

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
Wednesday, OCTOBER 8th, 2014**

Members In Attendance: Lisa Picarazzi, Acting Chairman
Steve Carpenteri
Steve Harney
Beth Hogan

Also In Attendance: Anna Johnson, Finance Director
Richard Morris, Fire Marshal
Wm. Scheer, Asst. Public Works Director

Absent: Steve Kelley, Chairman, Camille Alberti

FILED IN EAST LYME
CONNECTICUT
OCT 14 20 14 AT 10:00 AM/PM
Bridget D. Spencer, ETC
EAST LYME TOWN CLERK

A. Call Meeting to Order

Acting Chairman Picarazzi called this Special Meeting of the East Lyme Board of Finance to order at 6:02 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

Ms. Picarazzi called for Delegations.

There were no delegations.

D. Approval of Minutes

▪ **Regular Meeting - Wednesday, August 13, 2014**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of August 13, 2014.

****MOTION (1)**

Ms. Hogan moved to approve the Board of Finance Regular Meeting Minutes of August 13, 2014 as presented.

Mr. Carpenteri seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

E. Reports

◆ **First Selectman**

There was no report.

◆ **Finance Director**

Ms. Johnson said that she had provided them with a copy of her report and reviewed the highlights. She noted that they are concerned with the heating oil and propane budget of \$115,000 as Mr. Bragaw has let her know that they may need more to make it through the season. The telephone account is another area of concern with the issue being with the cell phones. They are working on reviewing the plans that we have and trying to cut back and update the plans. They also received a notice/report from unemployment looking for \$2400 that was from the last fiscal year but billed in this fiscal year. This makes this issue a bit more difficult.

Ms. Picarazzi asked about the detailed revenue account and if A = accrual and B= non-accrual.

Ms. Johnson said that was correct.

Ms. Johnson noted that they had also been provided with a Tuition Rate Study Calculation – Out-of-District from the East Lyme Schools and that the FY 14/15 Proposed Tuition Rate is \$14,522.

F. New Business

a. Final Budget Transfers – June 30, 2014 - \$52,127.66

Ms. Johnson said that these are the final budget transfers to close out the fiscal year.

****MOTION (2)**

Mr. Carpenteri moved to ratify departmental transfers in the amount of \$52,127.66 processed for fiscal year end June 30, 2014.

Mr. Harney seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

b. Special Appropriation – Use of funds from sale of NFD Apparatus - \$9000

Ms. Johnson said that they recently sold an old Niantic Fire Department apparatus for \$9000 and they are looking to use the money for emergency services to link to the State of CT fiber optic closed public safety network.

Ms. Hogan asked what they sold.

Mr. Morris said that they sold a 30 year old fire truck for \$9000 to Kentucky. He said that he would like to outfit his area with the fiber optics so that they can utilize the statewide network for free to better be able to communicate together.

Ms. Picarazzi said that the total price is about \$18,000 and they have \$9000 from this; she asked where the other \$9000 is coming from.

Mr. Morris said that it is from the Nuclear Safety Fund.

****MOTION (3)**

Mr. Harney moved to approve a special appropriation in the amount of \$9000 to an account to be established titled, "Public Safety Data Network" to allow the Town to operate the IMC program over high speed fiber optics for improved public safety communications.

Mr. Carpenteri seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

c. Expenditure – contingency – Police Radios - \$11,878.50

Ms. Johnson explained that most of the Police radios are old, failing, unable to be repaired and are not supported by the system. This request is for three (3) portable radios that will be compatible with the State radios.

****MOTION (4)**

Mr. Harney moved to approve the expenditure of \$11,878.50 from account 01-01-120-200-500 (contingency) to purchase three (3) portable radios for the Police Department along with the extended 4 year warranty to maintain Town of East Lyme Public Safety. The cost per radio is \$3,797.50 and the cost per unit for the extended warranty is \$162.

Mr. Carpenteri seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

G. Old Business

There was none.

H. Public Discussion

Ms. Picarazzi called for Public Discussion.

There was none.

I. Board Comments

Ms. Picarazzi asked if anyone had any comments.
There were none.

J. Adjournment

Ms. Picarazzi called for a motion to adjourn.

****MOTION (5)**

Ms. Hogan moved to adjourn this Special Meeting of the East Lyme Board of Finance at 6:25 PM.
Mr. Harney seconded the motion.
Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

East Lyme Public Schools
 Tuition Rate Study
 Out-of-District
 8/21/2014

Year	Total Budget 10/1 PSIS		Total Budget less Transportation Plus Debt Service		Debt Service	Total Budget-Trans	Budget - Trans + Debt /divided by enroll	Actual Out of District Tuition Charge	New to Dist
	Total Budget	Enrollment	Total Budget	-Trans (510)					
2004	30,426,631	3,288	30,576,167	(1,149,159)	29,427,008	8,950	12,679	8,500	
2005	32,404,555	3,287	32,404,555	(1,177,579)	31,226,976	9,500	13,177	8,950	
2006	36,447,886	3,280	36,614,088	(1,313,254)	35,300,834	10,762	13,821	9,371	
2007	38,009,684	3,312	38,009,684	(1,412,532)	36,597,152	11,050	14,132	9,840	
2008	39,378,063	3,213	39,378,063	(1,531,101)	37,846,962	11,779	14,132	11,500	
2009	39,201,715	3,156	39,201,715	(1,536,981)	40,395,757	12,800	14,522	12,075	
2010-11	39,917,597	3,123	39,917,597	(1,575,328)	41,152,707	13,177	14,522	12,800	
2011-12	40,494,180	3,026	40,494,180	(1,404,032)	41,823,610	13,821	14,132	13,177	
2012-13	41,214,544	2,990	41,214,544	(1,484,219)	42,255,076	14,132	14,132	13,821	
2013-14	41,941,731	2,948	41,941,731	(1,675,066)	42,811,359	14,522	14,522	14,132	
2014-15							Proposed FY 14-15 Rate	14,522	14,522

East Lyme Public Schools
Out of District Tuition Calculation
 Policy #3240 (New Policy begin FY10-11)
 Prior year approved budget,
 less transportation costs,
 plus town annual debt service for school district facilities and services
 divided by prior year October student enrollment

Calculation:
 FY15 Budget
 less Transportation
 plus town debt service
 divided by prior year enrollment (10/1/2013)
FY14/15 Proposed Tuition Rate

\$41,941,731
 (\$1,675,066)
 \$2,544,694
 \$42,811,359
 2,948
\$14,522

Tuition FY15 for out of district students enrolled prior year	\$ 14,132.13
Tuition FY15 for out of district students enrolled prior year	\$ 706.61
	5.00%
Tuition FY15 for out of district students enrolled prior year	\$ 14,838.74
If above is lower than new to district Use this rate for prior enrolled If higher, use new to district rate	

Attachment

Part

10/8/14

**Town of East Lyme
Budget Transfers
Fiscal Year 2013/14**

To Account		From Account				
Date	Dept	Account #	Description	Account #	Description	Amount
6/30/2014	PWD	01-30-317-100-316	Longevity	4-01-30-317-100-311	Regular - Highway	550.00
		01-30-317-100-412	PT Seasonal	4-01-30-317-100-311	Regular - Highway	105.00
		01-30-317-200-223	Traffic Signs/Signals	4-01-30-317-100-311	Regular - Highway	242.00
		01-30-317-210-295	SCRRRA Tipping Fees	4-01-30-317-100-311	Regular - Highway	5,500.00
		01-30-317-200-224	Road Reconstruction	4-01-30-317-100-311	Regular - Highway	6,633.00
		01-30-317-200-224	Road Reconstruction	4-01-30-317-100-314	OT Highway	1,958.00
		01-30-317-200-224	Road Reconstruction	4-01-30-317-100-315	Storm OT	191.00
		01-30-317-200-224	Road Reconstruction	4-01-30-317-210-296	Blky Waste Trans&Tip	8,000.00
		01-30-317-200-224	Road Reconstruction	4-01-30-317-300-201	Telephone	125.00
		01-30-317-200-224	Road Reconstruction	4-01-30-317-400-210	Streights	92.00
	Harbor Mgt	01-01-136-200-225	Maintenance of Harbor	01-01-136-100-412	PT Clerical	57.28
		01-01-136-300-320	Misc Supplies	01-01-136-100-412	PT Clerical	41.74
		01-01-136-400-214	Phones & Utilities	01-01-136-100-412	PT Clerical	3.10
	T Clerk	01-01-107-200-293	Dog Fees	01-01-107-200-292	Land Records Mgt	590.50
	COA	01-40-418-300-215	Program Services	01-40-418-300-321	Program Supplies	130.00
	Bldg Maint	01-01-113-400-213	Heating Oil/Propane	01-01-113-400-210	Electricity	2,187.11
	GG & Misc	01-01-114-100-124	Pension	01-01-114-100-121	FICA/Medicare	1,291.54
		01-01-114-140-231	Transcripts	01-01-114-140-233	Legal - Gen Govt	627.00
		01-01-114-140-232	Legal Ads	01-01-114-140-233	Legal - Gen Govt	1,049.70
		01-01-114-140-234	Legal - Zoning	01-01-114-140-233	Legal - Gen Govt	2,167.60
		01-01-114-140-236	Legal - PS	01-01-114-140-233	Legal - Gen Govt	6,377.00
		01-01-114-140-238	Legal - Conservation	01-01-114-140-233	Legal - Gen Govt	10.00
	Public Works	01-30-317-310-221	Fleet Fuel	01-30-317-400-210	Street Lights	2,951.87
	P & R	01-45-421-300-201	Telephone/Cable/Internet	01-45-421-300-241	Dues In Prof Org	133.60
		01-45-421-400-211	Util/Athletic Lights	01-45-421-200-350	Park/Field Maint	907.29
	Capital	01-70-724-700-465	PS - Emergency Mgt	01-70-724-700-461	PS - NFD Equip	2,345.25
		01-70-724-700-708	PWD - PU Truck	01-70-724-700-421	TWN - P & R Equip	7,850.08

Transfers from within the Public Works department to take care of payroll issues and allow for handling some end of fiscal year items.

End of fiscal year invoices

Amount of dog license fees to state greater than budget estimate.

End of fiscal year COA programs.

Final EOY invoices

Final 6/30/14 payroll for Defined Contribution Plan

Greater than estimated Transcription Services needed.

Final 6/30/14 legal ad invoices

Final Invoices for legal services thru 6/30/14. Legal for Public Safety (PS) is due to negotiations for successor Police Contract.

Final 6/30/14 invoices

Final 6/30/14 invoices

Final 6/30/14 field rental invoices billed to users.

Due to reductions in capital area to use CNRE funds by the BoF departmental transfers are needed.

TOTAL \$ 52,127.66

C:\Documents and Settings\DSTEVEN\Local Settings\Temporary Internet Files\OLK9A\Transfer List to Boards Approve 2013-14 #4 (2).xls]Sheet1

**BoS
10/1/2014**

Attachment BOT Reg. Mtg. 10/8/14