

Feb 22 2013 AT 11:15 AM/PM
Allen Gallo, Jr.
EAST LYME TOWN CLERK

**EAST LYME BOARD OF SELECTMEN
REGULAR MEETING
Wednesday, FEBRUARY 20th, 2013
MINUTES**

PRESENT: Paul Formica, First Selectman, Mark Nickerson, Holly Cheeseman, Kevin Seery, Rob Wilson

ALSO PRESENT: Sgt. William Blanchette, ELPD
Carol Marelli/Nancy Moran, Registrars
William Scheer, Acting Public Works Director
Victor Benni, Acting Town Engineer
Chuck Holyfield, Highway/Sanitation Superintendent
Dick Morris, Fire Marshal
Anna Johnson, Finance Director

EXCUSED: Rose Ann Hardy

Chairman Formica called this Regular Meeting of the East Lyme Board of Selectmen to order at 7:30 PM following the previously scheduled Special Meeting.

1.a. Pledge Allegiance to the Flag

The Pledge was previously observed.

1.b. Additional Agenda & Consent Calendar Items

Mr. Formica asked that they replace Item a. under New Business with a new Item a. – Special Appropriation Port Security – Town of East Lyme as the Simulcast System is not ready this evening.

****MOTION (1)**

Mr. Nickerson moved to replace Item a. under New Business with a new Item a. – Special Appropriation Port Security – Town of East Lyme.

Ms. Cheeseman seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

1.c. Delegations

Mr. Formica called for Delegations.

There were none.

1d1. Approval of Minutes, Special Meeting of February 6, 2013

Mr. Formica called for any corrections, changes or a motion on the February 6, 2013 Special Meeting Minutes.

****MOTION (2)**

Mr. Nickerson moved to approve the minutes of the Special Meeting of February 6, 2013 as submitted.

Mr. Seery seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Mr. Wilson

1d2. Approval of Minutes, Regular Meeting of February 6, 2013

Mr. Formica called for any corrections, changes or a motion on the February 6, 2013 Regular Meeting Minutes.

****MOTION (3)**

Mr. Nickerson moved to approve the minutes of the Regular Meeting of February 6, 2013 as submitted.
Mr. Seery seconded the motion.
Vote: 4 – 0 – 1. Motion passed.
Abstained: Mr. Wilson

1e. Consent Calendar

****MOTION (4)**

Mr. Nickerson moved to approve the Consent Calendar for the meeting of February 20, 2013 in the amount of \$1,736.64.
Mr. Seery seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

2. NEW BUSINESS

2a. Special Appropriation Port Security – Town of East Lyme

Mr. Formica said that this item is a multi-purpose purchase and that Sgt. Blanchette is here to present it this evening.

Sgt. Blanchette said that they all know the troubles that they have with Rocky Neck during the season and that the DEEP does a fine job however, they do have to help them out. Rocky Neck has parking for 10,000 cars. With the re-opening of the new Amtrak Beach, we will have a beach similar in size to Rocky Neck however; we only have parking for 300 cars. This new, larger beach has the potential to draw a much larger number of people and the concern is that with limited parking and no access for a typical patrol vehicle that law enforcement, fire and EMS response will be hampered. The thought was that ATV's will provide rapid response for the Police/fire/EMS and that a Jet Ski would permit shallow water access via Niantic Bay. This proposal would provide for three (3) ATV's and 1 Jet Ski with a trailer.

Ms. Cheeseman asked where these vehicles would be staged.

Sgt. Blanchette said that they would be kept at the Police Dept as that would allow for rapid response.

Mr. Seery asked if they would be able to use the Jet Ski for someone having a medical problem.

Sgt. Blanchette said absolutely.

Mr. Formica said that this request for funds is coming from a grant.

Mr. Johnson said that it was coming from the Nuclear Safety Emergency Program (NSEP) funding.

Mr. Formica asked if the purchase would be completely offset by the grant.

Ms. Johnson said yes. She added that it would need to go to the Board of Finance and to Town Meeting for approvals.

Mr. Wilson said that he agrees with Sgt. Blanchette that there is a need for these items and applauds the forethought to obtain them now. He said that he suspects that they will find that these items will be of even greater value once they have them

****MOTION (5)**

Mr. Nickerson moved to approve a special appropriation in the amount of \$29,000 to budget account 01-70-725-224-006 (NSEP – Equipment) and corresponding revenue account 01-04-400-401 (NSEP) Grants to purchase the equipment noted in the Port Security Proposal Town of East Lyme include three (3) 2012 Polaris 500CC ATV's with storage boxes and safety gear and one (1) Yamaha VX1100A-MA Jet Ski including Coast Guard Safety Package and associated trailer forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

2b. Registrars – Election Day Emergency Plan

Mr. Formica explained that the Registrars are required by State Statute to have an Election Day Emergency Plan. He said that Ms. Marelli and Ms. Moran were here this evening to present this to them.

Ms. Marelli said that she had provided them with a draft and that they believe that it would satisfy what the State wants.

Mr. Wilson said that he knows that the High School has a generator, but questioned the Community Center.

Ms. Marelli said that the Community Center does also.

Mr. Nickerson said that he found it to be well thought out.

Ms. Marelli said that this is a draft and that they would clean it up and are asking this evening for an okay from the Board so that they can do the final copy and send it to the State.

Mr. Formica asked that they send down a final copy to the Board of Selectmen for review prior to sending it to the State.

Ms. Marelli said that they would.

Mr. Formica asked about the new legislation on voting.

Ms. Marelli said that she thought that they would not be able to avoid it and added that she could not see how they could avoid problems with it. She cited instances that were found later of some people voting up to six times in different places.

****MOTION (6)**

Mr. Nickerson moved to approve the general outline of the Emergency Procedures Plan for Election Day as drafted by the Registrars of Voters and required by State Statute CGS 9-17a.

Ms. Cheeseman seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

2c. Discussion – State Budget Process to Date

Mr. Formica explained that the Governor has proposed taking the PILOT dollars (\$755,000) and reducing it to zero and also reducing the Pequot Fund from \$329,000 to \$42,000. Town Aid Roads would be increased by about \$350,000. He is saying that they will have a net zero effect as he is proposing adding \$780,000 to ECS – which means that they can only reduce per pupil spending by so much. The first year of the two year State budget ends in June so this is a long year and they will have to wait until June for a lot of the information that they need to do their budget. He said that revenues are too fluid to really be able to discuss them at this time. He noted that the OPEB Trust funding (\$500,000) could come out of the budget and would reduce it overall. All of these variables are fluid at this time.

2d. Budget Reviews

• Police - #216 – Sgt. William Blanchette

Mr. Formica said that this budget represents an \$82,000 increase. He noted that they had hired two officers and are asking for one more new officer which is added to line 511.

Sgt. Blanchette said that he has tried to keep the budget tight and that he is presenting a frugal budget. Training supplies and ammunition have been under a State bid that has now run out. They have been shopping out for new bids and at a minimum that cost will go up by 40%.

Ms. Cheeseman asked Sgt. Blanchette to explain the State bid and why it ran out and who they would be doing business with now.

Sgt. Blanchette said that the 'new' State bid is 40% more. The old contract ran out and this is what the State is getting for bids now.

Mr. Wilson asked what they spent so far this year on Boat Overtime – line 515.

Sgt. Blanchette said that the figure so far this year is \$13,733.61.

Mr. Formica noted that they will be using this for patrols in May and June of this year.

Sgt. Blanchette added that the rotation with Waterford has been working out well for the both of them.

Mr. Wilson asked if the \$20,000 that is left is more than what is needed to finish up this current year.

Sgt. Blanchette said that he thought that there would be some money left however they will have to do budget transfers as they are over in the Overtime line with so many officers who have been out. He said that he hopes that with the new people that line item will be helped. He explained that he hopes that when he has 22 FT officers that he can move someone to an administrative position and have a NO Overtime schedule. He added that he really needs a community services officer as that would greatly help with the patrol division.

Mr. Wilson asked about boat fuel – line 302 and if they were still splitting that expense with Waterford.

Sgt. Blanchette said yes.

Mr. Formica and the Board thanked Sgt. Blanchette for the great job that he does.

- **Capital Improvement - #724**

Mr. Formica noted that a lot of the items are a continuation of the vehicle acquisition program which has served them well. He synopsised the \$1,314,262 in various items noting that they are hoping to do the boat launch in the January-February 2014 time frame.

Ms. Johnson reviewed the various vehicles that they are looking to replace at a cost of \$787,526 in acquisition dollars. They have \$167,000 in the budget which is year one (1) of the five (5) year acquisition plan.

Chuck Holyfield, Highway/Sanitation Superintendent explained how the program works. For example - the Fire Marshal currently has a 2005 Jeep Liberty – if that is upgraded with a new vehicle, the Jeep Liberty would move to another department. Program replacements are based on the most need such as emergency responder vehicles. Using the 2005 Jeep as an example, it would go to the Building Official to use for inspections. The older vehicles that are not handed down due to extreme mileage and use (such as Police and Fire vehicles) go to auction.

Mr. Wilson asked what a 65HP tractor is.

Mr. Holyfield said that it is to run the bigger surf rake which will be needed for Amtrak Beach.

Mr. Formica noted that an advantage now is that they are able to house these vehicles inside the nice new facility that they have.

Mr. Holyfield added that they are also able to wash them and have them stay clean. He noted that the new facility – especially with the sun ports has really helped his department and his people have a sense of pride for where they work. His team has stepped up during the storm and other events and work well together.

Mr. Wilson asked about line 462 – SCBA gear at \$28,000 and if they had done it last year at Flanders. Dick Morris, Fire Marshal said that they did however the gear is a necessity. He noted that Niantic has a grant going for them for this item.

Mr. Formica thanked Mr. Holyfield and his team for the great job that they do.

- **Parks & Recreation - #421**

Mr. Formica said that Mr. Putnam had a conflict this evening and would not be able to attend. They would re-schedule this review for another time.

- **Debt - #523 Principal & #524 Interest**

Ms. Johnson said that over the last three years that they have had some successful refunding programs and that they are constantly monitoring this over time. She said that Principal decreases by approximately \$150,000 in this budget and Interest decreases by approximately \$30,000.

3. Unfinished Business

There was none.

4. Communications

There was none.

5. Information and Reports

5a. Ex-Officio

Ms. Cheeseman reported that she attended a lengthy Zoning meeting on February 7, 2013 where they discussed a change from Light Industrial to Affordable Housing for a project proposed for West Main Street and Capitol Drive. They adjourned deliberations to the upcoming meeting tomorrow evening.

Mr. Seery reported that he had attended a Harbor Management meeting where they discussed an over billing on a rain gauge. The over billing was corrected. At that meeting someone also brought up that they thought that a contract signing was lacking two signatures however a review of the rules by Mr. Kelly indicated that it did not require two signatures and was correct. He lastly reported that mooring fee renewals are up by 40%.

5b. Selectman's Report

Mr. Formica reported on the following:

- He attended the Marinello Beauty School grand opening
- He attended the Montville Wetlands meeting for the Water & Sewer Regional Interconnection project crossing
- He has heard from the State on the Interconnection Project and they can now go out to bid
- They opened up the Middle School for a shelter over the storm weekend and approximately 200 people made use of it. He said that he thought that CL&P had done a good job getting the people back up as they had a contact with them on Saturday morning
- He attended the Rotary Gala on Sunday evening (2/10)
- He attended the Board of Finance meeting the previous week where the audit was presented with a favorable report. The fund balance is at 7.9%.
- March 20 there will be a community forum on school safety
- The active shooter drill was held at the school – this is a simulation that was run by Mr. Levandoski. 147 people participated in this as well as some students who volunteered to fill classrooms. This program is meant as preparation.
- He met with the regional coordinator from CL&P on what could be done better in the future and on formulation of a better response plan
- He said that he, Dr. Lombardo and Mr. Scheer sponsored a breakfast for the Parks & Recreation and Public Works teams in recognition for all their hard work
- He attended a COG meeting on Route 11
- He attended Rob Reifsnnyder's wake – a long time member of the Veteran's Council

6. Public Comment

Mr. Formica called for comments from the public.

There was none.

7. Selectman's Response

There was none.

****MOTION (6)**

Mr. Nickerson moved to adjourn the Board of Selectmen meeting of February 20, 2013 at 8:48 PM.

Mr. Seery seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully Submitted,

Karen Zmitruk

Recording Secretary, Pro-tem

Request for Funds

Port Security

Town of East Lyme

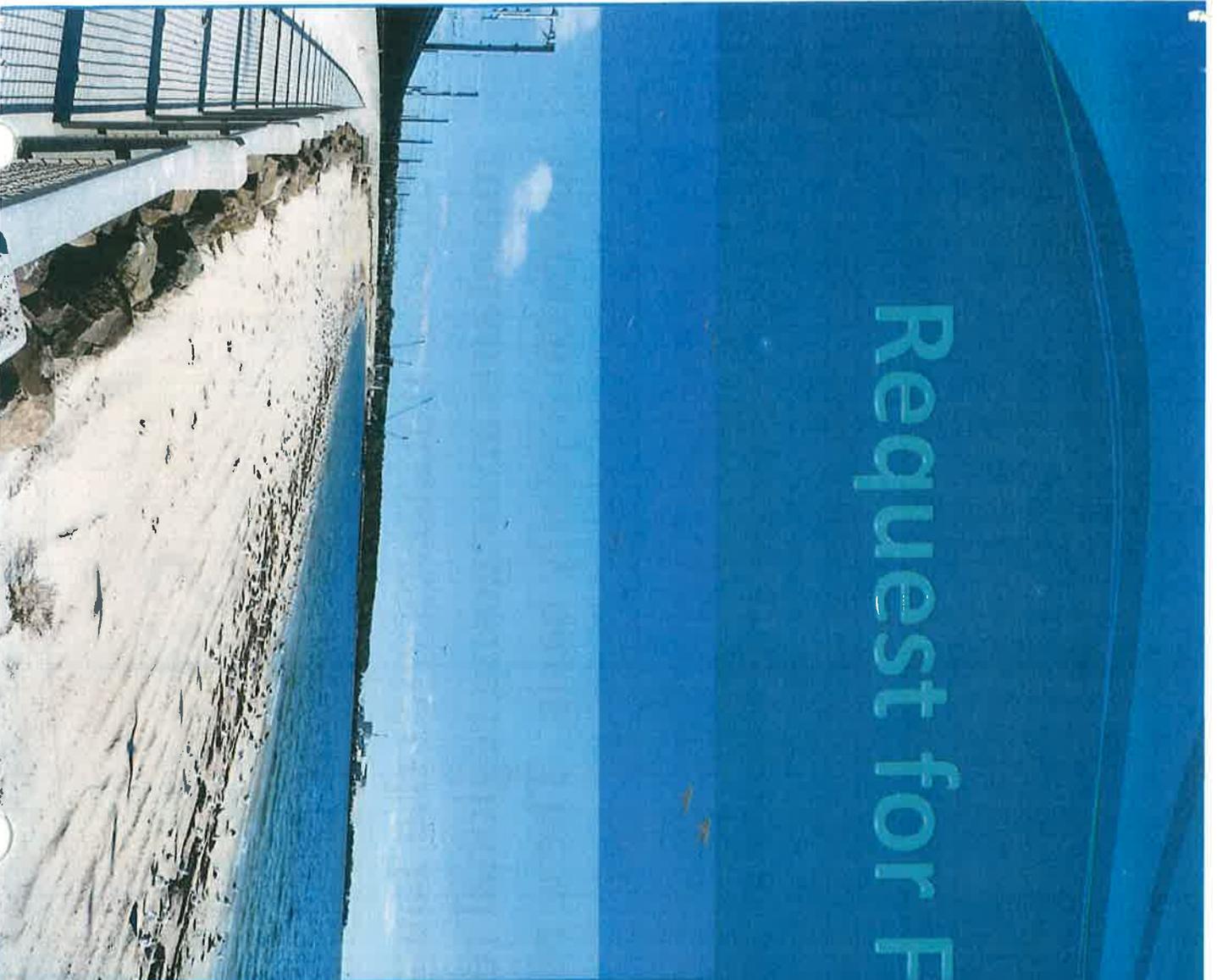
Prepared By:

Sgt. Wilfred J. Blanchette III
Resident State Trooper
Town of East Lyme

David Putnam
Director

East Lyme Parks and Recreation

Richard Morris
Public Safety Director
East Lyme Public Safety



Attachment BOS 2/20/13



Population

- The Town of East Lyme has a population of approximately 19200, however this population increases to nearly 38000 in the summer months due to seasonal and vacation homes. Additional people visit the town daily to vacation at area beaches which include Rocky Neck State Beach, McCook Beach, Hole in the Wall Beach and numerous other public and private beaches. East Lyme has roughly 17 miles of waterfront.

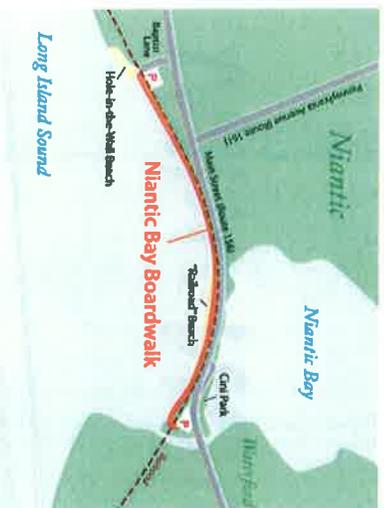


Thought Given:

- How do we get emergency personnel and assets onto the beach?
- The current access is a walkway which crosses over a stone jetty or “groin.”
- Rough Terrain Vehicles or ATV’s will provide rapid response for Police/Fire EMS.
- Shallow Water Draft Vehicles or Jet Skis will permit access via Niantic Bay

Regional Initiatives

- These assets, although predominantly used for seasonal patrols in East Lyme may be available to our regional partners. Many of our regional partner towns including East Lyme are nearly 70% undeveloped and these regional assets could be used for other venues including search and rescue for missing children, elderly, etc.





Parks and Recreation

- Not only will the new beach create additional burdens for the Police Department, the Parks and Recreation Department will also need new and innovative ways to move employees and resources throughout their numerous beach areas. These resources include:
 - Rescue Boards, defibrillators, first-aid supplies, umbrellas and life saving buoys.
 - The ability to efficiently patrol the town's three beaches and 1.1 mile Niantic Bay Boardwalk.
 - Access the beaches for general maintenance and garbage removal and assist in the general maintenance of the entire park.

**TOWN OF EAST LYMIE
EMERGENCY**

ELECTION PROCEDURES

PREPARED BY:
CAROL MARELLI
NANCY MORAN

Agreement BOS 2/23/13

ASSESSMENT OF THE POLLING PLACE
BY THE MODERATOR

BEFORE THE OPENING OF THE POLLS

- USE THE MAP PROVIDED BY THE REGISTRARS TO LOCATE FIRE EXTINGUISHERS, FIRE ALARMS, AND DEFIBRILLATORS.
- POINT OUT TO POLL WORKERS THE EMERGENCY ESCAPE ROUTES/EXITS
- POINT OUT TEMPORARY INDOOR SAFETY LOCATIONS FOR WEATHER EMERGENCIES. SUCH AS IMPENDING TORNADOES OR HURRICANES
- POINT OUT TO POLL WORKERS A PRE-DETERMINED OUTDOOR ASSEMBLY POINT TO BE USED IN CASE OF AN EMERGENCY EVACUATION. IF POSSIBLE IT SHOULD BE AT LEAST 300 FEET AWAY FROM THE BUILDING AND OUTSIDE OF PARKING AREAS.
- ASSIGN DUTIES TO ASSISTANT REGISTRARS, CHECKERS AND BALLOT CLERKS IN THE EVENT OF AN EVACUATION OF THE POLLING PLACE.

POLLING PLACE EVACUATION AND EMERGENCY RELOCATION

FOR SAFETY EMERGENCIES SUCH AS FIRE, BOMB SCARES, AND ACTS OF VIOLENCE THE MODERATOR SHOULD IMMEDIATELY CALL 911 FOLLOWED BY A CALL TO THE REGISTRAR OF VOTERS.

- THE MODERATOR AND ASSISTANT REGISTRAR SHOULD GET A HEADCOUNT OF WORKERS AND VOTERS IN THE POLLING PLACE.
- ALERT ALL INDIVIDUALS OF THE EMERGENCY CIRCUMSTANCES AND REMIND THEM OF THE PRE-DETERMINED ASSEMBLY AREA.
- ALL POLL WORKERS AND VOTERS SHOULD PROCEED TO THE ASSEMBLY AREA.
- THE ASSISTANT REGISTRARS SHOULD TAKE A HEAD COUNT TO ASSURE THAT ALL POLL WORKERS AND VOTERS HAVE MOVED TO THE SAFE AREA.

● EVACUATION OF EQUIPMENT AND MATERIALS FROM THE POLLING PLACE

- IN THE CASE OF A TEMPORARY EVACUATION THE MODERATOR AND MACHINE TENDERS SHOULD RECORD THE PUBLIC COUNTER NUMBER ON THE MODERATORS RETURN; TURN OFF THE VOTING MACHINE; UNPLUG, AND ROLL THE BALLOT BOX WITH THE VOTING MACHINE TO A SAFE AREA.
- THE ASSISTANT REGISTRARS, WITH THE HELP OF THE CHECKERS AND BALLOT CLERKS SHOULD SECURE THE CHECKERS LISTS, UNVOTED BALLOTS, AND SPOILED BALLOTS.
- THE ASSISTANT REGISTRAR SHOULD LIST THE NAMES OF THE PEOPLE WHO CHECKED IN BEFORE THE EVACUATION BUT WERE UNABLE TO VOTE. ALL BALLOTS OF SUCH VOTERS SHOULD BE COLLECTED AND MARKED "SPOILED". IF SUCH VOTERS RETURN TO VOTE THEY SHOULD BE ISSUE NEW BALLOTS AND CHECKED OFF THE ELECTION OFFICERS (EVACUATION) LIST.
- ELECTION OFFICIALS SHOULD ADVISE VOTERS THAT THEY MAY, DEPENDING ON THE CIRCUMSTANCES, DO ONE OF THE FOLLOWING.
 - a. WAIT UNTIL THE BUILDING CAN BE RE-ENTERED.
 - b. PROCEED TO THE ALTERNATE POLLING PLACE TO VOTE.

***VOTERS WILL USE THEIR OWN MEANS OF TRANSPORTATION TO REACH THE ALTERNATIVE POLLING PLACE.**

FINAL CHECKLIST OF ITEMS TO BE SECURED:

- VOTING MACHINE: TURNED OFF (NO ENDER CARD), SEALED, SECURED AND GUARDED.
- CHECKER BOOKS
- PUBLIC COUNTER NUMBER; RECORDED FROM THE VOTING MACHINE
- LIST OF VOTERS: WHO CHECKED IN BUT HAD NOT VOTED.
- UNUSED BALLOTS
- VOTED BALLOTS
- BALLOT BOX
- PERSONAL BELONGINGS
- MODERATORS BAG OR BOX