

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS
Monday, MARCH 29th, 2010**

Members In Attendance: Bob Kleinhans, Chairman
 Steve Larcen, Secretary
 Steve Harney
 Ray Hart
 Jeff Langan
 Steve Kelley

Also In Attendance: Mark Nickerson, Deputy 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
 Gary Goeschel, Planning Director, Wetlands Officer
 William Mulholland, Zoning Official
 Marc Salerno, Zoning Commission Chair

Absent: No One

A. Call Special Meeting to Order

Chairman Kleinhans 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. Kleinhans called for Delegations.

There were none.

D. New Business

a. Budget Reviews – FY 2010-2011

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

Mr. Kleinhans called for a motion to open this budget review.

****MOTION (1)**

Mr. Kelley moved to open the budget review for Item 108 – Ledge Light Health District.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Steve Mansfield, Deputy Director said that the \$7.60 per capita fee has been kept the same.

Mr. Harts asked about line #290, they are looking for \$144,549 however in the documentation it states that there is no increase in the fee from FY 2009-2010 but FY 2009-2010 was \$136,491 which is an \$8000 increase.

Mr. Mansfield said that they had an increase in population of some 1000 people but the per capita fee stayed the same.

****MOTION (2)**

Mr. Kelley moved to close the budget review for Item 108 – Ledge Light Health District.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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

****MOTION (3)**

Mr. Hart moved to open the budget review for Items 117 & 129 – Planning Department & Commission.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Gary Goeschel, Planning Director said that the Department budget is relatively static except for the GIS which shows a \$1000 increase for maintenance.

Mr. Kleinhans asked about line #129 – the State fees increase.

Mr. Goeschel explained that is a fee that they have to charge for the State and that the State increased it from \$30 to \$60 per application.

Mr. Kleinhans and Mr. Harney asked if it is a pass-through account.

Ms. Johnson said that in the Planning account that there was not a revenue increase to offset the fees being increased (#500-504).

Mr. Kelley said that the same would be true for departments #132 at \$4000 and #116 at \$1000.

****MOTION (4)**

Mr. Hart moved to close the budget review for Items 117 & 129 – Planning Department & Commission.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ Inland Wetlands (132) – Gary Goeschel, Planning Director

****MOTION (5)**

Mr. Harney moved to open the budget review for Item 132 – Inland Wetlands.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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. There is no change going forward except for the salaries and State fees.

Mr. Hart asked about Page 3 of the documentation where it notes the fees and State fees that were collected as \$1760.00 and said that now they have changed it to being under line #243 at \$10,000 (where the \$60 fee is now listed in the documentation) and asked why they do not agree in the narrative.

Mr. Goeschel said that it may have been a typo as it is an estimated number.

Mr. Kleinhans asked that Ms. Johnson reconcile the revenues, and the fees and offsets and get back to them with that information..

****MOTION (6)**

Mr. Hart moved to close the budget review for Item 132 – Inland Wetlands.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Zoning Commission (116) – William Mulholland, Zoning Official, Marc Salerno, Zoning Commission Chairman**

****MOTION (7)**

Mr. Kelley moved to open the budget review for Item 116 – Zoning Commission.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

William Mulholland, Zoning Official said that he and Marc Salerno, Chairman of the Zoning Commission were present to go over the budget. He reviewed each line of the budget stating that the salary is what it is and that there have been no increases except for what they anticipate collecting in State fees as the State increased that fee from \$30 to \$60 per application last October. Accordingly they doubled the \$4000 to \$8000. He said that the Town gets to keep \$2 per application and that the State gets the rest.

Mr. Langan asked if line #293 – State fees is a pass through except for the \$2 that goes to revenues.

Mr. Mulholland said yes.

Mr. Langan said that if they go back to the revenue side that it has not been projected out.

Mr. Kleinhans asked Ms. Johnson to do that and to get back to them with the corrected information.

Mr. Larcen said that they collected just under \$30,000 in 2009 and that they have said that they expect to collect \$42,000 this year and are projecting \$25,000 for next year – why the large difference.

Mr. Nickerson said that the AHEPA project drove the higher numbers for this year and that the likelihood of seeing another project like that is not something that you can count on.

****MOTION (8)**

Mr. Hart moved to open the budget review for Item 116 – Zoning Commission.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Zoning Bd. Of Appeals (130) – William Mulholland for William Mountzoures, Chairman**

****MOTION (9)**

Mr. Kelley moved to open the budget review for Item 130 – Zoning Board of Appeals.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Mulholland noted that the Zoning Board of Appeals meets when necessary regarding an application for a variance from the zoning regulations. Most of the budget is for a recording secretary for the meetings.

****MOTION (10)**

Mr. Kelley moved to close the budget review for Item 130 – Zoning Board of Appeals.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Economic Development Commission (131) – presented by Mark Nickerson**

****MOTION (11)**

Mr. Hart moved to open the budget review for Item 131 – Economic Development Commission.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Ms. Johnson said that the Chairman could not make it this evening.

Mr. Nickerson said that this would be the last year that the Celebrate East Lyme would be under this budget as they expect that Parks & Recreation will take that over.

Mr. Langan asked about spending only about one third of lines 236 and 245 so far this year.

Ms. Johnson said that they typically spend those line items closer to the end of the fiscal year for the special events downtown.

****MOTION (12)**

Mr. Hart moved to close the budget review for Item 131 – Economic Development Commission.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

• **Town Building Committee (135) - presented by Mark Nickerson**

****MOTION (13)**

Mr. Harney moved to open the budget review for Item 135 – Town Building Committee.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Nickerson said that he is the Ex-Officio to this Committee and that he sat in on their budget discussion and that they brought it more in line with what they were spending.

****MOTION (14)**

Mr. Kelley moved to close the budget review for Item 135 – Town Building Committee.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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

****MOTION (15)**

Mr. Harney moved to open the budget review for Item 422 – Youth Services.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Melissa O'Brien, Director said that they have served 780 kids so far this year and that they have more programs planned for the spring. They rely heavily on volunteers to help with the programs and they expect the same revenues in the upcoming year as they have for this year. The program fees that they lost from the cancelled beach dances they expect to recoup with the spring programs that they have planned.

Mr. Harney asked if Salem is run in conjunction with this department.

Ms. O'Brien said that they do give \$5000 per year and that she could not guarantee that they will get it next year or if it would be cut from the Salem budget.

Mr. Nickerson asked if since they have cancelled the beach dances – could they eliminate the police overtime from the budget.

Ms. O'Brien said that they will put other programs in that will also need the police overtime.

Mr. Nickerson asked if with the new van – would they actually need the increase in Travel & Transportation of \$500 (line 246) since a new van would be more efficient.

Ms. O'Brien said that she was not sure as when they did the budget they did not count on the new van.

Mr. Larcen asked if they were concerned with hitting the program fees revenue of \$25,000 as they are only showing \$10,000 through February of this year. He asked how much of the \$25,000 they are projecting to bring in through the rest of this year.

Ms. O'Brien said that they are projecting to collect all of it as they have the Flankers 5K which is a big fundraiser and they also have many other activities planned throughout the spring.

****MOTION (16)**

Mr. Kelley moved to close the budget review for Item 422 – Youth Services.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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

****MOTION (17)**

Mr. Hart moved to open the budget review for Item 217 – Niantic Fire Department.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Ron Pringle, Niantic Fire Chief said that the contractual increases are beyond his control. The OSHA increase is due to the ladder inspection that is due in the upcoming year and they have split that increase with the Ambulance Association picking up \$1000 of the \$2000 increase. The phone increase is per the phone company.

Mr. Hart noted that the OSHA amount for Niantic is \$6700 and that Flanders is looking for \$10,000 for that item – he asked if they are similar in nature for equipment.

Mr. Pringle said that they do not work together on their budgets. He projects his to meet the items that they need to cover.

Mr. Hart asked about line 240 – Regional RCC and what it covers.

Mr. Pringle said that line item is actually for building systems maintenance and covers the air handlers, overhead door, etc.

Mr. Langan asked if there is any discussion between the both Fire Departments on this for economies of scale and to be able to get a better cost on the contracts.

Mr. Pringle said that while there is some individuality that they do double up where they can.

Mr. Larcen said that line 220 vehicle maintenance has been budgeted level but they have spent 83% of the budget so far this year. He said that he is suggesting that this might not be adequate.

Mr. Pringle said that line item was lowered two years ago as the vehicles were under warranty and now they are not. He said that he could get along unless something major comes along which is what happened this year.

Mr. Larcen said that in the past the Ambulance Association has paid for some items – he asked if this has still been happening.

Mr. Pringle said yes, they pay for some of the diesel fuel and other items.

Mr. Harney asked if there are capital fleet items down the road.

Mr. Pringle said that he has a pump item.

Mr. Nickerson said that they would find that in the capital listing.

****MOTION (18)**

Mr. Kelley moved to close the budget review for Item 217 – Niantic Fire Department.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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

****MOTION (19)**

Mr. Kelley moved to open the budget review for Item 218 – Flanders Fire Department.

Mr. Larcen seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Kyle Foley, Flanders Fire Chief said that he is looking for \$1600 for a replacement submersible pump as theirs has quit.

Mr. Langan asked why lines 612 and 614 (PT Firefighters & Overtime) increased so much if they were given a 3.5% increase.

Mr. Foley said that there was a 2.5% increase 3.5% more and that there may be more. The overtime is based on the increases.

Mr. Hart said that there has also been a change that they call back FT people on large fires and that would increase the overtime.

Mr. Pringle noted that they increased the Niantic overtime line item last year to get it on track with what was actually happening.

Mr. Langan asked why it would be \$11,000 more.

Mr. Kleinhans said that this is a 'best guess' number as you are not sure of how many large fires you will have or what will happen.

Mr. Foley said that you are also trying to anticipate vacations, sick time, etc. in that figure and hoping that people do not get hurt.

Mr. Larcen said that he does not have a problem with the Niantic Fire Department figure but does agree with Mr. Langan that Flanders Fire Department does seem to be rather high. He said that he thinks that a 25% increase in that line item (#214) seems too high.

Mr. Kleinhans asked that Ms. Johnson identify the contractual numbers there and get back to them with that breakdown information.

Mr. Harney asked if there are any new vehicles on the horizon.

Mr. Foley said that they are looking at a new ladder truck in four to five years and that it will cost close to \$1M at that time.

Mr. Hart asked if the fuels line item #301 includes all.

Mr. Foley said yes.

****MOTION (20)**

Mr. Kelley moved to close the budget review for Item 218 – Flanders Fire Department.

Mr. Langan seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

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

****MOTION (21)**

Mr. Kelley moved to open the budget review for Item 224 – Emergency Management.

Mr. Larcen seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Dick Morris, Fire Marshal said that he has some significant increases as with the new equipment they have a lot of calls coming into the center. He is looking to add two (2) full time dispatchers (with union benefits and wages) on the Monday thru Friday shifts – one 7-3 and the other 3-11 and two (2) part time dispatchers at the part time wage on the weekend shifts of 7-3 and 3-11. He said that is the bulk of the increases and that he thinks that it is a good positive move forward and he feels that they have needed to do this for a number of years.

Mr. Langan asked for an explanation of line 212 – Dispatchers at a \$100,000 increase and how many additional people that is for.

Mr. Morris said that it is for two (2) full time people with benefits.

Mr. Langan asked about line 213 – Part time Dispatchers and how many part time dispatchers that is for.

Mr. Morris said that it is for two (2) part time dispatchers.

Mr. Langan said that they are adding full time and part time people and they are also increasing the overtime budget by \$5000 and asked for an explanation.

Mr. Morris said that is to compensate for having the two dispatchers sitting during the holidays.

Mr. Langan said that there has been discussion on merging our center with Montville and asked how that is doing and what the advantages or disadvantages would be.

Mr. Morris said that it is mixed however in order to facilitate a regional dispatch center they would have to make agreements and that takes time.

Mr. Langan asked if there is any activity towards doing this with other Towns.
Mr. Morris said yes however Mr. Formica would have to answer that.

Mr. Larcen asked if the salary for the full time dispatchers is around \$50,000 per year or \$24/hour.
Mr. Morris said yes.

Mr. Larcen asked if he understands correctly that it is not actually fire but Police calls that have increased.
Mr. Morris said yes.

Mr. Larcen asked if he had any specific times when the extra people would be necessary.
Mr. Nickerson said that he had a note from Mr. Formica indicating that Mr. Morris could bring in a modified budget of doubling up one person and asked if he had that information to present to them.
Mr. Morris said that Ms. Johnson has that information.
Ms. Johnson said that if they do one full time person instead of the two that it would be \$39,863 less.

Mr. Larcen asked if it would also affect the part time side.
Mr. Morris said no and added that the part timer people do not get the steady workload of the full time people.

Mr. Nickerson asked about the Radio Maintenance #348 at \$31,503. The system is one year old.
Mr. Morris said that it came on line fully last April but the radios were certified in August and during the July/August time frame they will have to sign that contract for the maintenance. They did receive some extra time on it from the installation.

Mr. Nickerson asked if this is an annual fee.
Mr. Morris said yes.

Mr. Hart asked about Dues and if there was duplication there as it seemed that there was in the dialogue.
Mr. Morris said no and added that they pay for other firefighters also.

Mr. Harney asked if there was any allocation to police and fire for the dispatchers.
Ms. Johnson and Mr. Morris said no – it is all one entity connected.

Mr. Langan asked about line item 320 – Miscellaneous Supplies and if the increase is due to the new computers.
Mr. Morris said yes.

****MOTION (22)**

Mr. Hart moved to close the budget review for Item 224 – Emergency Management.
Mr. Kelley seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

◆ Animal Control (226) – presented by Mark Nickerson

****MOTION (23)**

Mr. Kelley moved to open the budget review for Item 226 – Animal Control.
Mr. Hart seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Mr. Kleinhans asked Mr. Nickerson if he could shed light on the fees increase.
Mr. Nickerson said that this is our part of the salary for an officer.
Ms. Johnson said that it is salary only and that we provide the van and they provide the shelter.

Mr. Langan asked if they would get some detail on why the increase is \$11,000.
Ms. Johnson said that it is because a police officer is also the dog warden and that is for 50% of the salary.

Mr. Larcen noted that it is a very high cost.
Mr. Nickerson said that they are starting to use the assistant more.

****MOTION (24)**

Mr. Langan moved to close the budget review for Item 226 – Animal Control.
Mr. Hart seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

◆ **Services to Community (115) – presented by Mark Nickerson**

****MOTION (25)**

Mr. Kelley moved to open the budget review for Item 115 – Services to Community.
Mr. Hart seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Mr. Nickerson noted that it is fairly self explanatory except that they moved to add \$1000 for the Women's Center of SECT.

****MOTION (26)**

Mr. Larcen moved to close the budget review for Item 226 – Animal Control.
Mr. Hart seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

E. Public Discussion

Mr. Kleinhans called for any comments from the Public.

There were none.

F. Board Comments

Mr. Larcen noted that as they are doing the Board of Ed next that they have previously generated a lot of questions. He asked if they should have them come back with the answers at a later time.
Mr. Kleinhans said that they could do that and that they could also email him questions that he could pass along to them to have ready.

G. Adjournment

****MOTION (27)**

Mr. Langan moved to adjourn this Special Meeting of the East Lyme Board of Finance at 8:00 PM.
Mr. Larcen seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary