

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

FILED IN EAST LYME
CONNECTICUT
Feb 16, 2016 AT 10:00 AM/PM
Jesley A. Blais
EAST LYME TOWN CLERK

Members in Attendance: Lisa Picarazzi, Acting Chairperson
Beth Hogan
Jason Pazzaglia
William Weber

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

Absent: Steve Harney, Chairman, Camille Alberti

A. Call Meeting to Order

Acting Chairperson Picarazzi 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.

C. Delegations

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

D. Approval of Minutes

▪ **Regular Meeting – December 9, 2015**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of December 9, 2015.

****MOTION (1)**

Ms. Hogan moved to approve the Board of Finance Regular Meeting Minutes of December 9, 2015 as presented.

Mr. Weber seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

E. Reports

♦ **First Selectman**

Mr. Nickerson reported on the following:

- The budget was just delivered to the Board of Selectmen. Most of the increases were in wages and insurance.
- The BOE is working hard on their budget and Mr. Newton is bringing new transparency to the process.
- The BOF will see their budget books in a month.

Ms. Picarazzi asked about the Boardwalk.

Mr. Nickerson reported that they have received the railing pieces that they were waiting for. He noted that the railing company does work for Disneyland. They will have the official ribbon cutting for the Boardwalk on Sunday April 24, 2016 which is also the day of the 5k Run (formerly the Flanders 5k Run). There will also be a medial day on the Friday before Memorial Day regarding the boardwalk.

Ms. Picarazzi asked if Gateway is moving along smoothly.

Mr. Nickerson said that it is in front of the IWA now, Costco has submitted final designs and the State is working on the road and other changes. Costco would like to be open for the fall of 2017. The State will do the on and off ramps but the bridge work will be done in more like five years time.

Ms. Hogan asked about Old Lyme and the rail track realignment that was in the newspaper.

Mr. Nickerson said that it is a plan that does not have any money behind it and that there was funding for the study only. In his opinion, it is something that has no backing.

- The Norwich Orthopedic building is moving along and they hope to be open in the end of April or the very beginning of May at the latest.
- The new salt shed is in now and they can store an entire season worth of salt in it which allows them better flexibility in the purchase of the salt.

◆ **Board of Education**

There was no one present from the BOE and no report.

◆ **Finance Director**

Ms. Johnson noted that she had put updated budget summary and revenue sheets in the packets she provided them with this evening. They had received their other reports in the mail. She said that she would answer any questions that they might have.

Ms. Picarazzi asked if there were any areas of concern that they should be aware of.

Ms. Johnson said that she will continue to watch the legal line item as they continue to get FOI requests which tax that line item. The Police and Fire Departments are on notice regarding overtime. With the Police Department in the past they have been able to cover it within their budget but that does not seem to be the case this year. She noted that a Sergeant has been covering since Sgt. Blanchette moved on to another position.

Mr. Nickerson noted that they have just received their new Resident State Trooper – Sgt. Jeff McDermott and that they will be meeting him in the near future. He added that the State is proposing to charge us overtime for every event such as CEL and there is also talk of charging us for more than the current 85% - potentially at 100% even though we would not get 100% coverage. We have 24 officers and we have been looking into the possibility of having our own department. He cautioned that it would not be done if it were to cost us more than we are currently paying to have the department. It would have to be less or the same. We are also waiting to see how other Towns do.

Ms. Picarazzi asked if the Police and Fire Departments come in to discuss their overtime areas with them. Mr. Nickerson and Ms. Johnson said that the departments are fully aware of where they stand each month.

Ms. Johnson noted that the health insurance for November, December & January had claims each month that were under \$500,000 however; they are spiking up again as for this month so far they are just under \$300,000 and it is only the 10th of the month.

F. New Business

a. Transfer Non-Affiliated Employees 2015/16 COLA Increases

Mr. Nickerson explained that this is for the unaffiliated wage increase of 2.5% from 7/1/2015 through the year. They are transferring \$65,297.

Ms. Picarazzi said that some of the salary increases are actually over 4% for these non-union personnel.

Mr. Nickerson said that some of them get step increases also – so every 2 years they would get a step increase which is part of their employee agreement.

Mr. Picarazzi said that is a big increase.

Mr. Nickerson said that they would see the same on the union side and that they would be going back into those negotiations again soon.

Ms. Picarazzi said that compared to what people are getting for raises in the private sector that these are high and she thinks that they should be looked at.

Mr. Weber asked if this was from a previously arranged agreement and already settled.

Mr. Nickerson said yes.

Ms. Picarazzi said that going forward that she would like them to be involved as 4.3% for an increase is unreasonable. She thinks that the BOF should be involved in these discussions.

****MOTION (2)**

Mr. Weber moved to approve a transfer in the amount of \$65,297 from account 01-01-120-100-500 (Town Payroll Pending PR Change) to various budget line items as itemized on the attached worksheet titled, "Town of East Lyme Unaffiliated COLA increases 7/1/15 - 6/30/16 additional Funding Required and forward to the Board of Finance for their approval.

Ms. Hogan seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

b. Transfer UPSEU Employees 2015/16 Wage Increases

Mr. Nickerson said that this is the new union on the Town side and that this was already negotiated as it was a one year contract. They will be going back into negotiations for a three year contract. This also has step increases for those who are eligible.

Mr. Weber asked if this had also already been done.

Mr. Nickerson said yes.

****MOTION (3)**

Mr. Pazzaglia moved to approve a transfer in the amount of \$95,572 from account 01-01-120-100-500 (Town Payroll Pending PR Change) to various budget line items as itemized on the attached worksheet titled, "Town of UPSEU Contract Increases 7/1/15 - 6/30/16 additional Funding Required and forward to the Board of Finance for their approval.

Ms. Hogan seconded the motion.

Ms. Picarazzi said that she would like to see someone from the BOF represented at these meetings going forward.

Vote: 4 – 0 – 0. Motion passed.

c. Transfer Firefighter Employees 2015/16 Wage Increases

Mr. Nickerson explained that again – this was for a negotiated contract – one for 2 years and that the money was in contingency for these items. This comes out to a 2% increase for each of the two years of the contract.

****MOTION (4)**

Mr. Pazzaglia moved to approve the transfer of \$13,585 from account 01-01-120-100-500 (Town Payroll Pending PR Change) to the following accounts: \$4,742 to account 01-25-217-100-611 (Salaries NFD Firefighters); \$1,258 to account 01-25-217-100-614 (NFD Overtime); \$3,556 to account 01-25-218-100-611 (Salaries FFD Firefighters); \$1,260 to account 01-25-218-100-614 (FFD Overtime) and \$965 to account 01-01-114-100-121 (FICA/Medicare) to fund the Firefighters Contract Increases for the 2015/2016 fiscal year and forward to the Board of Finance for their approval.

Mr. Weber seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

d. Special Appropriation \$16,005 CNRE Fund 32 Public Safety Fire Department Assessment

Mr. Nickerson explained that they were sent a pdf of the draft for the study by JLN Associates LLC. He said for the record that while the last name is the same as his own that they do not share any family relationships. He was thrilled at the magnitude and the cost of this study and noted that the fire departments are on board with this. They need an unbiased outside study to see what can be shared, combined, etc. He contacted CCM for companies that do this type of study and they had not updated their listing since 2004 and contacting a few of the companies found that they no longer existed. This group is local and the study will take about 90 days. It needs Town meeting approval.

Ms. Hogan asked about an RFP.

Mr. Weber asked about bids.

Ms. Johnson said that typically for our large construction projects we go out and get three quotes.

The board members said that they feel that this does need to be taken on and that they need to have another bid/quote as it is taxpayer money and they would like to see at least one other quote from a company.

Ms. Picarazzi added that she had gone on Google for this and that she was not able to find another company in CT but there was one in Massachusetts.

Ms. Hogan suggested that they could find someone from the fire academy or in this part of the system. Mr. Nickerson said that he does not want someone too far into the system as things become skewed and he wants an unbiased study done. He said that he would send some letters and see what he could find.

Another suggestion was to put it on the DAS website as that would not cost anything and see what comes up.

This item was tabled pending further information.

e. Review 2016/2017 Proposed Budget Review Schedule

Ms. Picarazzi reviewed the most recent changes for the BOE presentation.

Mr. Nickerson noted that some of the departments they may not need to see as the increases are due to wages or insurance only. He said that he also was not available for the meetings on March 21 or 23 and that perhaps they could move one or both of those down to the last week of the month in March instead (3/28-3/30).

It was noted that the BOE spring vacation is the week of April 17 – 23, 2016.

Ms. Picarazzi asked that they leave the meetings for March 14 and March 17 and that they revisit moving some until they have a full representation at the next meeting of the Board.

G. Old Business

a. Purchasing Policy

Ms. Johnson noted that she did not have anything to report at this time.

The members suggested seeing what is out there from other Towns rather than re-inventing.

b. NFD/FFD PT & OT Review

Ms. Johnson noted that each of the fire departments has had a paid person out for an extended period of time and that this has caused overtime use.

Ms. Hogan asked how the dispatcher budget is doing.

Ms. Johnson said that it is ok so far at this time.

H. Public Discussion

Ms. Picarazzi called for Public Discussion.

There was no public discussion.

I. Board Comments

Ms. Picarazzi noted the CCM report on the Governor's proposed budget.

Mr. Nickerson said that it is much too early to think about that at this time as things change rapidly once they are in session. He noted the \$100,000 less that they had received this past year from what they had thought they were going to get.

J. Adjournment

Ms. Picarazzi called for a motion to adjourn.

****MOTION (5)**

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

Mr. Pazzaglia seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,
Karen Zmitruk,
Recording Secretary

**Town of East Lyme
Unaffiliated COLA Increases
7/1/15 - 6/30/16 Additional Funding Required**

Account Number	Description	Budget	2015/16	Transfer
01-01-101-100-111	First Selectman	109,895	112,643	2,748
01-01-101-100-115	Board of Selectmen	8,647	8,863	216
01-01-101-100-211	Executive Assistant	65,824	67,470	1,646
01-01-102-100-211	Assessor	82,791	84,861	2,070
01-01-103-100-111	Tax Collector	71,809	73,605	1,795
01-01-104-100-211	Building Official	87,689	89,881	2,192
01-01-105-100-211	Engineer	86,547	90,897	4,350
01-01-105-100-213	Civil Engineer	40,540	42,592	2,052
01-01-105-100-312	Engineer/Inspector	76,377	78,286	1,910
01-01-107-100-111	Town Clerk	63,870	65,467	1,597
01-01-109-100-211	IT/Database Supervisor	56,427	57,837	1,411
01-01-110-100-111	Registrars	48,862	50,083	1,221
01-01-116-100-211	Zoning Official	84,048	88,303	4,255
01-01-117-100-211	Planning Director	62,126	63,679	1,553
01-01-118-100-211	Finance Director	71,273	73,055	1,782
01-01-118-100-212	Finance Office/Personnel Asst	41,102	43,183	2,081
01-01-118-100-111	Treasurer	11,780	12,075	295
0101-132-100-212	Conservation Officer	15,532	15,921	389
01-25-217-100-612	PT Firefighter NFD	150,564	154,328	3,764
01-25-218-100-612	PT Firefighter FFD	85,500	87,638	2,138
01-25-224-100-211	Director	157,372	163,640	6,268
01-25-224-100-213	PT Dispatcher	128,776	131,995	3,219
01-30-317-100-211	Superintendent of Hwy & Mgr	241,393	248,998	7,605
01-40-418-100-211	Sr Citizen Administrator	65,825	67,471	1,646
01-45-421-100-211	P & R Director	98,198	100,653	2,455
		2,012,768	2,073,424	60,657
01-01-114-100-121	FICA/Medicare			4,640
	TOTAL FUNDING REQUEST			65,297

V1-b.
2/10/16

Attachment BOT 2/10/16 utg.

**Town of East Lyme
UPSEU Contract Increases
7/1/15 - 6/30/16 Additional Funding Required**

Account Number	Description	Budget	2015/16	Transfer
01-01-102-100-311	Assessment Aides	84,455	88,159	3,704
01-01-103-100-311	Tax Aides	70,853	73,323	2,470
01-01-104-100-311	Admin/Clerical/BPZ	70,499	73,607	3,108
01-01-105-100-311	Admin Assistant Eng	51,188	52,221	1,033
01-01-107-100-311	Asst Town Clerks	76,476	88,394	11,918
01-01-113-100-311	Custodians	204,980	213,339	8,359
01-01-118-100-311	Fiscal Assistants	131,586	137,358	5,772
01-25-216-100-311	Admin Assistant Police	50,710	52,916	2,206
01-25-224-100-311	Admin Assistant Emer Mgt	46,371	48,419	2,048
01-30-317-100-311	Regular Payroll Hwy	1,159,733	1,186,724	26,991
01-30-317-100-314	Overtime Hwy	38,000	39,653	1,653
01-30-317-100-314	Storm Overtime Hwy	68,000	70,958	2,958
01-40-418-100-311	Admin Secy/Bus Driver	119,364	123,820	4,456
01-45-421-100-211	Prog Coord/Secy/Admin	194,214	199,191	4,977
01-45-421-110-211	Maintenance PR	199,722	205,442	5,720
01-45-421-110-314	Overtime Maint P&R	32,350	33,757	1,407
		2,598,501	2,687,281	88,780
01-01-114-100-121	FICA/Medicare			6,792
	TOTAL FUNDING REQUEST			95,572

VI-6

Attachment BOA 2/10/16 mtg.