

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
Wednesday, JULY 11th, 2012**

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

Also In Attendance: Mark Nickerson, Deputy First Selectman
Anna Johnson, Finance Director
Don Meltabarger, School Business Manager
Robyn McKenney, School IT Coordinator

Absent: Steve Kelley

A. Call Meeting to Order

Chairman Hart called this Special 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, June 13, 2012 – Regular Meeting**

Mr. Hart called for a motion for approval or any changes to the Board of Finance June 13, 2012 Regular Meeting Minutes.

****MOTION (1)**

Ms. Picarazzi moved to approve the Board of Finance Regular Meeting Minutes of June 13, 2012 as presented.

Mr. Carpenteri seconded the motion.

Vote: 3 – 0 - 2. Motion passed.

Abstained: Mr. Bengtson, Mr. Harney

E. Reports

◆ **First Selectman**

Mr. Nickerson reported on the following for Mr. Formica:

- They have been awarded \$97,000 from FEMA for the Public Works department for brush removal, roadwork and Storm Irene work reimbursement. They are still working on the FEMA Boardwalk reimbursement.
- The contract has been awarded for the Athletic Complex project.

Don Meltabarger, School Business Manager said that DeRita & Sons has been awarded the Athletic Complex contract which will be signed this week Friday or next week Monday. They expect that the

shovels will go in the ground on July 28, 2012 and that by August 28, 2012 the parking lot will be done. The dates have been pushed out a few weeks beyond the October 24, 2012 completion date and the new date is in early November. They will hold a ground breaking ceremony on August 1 or 2.

Ms. Picarazzi asked as they are a month late on a three month schedule, what they would do for the scheduled games and why are they late.

Mr. Meltabarger said that the Athletic Director had not planned on any use of the field for the fall.

Ms. Picarazzi asked what if the parking lot is not done in time.

Mr. Meltabarger said that they have planned for the lot and road to be completed.

Ms. Picarazzi asked about schedule monitoring.

Mr. Meltabarger said that they will have regular weekly progress meetings on Mondays in the central office and that Mr. Formica and Dr. Lombardo would sign any change orders.

Ms. Picarazzi said that she had enjoyed OpSail over the weekend and asked if the Boardwalk was open.

Mr. Nickerson and Mr. Hart said that while they had approved the dollars for the repair to be able to open it that the work has not been done yet.

Ms. Johnson said that she has spoken with Mr. Scheer, Town Engineer regarding this item and was told that FEMA asked that they not fix the Boardwalk until the second engineer has finished reviewing it.

◆ **Finance Director**

Ms. Johnson said that they have received the draft reports in their packets and that she had provided them with the Board of Ed summary this evening. She said that she has yet to update the receivables however they took in \$721,000 in the month of June. She provided them with some highlights noting that they are working to finish out the fiscal year.

Mr. Hart asked if there are any large encumbrances.

Ms. Johnson said that there are several smaller ones and noted for example that they have not yet paid the utility bills for June.

Mr. Bengtson asked about the \$1.5M Boardwalk repair interest bearing account.

Ms. Johnson said that the Town received \$1.5M in June 2010 and invested \$500,000 in a CD at 1.1% for one year. When it came due, they invested it for another year at 0.5%. She also noted that she had provided them with a Moody's rating where they affirmed the AA² rating and provided them with positive comments on the trend in the fund balance.

Mr. Hart noted that Dr. Lombardo had projected a return to the Town of approximately \$160,000 so they are in line with what was anticipated for the budget.

F. New Business

a. Special Appropriation \$400,000 – STEAP Grant – Continuation of Main Street Streetscape Project Phase III

Mr. Hart noted that they received a map of this project in their packets and asked Mr. Nickerson to explain this item.

Mr. Nickerson said that this was to extend the downtown streetscape revitalization project from Pennsylvania Ave. up Hope Street to the municipal parking lot.

Ms. Picarazzi asked for a timeline on this project.

Mr. Hart said that this has to go to Town Meeting first for approval.

Mr. Nickerson said that would be coming up next week and that it should move fairly quickly.

Ms. Picarazzi asked why this would have to go to a Town Meeting when the State is giving us this money.

Ms. Johnson explained that this process appropriates the money for spending.

****MOTION (2)**

Mr. Bengtson moved to appropriate the \$400,000 STEAP Grant to continue construction of the downtown Main Street Streetscape Phase III including portions of new sidewalks, brickwork, granite curb, trees, streetlights and other aesthetic streetscape treatments.

Ms. Picarazzi seconded the motion.

Mr. Bengtson asked about the expedited reimbursement plan that was offered and if it was something that we use.

Ms. Johnson said that they have opted to stay with the agency that they regularly use.

Vote: 5 – 0 – 0. Motion passed.

b. Special Appropriation – \$754,670 – Equipment Acquisition Program – Public Works

Mr. Nickerson explained that this money was approved in the budget and it part of the on-going replacement program.

Mr. Hart said that the vehicles are replaced according to the summary that was provided to them. He then asked Ms. Johnson why they have two different amounts – the \$729,000 and the \$754,670.

Ms. Johnson explained that the \$754, 670 is the acquisition price plus interest while the \$729,000 is the acquisition price only. She noted that they are in the fourth year of the program and that they are making payments on what they acquire over a five year period. She added that this is also subject to Town Meeting approval.

****MOTION (3)**

Ms. Picarazzi moved that it be RESOLVED, to approve an appropriation in the amount of \$754,670 for the purpose of acquiring by way of lease or purchase various vehicles more particularly described in the Town's FY2012/2013 Equipment Acquisition Plan, as evidenced by one or more agreements for the acquisition of said vehicles by lease or purchase or a combination thereof, for a total price of \$729,000 plus interest at the rate of 1.37% per annum, payable in annual installments of \$150,934 (\$12,578 per month) over a period of five (5) years. The First Selectman is authorized, in the name and on behalf of the Town, to execute and deliver any documents that may be required in connection with said transactions.

Mr. Bengtson seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

c. Special Appropriation - \$234,045 – Computer Acquisition Program – Board of Education

Mr. Hart explained that this is a systematic plan for the Board of Education to be able to purchase IT equipment.

Mr. Nickerson added that it is good fiscal management of resources. He said that Ms. McKenney, the School IT Coordinator was also present to comment and answer any questions that they might have.

Ms. McKenney said that they feel very good about this plan as it has made a tangible difference to have reliable equipment. She thanked them for their support on this plan. This year they replaced switches and have 32 wireless access points and went virtual. They also have a lot of smart boards and the network has been stable this year which has been noticed by students and staff alike.

****MOTION (4)**

Mr. Harney moved that it be RESOLVED to approve an appropriation to the Board of Education in the amount of \$234,045 for the purpose of acquiring by way of lease or purchase or a combination thereof, various new computer and smart board equipment for the High School, Middle School, Niantic Center School, Lillie B. Haynes, Flanders School and the Central Office more particularly described in the East

Lyme Public Schools Proposed Year One Computer Replacement Plan 2012/2013 for the total amount of \$226,084 plus interest at the rate of 1.37% per annum, payable in annual installments of \$46,809 (\$3,901 per month) over a period of five (5) years.
Mr. Carpenteri seconded the motion.

Ms. Picarazzi asked if, when they came up with this program, they had considered the possibility of retiring Niantic Center School.

Ms. McKenney and Mr. Hart said that anything that they have put in Niantic Center School can be reused and moved to other areas/schools as they are standardizing everything so that it can be used anywhere.

Ms. Johnson noted that this also goes to Town Meeting for approval.

Vote: 5 – 0 – 0. Motion passed.

Mr. Nickerson noted that all of these items will be taken up at the Town Meeting on July 18, 2012.

G. Old Business

There was none.

H. Public Discussion

Mr. Hart called for Public Discussion.

There was none.

I. Board Comments

Ms. Picarazzi asked the status of the facilities plan with respect to the consolidation of the schools.

Mr. Nickerson said that the Board of Selectmen has not been presented with that plan yet.

Ms. Picarazzi asked that when they do, that the information be passed on to them.

Mr. Bengtson asked the status on the Walnut Hill Road re-surfacing project and when they might expect it to start.

Mr. Nickerson and Ms. Johnson said that they were expecting it to start on July 10 but now expect that it will be during this month.

J. Adjournment

Mr. Hart called for a motion to adjourn.

****MOTION (5)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 7:42 PM.

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary