

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS
Wednesday, MARCH 23rd, 2011**

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

Also In Attendance: Paul Formica, First Selectman
 Anna Johnson, Finance Director
 Esther Williams, Town Clerk
 Michael Giannattasio, Public Works Director
 William Deakyne, Library Director
 David Putnam, Parks & Recreation Director

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.

Karen Rak, 27 Black Point Rd. said that she sees that they are going to go over the Town Engineer budget this evening and that it shows an increase in staff. She said that she does not think that they need this and cannot afford this at this time and that they can find efficiencies of scale if they were to look as they are top heavy already in this area. She said that they could possibly re-allocate the duties of the people for better efficiencies. She recalled that she had previously asked that they look at IT and see if they can consolidate with the Board of Ed as they seem to have a leg up as far as that goes. Also, they are looking to have another staff person in Public Works. She asked that they re-think that position also as it look like the duties will overlap those of other people that are already here.

D. New Business

a. Budget Reviews – FY 2010 - 2011

◆ **Town Clerk (107) - Esther Williams, Town Clerk**

****MOTION (1)**

Mr. Kelley moved to open the budget review for Item 107 – Town Clerk.

Mr. Larcen seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Esther Williams, Town Clerk noted that she had provided them with a synopsis of how they were doing so far this year in comparison to two previous years and that while they had seen a small slow down, they were

basically holding their own. She said that prior to her vacation that she had heard that there could be a change in the conveyance fees and asked if that had gone through.
Mr. Formica said that it had not and that they would stay the same.

Ms. Williams said that they are the custodian of the records and that some of the older books are falling apart and as she has the only copy of them, she is using \$2600 of the Land Record Mgt. (Line 292) monies to redo them so that they will not be lost forever.

Mr. Larcen asked about the updating of the map books as so far she has spent \$12,000.

Ms. Williams said that figure also included document services with ACS.

Mr. Larcen said that it looks like they would spend \$18,000 for the whole year.

Ms. Williams explained that what this means is that customers will be able to print a document from the computer and still pay the \$1 for the copy however the page does not get handled or inadvertently taken with other papers.

Ms. Picarazzi asked about the reduction in preservation costs.

Ms. Williams said that it reflects the fewer recordings that they have been doing and that part of it is mandated to go to the CT State Library.

****MOTION (2)**

Mr. Hart moved to close the budget review for Item 107 – Town Clerk.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ Town Engineer (105) – Bill Scheer, Town Engineer

****MOTION (3)**

Mr. Kelley moved to open the budget review for Item 105 – Town Engineer.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica noted that they have been provided with a replacement budget sheet for this department as they have taken the Civil Engineer II out of Public Works and moved it to Water & Sewer to be utilized for the regional interconnection project which will enable them to save money. He added that they also moved the 50% wage portion of the Public Works Director salary to Public Works rather than to have it under the Town Engineer budget.

Mr. Hart asked about line 312 – Engineer/Inspector and if the increase was due to contractual obligations.

Mr. Formica said yes.

****MOTION (4)**

Mr. Larcen moved to zero out the Civil Engineer II line item 212 of \$43,028 as it would be moving to the Water & Sewer department budget.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

****MOTION (5)**

Mr. Hart moved to close the budget review for Item 105 – Town Engineer.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ Building Maintenance (113) – Michael Giannattasio, Public Works Director

****MOTION (6)**

Mr. Hart moved to open the budget review for Item 113 – Building Maintenance.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica noted that this budget is relatively flat and that they hope to see more savings as they had in the last year. He said that Mr. Giannattasio was present to answer questions.

Mr. Kelley asked about line 317 – custodial supplies. He said that they are asking for an increase in that line item however they have only spent 56% so far this year.

Mr. Giannattasio said that the \$1050 was taken from Public Works who used to buy their own. He added that he pulled a report today that said that line is 87% expended.

Mr. Kelley asked about line 210 – Electricity and said that it appears that they have only spent 56% of it.

Mr. Giannattasio said that he has an \$81,000 encumbrance and that he thinks that line item is good at the \$241,000.

Mr. Larcen said that he has figured line 210 – Electricity at around \$219,000 for the year and said that he would like a review of the bills. He also asked about line 314 – Overtime and how it had changed over two years' time and doubled.

Mr. Giannattasio explained that he previously had a high ranking employee who had a lot of comp time and who has now left and as he was paid out – it would not show up there as it was taken as cash when he left. The line covered the comp time and a half.

Mr. Larcen commented that a lot of overtime has a revenue side to it such as custodial within the community center where they rent out the facility for events and it has to be set up and taken down.

****MOTION (7)**

Mr. Larcen moved to close the budget review for Item 113 – Building Maintenance.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ Public Works (317) - Michael Giannattasio, Director

****MOTION (8)**

Mr. Harney moved to open the budget review for Item 317 – Public Works.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica noted that Mr. Giannattasio would answer any questions that they might have.

Mr. Kelley asked about the Highway Overtime – line 314 as they were only at 44% used so far for the year.

Mr. Giannattasio said that does not make sense to him as the overtime is fairly programmed and covers the Transfer Station weekend coverage. He said that he would look into it.

Mr. Hart said that they were supposed to see big savings with the new recycling and tipping fees and that it shows only around \$20,000.

Mr. Giannattasio said that it is around \$100,000 over the years and is a combination of equipment and manpower that they have saved on. He added that they are showing increases in recycling tonnage.

Mr. Kelley said that for the tonnage that they spent 62% so far for the year.

Mr. Giannattasio said that it is economy driven and swings and that with less homes being sold, people are buying less items (lines 295 and 296).

Mr. Kelley said that in line 210 – Streetlights that they have only spent 57% of the budget so far and that they are asking for \$4000 more in the new budget.

Mr. Giannattasio said that he thinks that it is on target.

Mr. Larcen said that the figures that they are seeing are about a month behind the actual.

****MOTION (9)**

Mr. Hart moved to close the budget review for Item 317 – Public Works.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Information Technology (109) - Bill Scheer, Director**

****MOTION (10)**

Ms. Picarazzi moved to open the budget review for Item 109 – Information Technology.

Mr. Harney seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Kleinhans noted that this budget is fairly stable and flat.

Mr. Formica said that there is a new server in this budget and that they have been tying in upgrades within certain areas and that they are now seeing the changes.

Mr. Kleinhans asked if they have looked into saving and combining efficiencies with the Board of Ed.

Mr. Formica said that they have not as yet done so.

****MOTION (11)**

Mr. Kelley moved to close the budget review for Item 109 – Information Technology.

Mr. Larcen seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Library (420) – William Deakyne, Library Director, Bob Tobin, Chairman, Library Board**

****MOTION (12)**

Mr. Hart moved to open the budget review for Item 420 – Library.

Mr. Kelly seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Bob Tobin, Chairman of the Library Board said that while many things suffer in a bad economy that the library services have seen a dramatic increase in use due to this economy.

William Deakyne, Library Director said that they service the largest number of people in the Town than any other center. They have been in the Community Center Building for 21 years and they have 14,000 regular customers. They have 113,000 book volumes and add about 5000 additional books each year. They have 34,000 DVD's, CD's, etc. combined.

Mr. Kleinhans asked if usage is up.

Mr. Deakyne said yes, that usage has been up and is remaining up. He added that the computer terminals are also heavily in use.

Mr. Kleinhans asked if there was any decrease in usage with the 'kindles'.

Mr. Deakyne said no and that the issue with the kindles is that the prices have gone up and the publisher will put a book out and then pull it after a time and it will be gone. He noted that they subscribe to MANGO which is designed to teach other languages such as Chinese, etc. It acts as a tutorial and they are able to monitor the use of it and it gets very good use and is quite popular.

Mr. Harney said that the Health costs go up aggressively and asked if they are part of the Town Health Plan.

Mr. Deakyne said yes, and that they put in the figures that they are given by the Town.

Mr. Formica noted that they would see that there is a \$17,000 reduction (Page 8) that was made by the Board of Selectmen on Health Insurance costs.

Mr. Kelley noted that they are open Sunday afternoons from 1 PM to 4 PM and asked if the usage is comparable to the weekdays as the building is heated, etc. for that time.

Mr. Deakyne said that the families come on Sundays and that usage during that time is very heavy. It is frequently the only time that some people can find to get to the library.

Mr. Larcen noted the other income items and that most are unchanged for the current year's budget.

Mr. Deakyne said that they are estimating \$23,000 from the Foundation this year.

Mr. Kleinhans thanked Mr. Deakyne.

****MOTION (13)**

Mr. Hart moved to close the budget review for Item 420 – Library.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Parks & Recreation (421) – David Putnam, Director**

****MOTION (14)**

Mr. Hart moved to open the budget review for Item 421 – Parks & Recreation.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

David Putnam, Parks & Recreation Director said that he has eight (8) employees by contract and a shared field office manager position that make up the increase in his budget.

Mr. Kelley asked about the Part Time Seasonal Labor as they have already spent a great deal of that budget.

Mr. Putnam said that figure will go up more as they are coming into the season now. He noted that he expects to cover the expense within the budget as he takes line 350 – Park & Field Maintenance and line 335 – Materials and puts it in with the other to cover the costs.

Mr. Larcen said that would provide a net increase if they were to take all of those items and put them together. He then asked about the Special Revenue Fund that was created last year and if it was to cover some of this.

Mr. Putnam said that is for the Parks & Recreation programs and the supplies for those programs.

Mr. Harney asked what revenue they anticipated this year.

Mr. Putnam said that they anticipate approximately \$10,000 going to the Town as their share.

Mr. Hart asked what line 335 – Materials pays for.

Mr. Putnam said that it is for grass seed and fertilizer items.

Mr. Formica said that he would be sitting down with Mr. Putnam and Mr. Giannattasio to discuss the potential for a flexible labor pool and how they could work that into a program.

Mr. Kleinhans asked Mr. Putnam if Public Works helps him out.

Mr. Putnam said absolutely, they pool together and share items and equipment.

Mr. Larcen noted that they were expecting the McCook Park fees to go down and asked why.

Mr. Putnam said that it is all weather dependent and that last year was a stellar year with super weather each and every weekend and that they did well on all types of passes. It was one of those years that just do not happen every year.

Mr. Larcen asked if the pass fees were last reviewed and set in 2006.

Mr. Putnam said that was correct. He noted that the season passes are \$30 for a resident and \$80 for a non-resident. The senior rate is \$10.

****MOTION (15)**

Mr. Kelley moved to close the budget review for Item 421 – Parks & Recreation.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Waterford/East Lyme Shellfish Commission (133) – Pat Kelly, Co-Chair & Treasurer**

****MOTION (16)**

Mr. Hart moved to open the budget review for Item 133 – Waterford/East Lyme Shellfish Commission.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Formica noted that this was a small, flat budget.

****MOTION (17)**

Mr. Hart moved to close the budget review for Item 133 – Waterford/East Lyme Shellfish Commission.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

◆ **Harbor Management Commission (136) – Don Landers, Chairman, Steve Dinsmore, Treasurer**

****MOTION (18)**

Mr. Larcen moved to open the budget review for Item 136 – Harbor Management Commission.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Mr. Larcen said that he had a question on the increase for the maintenance of the harbor (Line 225).

Mr. Formica said that he thought that most of that has to do with the maintenance of the moorings and the fact that they are going through the process of getting all of them registered.

Mr. Larcen asked that they check into the figure for the maintenance of the harbor (Line 225) and get back to them with the information.

****MOTION (19)**

Mr. Larcen moved to close the budget review for Item 136 – Harbor Management Commission.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

E. Public Discussion

Mr. Kleinhans called for any comments from the Public.

Karen Rak, 27 Black Point Rd. asked for clarification on the new engineer position moving to the Water & Sewer department as an engineer there. She asked if the position was being funded by the ratepayers or the taxpayers as the ratepayers are also the taxpayers. She also said that she has personally utilized the MANGO program in the library and that it is quite an amazing program. She suggested that if they have the chance that they try it out.

F. Board Comments

Mr. Kleinhans asked if anyone had any comments.

Mr. Larcen said that last year they received a CNRE accounts review and were able to find some funding in those accounts that they could use. He asked if they could have the same analysis for this year as there are numerous small balances left that could be looked at and used.

Mr. Kleinhans asked Ms. Johnson if she could have it prior to the April 12th meeting.

Ms. Johnson said that she could.

Mr. Formica said that the engineer for water & sewer is to oversee the regional interconnection work and that the position will be funded in part by the DWSRF funding monies which are bonds that are paid back by the taxpayers. Once it becomes an operational entity the ratepayers would pay it. All of the ratepayers are taxpayers but not all of the taxpayers are ratepayers.

Mr. Harney asked if it was a job specific hire and if after that project was completed the position would be eliminated.

Mr. Formica said that had not been determined and that the project would entail some three years time.

Mr. Kleinhans asked that the Wednesday, March 30, 2011 agenda be amended to add: Long Range Capital Plan – CIP to it so that they could discuss that information there.

G. Adjournment

Mr. Kleinhans called for a motion to adjourn.

****MOTION (20)**

Mr. Larcen moved to adjourn this Special Meeting of the East Lyme Board of Finance at 7:45 PM.

Mr. Hart seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary