

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, JANUARY 14th, 2015**

Members in Attendance: Steve Harney, Chairman  
Lisa Picarazzi, Secretary  
Camille Alberti  
Steve Carpenteri  
Beth Hogan

FILED IN EAST LYME  
CONNECTICUT  
Jan 20, 2015 AT 2:05 AM/PM  
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman  
Anna Johnson, Finance Director

Absent: Steve Kelley

**A. Call Meeting to Order**

Chairman Harney called this Regular Meeting of the East Lyme Board of Finance to order at 7:02 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

**C. Delegations**

Mr. Kelley called for Delegations.  
There were no delegations.

**D. Approval of Minutes**

▪ **Regular Meeting - Wednesday, December 10, 2014**

Mr. Harney called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of December 10, 2014.

**\*\*MOTION (1)**

Ms. Hogan moved to approve the Board of Finance Regular Meeting Minutes of December 10, 2014 as presented.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Special Joint Meeting BOS/BOF - Wednesday, December 17, 2014**

Mr. Harney called for a motion for approval or any changes to the Special Joint Meeting Minutes – BOS/BOF of December 17, 2014.

**\*\*MOTION (2)**

Ms. Picarazzi moved to approve the Special Joint Meeting Minutes – BOS/BOF of December 17, 2014 as presented.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Special Meeting - Wednesday, December 17, 2014**

Mr. Harney called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of December 17, 2014.

**\*\*MOTION (3)**

Ms. Picarazzi moved to approve the Board of Finance Special Meeting Minutes of December 17, 2014 as presented.

Ms. Alberti seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

## **E. Reports**

### **◆ Board of Selectman Member – Holly Cheeseman**

Mr. Harney noted that Ms. Cheeseman was nice enough to attend a CCM Budget Seminar this past Saturday and that he had asked her here to update them on it.

Ms. Cheeseman said that she had emailed the information to those members that she had emails for and will send the information to Ms. Johnson to get out to everyone. The workshop was hosted by CCM and was on municipal budgets overcoming the challenges that they face. Glenn Klocko who is the Comptroller in Bristol and Brandon Robertson, Avon Town Manager addressed the assembly. As they know, on June 7 the State Legislature has to have their budget while Town budgets are usually decided in May. There is a best practices website – GFOA.org that has a lot of brochures available on finance and budget items. During the budget process it is important to explain what the Town is doing with the money that they collect and what the plan for the future is. They should also show all Town funds with an operations guide, and organizational chart showing all of the positions. As they already do, they advised that they review the revenue first and make prudent estimates and obtain the latest information on State funding from OPM. She said that they had also suggested that they should not be buying technology as it becomes obsolete too quickly. They should do combined purchases with the Board of Ed and lease computers so that they have new ones with the new technology every few years. She said that she thinks that this would be an opportune time to set up a collaborative environment so that they can get the best bang for the buck on taxpayer dollars. She closed by saying that she thinks that everyone will have their work cut out for them with this budget.

Ms. Picarazzi asked if there were any items for new members and their responsibilities.

Ms. Hogan said that they could order the brochures and asked Ms. Johnson if she could get them for them.

Ms. Cheeseman noted that she thinks that they have to be prepared for whatever may come down from the State. She also suggested that as they are members of CCM that they go to the CCM website for information and upcoming events.

The Board thanked Ms. Cheeseman for the information.

### **◆ First Selectman**

Mr. Nickerson reported the following:

- He is actively learning how the process works and has been reviewing department budgets with Ms. Johnson since his inception. He noted as a point of information that each of the little snow squalls that we have costs the Town \$7000 to \$10,000 per incident to sand, salt, etc. We are fortunate that so far it has been a light year.
- He explained the threat case at the school and the great work that Sgt. San Juan and the department did in obtaining information and getting this under control. This cost \$7500 to investigate and the schools will be billed for the work. Additionally he said that he was present when school came back in session after the break and everything went very smoothly.
- The Boardwalk work is across from the Morton House now and they can see it moving along on a daily basis. He said that they anticipate the opening for mid-summer.
- Engineering awards were given out recently and East Lyme won the grand award for the Regional Interconnection Project.
- He said that he has met with the Board of Ed Chairman and Superintendent Elect Jeff Newton on the Board of Ed budget and that he hopes for them to all work together on this.
- He lastly noted that he had passed out town of East Lyme pins that he had made as recognition of all that they do for the Town.

Mr. Carpenteri asked if there is any cost in getting the water back from New London that we send over during the winter months.

Mr. Nickerson said that there is and that he would have that information for him for the next meeting.

Ms. Alberti asked if the water tower on the Lombardi property is sufficient.

Mr. Nickerson said that it is good for now as the system is now and if they want to add more on to it at a later time they do have the Darrow Pond property. He noted that this is under the purview of the Water & Sewer Department.

The Board thanked Mr. Nickerson for the information and pins.

◆ **Finance Director**

Ms. Johnson said that she had provided them with a copy of her report in their packets and had given them an updated revenue report this evening. She said that she would have an encumbrance report for them next month. She noted that about \$4.2M in taxes was collected in December.

Ms. Picarazzi asked her if there were any areas of concern.

Ms. Johnson said that they are looking at the Overtime and the Part-Time employees for the firefighters in both Fire Departments and some Emergency Management employees.

Ms. Picarazzi asked what they do about that.

Ms. Johnson said that it is customary that they first discuss it with them and try to work on it. She added that if they are interested in the GFOA brochures that they could choose the topics and she would get them for them.

Ms. Alberti suggested that they could go to the website and then email their requests to Ms. Johnson. Ms. Johnson said that would be fine.

**F. New Business**

**a. Special Appropriation \$4,546 – National Fish and Wildlife Foundation**

Mr. Harney asked Mr. Nickerson about this.

Mr. Nickerson explained that this appropriation is for the signs and educational programs for the Hole in the Wall parking lot at Baptist Lane that also serves as a learning classroom for the third grade elementary students.

Ms. Alberti asked if this is an annual grant that they can apply for.

Ms. Johnson said yes and added that Mr. Benni has indicated that there are other levels that they can apply for should they wish to do so at another time.

**\*\*MOTION (4)**

Ms. Picarazzi moved to approve a special appropriation in the amount of a \$4,546 grant from the National Fish and Wildlife foundation, Long Island sound futures Fund, to an account to be established titled, (NFWF – Stormwater Classroom) to provide support for a field trip to the Stormwater Classroom at the Hole-in-the-Wall parking lot for all of the Town's third grade elementary school classes.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**b. Budget Transfer from Payroll Contingency to Police Payroll**

Mr. Nickerson explained that this is for the newly negotiated Police contract. The funds need to be transferred to cover this.

Ms. Hogan asked if the wages are retroactive to July 1, 2014.

Ms. Johnson said yes and added that they have been paying the new wages and that they are now funding the necessary dollars.

**\*\*MOTION (5)**

Ms. Hogan moved to transfer \$47,364 from account 01-01-120-100-500 (contingency Pending PR Change) to the following accounts: \$43,992 to account 01-25-216-100-511 (Salaries Constables) and \$3,372 to account 01-01-114-100-121 (FICA/Medicare) due to the timing with the budget process and negotiating a successor agreement.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**c. Budget Transfer Contingency to Fire fighter Payroll**

Mr. Nickerson explained that this is for the wage contract for the one year increase of 3% for the Niantic and Flanders firefighters. The amount is \$25,392.

**\*\*MOTION (6)**

Mr. Carpenteri moved to approve a motion to transfer \$25,392 from account 01-01-120-200-500 (Contingency) to the following accounts: \$13,479 to account 01-25-217-100-611 (Salaries NFD Firefighters) \$10,109 to account 01-25-218-100-611 (Salaries FFD firefighters) and \$1,804 to account 01-01-114-100-121 (FICA/Medicare) due to the timing with the budget process and negotiating the wage re-opener.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**d. Budget Transfer Contingency and Payroll contingency – Various Budget Payroll accounts for Non-Affiliated Employees**

Mr. Nickerson explained that in July the board of Selectmen approved a 3% increase for non-union and elected officials, that was administered as 1.5% in July 2014 and 1.5% in January 2015. This transfer is to fund those increases.

**\*\*MOTION (7)**

Ms. Alberti moved to approve a transfer in the amount of \$42,070 as follows: \$27,636 from account 01-01-120-100-500 (Town Payroll Pending PR change) and \$14,434 from account 01-01-120-200-500 (Contingency) to various budget line items as itemized on the attached worksheet titled, "Town of East Lyme Unaffiliated COLA increases 7/1/2014-6/30/2015 additional funding required.

Ms. Hogan seconded the motion.

Ms. Alberti asked if they were doing this now so that they would not see 10% increases in salaries during the budget review process.

Ms. Johnson said that was correct.

Vote: 5 – 0 – 0. Motion passed.

**e. Discussion Item – Process for Request for Proposals**

Mr. Harney said that they were interested in how the RFP process works.

Ms. Johnson said that if something is an emergency that they would not do a formal RFP – instead they would contact a reliable contractor as it is a matter of public safety. In amounts greater than \$50,000 they always do a formal RFP with notice in the newspaper and a date due back and a formal bid opening. In amounts less than \$50,000 it is not necessary to advertise and they have a list of contractors that they ask to submit a sealed bid for the specific project. Regarding unleaded fuel and diesel fuel – the Public Works Director monitors New Haven Harbor and consults with neighboring Towns on the best prices. With heating oil they negotiate with Guy's Oil a local vendor and they contact other towns to see what they are paying to make sure that they have a fair price. They do not have a formal written policy but if the board would like one, she said that they could work on one.

Mr. Harney said that he would like to have a written policy as well as policies regarding auditors, insurance, etc.

Mr. Nickerson suggested that a subcommittee of Board of Selectmen and Board of Finance members and Ms. Johnson meet and review this after the budget process for this year is completed – in June or July.

Ms. Hogan asked who would be in charge of this.

Ms. Johnson said that even if the Board of Finance drafted it; it would have to be approved by the Board of Selectmen.

Ms. Alberti said that she would like to see a policy in place prior to any contracts coming due and that she would like to tie the Board of Ed in with this if possible.

Mr. Harney asked about legal representation and how that was obtained.

Ms. Johnson said that General Town counsel is by board of Selectmen appointment. Using other legal entities is based on the specialty. She also explained that they recently changed insurance companies to Aetna and that it was a year long process to do this and that they use an insurance broker.

Mr. Nickerson noted that General Counsel is a four year appointment.

Ms. Picarazzi suggested looking into effecting some changes for this budget season such as with the computers.

Mr. Nickerson said that he would look into this and report back to them at their next meeting.

## **G. Old Business**

### **a. Sub-committee to review Tax Breaks for the Elderly – Kelley, Carpenteri, Hogan**

Mr. Harney said that Mr. Kelley was unable to attend this evening but had reported that he had not worked on this through the holidays and would reach out to Mr. Carpenteri and Ms. Hogan soon.

## **H. Public Discussion**

Mr. Harney called for Public Discussion.

There was no public discussion.

## **I. Board Comments**

Mr. Harney and the Board congratulated Mr. Nickerson and said that they looked forward to working with him.

## **J. Adjournment**

Mr. Harney called for a motion to adjourn.

### **\*\*MOTION (8)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:16 PM.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

**Town of East Lyme  
Unaffiliated COLA Increases  
7/1/15 - 6/30/15 Additional Funding Required**

Account Number	Description	Budget	2014/15	Transfer
01-01-101-100-111	First Selectman	111,525	114,047	2,522
01-01-101-100-115	Board of Selectmen	8,393	8,583	190
01-01-101-100-211	Executive Assistant	63,894	65,338	1,444
01-01-102-100-211	Assessor	80,363	82,180	1,817
01-01-103-100-111	Tax Collector	69,703	71,279	1,576
01-01-104-100-211	Building Official	83,041	84,918	1,877
01-01-105-100-211	Engineer	83,979	85,877	1,898
01-01-105-100-213	Civil Engineer	39,634	40,513	879
01-01-105-100-312	Engineer/Inspector	74,137	75,813	1,676
01-01-107-100-111	Town Clerk	61,997	63,398	1,401
01-01-109-100-211	IT/Database Supervisor	54,712	56,010	1,298
01-01-110-100-111	Registrars	46,272	48,501	2,229
01-01-116-100-211	Zoning Official	81,583	83,427	1,844
01-01-117-100-211	Planning Director	61,019	62,402	1,383
01-01-118-100-211	Finance Director	67,692	69,087	1,395
01-01-118-100-212	Finance Office/Personnel Asst	39,896	41,075	1,179
01-01-118-100-111	Treasurer	11,435	11,693	258
01-25-218-100-612	PT Firefighter FFD	84,128	85,636	1,508
01-25-224-100-211	Director <i>En. Mgrt Firemarshal</i>	152,755	155,714	2,959
01-25-224-100-213	PT Dispatcher <i>Deputy Firemarshal</i>	118,944	122,512	3,568
01-30-317-100-211	Superintendent of Hwy & Mgr <i>3 people</i>	234,320	239,054	4,734
01-40-418-100-211	Sr Citizen Administrator	63,893	65,338	1,445
		1,693,315	1,732,395	39,080
01-01-114-100-121	FICA/Medicare			2,990
<b>TOTAL FUNDING REQUEST</b>				<b>42,070</b>

*1 full & part of 2 others*

*Attachment Bot 1/14/15 motion 7 itemized*