

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, DECEMBER 8th, 2010**

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

Also In Attendance: Paul Formica, First Selectman
Sgt. Blanchette, Resident Trooper
Bill Scheer, Town Engineer
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 7:00 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Election of Officers

Mr. Larcen said that as long as they have a Chairman that they did not need to have someone else cover the elections.

▪ **Chairman**

Mr. Kleinhans called for nominations for the position of Chairman of the Board of Finance for 2011.

****MOTION (1)**

Mr. Kelley nominated Mr. Kleinhans for the position of Chairman of the Board of Finance for 2011.
Mr. Harney seconded the motion.

Mr. Kleinhans asked if there were any other nominations –

Hearing none –

He called for a vote on the nomination –

Vote: 5 – 0 – 0. Motion passed.

▪ **Secretary**

Mr. Kleinhans called for nominations for the position of Secretary of the Board of Finance for 2011.

****MOTION (2)**

Mr. Kelley nominated Mr. Larcen for the position of Secretary of the Board of Finance for 2011.
Ms. Picarazzi seconded the motion.

Mr. Kleinhans asked if there were any other nominations –

Hearing none –

He called for a vote on the nomination –
Vote: 5 – 0 – 0. Motion passed.
Mr. Kleinhans congratulated Mr. Larcen.

D. Delegations

Mr. Kleinhans called for delegations.

There were none.

E. Approval of Minutes

◆ **Wednesday, November 10, 2010 - Regular Meeting**

Mr. Kleinhans called for a motion for approval or any changes to the Board of Finance November 10, 2010 Regular Meeting Minutes.

****MOTION (3)**

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of November 10, 2010 as presented.

Ms. Picarazzi seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Mr. Larcen

F. Reports

◆ **First Selectman**

Mr. Formica said that he has attended many meetings and reported –

- ◆ That the Board of Ed is working hard on their budget and looking to come in with a very tight one.
- ◆ The capital items are moving forward and the athletic turf complex will be in front of the Board of Ed sometime this month
- ◆ He has been in contact with members of the Gateway Development and involved in meetings with DOT regarding Exit 74 in conjunction with that development
- ◆ There has been good support for the Regional Water Interconnection between East Lyme & New London regionally and from many other areas. There will be a Public Session held on the Regional Interconnection tomorrow evening - Thursday, December 9, 2010 at Camp Niantic commencing at 6:30 PM. After this, he said that he would be bringing it forth to the Board of Selectmen and the Board of Finance prior to a referendum on the matter in early 2011.
- ◆ The Colton Road Field Services Building is moving forward – they have chosen a design-build contractor and it looks like they should be able to get what they need and want
- ◆ Regional efforts are being made to further options on policing, animal control and potentially a new Health district
- ◆ He noted that they were with MIRMA for one year and were assessed additional monies. They have been in meetings on this and the legal advice has been that they will have to pay something however they were assessed at the 7 month mark rather than after the year had passed.

Mr. Larcen asked if the meeting for tomorrow evening was going to be taped and if so – could he obtain a DVD of it as he is not able to attend.

Mr. Formica said yes.

Mr. Larcen asked when they anticipate occupancy in the Colton Road building.

Mr. Formica said that the target has always been early spring. They are looking at the end of March, early April but expect to be in fully by June.

Mr. Larcen asked if they could have an update on the Mobil station.

Mr. Formica said that the process is moving forward as designed and that they are still in discussion and negotiations with the owner.

Mr. Larcen asked if the negotiations were not to proceed – which account the expenses for testing would go against – fund balance or contingency.

Mr. Formica said that he thought that they would be funded through operations.

Mr. Larcen said that he wanted to commend them for the lights downtown and how great they look especially with the festive light strings and bows.

Mr. Formica said that the decorations were purchased by the Main Street merchants group and that the Town had helped to install them. The new lights were part of the STEAP grant which Mr. Scheer was instrumental in working on.

◆ **Financial Report**

Ms. Johnson said that she had to apologize to them as the audit draft was not available for the December 6, 2010 target date and that they are now looking at December 17 – 22, 2010 for the target date. She said that she had failed to get all of the information to the auditors for them to complete in time for their target date. She has spoken with Mr. Bassett about a Special Board of Finance meeting later in the month on the 22nd or 29th and his recommendation was for the 29th.

Mr. Kleinhans asked about the availability of the Board members.

Mr. Formica said that he was not available as he would be away, and some members said that they were not sure.

Ms. Picarazzi asked what would happen if they did not have a quorum due to the holidays.

Mr. Kleinhans and Mr. Larcen said that they would have to request an extension on filing the audit.

Mr. Kelley asked if they could have a Special Meeting on the 22nd instead as he does not want to have to request an extension.

It was suggested that they schedule a Special Meeting for December 22, 2010 at 5:30 PM.

Ms. Johnson said that she should know this Friday if Mr. Bassett would have everything ready or not. She said that she would get back to them on it. She noted that they had her reports in their packets.

Mr. Kelley asked if the gas fired boilers are working yet at the school.

Mr. Formica said that two of the three are up.

Mr. Kleinhans said that he had heard that they expected all of them up by the end of the year.

Mr. Larcen said that they have a revenue report showing a favorable \$167,000 with building and zoning fees showing an increase. He asked if they could expect this to continue.

Mr. Formica said that there were some things that had come last year that would not be coming again – such as the AHEPA project.

Ms. Johnson said that Mr. Smith had said that this was the best November that he could recall.

G. New Business

◆ **Special Appropriation – \$77,200 – DOT 2011 Comprehensive DUI Enforcement Program**

Mr. Kleinhans said that Mr. Formica would present this and that Sgt. Blanchette is present to answer any questions that they might have.

Mr. Formica explained that the net cost to the Town would probably be less than the anticipated amount listed. He said that he has spoken with Sgt. Blanchette regarding this program and that the feeling is that it is a worthwhile program to continue.

Mr. Kleinhans thanked Sgt. Blanchette for their efforts with this program.

****MOTION (4)**

Mr. Larcen moved to approve a Special Appropriation in the amount of \$77,200 in account 1-01-25-216-100-519 (Grant Overtime), \$57,900 to come from the 2011 DOT Comprehensive DUI Enforcement Program Grant and \$19,300 to be a transfer from Account 1-01-01-120-100-500 (Contingency).

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Special Appropriation \$200,000 – STEAP Grant – Main Street Streetscape Phase III**

Mr. Formica explained that this \$200,000 will do a couple of things for us – the expansion of the municipal parking lot off of Hope Street, they will finish Main Street and they will be working with the Mitchell Trust on upgrading their parking lot. They expect to work on this in the spring and to get some 60-85 additional spaces and the ability to get to them through the Mitchell's parking lot. He said that Mr. Scheer is present and will be working on this and can answer any questions that they might have.

Mr. Kelley asked if the \$200,000 includes the demo of the brick building.

Mr. Formica and Mr. Scheer said yes.

Mr. Larcen complimented Mr. Formica and his staff and noted that it appears that they are getting a lot more out of this \$200,000 than the previous \$500,000 and asked why.

Mr. Formica said that there is a mix of two things – first there is less intensiveness of work involved in this area and second, more Town work involved in the process.

****MOTION (5)**

Mr. Kelley moved to appropriate the \$200,000 STEAP grant to construct portions of the downtown Main Street Streetscape Phase III including portions of new sidewalks, brickwork, granite curb, trees, new parking lots and other aesthetic streetscape treatments.

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Appropriation \$7,740 – CNRE CAD Software – Replacement Survey Equipment**

Mr. Formica said that they have this money put aside for this purpose and that Mr. Scheer has a presentation for them.

Mr. Scheer presented the current surveying equipment that they have and explained that it is 20+ years old and that it has reached beyond its' expected life. He said that they would like to purchase the new state of the art equipment so that they can speed up the work process.

****MOTION (6)**

Mr. Larcen moved to appropriate \$7,740 from the CAD software and survey equipment CNRE for the purchase of new replacement survey equipment.

Mr. Kelley seconded the motion.

Mr. Larcen asked how much is in this account.

Ms. Johnson said that this is the full amount available in the account.

Vote: 5 – 0 – 0. Motion passed.

H. Old Business

◆ **Sub-Committee Report: Financial Policies**

There was no report.

◆ **Review of Open Items**

There was no report.

I. Public Discussion

Mr. Kleinhans called for Public Discussion.

There was none.

J. Board Comments

Mr. Kleinhans called for Board comments.

Mr. Larcen asked what is ahead for them in January.

Mr. Formica said that they are working backwards on the Regional Interconnection based upon the dates on the funding from the State. He would like to bring it to the Board of Selectmen on December 20, 2010, then here on January 12, 2011 and then back to the Board of Selectmen for January 19, 2011 and then to a referendum if it is passed here. If a referendum is passed by the voters in February, they should be able to make the June deadline. They are shooting for the connection to be on-line for the summer season of 2013 if everything falls into place.

Ms. Picarazzi asked the cost of the project.

Mr. Formica said that they need \$10.8M. They have \$10.192M from the DWSRF of which \$8M is a loan, \$2.1M a subsidy, and Mr. Courtney was able to get them \$300,000.

Ms. Picarazzi asked about the collaboration with the City of New London and if they would be benefitting from this.

Mr. Formica said that it is a 'net neutral' environment and the philosophy is that we have extra water from September until June and we will send 30M gallons over and will draw back what we need in the summer. The net neutral aspect keeps the permits the same.

Ms. Picarazzi asked what New London gets out of it.

Mr. Formica said that there would be some revenue but it plays into a future 20 Town Regional plan for large suppliers like Groton.

Ms. Picarazzi asked what the revenue is that they would get.

Mr. Formica said that it is based on 1000 gallon lots of water so that it can be measured.

Mr. Larcen asked if they are expecting the athletic fields to come before them in January.

Mr. Formica said that is a good question as the Board of Ed will be working on them this month.

Mr. Larcen requested that in preparation for the January meeting that they have an updated 5-year estimated debt projection with these projects and the already anticipated ones.

Mr. Formica said that is part of the presentation for tomorrow evening.

K. Adjournment

Mr. Kleinhans called for a motion to adjourn.

****MOTION (7)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 7:57 PM.

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary