

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS – FY2015-2016
Thursday, MARCH 19th, 2015**

Members In Attendance: Steve Harney, Chairman
Lisa Picarazzi, Secretary
Steve Carpenteri
Steve Kelley

FILED IN EAST LYME
CONNECTICUT
March 24 2015 AT 2:00 AM/PM
Bradley D. Johnson ATC
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman
Anna Johnson, Finance Director
Lisa Timothy, Library Director
Joe Bragaw, Public Works Director
William Scheer, Assistant Public Works Director
Victor Benni, Town Engineer
Chuck Holyfield, Highway/Sanitation Superintendent
David Putnam, Parks & Recreation, Youth Services Director

Absent: Camille Alberti, Beth Hogan

A. Call Special Meeting to Order

Chairman Harney 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. Harney called for Delegations.
There were none.

D. New Business

a. Special Appropriation of \$1,811 – Grant from CT DEEP for plantings

Mr. Nickerson said that this is a direct grant from the DEEP for plantings at Hole in the Wall and our only cost is the manpower to put the plants in. This is a beautification project. Mr. Benni is here to further explain.

Mr. Benni, Town Engineer explained that the grant is to give them the opportunity to get plants that will thrive in this environment.

****MOTION (1)**

Ms. Picarazzi moved to approve a special appropriation in the amount of \$1.811 grant from the CT DEEP Watershed/NPS Management Program – Section 319, to an account to be established titled, (DEEP NPS 319 – Stormwater Classroom) to provide support for the purchase of plantings and upgrades to the detention basins associated with the Outdoor Stormwater Classroom at the Hole in the Wall parking lot.

Mr. Kelley seconded the motion.
Vote: 4 – 0 – 0. Motion passed.

b. Budget Reviews – FY 2015 - 2016

◆ Town Clerk (107) – Mr. Nickerson, First Selectman

Mr. Nickerson explained that this budget is fairly flat. He noted that the Town Clerk has been ill and that they have two people in the office that are covering it. Five hours were moved over to the part time person here from the Tax Office part time person. There is a small increase in miscellaneous supplies for records storage.

◆ **Town Engineer (105) – Joe Bragaw, Public Works Director**

Mr. Bragaw explained that this is basically a 'people' department containing the salaries. He said that the Stormwater Management is mandatory testing.

Mr. Kelley asked about the Engineer Inspector and what differences there are between him and the Building Inspector.

Mr. Bragaw said that they have nothing to do with each other. When they are re-building roads and doing sidewalks, it is the Engineer Inspector who is the person out there watching over and inspecting the project.

◆ **Building Maintenance (113) – Joe Bragaw, Public Works Director**

Mr. Bragaw explained that they oversee not only the Town Hall but the Community Center, Capitol Drive building, O & M Building, Police Station and Dispatch Center. The service contracts line item (216) covers the preventative maintenance for all systems, HVAC, security etc for all buildings. He noted that Fire Protection increases by 10% per year and that this is a charge made by the water department.

Mr. Harney asked if the custodians are strictly working for the Town buildings and not overlapping with the Board of Ed.

Mr. Bragaw said that was correct – they work for the Town facilities and not with the Board of Ed. He noted that one of the custodians is a talented carpenter so they are able to do projects in-house that have been on 'to-do' lists and that this is making a big difference. He additionally noted that they have reviewed all of the phone contracts and reduced where they were able to. Also, while they have a supply contract for electricity, CL&P is still the distributor and they have increased their rates substantially.

Mr. Kelley said that in the narrative there is \$5000 for fill-in people and asked the difference between overtime which includes the extra to fill in people and part time seasonal labor for overtime and vacations Mr. Bragaw explained that fill-in is for vacation, OT for call-outs for alarms that go off and emergencies and that the statement 'part-time seasonal labor to cover OT and vacations' belongs under line 311 – Custodians.

Ms. Picarazzi asked if there was any discussion of working with the Board of Ed with this.

Mr. Nickerson said that they currently do not work together but it could be something to possibly discuss in the future.

◆ **Public Works (317) – Joe Bragaw, Public Works Director, Chuck Holyfield – Highway/Sanitation Superintendent & Fleet Manager**

Mr. Nickerson said that this is the 'go to' department. They are closing in on \$3.6M.

Mr. Bragaw said that they are coming in with a negative 4.5% budget due to line 295 – SCRRA tipping fee which has been reduced to reflect where they currently are as the volume has been going down. Also under 310 – Fuels – line 221 – Fleet Fuel – they were able to lock in at good prices so this has helped. With respect to storm materials and supplies – line 440 – he explained that this was cut when they had extra TAR dollars but has had to be increased as they cannot count on that extra funding coming again.

Mr. Kelley asked about the new requirements under Fuel Tank and Stormwater as there is a lot of lobbying going on against this at the state level.

Mr. Bragaw said that those lines were put in to allocate the dollars where it should be rather than included in other line items. The discussion continues at the State level. He noted that they do have a sweeper truck that they do the streets with each year that costs them some \$8000 in repairs each year to operate.

The Board thanked Mr. Bragaw for all of his hard work on this budget and for all that public works does for the Town.

◆ **Information Technology (109) – William Scheer, Assistant Public Works Director, Joe Bragaw, Director of Public Works**

Mr. Bragaw said that he would have Mr. Scheer present this as he more closely works with this.

Mr. Scheer said that Star Computers has been working with them and has been doing a fantastic job and everyone will soon be on fiber.

Ms. Picarazzi asked about the Town webpage and being hacked and where we stand now as it does not seem that it is completely restored.

Mr. Scheer said that the website was hosted by someone who has not totally kept it up and that he had met with someone from Brown Bear this morning who will combine our website with the Parks & Rec one (Word Press) but will separate them and keep up with all of the security patches necessary to keep the website protected. Star is the backbone support for everything except the word press software. We now have local and reliable coverage and support.

◆ **Library (Culture and Rec) (420) – Lisa Timothy, Director; Dave Jacobs, President, Board of Trustees**

Dave Jacobs, President of the Library Board of Trustees said that he has served on the Board of Finance for eight years and was also the Chairman – so he understands more fully what their work is and what they have to do in trying to balance the needs of the Town. But, as with all departments, they feel that their budget is reasonable and that they are the most used by all demographics in Town. He introduced Ms. Timothy the Library Director.

Lisa Timothy, Executive Director thanked them for their past funding and said that they have 12,000 registered patrons and thanked them for painting the reading room. She said that they are not going away regardless of the e-books. Over the summer they have reading programs as the students have to read during the summer. They help with instruction on items and provide a diversity of information. She noted the cost of ink cartridges for color copies and how they had changed over to a color copier which should make money for them and will help with it being able to pay for itself.

She said that the State Library is facing cuts which could affect them so any further cuts to them will mean a cut in their hours of operation.

Ms. Picarazzi said that she sees a \$45,000 increase over last year; how much of this is out of their control and where the big increase is.

Ms. Timothy said that the increase is due to the carry forward and insurance although the carry forward is not as much this year. She noted that she had to reduce the increases that she wanted to give to her employees.

Ms. Picarazzi asked about the printer cartridges.

Ms. Timothy said that the color copier lease covers the cost of the color cartridges.

◆ **Parks & Recreation and Youth Services (421, 422) – David Putnam, Director**

Mr. Putnam passed out the 2014 year in review that they publish for the Town which details the events that were held. He said that they have eight (8) full time union employees and a part time seasonal labor account line item #412 which covers 51 seasonal employees. This line shows a large increase as the hourly rate went up by 65¢ per hour to \$9.85/hour.

He continued that they had a fantastic season last year as the weather was great and they only lost three days to inclement weather.

Ms. Picarazzi asked if they raised the cost of the passes.

Mr. Putnam said that they did but only in certain areas.

Ms. Picarazzi asked if they are obligated to have the beach staffed with lifeguards.

Mr. Putnam said that while there are no State mandates that he would not recommend not staffing it.

Ms. Picarazzi asked if there was any way to pool resources with any other department.

Mr. Putnam said that they have done that with Youth Services which creates an economy of scale.

Ms. Picarazzi asked about McCook and if there is anything being considered there.

Mr. Putnam said that many groups have met to try to consider a band shell amphitheater potentially for the 2016/2017 year.

E. Public Discussion

Mr. Hamey called for any comments from the Public.

There were none.

F. Board Comments

Mr. Harney said that he was contacted by the out-going Superintendent whose last day is the 30th so he asked that if they can get any questions that they might have for him together prior to that time and forward them to him so that he can answer them before he leaves.

Ms. Johnson explained that she had provided them with the updated CIP as well as last years'. The group will meet on March 30, 2015 and prioritize the items. She also said that the Salem tuition is \$11,404.02 for regular students and \$24,700.25 for SPED students. For the 2015/2016 fiscal year the costs are \$12,209.77 for regular students and \$26,359.48 for SPED students.

Mr. Harney said that when he met with Dr. Lombardo that he asked how this affects revenue when the student enrollment numbers decline.

Ms. Johnson said that she also spoke with Dr. Lombardo who had said that the per student rate would then go up as it is also based on the teachers that you would need to staff the classrooms for the rest of the students.

Mr. Harney said that it would be nice to know how the formula is affected.

Ms. Johnson said that some of the enrollment numbers are affected by the magnate schools and when the kids come back into the system.

Ms. Johnson continued that she had provided the information on the benefits for a full time building official versus the 28 hours and the impact would be another \$39,000. Also, regarding the unaffiliated wages – she said that she had used the worksheet and that was where the difference was. Lastly, she said that she had provided them with the visual on the debt and also provided them with a booklet that the Board of Ed publishes on their adopted budget – so it is additional information for them.

Ms. Picarazzi asked when union negotiations come up.

Mr. Nickerson said that there are three groups coming up for June 30, 2015.

Ms. Picarazzi asked if they negotiate this as it almost seems as if they are not looking at this since people in the non-union world do not get 3% increases. She asked if they could sit in on the negotiations.

Mr. Nickerson said that he would welcome one of them to sit in on the process. He added that in fairness to the people here in Town that while our wages may not be the highest that we do offer a nice place to work. He noted that there is also new representation for the Town employees.

Mr. Harney asked about the three year return by department and how things look so far for this year.

Ms. Johnson said that depending on how things go in the last quarter that it probably looks similar to last year.

G. Adjournment

Mr. Harney called for a motion to adjourn.

****MOTION (2)**

Mr. Kelley moved to adjourn this Special Meeting of the East Lyme Board of Finance at 8:12 PM.

Ms. Picarazzi seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary