

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

Members in Attendance: Steve Harney, Chairman
Lisa Picarazzi, Secretary
Camille Alberti
Beth Hogan
Jason Pazzaglia
William Weber

FILED IN EAST LYME
CONNECTICUT
Dec 14 2015 AT 2:30 AM/PM
William Weber
EAST LYME TOWN CLERK

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

Absent: No One

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.

Mr. Harney welcomed Mr. Pazzaglia and Mr. Weber to the Board then said that he would turn the Chairing of the meeting over to Mr. Nickerson for the Election of the Chairman.

C. Board of Finance Election of Officers

▪ **Chairman**

Mr. Nickerson said that he would take nominations for the position of Chairman of the Board of Finance for 2016.

****MOTION (1)**

Ms. Alberti nominated Mr. Harney for the position of Chairman of the Board of Finance for 2016.
Ms. Hogan seconded the motion.

Mr. Nickerson asked if there were any other nominations –
Hearing none –

Mr. Nickerson closed nominations and called for a vote on the nomination -

Vote: 6 – 0 – 0. Motion passed.

Mr. Nickerson congratulated Mr. Harney and turned the Chairing of the meeting over to him.
Mr. Harney thanked everyone.

▪ **Secretary**

Mr. Harney called for nominations for the position of Secretary of the Board of Finance for 2016.

****MOTION (2)**

Mr. Harney nominated Ms. Picarazzi for the position of Secretary of the Board of Finance for 2016.
Ms. Alberti seconded the motion.

Mr. Harney asked if there were any other nominations –
Hearing none –

Mr. Harney closed nominations and called for a vote on the nomination -

Vote: 6 – 0 – 0. Motion passed.

Mr. Harney congratulated Ms. Picarazzi.

D. Delegations

Mr. Harney called for Delegations.

Anthony Arias, 28 Bush Hill Drive said that he was confused about the two (2) electronic signs that were going to be placed – one at the school and one in front of Town Hall. He had thought that they were being paid for by the Rotary but found out that was not so - apparently the Rotary is paying for one-half of the sign for the school but 100% for the one in front of Town Hall. The other half for the school was coming from some of the alumni funds and he had come this evening to ask if this was true as if it was, he is not pleased with that decision.

E. Approval of Minutes

▪ Regular Meeting - Thursday, November 12, 2015

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

Mr. Harney asked that on the bottom of Page 1 under the Board of Education where members were listed as attending teacher negotiations that Mr. Kelley be changed to read: Mr. Carpenteri.

Ms. Alberti asked that the day in the header be changed to Thursday and that on the bottom of Page 5 where she is speaking that the words 'it is probably not a real number' be changed to read: 'it was premature to expend funds at this time.'

****MOTION (3)**

Ms. Picarazzi moved to approve the Board of Finance Regular Meeting Minutes of November 12, 2015 as amended.

Ms. Alberti seconded the motion.

Vote: 4 – 0 – 2. Motion passed.

Abstained, Mr. Pazzaglia, Mr. Weber

F. Reports

◆ First Selectman

Mr. Nickerson welcomed the new members to the Board and all of the returning members. He reported the following:

- The new fire truck for Flanders has arrived and came in under budget.
- The Jingle Bell 5K Run is this week Saturday at 9 AM with the Light Parade commencing at 6 PM.
- Another one-quarter of a mile of Boardwalk will be opened on Saturday.
- Kiplinger's recently published a report on places to retire – they picked one from each state and Niantic came in No. 1.
- He has met with the trolley people regarding moving people during the busy season.
- The flag pole on the Town Green will be replaced – it was found to be severely rotted and was taken down so that it would not fall.
- Regarding the electronic signs, he said that the one in front of Town Hall is being paid for 100% by the Rotary and believes that the one for the school is 50-50 between the Rotary and BOE.

Ms. Picarazzi said that she attended the Board of Ed Community Forum on the schools project proposal and said that there was a lot of information put out with a lot of comments made about it. She asked if things do not change what the purpose of the forum is and when the next one will be held.

Mr. Nickerson said that the purpose was to receive more information and that he thinks there are a number of potential plans and that there will be more information coming forward.

◆ Board of Education

Jamie Barr Shelburn, Board of Education member said that she would be presenting the report from the Board of Ed this evening.

Ms. Barr Shelburn thanked Ms. Alberti, Mr. Harney and Mr. Carpenteri for contributing with the contract negotiations for the teachers. She noted that the negotiations for the secretaries are still under way.

She reported that the Board of Ed Forum that was originally scheduled for Monday, December 14, 2015 has been cancelled as they have more work to do. She said that Superintendent Newton had met with the Finance Director and the information that they received regarding the mill rate was of concern to them so they will be re-working the plans before coming forth with more information.

They will be holding a budget workshop for the community in January and the Board of Ed has three new Board members.

Ms. Picarazzi asked what their budget priorities would be for this year.

Ms. Barr Shelburn said that they do not know yet but she thinks that it would be to keep the classroom numbers low.

Ms. Alberti asked why the proposal for two schools has a shift in focus.

Ms. Barr Shelburn said that they have not done anything yet; all she knows is that Superintendent Newton met with Ms. Johnson and found out that the mill rate on the \$58M was higher than anyone had expected and they would be re-looking at things before presenting more information.

She lastly said that Jill Carini from the Board of Ed would be reporting to them next month.

◆ Finance Director

Ms. Johnson noted that they had received the monthly reports in their packets and asked if they had any questions.

Mr. Harney asked that Ms. Johnson explain the reports to the new members.

Ms. Johnson did.

Ms. Picarazzi asked about the revenue item – extra duty police and why it was on the revenue sheet.

Ms. Johnson explained that we bill developers/trades when they require police help for work that they are doing in busy traffic areas. The cost we bill is for the people, vehicles, etc and whatever the difference is between that and actual we post as revenue.

Ms. Hogan said that she noticed that the police boat usage was up over 50% and asked if that was seasonal?

Ms. Johnson said yes.

Ms. Alberti asked about the timing of the sewer assessment revenue.

Ms. Johnson said that it is typically done two times per year.

Mr. Pazzaglia asked if there would be anymore revenue for beach/recreation.

Ms. Johnson said that they will take in more in May and June which are heavy months for the sale of beach passes and programs.

Ms. Johnson reported that for November the Health Insurance claims were \$480,000 but YTD is at \$3.4M when it was at \$3.1M last year at this time. She said that she was hoping that the trend will be following the November trend.

Ms. Picarazzi asked Ms. Johnson if she had any areas of concern.

Ms. Johnson said that she is watching the legal fees as they budgeted \$20,000 and spent \$15,000 so far. Planning & Zoning is going through their legal money quickly. They could potentially transfer from some other areas that have not used as much. She said that she is watching this. Another area she is watching is the Police Overtime line item which is \$20,000 over where they should be at this time.

G. New Business

a. \$3000 Contingency Transfer to IT for Maintenance of Office Equipment

Mr. Nickerson explained that they spent the \$2,142 that they needed for the server crash that caused them to have to recover data by re-inputting it and that they still need more. This request is to enable them to finish the restoration work.

Ms. Johnson noted that they have completed all prior year issues for the Tax Office that they had and are hopeful that they will be finished with this in a few weeks.

****MOTION (4)**

Ms. Alberti moved to approve a transfer in the amount of \$3,000 from account 01-01-120-200-500 (Contingency) to account 01-01-109-200-215 (Maintenance of Office Equipment – IT) for Tax Department data recovery.

Ms. Picarazzi seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

H. Old Business

a. Allocate Funds – CNRE Fund 32 – Study to Determine Best Uses/Costs – Lillie B Haynes School if BOE gives back to the Town

Mr. Harney recalled to the members that they had tabled this from their last meeting. In light of the latest information from the Board of Ed and the project undergoing some changes it would appear that addressing this is a moot point at this time.

b. Purchasing Policy

Ms. Johnson noted that this was not ready and asked that it be left on the agenda for the next meeting.

c. NFD/FFD PT & OT Review

Ms. Johnson said that she had provided them with this information and explained that with Niantic Fire Department the PT Firefighters will be over budget but regular overtime could possibly be under so they may be able to meet their needs.

With the Flanders Fire Department it seems to be the same. However, they are just now reaching the half way mark and many things could change between now and the end of the year.

Ms. Picarazzi said that this gives them a good idea of where they are but it does not give them a sense of how to better manage this – so for her, something is still missing here with how to have better control over it.

Mr. Nickerson said that more will be forthcoming on this as he is working on how to make it more accountable. He noted that this is a different relationship than say with the Director of Public Works who comes in with a budget as requested. The Fire Departments are different in that they choose amongst themselves who will lead and then the chosen leader finds that he has to do things that may typically not be that easy for him to do.

Ms. Picarazzi asked if this could potentially be something that an outside consultant could review.

Mr. Nickerson said that maybe it could at some future point in time.

Mr. Pazzaglia asked if the overtime numbers are actual payroll numbers.

Ms. Johnson said that it is what they paid in wages and excludes the payroll taxes.

Mr. Pazzaglia asked if 10% more would be reasonable if including the payroll taxes.

Ms. Johnson said that it would be about that.

Mr. Nickerson noted that their shift hours are different and they frequently work nine hour shifts. Further, when there is an injury that loads up on the payroll as they have to cover the time.

I. Public Discussion

Mr. Harney called for Public Discussion.

There was no public discussion.

J. Board Comments

Mr. Harney said that he had wanted to get pamphlets from CCM for the new members but did not get them. He suggested that if the new members had any questions that they contact Ms. Johnson.

Ms. Picarazzi said that she had received some information on-line that she would forward to them.

Ms. Alberti said that with regard to the deliverable on the \$9000, the outline they had received is something that she would like to see going forward. She added that she would like to also see the potential for selling some of the school properties to add them back to the tax rolls rather than rushing into wanting the Town Hall to move into a 100,000 sq. ft. building when they have no need for that amount of space and then would have to try to fill it.

K. Adjournment

Mr. Harney called for a motion to adjourn.

****MOTION (5)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:05 PM.

Ms. Alberti seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary