

East Lyme Board of Selectmen

Meeting of March 4, 2015

Minutes

FILED IN EAST LYME
CONNECTICUT
March 5, 2015 AT 10:20 AM/PM
Bridget D. Stinson ATC
EAST LYME TOWN CLERK

Present: Mark Nickerson, Holly Cheeseman, Marc Salerno, Rob Wilson.

Mr. Nickerson called the meeting to order at 7:35 p.m. and led the Pledge. He noted that Ms. Hardy was travelling with her students and would not be at the meeting and that Mr. Seery had called in before the meeting noting he was involved in a work related issue and would not be able to attend tonight's meeting.

1b. Additional Agenda & Consent Calendar Items

There were none.

1c. Delegations

There were none.

1d1. Approval of Minutes, Special Meeting of February 18, 2015

MOTION (1)

Ms. Cheeseman moved to approve the minutes of the Special Meeting of February 18, 2015 as submitted.

Seconded by Mr. Salerno.

Aye: Mr. Nickerson, Ms. Cheeseman, Mr. Salerno.

Nay: None.

Abstain: Mr. Wilson. Motion passed 3-0-1.

1d2. Approval of Minutes, Regular Meeting of February 18, 2015

MOTION (2)

Ms. Cheeseman moved to approve the minutes of the regular meeting of February 18, 2015 as submitted.

Seconded by Mr. Salerno.

Aye: Mr. Nickerson, Ms. Cheeseman, Mr. Salerno.

Nay: None.

Abstain: Mr. Wilson. Motion passed 3-0-1.

1d3. Approval of Minutes, Special Meeting of February 25, 2015

MOTION (3)

Ms. Cheeseman moved to approve the minutes of the Special Meeting of February 25, 2015 as submitted.

Seconded by Mr. Salerno. Motion passed 4-0.

1e. Consent Calendar

MOTION (4)

Ms. Cheeseman moved to approve the Consent Calendar for the meeting of March 4, 2015 in the amount of \$5401.18.

Seconded by Mr. Salerno. Motion passed 4-0.

2a. Special Appropriation \$1,714.95 to Refurbish Vehicle for Building Maintenance Supervisor
Public Works Director Joe Bragaw was present and noted that Vehicle 81 EL is assigned to the Building Maintenance Supervisor. It is a 2000 Chevy utility and in bad shape. The bed has a lot of rust as well as other mechanical issues. Our Fleet Manager has determined that the truck is not repairable, thus the cost of the repairs would not be recoverable at an end of life sale. At this time we will remove 81 EL from service. It is Mr. Holyfield's recommendation to pass down vehicle 40 EL to the Building Maintenance Supervisor and do the necessary repairs to the utility body. This is available due to the following 2014/15 acquisition replacement vehicles:

He said that the Public Works Sanitation Foreman 4 EL received a new pick-up truck and a Sewer Operations staff member 40 EL received a new utility body truck. Initially, the Sewer Department planned to hand that vehicle to another department staff member. However, the Sewer Department's need is for a pick-up truck and the town's Building Maintenance Supervisor needs a utility vehicle. This creates a win-win situation for both departments.

Vehicle 40EL needs rust repair to the utility body. The bed of the body is rusted through and the cross members are also rusted. A used body price is (\$2500) and a new body (\$6500). Mr. Holyfield obtained an estimate from a dependable welder to repair the body in the amount of \$1,714.95.

Ms. Cheeseman inquired if we put repairs of this nature out to bid in order to get make sure we are getting a good price and good workmanship.

Director Bragaw responded that we have a few vendors that we rely on to service projects such as these and we have had a good work experience with them.

MOTION (5)

Ms. Cheeseman moved to approve a special appropriation and transfer in the amount of

\$1,714.95 from account 32-60-120-100-002 (Proceeds from the Sale of Vehicles) to an account to be established titled, "81 EL Utility Body" and forward to the Board of Finance for approval.

Seconded by Mr. Wilson. Motion passed 4-0.

2b. Special Appropriation \$15,213 – Parks and Recreation – Purchase of Software and Training
Mr. Nickerson noted that Director Putnam was home ill and that Municipal Agent Cathy Wilson and Program Director Mike McDowall were present to review this item. He commented that at their meeting on February 12, 2015, the Parks and Recreation Commission voted to utilize surplus funds from Special Revenue Fund 18 Fund Balance to purchase WEB TRAC software; which will directly interface with existing REC TRAC software in order to accept real time on-line program and facility registrations. Annual maintenance support and training needs will also be subsidized with this fund.

Mr. McDowall said that the proposed WEB TRAC software will allow the customers of the Parks and Recreation Department and the Commission on Aging to register for programs and reserve facilities in a real-time Web transaction. The WEB TRAC software will be fully integrated with our existing REC TRAC software program. WEB TRAC will also visually match our website design as closely as possible. There will be no additional transaction fees for our customers and they may pay by credit card. The software will also allow our instructors to access up to the minute rosters and other pertinent program information from a remote device. This will increase efficiency of the department and create a service to residents. The available funds are the ongoing results of operations since the implementation of this fund.

MOTION (6)

Ms. Cheeseman moved to approve a special appropriation in the amount of \$15,213 from Special Revenue Fund 18 available fund balance to purchase WEB TRAC software and related training and maintenance fees and forward to the Board of Finance for approval. An account titled, "WEB TRAC" will be established for this purpose.

Seconded by Mr. Salerno. Motion passed 4-0.

2c. Special Appropriation \$12,500 Part time Assist. Building Officials
Chief Building Official noted that the building department has continued to experience very high permit activity. In addition to the large projects started last year, such as the ten apartment buildings at Gateway Commons and two new buildings at 38 Hope Street, we have issued permits for the Bayside project on Main Street, a restaurant on Main Street, approximately 25 new houses, the condominiums at village crossing and approximately fifty solar PV systems so far this fiscal year (most not yet installed) to name a few. I anticipate approximately forty more solar PV systems, due to the Solarize East Lyme project. The fees for these new PV systems will provide about \$80,000.00 in revenue. He said that inspections and administration of the Gateway Project require two to three hours per day, Bayside and Hope Street will each require about five hours per week, and PV systems require at least four hours

for plan review and inspection. At the present time the building department duties are being performed by one inspector that works two to three afternoons per week, one inspector on Fridays and the Chief Building Official.

When the Spring weather returns performing these inspections and administering these large projects, along with new homes and new projects, we will need to increase part time inspector hours to at least three days per week.

MOTION (7)

Ms. Cheeseman moved to approve a special appropriation in the amount of \$12,500 to budget account 5-01-01-104-100-212 (Building Official) and revenue account 5-01-05-500-501 (Building Permits) due to increased activity in permitting and inspection activity and forward to the Board of Finance for approval.

Seconded by Mr. Wilson. Motion passed 4-0.

2d. Sign Call – Special Town Meeting – Contingent on Board of Finance Approval

MOTION (8)

Ms. Cheeseman moved the following:

NOTICE OF SPECIAL TOWN MEETING

Notice is hereby given of a Special Town Meeting to be held on Wednesday March 18, 2015 at the East Lyme Town Hall Upper Meeting Room at 7:00 p.m. to consider and take action on the following:

1. Special Appropriation \$15,213 – Parks and Recreation – Software Purchase
To appropriate as approved by the Board of Finance a Special Appropriation of \$15,213 – Parks and Recreation – Purchase of Software and Training from Special Revenue Fund 18 available fund balance to purchase WEB TRAC software and related training and maintenance fees. An account titled, “WEB TRAC” will be established for this purpose.
2. Special Appropriation \$12, 500 Part time Assist. Building Officials
To appropriate as approved by the Board of Finance a Special Appropriation in the amount of \$12,500 to budget account 5-01-01-104-100-212 (Building Official) and revenue account 5-01-05-500-501 (Building Permits) due to increased activity in permitting and inspection activity.

Dated at East Lyme, CT this 4th day of March, 2015

EAST LYME BOARD OF SELECTMEN

Seconded by Mr. Wilson. Motion passed 4-0.

2e. Discussion / Review – Capital Improvement Plan

Mr. Nickerson noted that in the past, the revaluation costs had been cut each year in a means to lower the bottom line of the budget. He noted that next year is reval so we have to fund the entire amount this year. He reviewed the proposed Capital Improvement Plan. He added that there will be another meeting on the Capital Improvement Plan so this is not the final document as yet.

2f. Discussion / Approval of 2015/16 Budget

Mr. Nickerson noted that he had received no communications from either Ms. Hardy or Mr. Seery about any decreases to be made to the budget.

Mr. Nickerson reviewed a list of budget adjustments he was suggesting that the Board endorse (identified as Attachment A). He stated that if the Board agrees to these reductions, the total decrease to the budget would be \$102,331. He noted that there was very little increase in operating costs and said that Department 114 consisted of \$369,000 in increases due to health and pension lines. He added that an additional \$45,000 was in this year's budget due to the requirement of funding the entire salary of the Resident Trooper by the State, instead of just 70%. He said that he could not find anything wasteful in this budget and everything was on our need list, not want list. He added that the majority of the increases were mandated by contractual agreements, insurance costs and mandates from the state.

Ms. Cheeseman said that this budget drives home the fact that when working with the new personnel at the Board of Education, we all need to work cooperatively and with an efficiency of scale and get the best bang for our buck. She said we are unsure if we will realize the same revenue stream from the State as we have in the past.

Mr. Wilson stressed that this budget is not a 4.3% increase. In reality, it is a flat budget with all increases due to mandates and contractual obligations.

Mr. Nickerson agreed noting that if the Board of Finance orders us to cut, there will be a loss in services.

MOTION (9)

Ms. Cheeseman moved to accept the reduction as presented, totaling \$102,331 (Attachment A) and forward to the Board of Finance for approval.

Seconded by Mr. Wilson. Motion passed 4-0.

MOTION (10)

Ms. Cheeseman moved to approve the General Government budget in the amount of \$16,819,937 and forward to the Board of Finance for approval.

Seconded Mr. Salerno. Motion passed 4-0.

MOTION (11)

Ms. Cheeseman moved to approve the Debt Service budget in the amount of \$5,317,606 and forward to the Board of Finance for approval.

Seconded by Mr. Salerno. Motion passed 4-0.

MOTION (12)

Ms. Cheeseman moved to approve the Capital budget in the amount of \$1,290,996 and forward to the Board of Finance for approval.

Mr. Nickerson noted that the Selectmen had not seen the Board of Education's budget as yet. He said the only document presented so far was the Superintendent's budget. He added that by Charter, the Selectmen are required to deliver the budget to the Board of Finance by next week. He added that the Selectmen could not change the Education budget once presented, but they could comment.

MOTION (13)

Ms. Cheeseman moved to approve the Superintendent's proposed budget in the amount of \$44,802,787 and forward to the Board of Finance for approval.

Seconded by Ms. Salerno. Motion passed 4-0.

MOTION (14)

Ms. Cheeseman moved to approve a total Town and Board of Education budget in the amount of \$68,231,326 and forward to the Board of Finance for approval.

Seconded by Mr. Salerno.

Mr. Salerno noted he wanted to commend the First Selectman on the job he did on his first budget adding that it was a very responsible budget with no services cut and no expansion of government.

Motion passed 4-0.

Please note Attachment B. which outlines the Board of Selectmen Proposed Budget.

5a Ex-Officio

Mr. Salerno had no report.

Mr. Wilson attended the Flanders Fire Department Annual Banquet and noted it was a great evening.

Ms. Cheeseman attended the Zoning Commission meeting where they held a public hearing on the revision of zoning regulations and added that the public hearing was continued. They did not vote on the alternate position for the Board.

5b. First Selectman's Report

Mr. Nickerson said that the Public Works department was installing a separate number that would be answered where residents could place pothole notifications. He requested that as some of the snow melts residents dig out the storm drains and to be careful on the roads. He attended a meeting with a group that is interested in building a band shell at McCooks Park. He also attended a fund raiser for Mattie Guaria and it was great to see the level of community spirit. He attended the Board of

Education's public hearing on the budget noting that there was still no approved budget from the Board. He explained about a meeting he had with Tim Londregan who wants to put in an aquaculture farm in Niantic Bay. He attended the Water and Sewer Commission meeting where they hosted a public hearing on the development for Park Place. He said there might be the opportunity for all the residents on Park Place to hook into the sewer line noting more would come on this topic. He attended a legislative meeting at the Council of Governments where the state budget was reviewed. He also attended a luncheon honoring the public works employees adding that they have been plowing for 5 consecutive weeks. He attended the Niantic Main Street recruitment meeting and noted that they were thriving. He said that the Youth Coalition was still in effect and now we have 2 trash trucks with signs reminding everyone that there is a prescription drop off box at the police department. He has attended several Gateway meetings regarding the large water leak and working on a plan in place to rectify the situation.

Ms. Cheeseman inquired about the L&M Paramedic cost shortfall.

Mr. Nickerson said that we were assessed approximately \$40,000.

Mr. Wilson said that the request to assist in offset funding should have been offered earlier in the year so that discussions could have taken place. He agreed that equipment, medications and reimbursables from Medicare had all been cut back but there would need to be more discussions on this.

MOTION (15)

Ms. Cheeseman moved to adjourn the March 4, 2015 meeting of the East Lyme Board of Selectmen at 9:12 p.m.

Seconded by Mr. Salerno. Motion passed 4-0.

Respectfully submitted,



Darlene C. Stevens, Recording Secretary

Attachment B

Town of East Lyme
Board of Selectman - Proposed Budget
2015/2016

	2014/15 Adopted	First Selectman	3/4/15 BoS	BoS	Increase (Decrease)	% Change
General Government	16,126,996	16,880,768	(60,831)	16,819,937	692,941	4.30%
Debt Service	5,105,149	5,317,606	-	5,317,606	212,457	4.16%
Capital	1,088,686	1,332,496	(41,500)	1,290,996	202,310	18.58%
Board of Education	42,792,767	44,802,787		44,802,787	2,010,020	4.70%
TOTAL	65,113,598	68,333,657	(102,331)	68,231,326	3,117,728	4.79%