
Ron Pringle, Chief, Niantic Fire Department  
Kyle Foley, Chief, Flanders Fire Department  
Dick Morris, Fire Marshal, Emergency Management  
Pat Kelly, Vice-Chairman Waterford/East Lyme Shellfish  
Gary Goeschel, Planning Director  
William Mulholland, Zoning Official

Absent: No One

**A. Call Special Meeting to Order**

Chairman Larcen 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. Larcen called for Delegations.

There were none.

**D. New Business**

**a. Budget Reviews – FY 2009-2010**

Mr. Larcen explained the procedure noting that it is not necessary to give a line by line presentation of the budgets but rather to only bring items of note to their attention. The Board will then ask any questions that they have.

◆ **Ledge Light Health District (108) – Steve Mansfield, Deputy Director**

Steve Mansfield, Deputy Director said that the \$7.60 per capita fee is 2% over the current year and that they have held their salaries flat and made decreases in personnel to held reduce costs. The senior staff took a 2% pay cut and they eliminated one contracted food service inspector. They have also eliminated all travel to conferences. Their expenses increased between 2% to 12%. The census data for East Lyme showed that the population increased.

Mr. Langan asked if the population figure also includes the prison population.  
Mr. Mansfield said yes.

Mr. Taylor noted that the prison population has gone down substantially with the closing of two of the housing facilities. He added that in last years' budget that \$800,000 was covered by grants; which was 35% - he asked what percentage was being covered this year.

Mr. Mansfield said that it is 20% this year.

Mr. Larcen asked about the Governor's budget and the \$2.08 per capita.

Mr. Mansfield said that currently 13% of the budget comes from the State per capita.

Mr. Larcen said that they certainly appreciate the measures that they are employing to try to keep the costs down.

◆ **Youth Services (422) – Melissa O'Brien, Director**

Melissa O'Brien, Director said that she was foregoing her pay increase for the upcoming year. She noted that they had added line items 501 and 502 under Programs to the budget this year to delineate program travel & transportation from program supplies and regular operating expenses for similar types of items found in line items 246 and 320. She said that in the upcoming year that the Town of Salem will provide East Lyme with \$5000 for Youth Services. Last year they served a total of 729 youths and this year so far, they have served 791 youths. She said that they are a promoter of regional partnerships and apply for drug-free grants and grants for tobacco education.

Mr. Taylor noted that the budget is a major improvement over last year. He asked what the \$1500 encumbered in contracted fees was for.

Ms. O'Brien said that it was for a DJ for the dances but it will go back in as they had to cancel the beach dances.

Mr. Birmingham asked the age range of the students that they serve.

Ms. O'Brien said that it ranges from 5th grade through 12th grade.

Mr. Birmingham asked if they contribute anything to the programs they participate in.

Ms. O'Brien said that they do and that this is in the form of program fees and that throughout the year it usually amounts to around \$25,000.

Mr. Birmingham asked about program supplies year to date which has some \$4000+ left in it.

Ms. O'Brien said that they have the 5K race and music festival coming up and that those events are quite large and will require them to expend a lot of that money.

Mr. Langan said that in the current year that under line 320 – miscellaneous supplies that they are taking \$7200 out and moving it to line 502 but it seems to be less than what has been expended.

Ms. O'Brien said that they would not be running some of the programs which accounts for that.

Mr. Langan asked what the difference was between line 321 and line 502 – program supplies.

Ms. O'Brien said that line 321 is for all of the after school programs and that line 502 is for all of the admissions for ski club, etc.

Ms. Johnson noted that they set it up to be similar to the Commission on Aging budget. She said that account #500-512 which is not on the current worksheet would be added.

Mr. Taylor asked if the \$18,000 that was collected 'in-kind' was money or services.

Ms. O'Brien said that \$750 of it was money and it was deposited as program money; the rest was in-kind services – mostly for the garden in front of the community center which received a lot of costly donations of materials and services.

Mr. Langan asked about any regional endeavors.

Ms. O'Brien said that they have always been oriented in that way and their biggest is the SE Action Council which they get a lot of free programs and assistance from. They also work with Ledge Light Health District on some programs and receive support from them with grants.

◆ **Niantic Fire Department (217) – Ron Pringle, Chief**

Ron Pringle, Niantic Fire Chief said that a year ago they presented a budget that was the same as the year

before that and it was cut. This budget was also cut when originally presented. He said that he would answer any questions that they might have.

Mr. Taylor said that he did not have any questions but would like to note that it is a nice budget and the detail that was provided tied everything together well – a nice job.

Mr. Larcen noted that staffing of the department – part time firefighters year to date so far is somewhat below anticipated and asked Mr. Pringle to explain that.

Mr. Pringle said that in estimating the hours and cost that he had lost three part-timers which meant a bit more in overtime. He explained that it is a tricky thing to try to estimate as you cannot know when someone might be out – or someone might get hurt and have to be out – you try to make it work the best that you can.

Mr. Larcen asked if the figures are reflecting a lack of staffing in the department.

Mr. Pringle said no – they are at what would be minimum staffing.

Mr. Birmingham asked about line 218 – OSHA and to explain what it covers.

Mr. Pringle said that it is the 'have-to's' as far as safety testing and certification is concerned.

Mr. Birmingham asked what determines the figure of \$5700.

Mr. Pringle said that the aerial truck is \$2000/year to keep operable.

Mr. Birmingham said that vehicle maintenance has year to date about \$7400 unexpended so far.

Mr. Pringle said that he just wrote a P.O. so that figure is around \$6000 now and will be steadily declining as they are coming into that season.

Mr. Langan and Mr. Larcen noted that overtime is currently over budget and asked if he expects it to remain this way and if it is due to the loss of the three part timers or what the strategy is as the part time line item seems to be budgeted high and overtime budgeted low.

Mr. Pringle said that he does not think that he has gone over with the salary; and that what they do, is to move it around if it becomes necessary to make it work as it is a tricky thing to estimate.

Mr. Larcen asked if both of the fire departments drive the ambulance.

Mr. Pringle said that they are all cross-trained.

Mr. Larcen asked if there are any statistics on the number of ambulance calls.

Mr. Pringle said that there were 1700 last year.

Dick Morris, Fire Marshal, said that for this quarter alone that they are at 471 ambulance calls.

◆ **Flanders Fire Department (218) – Kyle Foley, Chief**

Kyle Foley, Flanders Fire Chief said that there is a zero increase in the operating budget and that they were cut in a couple of areas. The only increase is in the payroll.

Mr. Langan noted that year to date that OSHA #218 & #220 are running low.

Mr. Foley said that all of his vehicle maintenance and OSHA testing is scheduled for the April-May time frame.

Mr. Taylor asked if there was a difference in the equipment that they have versus Niantic as the OSHA cost is twice as much.

Mr. Foley said that they have a 20-year old ladder truck.

Mr. Taylor noted that the fuel for Flanders is three times as much as Niantic.

Mr. Foley said that the Town pays for the Flanders fuel and that the Ambulance Association pays for the Niantic fuel to save the Town money.

The Board thanked Mr. Foley.

◆ **Emergency Management (224) – Dick Morris, Fire Marshal**

Dick Morris, Fire Marshal said that the increase in the budget is due to the COLA's for the Director and Dispatchers and that otherwise it stayed the same.

Mr. Jones noted that it looked like the Director took the increase.  
Mr. Morris said no, the Directors did not take the increase.

Mr. Larcen asked about the potential for regional planning in the dispatch office with the new radio system.  
Mr. Formica said that they are reaching out to other communities but are not waiting for them to respond as they are working on other options and that may modify this budget. They are in the process of collecting fees that buildings are paying for monitoring and identifying potential revenues and evaluating them with respect to liability, etc. – this could turn out to be a significant revenue generator.

Mr. Larcen asked if they were to reach a regional agreement how fast it would work out for them.  
Mr. Formica said that they are trying to balance it and are not yet sure of any date.  
Mr. Jones said that he thinks that this is a good idea to pursue.

Mr. Larcen noted that the telephone line item seems to be running high.  
Mr. Morris said that the call volume is enormous and that the more that the phone gets used, the more it costs. They will probably overspend the current line item.

Mr. Larcen and Mr. Langan requested a follow up on the radio maintenance contract and where the money was found.

Mr. Langan asked what the implementation cost would be of a code red system.  
Mr. Morris said that he would not expect is to be much as it would be a regional initiative.

Mr. Taylor noted that they had two grants totaling \$30,000 and a nuclear safety grant and thanked Mr. Morris for those grants.

◆ **Animal Control (226) – presented by Paul Formica**

Mr. Formica said that this is a shared function with Waterford and that he is working on trying to make this arrangement better. The animal control officer is a policeman.

Mr. Larcen asked if the person is an employee of the Town of Waterford.  
Mr. Formica said yes, he is an employee of the Waterford Police Department.

◆ **Waterford/East Lyme Shellfish Commission (133) – Pat Kelly, Co-Chairman & Treasurer**

Mr. Kelly said that they were requesting \$1000 for the upcoming year and that they have kept reducing what they request each year as they become more self sufficient. They serve all residents of Waterford and East Lyme and they do patrolling of the River and water sampling for this and the Harbor Management Commission. The state requirements have increased with regard to the water sampling.

Mr. Taylor said that he believes that Ledge Light also does water sampling and asked if that was correct.  
Mr. Kelly said that Ledge Light does not do water sampling for them, but does do it for the beaches.

Mr. Larcen noted that there is a larger contribution from Waterford.  
Mr. Kelly said that it was mandated that all agencies have a CPA audit and Waterford pays for the audit and that accounts for the larger contribution. He said that he does not provide a copy of the audit to East Lyme as they refused to fund any of it.

Mr. Langan noted that the year to date budget is running significantly under at this time.  
Mr. Kelly said that they are seeing figures through November 2008 and the bulk of their bills come in now – so this will change significantly.

◆ **Harbor Management (136) – presented by Paul Formica**

Mr. Formica noted that Don Landers could not attend this evening and that he would do his best to explain this and if they so desired, he would see when Mr. Landers could attend to speak with them. He noted that they subcontract warden services from the Waterford/East Lyme Shellfish Commission and work in conjunction with them on this. He also explained that they have instituted mooring fees to match the mooring fees that Waterford was charging and that this would generate a revenue stream and also make the river safer.

Mr. Taylor noted that it would increase the revenues.  
The Board did not feel it necessary to reschedule Mr. Landers.

◆ **Services to Community (115) – presented by Paul Formica**

Mr. Formica explained the line items and noted that there was \$5000 there for Celebrate East Lyme for their consideration as he is not sure that the business community will be able to do that this year. Dominion has agreed to pay the \$10,000 for the fireworks.

Mr. Larcen asked how much the community gave last year.  
Mr. Formica said that the budget was \$25,000 and that if they take the \$10,000 out for the fireworks that leaves \$15,000. He said that there may be a small fee for the booths which will help, however; he thinks that this is a commitment of the Town to this Town event.

Mr. Taylor noted the information that has been in the newspapers on the homeless people that are being dumped in New London and asked if our people can utilize the service.  
Mr. Formica said that anyone can utilize the services and that the need is there and it is a regional item. He added that there are volunteers from our community who go there and help out with the services.

Mr. Taylor asked about the Family Services Association line item at \$5000 and if the services that they provide are the same as the Husky program.  
Ms. Carini said that this is for the people who would be falling through the cracks.

Mr. Jones asked what the Main Street Program does with the money.  
Mr. Formica said that they utilize some of it for the stroll at Christmas and they work on supporting the downtown district with planters, etc.

Mr. Jones asked for a breakdown description on where their money goes.  
Mr. Formica said that he would ask them for a breakdown.

Mr. Birmingham said that he thought that they were fairly self-sufficient and asked about the \$400,000 grant that they received.  
Mr. Formica said that the Town got the STEAP Grant and will use it for the streetscape renewal project. Main Street has pledged for \$100,000 to supplement the \$400,000 grant. When the revitalization is done, it will level out the sidewalks. He said that the project is slated to be started in the fall with the sidewalks.

Mr. Birmingham said he noticed that no money has been spent year to date.  
Ms. Johnson said that no money is released to them until the request for it has been received.

Mr. Birmingham asked Ms. Johnson if all of the items listed under Community Services were in separate accounts.  
Ms. Johnson said yes.

Mr. Birmingham asked if they can request part of it or if they have to request all of it.  
Ms. Johnson said that most of them do request all of it.

◆ **Planning Department & Commission (117 & 129) – Gary Goeschel, Planning Director**

Gary Goeschel, Planning Director explained his budget and noted that the POCD update with UConn consisted of information that would be in the GIS format and that \$1000 of line 239 was for the IGS contract.

Mr. Taylor noted that they had only spent \$500 year to date in that line item so far.  
Mr. Goeschel said that Tighe & Bond is currently restructuring the data to be more user friendly and that this line item would be expended once this is completed.

Mr. Taylor asked what the \$4000 is for in the upcoming year.  
Mr. Goeschel said that it is for the UConn information that they are getting and the intent is for it to be pro-land use so that they can use it to solve issues within the Town.

◆ **Inland Wetlands (132) & Conservation of Nat. Resources (138) – Gary Goeschel, Planning Director**

Gary Goeschel, Planning Director explained that Inland Wetlands is the former Conservation Commission that was split into this and the Conservation of Natural Resources Commission. The \$11,250 for a Conservation Officer is half of the previous amount that was budgeted for a previous Civil Engineer to cover the position part time. He also noted that line 246 was reduced as there is a Town vehicle available for him to go out on field calls.

Mr. Larcen asked about the Conservation Officer position.

Mr. Formica said that Mr. Hayden, a former Civil Engineer had assumed the duty of Conservation Officer at \$22,000 in addition to his position and that when he left, as Mr. Goeschel was qualified to do it, they thought that they would move his position from .8 to full time and add the Conservation Officer duties at half the cost due to half the time being added. So, the \$11,250 is added to Mr. Goeschel's .8 salary of \$51,750.

Ms. Johnson noted that revenue is found in #500-512 and labeled Conservation.

Mr. Formica explained that Mr. Goeschel coordinates the Conservation of Natural Resources Commission and that they work on conservation issues such as water conservation.

Mr. Taylor asked how often they meet.

Mr. Goeschel said that they meet once a month.

Mr. Formica said that the arrangement was made with Mr. Goeschel that he attends the Inland Wetlands meetings (also once a month) but does not have to attend the Conservation of Natural Resources Commission meetings. Instead, he serves them in an advisory capacity.

Mr. Goeschel said that if they do need him to attend a meeting that he does make himself available to do so.

◆ **Zoning Commission & Zoning Bd. Of Appeals (116 & 130) – William Mulholland, Zoning Official**

William Mulholland, Zoning Official said that he did give back his 3.5% salary increase. He noted that all line items have been reduced substantially and that the department has seen a bit of an up tick lately and that he hopes that it will continue.

Mr. Taylor asked if the \$30 application fee applies only to Zoning.

Mr. Mulholland said that Ms. Johnson would know that although he thinks that it does apply to the other land use departments as it is a State fee.

Mr. Taylor asked Ms. Johnson where they would find that for the other departments.

Ms. Johnson said that the other departments have a liability account where it is set aside and then paid out each quarter.

Mr. Taylor asked why one department budgets for it and not the others.

Mr. Formica said that they would have to find out as the Inland Wetlands has the \$30 line item and the Town Clerk also has a line item for such fees.

Mr. Larcen said that his concern is that they are not showing any payments.

Mr. Taylor said that it is paid once a year.

Mr. Formica noted that Mr. Mulholland covered for the Planner when the position was vacant and has also been working with the new Planner and getting him acclimated. He thanked him for doing so.

Mr. Mulholland noted that the Zoning Board of Appeals meets when necessary regarding an application for a variance from the zoning regulations.

◆ **Economic Development Commission (131) – presented by Paul Formica**

Mr. Formica noted that Mr. Shapiro could not be present and explained the reduced funding that had been requested. He said that they do provide the porta-potties for the Niantic Light Parade and that they have also pushed to get the link to Discover East Lyme to promote area businesses.

Mr. Larcen asked if line 242 conferences was for members who volunteer to serve.

Mr. Formica said yes.

Mr. Larcen asked about the volunteer baskets.

Mr. Formica explained that this was for the volunteers that they had when they used to have the information center bus and that it has been dramatically reduced as that has changed.

- **Town Building Committee (135) - presented by Paul Formica**

Mr. Formica said that Gerry Burkhardt, Chairman could not be present this evening as he has other work commitments. He explained that this Committee acts on projects for Town buildings and School building projects, such as the Middle School project.

## **E. Public Discussion**

Mr. Larcen called for any comments from the Public.

There was none.

## **F. Board Comments**

Mr. Larcen noted that he had spoken with Mr. Taylor regarding some outstanding items and felt that they could be discussed here.

Mr. Larcen said that with regard to the information that the Assessor had provided them with on the State owned property that it was not in great detail and did not capture the increased value as they had hoped.

Mr. Formica said that he would be meeting with the State Representative this week and that he would bring this up to them and see what they have to say.

Mr. Taylor said that they are losing PILOT funds on this property.

Mr. Larcen said that he would like to see over the last three years, the State buildings and their values as he thought that Camp Rell facilities were added in October of 2008.

Mr. Formica said that he would follow up on this as there had been an error in Montville on the amount of a State building and it was corrected.

Mr. Langan noted that they had requested an overtime breakdown from the Police Department and had not as yet received it.

Mr. Taylor said that he would like to see finalized figures on the staff accountants for the Finance Department so that they will know how much they will be over budget this year.

Mr. Formica said that he expects that next year will be a lot cleaner and neater.

Mr. Langan said that they were waiting for the debt service information on the bonded capital projects account.

Ms. Johnson said that she has notes that she will follow up on this for them.

Mr. Taylor said that they would still like to see draft copies of the audit before it is discussed at one of their meetings. He also said that they were waiting on the information regarding what services family services provides and what items the Main Street program spends their money on.

Mr. Jones asked if they had heard from the Library if they had waived their 3.3% increase.

Mr. Larcen said that he had asked for a list from the Library of the eligible salaries for 2009.

Mr. Formica noted that they would be in need of a person from the Board of Finance who would like to volunteer to be on a pension review committee that they would be forming once the budget process is completed.

Mr. Jones asked if they have all of the information that they requested from the Board of Ed so that they can review it prior to the presentation tomorrow evening.

Mr. Larcen said no – he had requested a report of year to date expenses to year to date budget but they received an annual one with a forecast by them instead of the actual figures. He noted that last year they did get a report showing the year to date budget and that he had pursued this with them today and was told

by the Business Manager that they are no longer using that reporting system and that they no longer have such information as they do not operate that way. He said that it is his opinion that this will make their job as a Board of Finance more difficult and that he is not sure of how they will get to where they want to be without the information.

Mr. Taylor noted that in December that they had asked for a flat budget and also a 2.5% reduction budget scenario and that the Board of Ed instead came in with a 2.4% increase in their budget while the Town came in with a 3.5% decrease in its budget. He said that he would like the Chairman of the budget subcommittee, Tim Hagen to also be in attendance tomorrow night so that they can ask him questions. Mr. Larcen said that he would contact Mr. Seery and make that request.

### **G. Adjournment**

#### **\*\*MOTION (1)**

Mr. Birmingham moved to adjourn this Special Meeting of the East Lyme Board of Finance at 9:15 PM.

Mr. Langan seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary