

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, SEPTEMBER 9th, 2015**

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

**Also In Attendance:** Mark Nickerson, First Selectman  
Anna Johnson, Finance Director  
Tim Hagen, Board of Ed Chairman

**Absent:** No One

FILED IN EAST LYME  
CONNECTICUT  
Sept 14, 2015 AT 3:45 AM (PM)  
Shirley D. Johnson ATC  
EAST LYME TOWN CLERK

**A. Call Meeting to Order**

Chairman Harney called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

**C. Delegations**

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

**D. Approval of Minutes**

▪ **Regular Meeting – August 12, 2015**

Mr. Harney called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of August 12, 2015.

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

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of August 12, 2015 as presented.

Mr. Carpenteri seconded the motion.

Ms. Picarazzi said that she did not have any corrections to the minutes however she wanted to make sure that the item that she had brought up regarding the fire departments on Page 4 and reviewing them earlier to have tighter control will not slip through the cracks. She asked Mr. Nickerson if he thought that December was still a good time for that review.

Mr. Nickerson said that he would not let it slip through the cracks and that it would be reviewed in December.

Vote: 5 – 0 – 1. Motion passed.

Abstained: Ms. Hogan

**E. Reports**

◆ **First Selectman**

Mr. Nickerson reported on the following:

- They are waiting to hear form the DEEP regarding the Saunders Point Sewer study as they submitted an application instead and heard back on what needs to be completed – so at least this is moving forward.

- o The dredging of Lake Pattagansett regarding the silt is under discussion.
- o The dredging of the Niantic River is also potentially up for discussion.
- o He is working on a plan for the beach traffic and how to better maneuver it through the Town. This is a good problem to have as the Town has been busy.
- o He is working on the potential of St. John's parking – they will also get 70 extra parking spaces at the top of McCook's when the Boardwalk is done.
- o They have done balloon floats on the three possible locations for cell towers in Town and it is now in the hands of the Siting Council.
- o They have been receiving some nice free advertising of our Town.
- o The Boardwalk work continues and they may be able to open a completed portion of it in the fall.
- o The flag pole on the green downtown needs repair; he is also working on the potential for flags on the light poles downtown which involves the fact that they are on a State road.

Ms. Alberti asked for an update on the possibility of a Niantic Train Station.

Mr. Nickerson said that the State had said that they had some money for a study on this. He said that he would check to see if there is any information on it.

#### ◆ Board of Education

Mr. Hagen, Board of Ed Chairman thanked them for this new opportunity to update them at their meetings. He noted that Mr. Newton was at a Niantic Center PTA meeting. He said that they would be seeing a different person each time for the updates.

He reported on the following:

- o School has started and the projected enrollment was 2,708; actual enrollment was 2,731. They had to add another kindergarten class at Flanders for this.
- o They increased the school day by 15 minutes with no impact on cost and were able to offer global language at the fourth grade.
- o SPIRAL – the Chinese program has 9 students for this, the first year. The contract was written in English and Chinese and they have negotiated rights to end the contract after the first year if it does not work out.
- o They have an architect to review the new Flanders Elementary School. The schematic design review will be presented to the BOE to see the plans at their meeting this coming Monday (9/14). They will make a determination on it. The plan is to build a brand new school at Flanders and to renovate Niantic Center. This has a long way to go in the process and the student population numbers are lower now than when it was first mentioned. They expect that if it makes it through that the earliest that it would go to a referendum is next spring (2016).
- o Test scores are coming back and he is hearing that they are doing well.
- o The teacher and secretarial contract negotiations are on-going.
- o Ms. Johnson, Finance Director is working with Mr. Newton on the realignment of the finance systems.

Ms. Picarazzi asked if it would be combined with the Town.

Mr. Hagen said that it would be following the Uniform Chart of Accounts.

Mr. Nickerson noted that the new software which is badly needed will be forthcoming and is different from this.

- o 14.5% was budgeted for an insurance increase and they are working closely with Ms. Johnson on this and when she needs to get money. They are also working with the bargaining units on this.

Ms. Picarazzi asked that they be provided with an update on this next month.

#### ◆ Finance Director

Ms. Johnson noted that the reports had gone out with the packets and that she had provided them with updated sheets on LoCIP and TAR in their green folders.

Ms. Picarazzi asked about the Resident Trooper line item being 90% expended.

Ms. Johnson said that they pay it up front in July.

Ms. Hogan and Mr. Nickerson noted that with the State it is actually paying in the arrears.

Ms. Picarazzi asked Ms. Johnson about any areas of concern that she might have.

Ms. Johnson said that she did have some – Niantic Fire Department Overtime has expended a couple thousand more than this time last year. They are also watching Flanders Fire department. She also noted that Dispatcher Overtime is about \$1500 over where they should be for this time of the year.

She also recalled the situation with the unemployment compensation last year and how it went way over. She said that she received a notice from them that they have a \$5,000 credit to unemployment comp which helps them this year. She reported that Town Labor is in arbitration with Dispatch over their contract and in negotiations with the other groups. She cautioned that labor legal could be struggling at a later time. She also noted that she had provided them with revenues and expenditures on other accounts reflective of on-going activity.

Ms. Johnson lastly reviewed the Health insurance claims and administrative fees historical analysis that she had provided them with. Of note, August claims were \$1,012,769 this year versus \$740,374 a year ago. Thus far in the new fiscal year they have had \$1,725,501 in claims versus \$1,209,741 a year ago. She explained that August is typically a high month with back to school and physicals, etc.

Mr. Nickerson noted that he has been looking into whatever other Health plans are out there. He noted that Anthem is higher than what they currently have. There are also Towns that are pooling their plans together in order to save. As we have some 500 people in our Health plan pooling with another Town and having the larger number may allow for some savings.

Mr. Harney asked about our plan and usage and what type of claims we have that are driving this.

Ms. Alberti said that she understands that we have had a catastrophic year but she would like them to look at what insurance is out there each year.

## **F. New Business**

### **a. Special Appropriation - \$26,360 CNRE Fund 32 – BOE – Dugout Project**

Donna Gillman from the school explained that the CNRE dollars for this will come from the LEARN revenues.

Ms. Hogan noted that there has been a history of using LEARN revenues where they need to use it.

Mr. Scheer, Asst. Director, Public Works said that the colors that they have depicted match the concession stand. They bid out the concrete slab and it has been built with the \$7,000 that the BOE had left. The dugouts will be built to last.

Ms. Picarazzi asked if there would be anything left in the LEARN account.

Ms. Johnson said that there is about \$25,000 now and rent comes in so there would be around \$87,000 at the end of the year.

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

Mr. Carpenteri moved WHEREAS, the Board of Selectmen upon the recommendation of the Board of Education has determined that a true and very real need exists for the completion of the East Lyme High School dugouts consistent with the 2015/16 Capital Improvement Plan – BE IT RESOLVED, to approve a special appropriation to the Board of Education in the amount of \$26,360 in CNRE Fund 32 for the purpose of the Framing/Roofing and Masonry work for the rebuild of the ELHS Dugouts. The source of funds will be \$26,360 from LEARN Rental Fees.

Mr. Kelley seconded the motion.

Ms. Alberti said that she was happy to see that they found other means and that this item was not bonded.

Vote: 6 – 0 – 0. Motion passed.

This item is subject to Town Meeting approval.

**b. Special Appropriation - \$49,785 DEEP Recreational Trails Grant**

Mr. Nickerson said that this was to construct trails and that parking lots will also be put in. The in-kind services will be that the Town will be doing the work. He noted that Mr. Goeschel was present to answer any questions.

Mr. Goeschel said that there is an existing paved lot at Darrow Pond and that the other two lots would be gravel. This will provide for recreational activity.

Mr. Harney asked who put the grant together.

Mr. Goeschel said that Victor Benni, Town Engineer did and that he worked with him. He added that they have three years in which to complete the work.

Mr. Harney noted that Art Carlson had also worked on this.

Ms. Alberti asked about the 20% in-kind and if it would be absorbed in this years budget.

Mr. Goeschel said yes.

Ms. Alberti asked, since they have to maintain the trails if he had any idea of how much it would cost to maintain them.

Mr. Goeschel said that they are looking for the boys and girls clubs, Parks & Rec and possibly Public Works along with the Land Trust to help out with that. He noted that the grant provides for trailside kiosks.

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

Mr. Kelley moved to approve a special appropriation in the amount of \$49,785 in CNRE Fund 32 to revenue and budget accounts to be established titled, "Niantic 8-Mile River Watershed Trail" for the Department of Energy and Environmental Protection's Recreation Trails Program Grant award.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

This item is subject to Town Meeting approval.

**c. Special Appropriation - \$23,229 purchase and install new 911 phone system**

Mr. Nickerson said that this is for the new 911 phone system and that Mr. Morris, Fire Marshal is present to explain this and answer any questions that they might have.

Mr. Morris explained that they had to go to digital phones and that they came up with a way to pay for them from the Nuclear Safety Fund, Emergency management Performance Grant and our CNRE. When the Town Hall comes forward with the new phone system, it will tie in with this phone system.

Ms. Alberti thanked them for obtaining funding through grants and synopsisized that basically they are looking for \$6900 from the Town.

Mr. Morris said yes.

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

Ms. Picarazzi moved to approve a special appropriation to CNRE Fund 32 in the amount of \$23,229 to cover the cost of purchase and installation of a new, enhanced 911 phone system. This is to include an account to be established titled, "Enhanced 911 Phone system" in CNRE Fund 32 with corresponding revenue accounts for sources of funds \$6,832 NSEP Grant and \$9,446 EMPG Grant. In addition, a transfer from CNRE Fund 32 account 32-70-300-500-100 in the amount of \$6,951.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

This item is subject to Town Meeting approval.

(Note: 8:15 PM – Mr. Harney had to leave the meeting and turned the Chairing of the meeting over to Ms. Picarazzi.)

**d. Special Appropriation - \$98,071 for the purchase of the new Harbor Master Boat**

Mr. Nickerson said that Mr. Morris would also explain this item and answer any questions that they might have.

Mr. Morris said that originally they were not sure if they could obtain grant money through the FEMA Port Security Grant as it is typically for larger areas/ports. However, they decided to give it a try as their boat is 20 years old. He said that his Administrative Assistant, Ms. Wilson put in a lot of work on this grant along with some help from Mr. Taylor. The grant covers 75% of the cost of the new boat (it includes all of the accessories and upgrades that they would want or need) with the remaining 25% cost to be shared by Waterford and East Lyme. He said that the \$12,518 to be paid by the Town of East Lyme will be offset by the money received from the bid sale of a 24' Grady White spare boat that they have. They will reimburse the Town-wide projects in the CNRE with the proceeds.

Ms. Picarazzi asked how they would coordinate with Waterford on the use of the boat.

Mr. Morris said that they have a good working relationship with Waterford Harbor management and that they would alternate weekends, etc.

Ms. Picarazzi asked about fuel and how that would be paid for.

Mr. Nickerson and Mr. Morris said that they have a fuel line item already as they have a boat – they are not adding, just updating.

Mr. Morris noted that this is a fully outfitted boat with a trailer. He added that we have a very active waterfront. This is a shallow water depth boat which will help with navigation in the Niantic River where areas are silted in and are very shallow.

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

Ms. Alberti moved to approve a special appropriation in the amount of \$98,071 to CNRE Fund 32 to purchase a new Town of East Lyme/Town of Waterford shared Harbor Master Boat and create an account for such purpose. Source of funds \$73,553 FEMA Port Security Grant, \$12,000 Town of Waterford contribution and \$12,518 Town of East Lyme Contribution from CNRE Fund 32 account 32-70-300-500-999 (Town-wide Projects). Once the existing 24' Grady White Police boat has been sold, the Town-wide project funds will be reimbursed with same.

Mr. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

This item is subject to Town Meeting approval.

**G. Old Business**

**a. Audit Comment Plan**

Ms. Johnson noted that she had provided them with a corrective action plan and that most of the items have a target completion date.

**b. Purchasing Policy (November Meeting)**

Ms. Johnson said that she would have something on this for them for their November meeting.

**H. Public Discussion**

Ms. Picarazzi called for Public Discussion.

There was none.

**I. Board Comments**

Mr. Kelley said that awhile ago they were looking into tax relief for the elderly and that they had noted that they would advertise what they have available so that people knew about it. He said that this was just a reminder that they had said that they would possibly put this in the tax bills and that they still need to get the word out that there are programs available, some of which are also matched by the State.

Mr. Nickerson said that he would speak with the Assessor and see what they could come up with.

**J. Adjournment**

Ms. Picarazzi called for a motion to adjourn.

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

Ms. Hogan moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:28 PM.

M5. Kelley seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

# Town of East Lyme Schedule of Health Insurance Claims and Administrative Fees Historical Analysis

Month	6/30/2016			6/30/2015			6/30/2014			6/30/2013		
	Claims	Fees	Total									
July	712,732	-	712,732	469,367	-	469,367	539,786	63,840	603,627	415,148	64,175	479,323
August	1,012,769	113,252	1,126,021	740,374	114,602	854,976	729,411	63,327	792,737	837,428	64,186	901,614
September				828,587	2,827	831,414	451,798	64,743	516,541	579,797	64,192	643,989
October				514,021	110,243	624,263	524,460	65,233	589,694	553,273	65,344	618,618
November				615,675	2,810	618,485	570,481	64,296	634,777	471,007	64,808	535,815
December				725,490	112,434	837,924	547,337	64,602	611,938	496,942	64,565	561,507
January				832,126	-	832,126	607,211	70,616	677,827	479,802	64,294	544,095
February				880,892	111,397	992,288	512,658	70,183	582,842	376,726	64,446	441,172
March				674,555	2,819	677,374	490,037	70,058	560,096	600,651	64,825	665,476
April				656,521	-	656,521	691,273	69,506	760,779	719,323	64,678	784,001
May				751,039	2,860	753,899	254,316	70,651	324,967	623,223	64,164	687,386
June				815,075	110,786	925,860	640,673	69,933	710,607	471,966	64,294	536,260
<b>Total</b>	<b>1,725,501</b>	<b>113,252</b>	<b>1,838,753</b>	<b>8,503,721</b>	<b>570,777</b>	<b>9,074,497</b>	<b>6,559,442</b>	<b>806,989</b>	<b>7,366,431</b>	<b>6,625,286</b>	<b>773,969</b>	<b>7,399,255</b>

*See memo to manager  
Stop loss was  
paid every  
2 months*

July	712,732	243,365	469,367	(70,420)	539,786	124,638	415,148	(182,334)
August	1,725,501	515,760	1,209,741	(59,456)	1,269,197	16,621	1,252,576	(110,465)
September	1,725,501	(312,826)	2,038,327	317,332	1,720,995	(111,378)	1,832,373	91,798
October	1,725,501	(826,847)	2,552,348	306,892	2,245,455	(140,191)	2,385,647	329,821
November	1,725,501	(1,442,521)	3,168,022	352,086	2,815,936	(40,717)	2,856,653	389,593
December	1,725,501	(2,168,012)	3,893,512	530,239	3,363,273	9,678	3,353,596	402,555
January	1,725,501	(3,000,138)	4,725,639	755,155	3,970,484	137,087	3,833,397	433,794
February	1,725,501	(3,881,029)	5,606,530	1,123,388	4,483,143	273,019	4,210,124	345,666
March	1,725,501	(4,555,585)	6,281,086	1,307,906	4,973,180	162,405	4,810,775	519,571
April	1,725,501	(5,212,106)	6,937,607	1,273,153	5,664,453	134,355	5,530,098	699,244
May	1,725,501	(5,963,145)	7,688,646	1,769,877	5,918,769	(234,551)	6,153,320	775,454
June								
<b>Total</b>		<b>(26,603,083)</b>		<b>7,606,152</b>		<b>330,965</b>		<b>3,694,697</b>

Attachment Bot 9/9/15