

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS
Monday, MARCH 28th, 2011**

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

Also In Attendance: Paul Formica, First Selectman
 Anna Johnson, Finance Director
 Steve Mansfield, Ledge Light Health District
 Mike Manifold, Youth Services
 John MacDonald, Chief, Niantic Fire Department
 Bryan McHugh, Chief, Flanders Fire Department
 Dick Morris, Fire Marshal, Emergency Management
 Marc Salerno, Zoning Commission Chairman
 William Mulholland, Zoning Official

Absent: Lisa Picarazzi

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.

Karen Rak, 27 Black Point Rd. said that she wanted to speak to them about Youth Services and that she has brought this up before and that she is disturbed over this. Last week she went by the ELYSA office three times and no one was there. Today there was a sign that said that someone would be there at 2 PM and that if they needed help before then to see Parks & Recreation. No one was in the ELYSA office until 2:25 PM. She said that she realizes that they do have the need to be in other places at certain times for programs but she does not find this acceptable. She said that she has stated before that the programs that they run could be run through the School or out of Parks & Recreation. She said that she also wants to know if the auditor scrutinizes their budget as it is a Town Agency. She would also like to know who oversees this department and if the Director reports to the First Selectman, or to whom? She said that she understands that there may be seminars that the Director has to attend from time to time but the person is rarely present and is being paid for a full time position. She also wants to know what revenues they bring in outside of the grant monies as all of this is quite disturbing. She said that she knows of other parents that have expressed concern over the lack of accountability and suggested that perhaps Parks & Recreation should be running these programs.

Pat Larkin, 14 Oakhill Drive said that he is on the Youth Services Board and that he would like to address the previous speaker. He said that Melissa was out sick today and that they are not always there due to attendance at programs. He explained that they run an alcohol abuse program (among other programs) that is extremely valuable to the youths and that they provide a great service to the youths of the Town.

D. New Business

a. Budget Reviews – FY 2011 - 2012

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

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

****MOTION (1)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that Mr. Mansfield was also present and that this budget falls into the flat or no increase budget category. He explained that they have sharpened their pencils and dropped the fees and that the Town does intend on going through the upcoming year with them as they are still in the process of reviewing with COG so that they make sure that they have an 'apples to apples' program. He remarked that he is always impressed with Mr. Mansfield's ability.

Mr. Kleinhans asked if there was any reduction in services with the per capita reduction.

Mr. Formica and Mr. Mansfield said no.

****MOTION (2)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ Youth Services (422) – Mike Manifold

****MOTION (3)**

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

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that there were a number of members from the Youth Services Commission present this evening and that Mr. Manifold was the Commission Chairman and was working with the Director to improve the quality of the programs. They are also working on a new program in conjunction with Ledge Light on alcohol substance abuse prevention through a grant. The budget shows an increase in salaries and a decrease in contracted fees.

Mike Manifold, 19 South Trail said that he is the Chairman of the Youth Services Commission and that he was covering for Ms. O'Brien as he had sent her home as she is ill. He said that they have served just under 600 kids so far this year and that they have more programs planned for the spring. They will be doing the Flanders 5K run and are in the process of retooling some of the summer beach programs. They do Sitter Survival and SPA – Student Planning Association, participate in the Light Parade, do a Haunted House and help Care & Share with the Thanksgiving drive. They also hold coffee houses and band nights.

Mr. Kelley asked about lines 320 and 321 – Misc. and Program Supplies as they had only spent \$220 of the \$1600 in line 320 and \$3500 of the \$10,500 in line 321 so far this year. He asked if they expected the spending rate to increase.

Mr. Formica said that they have the 5K race coming up.

Mr. Manifold said that he expects it to be used for the race and the spring programs.

Mr. Kelley asked about line 501 – Bus Trips at \$3100 as nothing has been spent from it yet.

Mr. Manifold said that it was for the ski trips and that they have not paid those out yet although they did run the trips.

Mr. Larcen asked about the projected revenues of \$25,000 for program fees as the actual for FY10 was \$15,000 and this year through February they have \$11,000. He asked if they expect to hit the projected \$25,000. He said that it would also be helpful to see some detail behind the programs that are generating

revenues and how they expect to get there. He explained that he is trying to get an understanding on the reasonableness of the budget and what it would entail to hit the figure projected.

Mr. Kleinhans asked that they have information for the last three (3) years on how they budgeted and what the actual figures were for April 12, 2011 – deliberations night. He also asked the question that was raised by the public earlier on who oversees this department.

Mr. Formica said that he does and that he has been working on analyzing what is going on in that department for awhile now.

Mr. Kleinhans asked if the fee based programs are audited.

Mr. Formica said that the Rec-Trac program that is used by Parks & Recreation is being installed for them to also use. Previously done by hand – they will be done on that system. The hand based figures are subject to audit.

****MOTION (4)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ Niantic Fire Department (217) – John MacDonald, Chief

****MOTION (5)**

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

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that Chief MacDonald replaces Chief Pringle and that he is off to a great start. The increase is for coverage at Station 2 over the weekends.

John MacDonald, Niantic Fire Chief thanked them for the opportunity and said that he would be happy to answer any questions that they might have.

Mr. Hart asked about the increase in line 218 – OSHA.

Mr. MacDonald said that they reduced vehicle maintenance and moved it to OSHA as they now have one company go over the whole vehicle for maintenance rather than separate companies doing separate parts.

Mr. Hart asked about line 301 – fuel and the increase to \$11,000 and if it was because the Ambulance Association does not want to spend as much this year. He noted that Mr. Formica had said that they could piggyback on the Town bid and asked if the ambulances get their fuel from the same pump that the trucks get theirs from.

Mr. MacDonald said yes.

Mr. Larcen noted that they had previously spoken about the relationship between the ambulance association and the Town and asked Mr. Formica if he was working on this.

Mr. Formica said that it is under discussion.

Mr. Larcen asked about the Station 2 PT firefighter coverage.

Mr. MacDonald said that with the increase in the population in that area (Bridebrook, AHEPA) and the kitchen fires, I-95 incidents and AHEPA issues that he advocated this coverage so that these issues could be handled quickly.

Mr. Larcen asked how they staff that now and if they bring someone in on overtime.

Mr. MacDonald said that he has a person who never takes time off and that he has been able to use those dollars for the PT coverage which just started this February.

Mr. Larcen asked if they used overtime for coverage before.

Mr. MacDonald said no, they did not have coverage; they answered the calls from the main Niantic Station which meant that it took longer to get to those calls.

****MOTION (6)**

Mr. Kelley moved to close the budget review for Item 217 – Niantic Fire Department.
Mr. Larcen seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

◆ **Flanders Fire Department (218) – Bryan McHugh, Chief**

****MOTION (7)**

Mr. Larcen moved to open the budget review for Item 218 – Flanders Fire Department.
Mr. Harney seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that Mr. McHugh is the new Chief at Flanders.

Bryan McHugh, Flanders Fire Chief said that he would like to increase training – line #243 from \$4000 to \$5000.

Mr. Formica noted that at the Colton Road Field Services Building that they will have a big meeting room and that he has asked Chief Morris to see if a trainer could come there and do the training. He noted that there is a new line item – Small Equipment in the amount of \$2885 for a master control package.

Mr. McHugh said that it is for struts, etc and allows for use of multiple tools.

Mr. Harney asked if line #220 – Vehicle Maintenance (\$19,750) could be trimmed a bit.

Mr. McHugh said that he would see as the use of that line really starts up during this time frame.

Mr. Hart asked why they take the \$5300 for turnout gear from capital.

Mr. Formica said it is because it is over \$5000 which is the cut-off amount; under that amount goes to the operating budget.

****MOTION (8)**

Mr. Larcen moved to close the budget review for Item 218 – Flanders Fire Department.
Mr. Hart seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

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

****MOTION (9)**

Mr. Harney moved to open the budget review for Item 224 – Emergency Management.
Mr. Hart seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that Mr. Morris has been the ‘go-to’ person and works with the fire chiefs.

Dick Morris, Fire Marshal said that the miscellaneous supplies line item #320 had increased as they have inherited the camera at the Boardwalk and as soon as they had received them, they went down and they were costly to fix.

Mr. Formica noted that they were a gift from the Foundation.

Mr. Kelley noted line #214 – overtime and said that so far they have spent 121% of the budget and they are requesting \$19,583. He asked if that is enough.

Mr. Morris said that he hopes so and explained that the high use this year was because they had holidays that fell over the weekends and they cost quite a bit to cover. He said that he also took a PT person and made them FT so that they could help cover the 80 hours on the weekends.

Mr. Larcen said that last year they had increased the budget and were provided with a list of the increased calls that they had handled that warranted the additional dispatch time. He asked if Mr. Morris could provide them with that information again for this year in time for their deliberations.

Mr. Morris said yes. He noted that the fire and police calls are up and became overwhelming so they needed the two (2) people to answer the phones/calls. He noted that even though they are looking into other options such as regionalization that they still have to take care of this now.

Mr. Larcen said that he is not clear on where the extra 14% increase is in PT Dispatchers.
Mr. Morris and Mr. Formica said that they are all part time people.

Mr. Hart asked about line #244 – CERT Training and asked if they expect spring use as they have only spent \$128 to date.
Mr. Morris said yes.

Mr. Hart asked about line #246 – Transportation Allowance and if he expected to expend it.
Mr. Morris said that between now and the end of the year the budget will show the bulk of it used.

****MOTION (10)**

Mr. Larcen moved to close the budget review for Item 224 – Emergency Management.
Mr. Hart seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

◆ Animal Control (226) – presented by Paul Formica

****MOTION (11)**

Mr. Kelley moved to open the budget review for Item 226 – Animal Control.
Mr. Harney seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

Mr. Formica said that this represents the salary and fringe benefits but does not include the overtime. We supply the vehicle and Waterford supplies the building. They tried a part time person however that did not work out. He noted that there is also a movement in Waterford to do a brand new facility which may be regionalized. However, at this time they are subject to all contractual obligations as the person is a full time police officer.

Mr. Larcen asked if he understood that the wages had increased 10% this year.
Ms. Johnson explained that Waterford had some contractual issues that were unresolved and that now have been resolved and are reflected here.

Mr. Kelley asked if they expect a 10% increase over the next few years.
Mr. Formica said that he does not see it being that way.

Mr. Hart asked if they could get an activity report from the officer.
Mr. Formica said yes.

****MOTION (12)**

Mr. Hart moved to close the budget review for Item 226 – Animal Control.
Mr. Kelley seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

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

****MOTION (13)**

Mr. Kelley moved to open the budget review for Item 116 – Zoning Commission.
Mr. Harney seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

Mr. Formica said that the increase is in the salary line item.

Marc Salerno, Zoning Commission Chairman said that the budget is pretty standard and that the increases are in the Zoning Officials' salary and for the recording secretary.

Mr. Kelley asked why they are asking for \$150 more for a PT recording secretary when they have only spent \$850 so far this year.

Mr. Mulholland said that they typically meet around 24 times per year and return money at the end of the year. They have cancelled a few meetings this year and have even had a meeting last only a half hour although that is very unusual for them. They typically have meetings that last late into the evening. He said that there are factors such as the level of expertise of the person and that they had recently had a meeting run rather long and; that he had done what he was instructed to with the budget and that he was not aware of this increase and in looking it over, does not think that they need it.

****MOTION (14)**

Mr. Kelley moved to reduce line item 412 – PT Clerical Recording Secretary in the Zoning Commission budget (#116) by \$150 to \$2176 for a new department 116 total of \$78,863.

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

****MOTION (15)**

Mr. Harney moved to close the budget review for Item 116 – Zoning Commission.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ Zoning Bd. Of Appeals (130)

****MOTION (16)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

There was no discussion.

****MOTION (17)**

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

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

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

****MOTION (18)**

Mr. Harney moved to open the budget review for Item 115 – Services to Community.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica noted that most of these items have been kept at the same level. Main Street is also starting a new capital pledge program raising money for the streetscape items. He also noted that the Historic Properties Commission was set up to obtain monies for these types of items.

Mr. Kelley noted that he is on the Board of the TVCCA and that the TVCCA provides many varied services to the community with this money and that they also recently sent a check for \$2000 for completing the paperwork for the fuel assistance program.

****MOTION (19)**

Mr. Larcen moved to close the budget review for Item 226 – Animal Control.

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Planning Department & Commission (117) – presented by Paul Formica**

****MOTION (20)**

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

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica said that Mr. Goeschel, Planning Director was at a transportation meeting this evening. He said that they have combined the Planning Commission with the Planning Department and saved \$300 on the transportation allowance. This is a four day per week position and the Planning Director is also the Inland Wetlands Officer which is a one day per week position.

Mr. Larcen said that it seems that the meeting frequency is operating at expenditures of half of what was budgeted. He suggested that they reduce the recording secretary line item by \$900.

Mr. Formica said that he was not sure of how many meetings they have.

****MOTION (21)**

Mr. Larcen moved to reduce line #412 by \$900 to \$900 making the new Planning Department budget total \$65,883.

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

****MOTION (22)**

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

Mr. Larcen seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Inland Wetlands (132) – presented by Paul Formica**

****MOTION (23)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that the Wetlands Officer is a one day per week position. He also noted that Mr. Goeschel oversees the Natural Resources Commission.

Mr. Hart asked about line #245 – dues and if they expected to spend so much.

Mr. Kleinhans asked that they have that information for their deliberations.

****MOTION (24)**

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

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

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

****MOTION (25)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica said that they are funding the same items here.

Mr. Larcen asked if the funding of the Light Parade would have already occurred.

Mr. Kelley suggested that they wait and hear about the Light Parade expenses as it appears that only half of the budget gets spent.

Mr. Kleinhans asked that they have that information for their deliberations.

****MOTION (26)**

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

Mr. Hart seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

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

****MOTION (27)**

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

Mr. Larcen seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica said that they have a great group of very knowledgeable guys on this committee that do a great deal for the Town.

****MOTION (28)**

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

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

E. Public Discussion

Mr. Kleinhans called for any comments from the Public.

Karen Rak, 27 Black Point Road thanked them for addressing the Youth Services questions for her. She asked that they also conduct a cost analysis on that. She said that there will have to be some pencil sharpening going on here – the Northeast lags in home sales and has not seen the worst yet. She suggested that they come in at a zero increase and that the Board of Ed budget remain flat if possible.

F. Board Comments

Mr. Larcen asked how they should proceed with the discussion on the ambulance association.

Mr. Formica said that the discussion has started and that he would update them on it as it progresses.

G. Adjournment

****MOTION (29)**

Mr. Hart moved to adjourn this Special Meeting of the East Lyme Board of Finance at 8:15 PM.

Mr. Harney seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary