

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, AUGUST 10th, 2016**

**Members in Attendance:** Lisa Picarazzi, Acting Chairperson  
Camille Alberti  
Beth Hogan  
Jason Pazzaglia

**FILED**

Aug 15 2016 AT 10:05 ~~AM~~ PM

**Also In Attendance:** Mark Nickerson, First Selectman  
Joe Bragaw, Director of Public Works  
Anna Johnson, Finance Director

William Galbraith  
EAST LYME TOWN CLERK

**Absent:** Steve Harney, Chairman, William Weber

**A. Call Meeting to Order**

Acting Chairperson Picarazzi called this Regular Meeting of the East Lyme Board of Finance to order at 7:02 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

**C. Delegations**

Ms. Picarazzi called for delegations.  
There were no delegations.

**D. Approval of Minutes**

▪ **Special Meeting – July 20, 2016**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of July 20, 2016.

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

Ms. Hogan moved to approve the Board of Finance Special Meeting Minutes of July 20, 2016 as presented.  
Ms. Alberti seconded the motion.  
Vote: 4 – 0 – 0. Motion passed.

**E. Reports**

◆ **First Selectman**

Mr. Nickerson reported on the following:

- The Town Assessor is retiring and they will be posting the position on the CCM website for an Assessor. This comes at a difficult time with all of the DMV issues and reval.
- The Tax Collector will be out for an extended period of time due to medical issues.
- The Town Clerk is also on an extended medical leave.
- The auditors are starting the audit process.
- The two old Town buildings on the corner of Romagna & Roxbury Road are scheduled to be demolished tomorrow and the area cleaned up. This has been slated to be done since the Capitol Drive property was acquired.
- They are in the process of paving roads all over the Town.
- The above ground tank installation is being completed at Capitol Drive
- The Cini Park bathroom design is being worked on in conjunction with the State as it involves some of their work
- They are doing survey work on the potential for Gorton Pond sidewalks and will then look for a Grant opportunity to fund it

- They are waiting on the Grant monies that they were awarded to demo the 224 Main Street building and do any remediation.
- They are in need of a new phone vendor as the prices continue to escalate. They are looking into three potential systems that would hold the price at what they have now.
- The Saunders Point sewer system is under study.
- They are researching security camera systems for all of the Town buildings.
- They expect the band shell to be completed within 60 days.
- The Costco application is expected in the fall.
- The next Parks & Recreation meeting will have a public comments item on the agenda so that the public can make their comments directly to them. He noted that he receives calls directly regarding Parks & Recreation and suggested that people bring their comments directly to them.
- The schools are considering a refurbishment plan for the elementary schools – all of this is very preliminary at this time. They are not sure if this involves two or three schools at this time. He encouraged them to stay involved as they specifically stated that they had funded them with the understanding that there would be two elementary schools in the upcoming fiscal year(s).

Ms. Picarazzi asked how the public was invited to the Parks & Recreation meeting to give their input/feedback.

Mr. Nickerson said that it is on their agenda and that anyone who had approached him was informed that they could attend the meeting and they would be able to give their comments there. The agenda is posted on the Town website.

#### ◆ **Board of Education**

Jamie Barr Shelburn said that they will have a representative from the BOE attending their meetings as of September.

#### ◆ **Finance Director**

Ms. Johnson reported that she had provided them with the reports and with an updated draft of the revenues as they are still in the process of doing the closeouts for the year.

Ms. Picarazzi asked about the Engineer/Inspector line item being expended at 49% at this time of the year. Ms. Johnson explained that was the position that had gone from FT to PT however there was time that had to be paid out to the FT person leaving so it came from that line item. She added that they do plan on staying within that budget for the year.

Ms. Picarazzi asked if they could look at that within contracts so as not to carry 6 weeks of time and have to pay it out and incur this type of thing.

Mr. Nickerson said that they are talking about management and that those discussions typically take place prior to July 1<sup>st</sup> so they would have to discuss it prior to that time.

Ms. Picarazzi asked that they note it so that it does not slip through the cracks and they discuss it for next year.

Ms. Johnson said that she would note it to discuss 'leave time'.

## **F. New Business**

### **a. Special Appropriation – \$17,208.30 ICE Grant Program Grapple Truck**

Joe Bragaw, Director of Public Works explained that this is a Grant (ICE – Inter-town Capital Equipment Purchasing Incentive program) where the State will chip in on the cost for the Grapple Truck if they partner with another community. At the January 2016 the Board approved authorization for the First Selectman to sign an Inter-Local agreement with the City of New London for the purchase of the equipment. The City of New London then put the grant application in and we have just heard from OPM and New London that the State funding is approved and they will be paying for 80% of the equipment while East Lyme and New London will share the remaining 20% equally. The cost of the truck is \$172,083 so our share is \$17,208.30. We anticipate paying for this from the funds that the Town receives from the sale of vehicles from time to time. Those funds are deposited into the CNRE fund for future vehicle purchases with the current balance being \$34,769. This equipment will make it easier to clean up from storms and large debris. The agreement

stipulates that both Towns get to utilize it equally. It will be housed in New London and both Towns will share on any repairs or maintenance.

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

Ms. Alberti moved to approve a special appropriation and transfer in the amount of \$17,208.30 from the Capital-Non Recurring Fund 32 Account 32-60-120-100-002 (Sale of Vehicles) to an account to be established titled, "ICE Grapple Truck".

Ms. Hogan seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(Town Meeting Approval Required)

**b. Special Appropriation – \$9,650 Historic Preservation Technical Assistance Grant**

Mr. Nickerson explained that this is a grant that the Historic Properties Commission applied for to use for the Samuel Smith House to continue with Phase II of the Archaeological Reconnaissance Survey at the Samuel Smith property.

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

Mr. Pazzaglia moved to approve a special appropriation for a Historic Preservation Technical Assistance Grant in the amount of \$9,650 from the Connecticut Trust for Historic Preservation to CNRE Fund 32 account 32-70-700-724-702 (Archaeological Reconnaissance Survey). This will be for Phase II survey at the Samuel Smith property.

Ms. Alberti seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(Town Meeting Approval Required)

**c. Special Appropriation - \$9,650 Certified Local Government Grant**

Mr. Nickerson explained that the previous grant item required a match and that as such; the Historic Properties Commission applied for and was granted a Certified Local government Grant. This grant is to complete the funding to continue with Phase II of the Archaeological Reconnaissance Survey at the Samuel Smith property.

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

Ms. Hogan moved to approve a special appropriation for a Certified Local Government Grant in the amount of \$9,650 from the Department of Economic and Community Development to CNRE fund 32 account 32-70-700-724-702 (Archaeological Reconnaissance Survey). This will be to complete the funding for the Phase II survey at the Samuel Smith Property.

Ms. Alberti seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(Town Meeting Approval Required)

**d. Transfer Fund – Non Affiliated Longevity - \$7,650**

Mr. Nickerson explained that this is for the non-affiliated (management) and that he had instituted a plan where they have to pay in to their Health Insurance. He said that he also re-instituted the longevity and this is the transfer for that item.

Ms. Alberti asked what the offset to the longevity would be.

Mr. Nickerson said that he is trying to make things more equitable and that their insurance contribution would increase again.

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

Ms. Hogan moved to approve a transfer in the amount of \$7,650 from account 01-10-120-100-500 (Payroll contingency) to the following accounts (See Attached).

Mr. Pazzaglia seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

**G. Old Business**

**a. Purchasing Policy**

Ms. Johnson said that she would try to have the draft for the next meeting.

Ms. Picarazzi asked if they would be following the policy for the phone vendors.  
Mr. Nickerson said that they would have at least three bids.

Ms. Picarazzi asked Ms. Johnson if she was starting fresh with this or reviewing other policies.  
Ms. Johnson said that she has other policies and that she has been reviewing them.

Mr. Pazzaglia said that he looked over some other Town policies and that some of them have a local Town advantage for vendors where the local vendor could opt to do the job at the low bid price.

#### **H. Public Discussion**

Ms. Picarazzi called for Public Discussion.

Jamie Barr Shelburn, 31 McElaney said that she is present this evening to speak on behalf of the East Lyme Youth Coalition formerly known as the Alcohol & Substance Abuse Coalition. They are holding a basketball fundraiser on October 1, 2016 and she is inviting them to attend and to play basketball or to volunteer to help with the other aspects of the fundraiser.

#### **I. Board Comments**

Ms. Picarazzi called for Board comments.  
There were no comments.

#### **J. Adjournment**

Ms. Picarazzi called for a motion to adjourn.

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

Ms. Alberti moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 7:55 PM.  
Ms. Hogan seconded the motion.  
Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

**Request for Board of Finance**

**TO:** Board of Finance  
**FROM:** Anna M. Johnson, Director of Finance  
**DATE:** August 4, 2016  
**SUBJECT:** Fund Non-Affiliated Longevity \$7,650

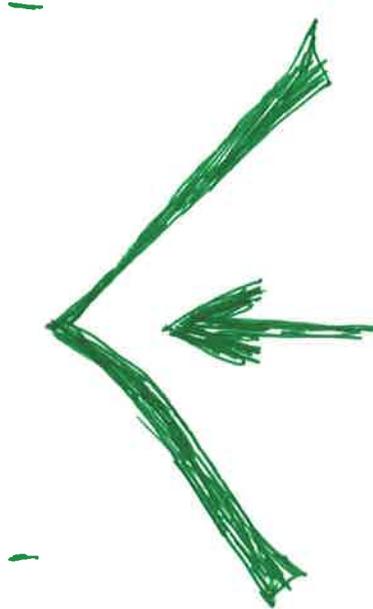
**Summary of Agenda Item:**

At your June 15, 2016 meeting, as part of non-affiliated 2016/17 benefits package you voted to re-instate longevity payments. Since this was done post budget process, a transfer into the various departments is necessary. My recommendation is to take this from the salary contingency account.

**Action Needed:**

Move to approve a transfer in the amount of \$7,650 from account 01-10-120-100-500 (Payroll Contingency) to the following accounts;

Department	Amount	Account #
Selectman	800	01-01-101-100-316
Building	500	01-01-104-100-316
Engineering	1,000	01-01-105-100-316
IT Management	700	01-01-109-100-316
Zoning	800	01-01-116-100-316
Planning	250	01-01-117-100-316
Finance	700	01-01-118-100-316
Public Works	700	01-30-317-100-316
Emergency Mgt	1,150	01-25-224-100-316
P & R	350	01-45-421-100-316
COA	700	01-40-418-100-316
	<b>\$7,650</b>	



**Attachments:**

None.

**Prepared By:** Anna M. Johnson, Director of Finance

Attachment 007 8/10/16