

**EAST LYME BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES  
Monday, MARCH 10th, 2014**

Members In Attendance: Paul Formica, First Selectman  
Kevin Seery  
Holly Cheeseman  
Rob Wilson  
Mark Nickerson  
Rose Ann Hardy

FILED IN EAST LYME  
CONNECTICUT  
March 18, 2014 AT 1:45 AM/PM  
*Kevin Seery*  
EAST LYME TOWN CLERK

Also In Attendance: Anna Johnson, Finance Director  
Joe Bragaw, Director of Public Works  
William Scheer, Deputy Director of Public Works  
Victor Benny, Town Engineer

Absent: No one *JK*

**1. Call Special Meeting to Order**

First Selectman Paul Formica Called this Special Meeting of the East Lyme Board of Selectmen to order at 6:20 PM and led the assembly in the Pledge of Allegiance.

**2. Approval of Minutes - Special Meeting - February 26, 2014**

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

Mr. Formica moved to approve the Special Meeting Minutes of February 26, 2014  
Mr. Seery seconded the motion.

**Motion Passed 4 - 0 - 2 (Ms. Hardy Abstained; Mr. Nickerson Abstained)**

**3. Approval of 2014/2015 Budget**

Mr. Formica went over proposed revenue increases and decreases for this fiscal year.

Some highlights:

PILOT State Owned Property - increase on what we had projected - \$290,806

Tax relief for elderly - dependent on assessor's list sent to the state – projected to be a decrease

Gateway Project - projected revenue in taxes and water & sewer

Also projected increases on:

- permits for summer season

-beach recreation - revenues increase - due to increase traffic on new beach

-increase on home sales

- zoning fees

- mooring permits

\*\* dog licenses – is projected to stay flat

Ms. Cheeseman - needed clarification on sewer assessment fund.  
Sewer assessment fund likely to be less - not the year of 2015 but later years

Ms. Hardy - asked on how assessment fund for Gateway will be measured - Mr. Formica answered that smart meters will be probably be used to measure sewer usage for units.

Mr. Formica mentioned that sewer assessment fund will be able to pay for capital projects - revenue and expenditures generators.

Mr. Formica mentioned that that the Board of Education identified around \$646,000 in cuts -- mostly based on health care cost cuts. Ms. Johnson mentioned that the Board of Ed has not made decision on reduction so the Board of Selectman will not be able to assume that cuts will take place and, any decision of Board of Ed budgets will have to be done at Board of Finance level.

Ms. Hardy asked if Conservation fees are same as the inland/wetland fees. Ms. Johnson to check on that.

Mr. Formica mentioned that as a general observation, the revenue projection shows that more revenue is needed.

Mr. Formica suggested to go through each department's budget starting with Department 101.

**Department 101 – First Selectman**

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

Mr. Nickerson made motion to approve the proposed budget of \$231,962 for department 101, First Selectman, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 102 – Assessor**

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

Mr. Nickerson moved to approve the proposed budget of \$202,126 for department 102, Assessor, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 103 – Tax Collector**

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

Mr. Nickerson moved to approve the proposed budget of \$172,938 department 103, Tax Collector), and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

**Department 104 – Building**

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

Mr. Nickerson moved to approve the proposed budget of \$183,723, Building, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

#### **Department 105 – Town Engineer**

Ms. Cheeseman questioned the reduction of overtime on budget - Mr. Formica explained the change of status for Mr. Gary Heyanka from union employee to non-union status. This change was done per Mr. Heyanka's request and will allow for work time flexibility.

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

Mr. Nickerson moved to approve the proposed budget of 256,758 for department 105, Town Engineer, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

*\*\*\*Note: Department 106 was absorbed by the Department of Finance in Fiscal Year 2013/2014.*

#### **Department 107 – Town Clerk**

Mr. Formica questioned the increase of \$8,850 on budget for clerical salary. Ms. Johnson explained that there were union step increases and also, that Karen Galbo became a Connecticut Certified Town Clerk granting her a salary increase.

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

Mr. Nickerson moved to approve the proposed budget of \$183,086 for department 107, Town Clerk, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

#### **Department 108 – Health**

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

Mr. Nickerson moved to approve the proposed budget of \$131,866 department 108, Health, and forward to the Board of Finance for approval.

Ms. Cheeseman seconded the motion.

Motion passed 5- 0 - 1 (Kevin Seery Abstained)

#### **Department 109 – Information Technology**

Mr. Scheer spoke to the board about the request to increase the budget by \$15,000 for the contracting out for network support with Star Computers. The average yearly amount spent with Star Computers is \$31,000. This contract will allow the town a block of network support time and if more time needed, the hourly rate will be \$75.

#### **\*\*MOTION (9)**

Mr. Nickerson moved to approve the proposed budget of \$118,234 for department 109, Information Technology, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0.

### **Department 110 - Registrars**

Ms. Cheeseman noted increase in supply numbers and Ms. Johnson explained that increase was due to election/referendum printing expenses.

#### **\*\*MOTION (10)**

Mr. Nickerson moved to approve the proposed budget of \$98,322 for department 110, Registrars, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0.

### **Department 111 – Probate**

#### **\*\*MOTION (11)**

Mr. Nickerson moved to approve the proposed budget of \$14,329 for department 111, Probate, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

### **Department 113 – Building Maintenance**

Mr. Formica explained the proposed changes on custodian positions – one part time custodian will be offered to move to full time and, in turn, such person will take over some of George Carfi's custodian duties – freeing up an average of 10 hours of Mr. Carfi's time to do other carpentry work for the town.

Mr. Bragaw spoke on how expenses for FY 13/14 are trending higher than previous years due to colder weather.

#### **\*\*MOTION (12)**

Mr. Nickerson moved to approve the proposed budget of \$715,383 for department 113, Building Maintenance, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

### **Department 114 – General Government**

#### **\*\*MOTION (13)**

Mr. Nickerson moved to approve the proposed budget of \$3,408,606 for department 114, General Government, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

Discussion:

Mr. Formica went over increases/decreases on budget areas:

- FICA/Medicare – payroll increase
- Pension fund has grown
- Legal - increase because of Police contract
- General Government - covers town councils, general advice
- Zoning - has need of labor legal advice
- Legal ads - reduced - dependent on state's decision to change format for municipalities' legal ads to online and reduced printed form size
- CIRMA - has been refunding money to town and such refunds will be close to amount of increase

**\*\*MOTION (14)**

Mr. Nickerson moved to approve the amended budget of \$3,379,369 for department 114, General Government, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

**Department 115 – Services to Community**

**\*\*MOTION (15)**

Mr. Nickerson moved to approve the proposed budget of \$25,201 for department 115, Services to Community, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

**Department 116 – Zoning Commission**

**\*\*MOTION (16)**

Mr. Nickerson moved to approve the proposed budget of \$88,159 for department 116 , Zoning Commission, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 117 – Planning**

**\*\*MOTION (17)**

Mr. Nickerson moved to approve the proposed budget of \$76,119 for department 117, Planning, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

**Department 118 – Finance**

Mr. Formica - explained the need to expend Human Resource's Renee Fectau hours. Expansion will be 5 hours a week to create Finance Manual for Board of Finance.

**\*\*MOTION (18)**

Mr. Nickerson moved to approve the budget of \$268,853 for department 118, Finance, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

**Department 120 – Contingency**

**\*\*MOTION (19)**

Discussion - Holly wanted to know how much of contingency has been used this year Ms.

Johnson answered that it was about \$36000

Mr. Nickerson moved to approve the budget of \$220,000 for department 120, Contingency, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 126 – Board of Finance**

**\*\*MOTION (20)**

Mr. Nickerson moved to approve the budget of \$37,600 for department 126, Board of Finance, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

**Department 127 – Board of Assessment Appeals**

**\*\*MOTION (21)**

Mr. Nickerson moved to approve the budget of \$1,760 for department 127, Board of Assessment Appeals, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

**Department 130 – ZBA**

**\*\*MOTION (22)**

Mr. Nickerson moved to approve the budget of \$980 for department 130, ZBA, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 - 0 - 0

*\*\*\*Note - The Department of Economic Development Commission (131) was absorbed into First Selectman Department (101) during Fiscal Year 2013/14 and will remain as such for this fiscal year.*

**Department 132 – Inlands Wetlands Agency**

Ms. Hardy made comment on \$0 for revenue for conservation inland/wetlands – Ms. Johnson will research further

**\*\*MOTION (23)**

Mr. Nickerson moved to approve the budget of \$20,524 for department 132, Inlands Wetlands Agency, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

**Department 133 - WTFD/EL Shellfish Commission**

**\*\*MOTION (24)**

Mr. Nickerson moved to approve the budget of \$2,500 for department 133, WTFD/EL Shellfish Commission, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 134 – Smith-Harris Commission**

**\*\*MOTION (25)**

Mr. Nickerson moved to approve the budget of \$16,500 for department 134, Smith-Harris Commission, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 135 – Town Building Committee**

**\*\*MOTION (26)**

Mr. Nickerson moved to approve the budget of \$875 for department 135, Town Building Committee, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 - 0 - 0

**Department 136 – Harbor Management Comm.**

**\*\*MOTION (27)**

Mr. Nickerson moved to approve the budget of \$14,650 for department 136, Harbor Management Commission, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 - 0 - 0

*\*\*\*Note – Mr. Nickerson removed himself from meeting at 7:59 PM to attend another meeting in Town Hall*

**Department 138 – Conservation of Natural Resources**

**\*\*MOTION (28)**

Mr. Seery moved to approve the budget of \$1,900 for department 138, Conservation of Natural Resources, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 5 - 0 - 0 (Mr. Nickerson not present)

**Department 216 – Public Safety – Police Department**

Ms. Hardy questioned why police overtime shows as \$0 and wants to know where reimbursement shows on budget. Also, Ms. Hardy noted that the DUI grant is being shown as an expense but needs to be shown as revenue. Ms. Johnson - noted that state grant DUI will have to be added to budget.

*\*\*\*Note – Mr. Nickerson rejoined the meeting at 8:06 PM*

**\*\*MOTION (29)**

Mr. Seery moved to approve the budget of \$2,163,624 for department 216, Public Safety – Police Department, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 5 – 0 – 1 (Mark Nickerson not present)

**Department 217 – Public Safety – Niantic Fire Department**

Mr. Formica noted that there is a possibility of contractual increases. He also noted that the increase on part time salary is related to decrease of volunteering time.

**\*\*MOTION (30)**

Mr. Nickerson moved to approve the budget of \$493,979 for department 217, Public Safety – Niantic Fire Department, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 – 0 – 0

**Department 218 – Public Safety – Flanders Fire Department**

Mr. Formica noted that there could be increases per contract changes and that there has been some OSHA increases due to testing of equipment/ batteries.

**\*\*MOTION (31)**

Mr. Nickerson moved to approve the budget of \$373,284 for department 218, Public Safety – Flanders Fire Department, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6 – 0 – 0

**Department 224 – Public Safety – Emergency Management Department**

Mr. Formica noted that some changes in contract are due to police/dispatch software update.

**\*\*MOTION (32)**

Mr. Nickerson moved to approve the budget of \$674,930 for department 224, Public Safety – Emergency Management Department, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 – 0 – 0

**Department 226 – Public Safety – Animal Control**

Mr. Formica mentioned that the ACO budget was reflective of full time officer. He mentioned that officer may be retiring and coming back to work as part time. Also, Mr. Formica explained plans to create a new facility at one of Department of Correction facilities and that such facility will be operated by inmates. Changes will happen within next year but savings will probably not show in FY 2014/15 budgets.

**\*\*MOTION (33)**

Mr. Nickerson moved to approve the budget of \$58,809 for department 226, Public Safety – Animal Control, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 – 0 – 0

**Department 317 – Public Works – Hwy & Sanitation**

**\*\*MOTION (34)**

Mr. Nickerson moved to approve the budget of \$3,715,676 for department 317, Public Works Department, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 6 – 0 – 0

Discussion:

Mr. Formica mentioned that this is a transition budget since Mr. Jow Bragaw is the new Director of Public Works. Also, Mr. Formica mentioned the decrease on the salary for the Director of PW because such salary will be broken up into three departments (Water and Sewer being the other two) – Public Works will be responsible for 25% of salary.

Mr. Bragaw spoke on the increase trend of Fleet Fuel and Salt because of this year's cold winter. He also mentioned that he is comfortable with the numbers shown on next year's budget for salt and fuel as long as winter is not too cold and we do not have many snow storms. Mr. Bragaw is working on new contracts for fleet fuel and we should be able to see savings.

**\*\*MOTION (35)**

Mr. Nickerson moved to approve the amended budget of \$3,667,705 for department 317, Public Works Department, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 – 0 – 0

**Department 418 – Commission of Aging**

**\*\*MOTION (36)**

Mr. Formica noted the increase on budget was due to admin. Union salary increase and the increase on number of classes offered at Senior Center.

Mr. Nickerson moved to approve the budget of \$254,221 for department 418, Commission of Aging, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 – 0 – 0

**Department 419 – Health and Welfare**

**\*\*MOTION (37)**

Mr. Nickerson moved to approve the budget of \$11,908 for department 419, Health and Welfare, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 – 0 – 0

**Department 420 – Culture & Recreation**

**\*\*MOTION (38)**

Mr. Nickerson moved to approve the budget of \$1,043,852 for department 420, Culture & Recreation, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 5 – 0 - 1 (Ms. Cheeseman abstained)

Discussion: Ms. Johnson explained decreased was due to project for painting interior of library was shown on two budgets (also shown in Capital Projects). A net reduction of \$7,671 should be added.

**\*\*MOTION (39)**

Mr. Nickerson moved to approve the amended budget of \$1,036,181 for department 420, Culture & Recreation, and forward to the Board of Finance for approval.

Mr. Wilson seconded the motion.

Motion passed 5 – 0 - 1 (Ms. Cheeseman abstained)

**Department 421/422– Parks & Recreation and Youth Services**

Discussion:

Ms. Cheeseman has an issue with the increase of labor/staffing beaches because she believes that the anticipation of revenue is not true. She noted that based on last year's summer season, revenue was not as anticipated and, that she would like to see a reduction on P/T employment.

Mr. Formica believes that increase of beach usage will happen due to extra traffic of people being pushed to Cini Park this year since Hole in the Wall will be have less access due to boardwalk construction. He also believes that after the boardwalk is ready, there will be more usage of beach – driving the need of more people working at beaches.

**\*\*MOTION (40)**

Mr. Nickerson moved to approve the budget of \$925,330 for department 421, Parks and Recreation, and forward to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 5-1-0 (Ms. Cheeseman opposed)

**Department 522 – Debt Service – Interest**

**\*\*MOTION (41)**

Mr. Nickerson moved to approve the budget of \$1,395,237 for department 522, Debt Service/Interest, and forward to the Board of Finance for approval.

Ms. Cheeseman seconded the motion.

Motion passed 6 – 0 – 0

**Department 522 – Debt Service –Principal**

**\*\*MOTION (42)**

Mr. Nickerson moved to approve the budget of \$3,709,912 for department 522, Debt Service/Principal, and forward to the Board of Finance for approval.

Ms. Hardy seconded the motion.

Motion passed 6 – 0 – 0

\*\*\*Note – meeting break at 7:49PM

\*\*\*Note – meeting resumed at 8:56PM (Victor Benni, Bill Scheer and Joe Bragaw did not come back after break)

**Department 724 – Capital**

**\*\*MOTION (43)**

Mr. Nickerson moved to approve the budget of \$1,402,567 for department 724, Capital Projects, and forward to the Board of Finance for approval.

Discussion took place to reduce the budget, the following are the approved Budget Reductions:

\$50,000 for skateboard park.

\$4,000 for CAD Software

\$25,000 sidewalk repair Town-Wide

\$25,000 various Town projects

\$13,051 Tax Department fold machine

\$2,500 Tech upgrade Town

Total Capital Projects reductions: \$119,551.00

\*\*\*Note - Joe Bragaw rejoined the meeting at 9:08PM

**\*\*MOTION (43)**

Mr. Nickerson moved to approve the amended budget of \$1,283,016 for Department 724, Capital, to be forwarded to the Board of Finance for approval.

Mr. Seery seconded the motion.

Motion passed 6- 0 – 0

**\*\*MOTION (44)**

Mr. Nickerson moved to approve the 2014/2015 Proposed General Budget of \$66,501,467 to be forwarded to Board of Finance for approval.

Mr. Wilson seconded

Motion passed 5-1-0 (Ms. Cheeseman opposed)

**\*\*MOTION (45)**

Mr. Nickerson moved to approve the 2014/2015 Proposed Board of Education of \$43,989,614 with the option to change after the Board of Education meeting approves reduction.

Mr. Wilson seconded

Motion passed 6 – 0 – 0

**Adjournment**

**\*\*MOTION (46)**

Mr. Nickerson moved to adjourn this Special Meeting of the East Lyme Board of Selectmen at 9:48PM.

Ms. Cheeseman seconded the motion.

Motion passed: 6 – 0 – 0

*Respectfully submitted,*

*Tania Ranelli*

*Substituting Recording Secretary*



Town of East Lyme  
Board of Selectman - Proposed Budget  
2014/2015

	2013/14 Adopted	First Selectman 3/10/14 BoS	BoS	Increase (Decrease)	% Change	
General Government	15,461,453	16,208,567	16,123,688	662,235	4.28%	
Debt Service	4,781,959	5,105,149	5,105,149	323,190	6.76%	
Capital	988,015	1,402,567	1,283,016	295,001	29.86%	
Board of Education	41,941,731	43,989,614	43,989,614	2,047,883	4.88%	
<b>TOTAL</b>	<b>63,173,158</b>	<b>66,705,897</b>	<b>66,501,467</b>	<b>(204,430)</b>	<b>3,328,309</b>	<b>5.27%</b>