

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, SEPTEMBER 12th, 2012**

Members In Attendance: Raymond Hart, Chairman
Steve Carpenteri
Steve Kelley
Lisa Picarazzi

FILED IN EAST LYME
September 17 2012 AT 10:00AM

Brad D. Hume ATC
EAST LYME TOWN CLERK

Also In Attendance: Paul Formica, First Selectman
Anna Johnson, Finance director
William Scheer, Town Engineer

Absent: Steve Harney, Secretary, Richard Bengtson

A. Call Meeting to Order

Chairman Hart called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

Mr. Hart called for Delegations.

There were none.

D. Approval of Minutes

▪ **Wednesday, August 8, 2012 – Regular Meeting**

Mr. Hart called for a motion for approval or any changes to the Board of Finance August 8, 2012 Regular Meeting Minutes.

Mr. Kelley asked that on the bottom of Page 2 in the question about the sewer repair that the line where it states that he asked the question be changed to read that Mr. Carpenteri had asked the question.

****MOTION (1)**

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of August 8, 2012 as amended.

Mr. Carpenteri seconded the motion.

Vote: 4 – 0 - 0. Motion passed.

E. Reports

◆ **First Selectman**

Mr. Formica reported on the following:

- The school project is moving along and that State is also re-paving of Route 1 in the process. He noted that Mr. Scheer is here if they have any questions on this project.
- The FEMA money for the Boardwalk has been moving along and they have pretty much finalized the dollars that they can expect. They are in the process of doing the paperwork.
- They have ordered some new signs for the Town Hall and public parking lot. This was paid for with money that was freed up from projects and it has also funded some long needed updates that are in the process of being done.

- They are working on the \$400,000 STEAP Grant project that they were awarded – he recalled that this would take them up Penn Avenue from the Morton House/Smarty's and then turn left on Hope Street to the parking area. This project is slated to begin in the spring.
- They have just completed a fairly successful year – The Board of Education returned \$160,000 and the Town returned \$750,000. Some of this will go to the undesignated fund balance and some will be used to help with taxpayer relief in the future.

◆ **Finance Director**

Ms. Johnson said that she would email them the overview for the month of July. The rest of the reports they received in their packets. She asked if they had any questions.

Ms. Picarazzi asked about the \$700,000 increase difference in the Board of Ed spending for the month of August this year over that of last year.

Ms. Johnson said that she would have that information for them next month as she did not have it at this time. She said that she would guess that it is a matter of an extra payroll period during the month.

Mr. Kelley asked about the tax relief on the boats and phones funding.

Ms. Johnson said that the State has flip-flopped on the funding of boats and has funded Machinery/Equipment instead at a higher amount. She said that if they look at the items overall that they would see that they are actually ahead.

Mr. Hart asked about the \$4.5M expenditures through the end of August this year compared to some \$1.3M less expended through August of last year.

Ms. Johnson said that she would look into it but thought that it could be attributed to the extra pay period and five weeks to the month versus four in the previous year.

F. New Business

a. Carry-over Funds -2012 Comprehensive DUI Enforcement Program

Mr. Hart asked Mr. Formica to explain this.

Mr. Formica said that this has different timing on it than our fiscal year and they are asking to carry over the remainder of the grant funding so that they Police can continue the DUI enforcement.

Ms. Johnson added that the grant covers OT shifts and that they did less of them last year so that the money would last longer.

****MOTION (2)**

Ms. Picarazzi moved to approve carry-over of grant funds remaining in the 2012 Comprehensive DUI Enforcement Program to meet payrolls in the 2012/13 fiscal year for this purpose.

Mr. Kelley seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

b. Departmental Transfers Fiscal Year End 6/30/2012

Mr. Formica explained that these represent various transfers within the departments do that it does not alter the budgets – it just balances within them.

****MOTION (3)**

Mr. Kelley moved to ratify departmental transfers in the amount of \$78,533.71 processed for fiscal year end June 30, 2012.

Mr. Carpenteri seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

c. Special Appropriation \$128,871 – Energy Efficient Lighting System – CL & P Grant and LoCIP

Mr. Hart asked Mr. Formica to explain this repair project.

Mr. Formica said that this is on the capital improvement plan that was approved in May. LoCIP funding will be used for \$98,871 of the project. An energy rebate grant application has been submitted with the rebate being at least \$30,000 making the net out of pocket for this project zero. The estimates savings is \$12,000 per year in electricity costs and \$2000 in bulb replacements and maintenance to the existing lights. There is 29,000 sq. ft. of warehouse that does not require task specific lighting so this support lighting allows the natural light in. He said that Town Engineer William Scheer was here to answer any questions.

Ms. Picarazzi asked if they would need back-up lighting at night.

Mr. Scheer, Town Engineer said that there are T-5 high efficiency lights that will provide back up light when there is no sun.

Mr. Carpenteri asked about the return.

Mr. Scheer said that there is a seven (7) year return period and they will save \$12,000 each year thereafter or more.

Mr. Hart asked about the roof as they would be putting 25 holes in it – what about leaks and is there a warranty against it leaking.

Mr. Scheer said that he would make sure that there is a warranty. He added that they went to see this product installed and in use in a facility in Old Saybrook and it does make a difference. There are a lot of areas in the warehouse where no one goes on a regular basis and the lights are on now and they would not have to be with this system in place.

****MOTION (4)**

Ms. Picarazzi moved to approve a special appropriation in the amount of \$128,871 with CL & P and LoCIP grant funding for an energy efficient lighting upgrade to the Field Services Complex building at 8 Capitol Drive consistent with the Capital Improvement Plan. The source of funds is approximately \$30,000 from a direct grant with CL & P and the remainder through the LoCIP program.

Mr. Kelley seconded the motion.

Mr. Hart noted that this is subject to Town Meeting approval.

Vote: 4 – 0 – 0. Motion passed.

G. Old Business

Mr. Formica said that he wanted to update them on a few things. The Police staffing is down by some six (6) officers from 21. There is one that they will be hiring and are looking to do it sooner. There is a lot of stress on the OT budget with other officers having to cover for those out with injuries, etc. He said that they are doing the best that they can to balance this.

Also, the Board of Selectmen authorized him to exercise the option with the owners of the Samuel Smith House for a purchase of it at \$425,000. He said that there is a Historic Preservation Grant of up to \$200,000 available for houses such as this to be renovated and there are not that many who qualify for or apply for it. The grant application has to be in by October 28, 2012 so they expect to vote on this at the September 19, 2012 meeting of the Board of Selectmen. That would mean that this board may have to schedule a Special Meeting before the first meeting of the Board of Selectmen in October to act on this.

Ms. Picarazzi asked how they arrived at the purchase price.

Mr. Formica said that he was authorized to enter into negotiations with the owners.

Mr. Formica also said that he went to the hospital to see Mr. Giannattasio and that he expects that he will be home tomorrow. He is in good spirits.

Ms. Picarazzi asked Mr. Formica when the Boardwalk work would start. Mr. Formica said that they are in the process of negotiating the final price and that the paperwork has yet to come in. He recalled that they have \$1.35M and \$95,000 set aside for the work and that in the meantime a design has come across his desk and they are trying to dovetail the final completion with that of Amtrak in May 2013. He said that they had thought that they would use the \$95,000 for a temporary fix but they decided to wait as the gravel would have been washed away. They are hoping to have it look fairly close to the work that Amtrak has done.

Mr. Kelley asked what type of storm they were designing for. Mr. Formica said that it would be designed for between a 50-100 year storm. He added that they do not have the larger funds that Amtrak had from the stimulus program however this would enhance this from what was.

H. Public Discussion

Mr. Hart called for Public Discussion.
There was none.

I. Board Comments

Mr. Hart asked if the Board had any comments.
There were none.

J. Adjournment

Mr. Hart called for a motion to adjourn.

****MOTION (5)**

Mr. Kelley moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 7:35 PM.
Ms. Picarazzi seconded the motion.
Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

Town of East Lyme
Budget Transfers
Fiscal Year 2011/12

Date	Dept	Account #	To Account Description	Account #	From Account Description	Amount	Reason for Transfer
6/1/2012	COA	2-01-40-418-300-320	Misc Supplies	2-01-40-418-300-242	Prior Conv/Conference	585.00	Balance to purchase new office furniture
6/18/2012	H Mgt	2-01-01-136-100-415	Warden Payroll	2-01-01-136-200-225	Maint of Harbor	1,000.00	Warden services greater than original estimate
6/19/2012	Select	2-01-01-101-300-320	Misc Supplies	2-01-01-101-300-292	Welding/Gen Asst	726.00	To purchase chairs needed for conference rooms
6/21/2012	PWD	2-01-30-317-100-412	PT Seasonal	2-01-30-317-100-314	OT-Highway	4,200.00	Additional assistance from FEMA
6/21/2012	COA	2-01-40-418-300-321	Program Supplies	2-01-40-418-300-215	Contract Employees	317.00	
6/21/2012	COA	2-01-40-418-300-321	Program Supplies	2-01-40-418-300-246	PT Contract	33.00	
6/29/2012	Select	2-01-01-101-200-295	Ad Hoc Committees	2-01-01-101-100-401	Election Day Exp	818.38	Appraisals and new table in Main Meeting Room
6/30/2012	Registrar	2-01-01-110-500-402	Raterundum/Primary	2-01-01-110-500-401	Legal/Public Safety	64.91	Additional needed for referendum ballots
6/30/2012	GG	2-01-01-114-140-234	Legal/Zoning	2-01-01-114-140-236	Legal/Public Safety	1,351.71	Zoning legal greater than estimate
6/30/2012	GG	2-01-01-114-140-235	Legal/Labor Town	2-01-01-114-140-238	Legal/Public Safety	2,881.04	Town Labor legal greater than estimate
6/30/2012	Planning	2-01-01-117-100-412	PT Clerical	2-01-01-117-300-242	Prior Conv/Conference	117.31	Additional funds for secretarial wages
6/30/2012	ZBA	2-01-01-130-300-320	Misc Supplies	2-01-01-130-300-245	Dues/Membership	23.56	Additional needed for supplies
6/30/2012	IWA	2-01-01-132-300-204	Postage	2-01-01-132-300-243	Training	92.85	Postage needs for fiscal year more than expected
6/30/2012	S Harris	2-01-01-132-300-201	Telephone	2-01-01-132-300-320	Misc Supplies	38.56	Additional funds needed for telephone
6/30/2012	NFD	2-01-25-217-300-201	Telephone	2-01-25-217-200-243	Training/Fire Prevent	943.75	Additional funds needed for telephone
6/30/2012	FFD	2-01-25-218-100-614	Overtime	2-01-25-218-100-612	PT Firefighters	599.94	Additional funds needed for overtime
6/30/2012	FFD	2-01-25-218-100-201	Telephone	2-01-25-218-200-243	Training/Fire Prevent	310.86	Additional funds needed for overtime
6/30/2012	COA	2-01-40-418-500-502	Day Trips	2-01-40-418-500-501	Bus Trips	125.00	Additional funds for a day trip
6/30/2012	Bldg Maint	2-01-01-113-100-311	Custodians	2-01-01-113-100-314	Overtime	4,035.26	EOY transfer due to PT fill-in shifts
6/30/2012	Bldg Maint	2-01-01-113-200-216	Service Contracts	2-01-01-113-400-210	Electricity	476.38	EOY service contracts greater than original estimate
6/30/2012	Bldg Maint	2-01-01-113-400-212	Telephones	2-01-01-113-400-210	Electricity	2,788.85	EOY transfer phone greater than original estimate
6/30/2012	Bldg Maint	2-01-01-113-400-213	Water & Sewer	2-01-01-113-400-210	Electricity	977.90	EOY transfer price per gallon higher than original est
6/30/2012	GG	2-01-01-114-140-232	Legal/Advs	2-01-01-114-140-236	Legal/Public Safety	758.75	EOY transfer final invoice legal ads invoices
6/30/2012	GG	2-01-01-114-140-234	Legal/Zoning	2-01-01-114-140-238	Legal/Public Safety	1,004.99	EOY transfer final invoice legal services
6/30/2012	GG	2-01-01-114-140-233	Legal/Labor Town	2-01-01-114-140-236	Legal/Public Safety	2,400.00	EOY transfer final invoice legal services
6/30/2012	GG	2-01-01-114-140-237	Legal/Planning	2-01-01-114-140-238	Legal/Public Safety	699.50	EOY transfer final invoice legal services
6/30/2012	GG	2-01-01-114-140-238	Legal/Planning	2-01-01-114-140-236	Legal/Public Safety	13.00	EOY transfer final invoice legal services
6/30/2012	Finance	2-01-01-118-300-201	Unemployment Comp	2-01-01-118-300-246	Legal/Public Safety	121.79	EOY transfer final invoice color copier services
6/30/2012	S Harris	2-01-01-132-300-201	Telephone	2-01-01-132-200-238	Museum Programs	54.99	EOY transfer final telephone invoice
6/30/2012	Police	2-01-25-216-100-115	Resident Trooper	2-01-25-216-100-516	Longevity/Shift Diff	843.74	EOY transfer final Res Tro OT invoices
6/30/2012	Police	2-01-25-216-100-511	Constables	2-01-25-216-100-516	Longevity/Shift Diff	4,219.36	EOY transfer final payroll expenditures
6/30/2012	Police	2-01-25-216-100-514	Overtime	2-01-25-216-100-516	Longevity/Shift Diff	6,301.87	EOY transfer final payroll expenditures
6/30/2012	Police	2-01-25-216-100-517	Overtime	2-01-25-216-100-515	Overtime/Boat Duty	5,620.28	EOY transfer final payroll expenditures
6/30/2012	Police	2-01-25-216-100-514	Overtime	2-01-25-216-100-515	Overtime/Boat Duty	2,515.24	EOY transfer final payroll expenditures
6/30/2012	NFD	2-01-25-217-300-201	Misc Supplies	2-01-25-217-200-240	Building Sys Maint	89.26	EOY transfer final invoices
6/30/2012	FFD	2-01-25-218-300-201	Telephone	2-01-25-218-200-218	OSHA	306.48	EOY transfer final telephone invoice
6/30/2012	Emern Mgt	2-01-25-224-300-201	Telephone	2-01-25-224-100-216	Longevity/Shift Diff	120.21	EOY transfer final telephone invoice
6/30/2012	Emern Mgt	2-01-25-224-300-320	Misc Supplies	2-01-25-224-100-216	Longevity/Shift Diff	887.93	EOY transfer final telephone invoice
6/30/2012	PWD	2-01-30-317-220-221	Veh Maint Eng	2-01-30-317-210-295	SCRRRA Tipping Fee	1,990.63	EOY transfer various vehicle expenses
6/30/2012	PWD	2-01-30-317-310-221	Fleet Fuel	2-01-30-317-210-295	SCRRRA Tipping Fee	13,989.89	EOY transfer fuel expenses greater than original est
6/30/2012	PWD	2-01-30-317-400-210	Street Lights	2-01-30-317-210-295	SCRRRA Tipping Fee	2,684.89	EOY trans electric expenses greater than original est
6/30/2012	P & R	2-01-45-421-110-314	Overtime	2-01-45-421-100-412	PT/ Seasonal	169.12	EOY transfer final payroll expenditures
6/30/2012	P & R	2-01-45-421-400-210	Utilities/Electricity	2-01-45-421-100-412	PT/ Seasonal	758.32	EOY trans electric expenses greater than original est
6/30/2012	YS	2-01-45-422-100-311	Program Coordinator	2-01-45-422-100-211	Director	724.17	EOY transfer transition from YS to P & R salary adj

TOTAL \$ 78,533.71

Attachment
Bob
Req. Mts. 9/12/12