

**EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING
Monday, MARCH 7th, 2016
MINUTES**

FILED IN EAST LYME
CONNECTICUT
MAR 10 20 16 AT 11:45 AM PM
Teresa A. Blais
EAST LYME TOWN CLERK

PRESENT: Mark Nickerson, First Selectman, Holly Cheeseman, Rose Ann Hardy, Marc Salerno, Dan Cunningham

ALSO PRESENT: Joe Bragaw, Director of Public Works
Attorney Collins, Town Counsel
Anna Johnson, Finance Director

EXCUSED: Kevin Seery

Chairman Nickerson called this Special Meeting of the East Lyme Board of Selectmen to order at 7:59 PM following the previously scheduled Public Hearing.

1.a. Pledge Allegiance to the Flag
The Pledge was previously observed.

1.b. Additional Agenda & Consent Calendar Items
There were no additions.

1.c. Delegations
Mr. Nickerson called for delegations.

Dave Godbout, 15 Cardinal Road said that Item #3 on the agenda – Unfinished Business and #4 Communications that do not have anything under them are not proper agenda items. He said that he has brought this up before and if there is something that is going there he thinks that the public needs to know what it is.

Karen Rak, 27 Black Point Road said that she would speak regarding the ordinance one last time. She cited a saying on the concept of 'general welfare' of the community or the 'common good' where it supercedes others – and – it means only one thing – that 'right' is more important than the others.

1d. Approval of Minutes, Special Meeting of February 17, 2016
Mr. Nickerson called for any corrections, changes or a motion on the February 17, 2016 Special Meeting Minutes.

****MOTION (1)**

Ms. Cheeseman moved to approve the minutes of the Special Meeting of February 17, 2016 as submitted.
Mr. Salerno seconded the motion
Vote: 5 – 0 – 0. Motion passed.

Approval of Minutes, Regular Meeting of February 17, 2016

Mr. Nickerson called for any corrections, changes or a motion on the February 17, 2016 Regular Meeting Minutes.

****MOTION (2)**

Ms. Cheeseman moved to approve the minutes of the Regular Meeting of February 17, 2016 as submitted.
Ms. Hardy seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

Approval of Minutes, Special Meeting of February 24, 2016

Mr. Nickerson called for any corrections, changes or a motion on the February 24, 2016 Special Meeting Minutes.

****MOTION (3)**

Ms. Cheeseman moved to approve the minutes of the Special Meeting of February 24, 2016 as submitted.

Mr. Salerno seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Ms. Cheeseman

1e. Consent Calendar

****MOTION (4)**

Ms. Cheeseman moved to approve the Consent Calendar for the meeting of March 7, 2016 in the amount of \$9,721.12.

Mr. Salerno seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

2. NEW BUSINESS

2a. Discussion/Action – Blight Ordinance

Mr. Nickerson called for a motion for discussion on the blight ordinance.

****MOTION (5)**

Mr. Salerno moved that it be RESOLVED, to adopt a Blight Ordinance in the form presented at the Board of Selectmen meeting on February 17, 2016.

The effective date of the ordinance shall be ten (10) days after publication of the notice of its adoption.

Ms. Hardy seconded the motion.

Mr. Salerno said that he understands that people want to try to be neighborly however many of these properties do not have neighbors. Also, the other departments – Zoning, Health and Building that have some aspects to be able to enforce some of the issues do not go far enough. He said that they could not spell out every abatement process and that things can be appealed at the hearing process.

Ms. Hardy said that she was happy to see the number of people who came and showed interest. She has to consider both sides and said that she thinks it is better to do something rather than nothing. Also, this could be amended in the future if they find it necessary to do so.

Ms. Cheeseman said that she was impressed with the number of people who came out and that she shares the concern over those who do not like the regulation of their property. She said that they would try this but she would like them to review it in a year to see how this works. It is an experiment worth trying and re-visiting in a year to see how it does.

Mr. Cunningham said that there are always risks with new legislation. There was a great deal of interest and it appears that there is a gap in Town between what we have and this. He said that he agrees with doing a review of this in a year to see the practicality of it. For now, he is in support of it.

Mr. Nickerson agreed with the comments made and that a one year review is a good thing to do.

Vote: 5 – 0 – 0. Motion passed.

2b. Transfer from Parahus Account to the P & R Special Revolving Account

Mr. Nickerson said that this to put past donations into the Parks & Rec account that they belong in.

****MOTION (6)**

Ms. Cheeseman moved to transfer \$1,050 from the Parahus Fund 11 to Special Revenue Fund 18 to revenue account 18-08-800-802 (Donations) for donations designated for Parks and Recreation prior to the establishment of this fund.

Ms. Hardy seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

2c. Transfer from the Parahus Account to Senior Center #01-40-418-100-415

Mr. Nickerson explained that this is being moved to help with the program instructors as transitions occur at the Senior Center.

****MOTION (7)**

Ms. Cheeseman moved to appropriate and transfer out up to \$5,000 from the Parahus Fund 11 into the General Fund 1 accounts as follows: Revenue account 01-08-800-818 (Commission on Aging Program Money) and Budget account 01-40-418-100-415 (Program Instructors) and forward to the Board of Finance for approval.

Mr. Salerno seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

2d. Discussion / CIP Program

Mr. Nickerson explained that they have a CIP committee and the FY 16/17 items.

Ms. Johnson explained the items for the upcoming year and said that they would be approved at the Annual Town Meeting in May. It was noticed that the Board members did not have color coded sheets to delineate the items and time frames so further discussion on this was tabled to a later meeting.

2e. Discussion / Approval 2017-2017 Budget

Mr. Nickerson said that Superintendent Newton and Maria Whelan, Finance Director for the Schools were present this evening and wanted to present a brief PowerPoint overview of their budget.

Mr. Newton went over the PowerPoint presentation with the Board noting that the 2016-2017 BOE adopted budget coming to them was \$45,599,605 reflecting a 3.56% increase and that most was due to contractual salaries and benefits. There were no new initiatives. (PowerPoint presentation attached)

Mr. Nickerson noted that they take the budget and pass it on to the Board of Finance, with to without comment. He commended them for digging deep and working hard on the budget.

Ms. Hardy asked about projected revenues – ECS and how many more students would be needed to get that number bumped up.

Mr. Newton said that he does not know that there is a number tied to it but rather that it is a percentage and based on the Town's ability to pay.

Ms. Hardy asked about the tuition – other districts and the \$70,000 decrease from Salem and if it was related to a decrease in the number of students.

Mr. Newton said that it is due to the declining enrollment.

Ms. Hardy asked about the number of students going out of district to magnet schools.

Mr. Newton and Ms. Whelan said that there are about 30 to 40 total students.

Ms. Hardy asked if she was correct that we have to pay the tuition.

Mr. Newton said yes and added that it varies in cost from \$3000 to \$7000.

Mr. Nickerson said that they would have to move the General government and School budgets forward for the Board of Finance review process. He asked for comments.

Ms. Hardy said that they had two or three requests for additional personnel – the Police Department, the Building Dept wants a person with a benefits package and the Dispatchers want additional part time hours. She suggested deferring the Police request until next year until after the study is completed on if it would be feasible to have our own Police Department. Further, one of our Officers does patrol the downtown area and is available there.

Mr. Nickerson said that he thinks that some of the issues in the Police Department is the sheer volume of paperwork. The Dispatcher hours are around 4 to 4.5 and there may be a way to have someone without benefits in the building department.

Mr. Salerno said that he would like to see the \$600 added to General Government for the Flexible Savings program. If no one signs up for it then it would not be used.

****MOTION (8)**

Mr. Salerno moved to add \$600 back into the Flexible Spending account line item and benefits.
No second – Motion died.

Ms. Hardy asked the General Government total.

Ms. Johnson said that it is \$24,034,421.

****MOTION (9)**

Ms. Hardy moved to forward to the Board of Finance a Town Government budget total of \$24,034,421 which included debt service principal and interest, total debt and capital outlays.

Mr. Salerno seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Nickerson said that this reflects a 3.99% increase.

****MOTION (10)**

Ms. Cheeseman moved to forward to the Board of Finance a Board of Education budget of \$45,599,605 for their review.

Mr. Salerno seconded the motion.

Ms. Cheeseman commended the Board of Ed on this budget and urged them to continue to look for savings.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Ms. Hardy

Mr. Nickerson and Ms. Johnson said that the total budget is \$69,634,626 which represents an overall 3.71% increase. He noted that the CIP would follow at a future meeting.

2f. Authorization to Sign – Purchase of Fuel Tank from Essex

Mr. Nickerson said that Mr. Bragaw would explain this item.

Joe Bragaw, Public Works Director said that they have already gone through the process for replacement of the underground tank and budgeted approximately \$45,000 for a new tank and equipment so when the opportunity came up to purchase a slightly used seven year old tank from Essex for \$8000 with all the equipment; this would be a savings of around \$37,000. Essex is getting rid of it as natural gas has recently come through that area and they are switching to it. He said that what he is looking for this evening is authorization for the First Selectman to sign the agreement for the tank. The Town Attorney has already reviewed the agreement.

Ms. Hardy asked if the warranty on the tank is transferable.

Mr. Bragaw said yes.

Ms. Hardy asked how it would be transported.

Mr. Bragaw said that it they would need equipment with a cherry picker for half a day to move it.

Ms. Hardy asked about the concrete pad.

Mr. Bragaw said that they were able to get one.

Ms. Hardy asked when they would be doing the work.

Mr. Bragaw said they planned on doing it during the April vacation week.

Mr. Salerno asked about the fuel in the tank.

Mr. Bragaw said that part of the agreement is that Essex must empty the tank of everything.

****MOTION (11)**

Ms. Cheeseman moved to authorize the First Selectman to sign a sales contract with the Town of Essex for a No. 2 above ground fuel storage tank in the amount of \$8000.

Mr. Cunningham seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

3. Unfinished Business

a.

4. Communications

There were no communications.

5. Information and Reports

5a. Ex-Officio

There were no reports.

5b. First Selectman's Report

Mr. Nickerson thanked everyone for their hard work on the budget.

6. Public Comment

Mr. Nickerson called for comments from the public.

There were no comments.

7. Selectman's Response

Ms. Hardy thanked Mr. Nickerson for arranging for the FOI meetings. She said that the Board of Selectmen meetings operate under Roberts Rules of Order so only items of emergency nature should be on the agenda. She suggested that perhaps they should have another template so that they do not have items on the agenda that do not apply.

Mr. Nickerson said that he did not get that from the FOI meeting, but could see where it applies with Roberts Rules. He added that this special meeting was held because they did not have a quorum for their regular meeting date.

Adjournment

****MOTION (12)**

Ms. Cheeseman moved to adjourn the Board of Selectmen meeting of March 7, 2016 at 9:25 PM.

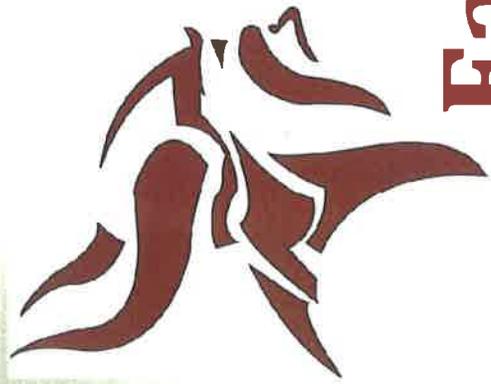
Mr. Salerno seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully Submitted,

Karen Zmitruk

Recording Secretary, Pro-tem



East Lyme Public Schools

East Lyme Board of Education Adopted Budget for FY 2016-2017

Presented by Superintendent Jeffrey Newton
to the Board of Selectmen on 3/7/16

Attachment BOS Spec. Mtg. 3/7/16

ELPS FY 2016-2017 Budget Overview

	Numbers	Percent
Current Year Budget	\$44,033,080	2.95%

2016-2017 Adopted Budget
(without new initiatives)

\$45,599,605 3.56%

↳ much
due to salary
& newly neg.
contracts →
Health Ins.

ELPS FY 2016-2017 Budget Story

Projected 2016-2017 Budget:
\$46,685,064 (6.0%)

Contractual salary increases

Insurance costs

Transportation costs

Magnet school tuitions

Utility costs

Special Education costs

New initiative work

Elimination of
new initiatives/
requests

Implement cost saving
measures (HDHP)

Repurpose for
cost savings



Superintendent's
Proposal:
\$46,038,891
(4.56%)

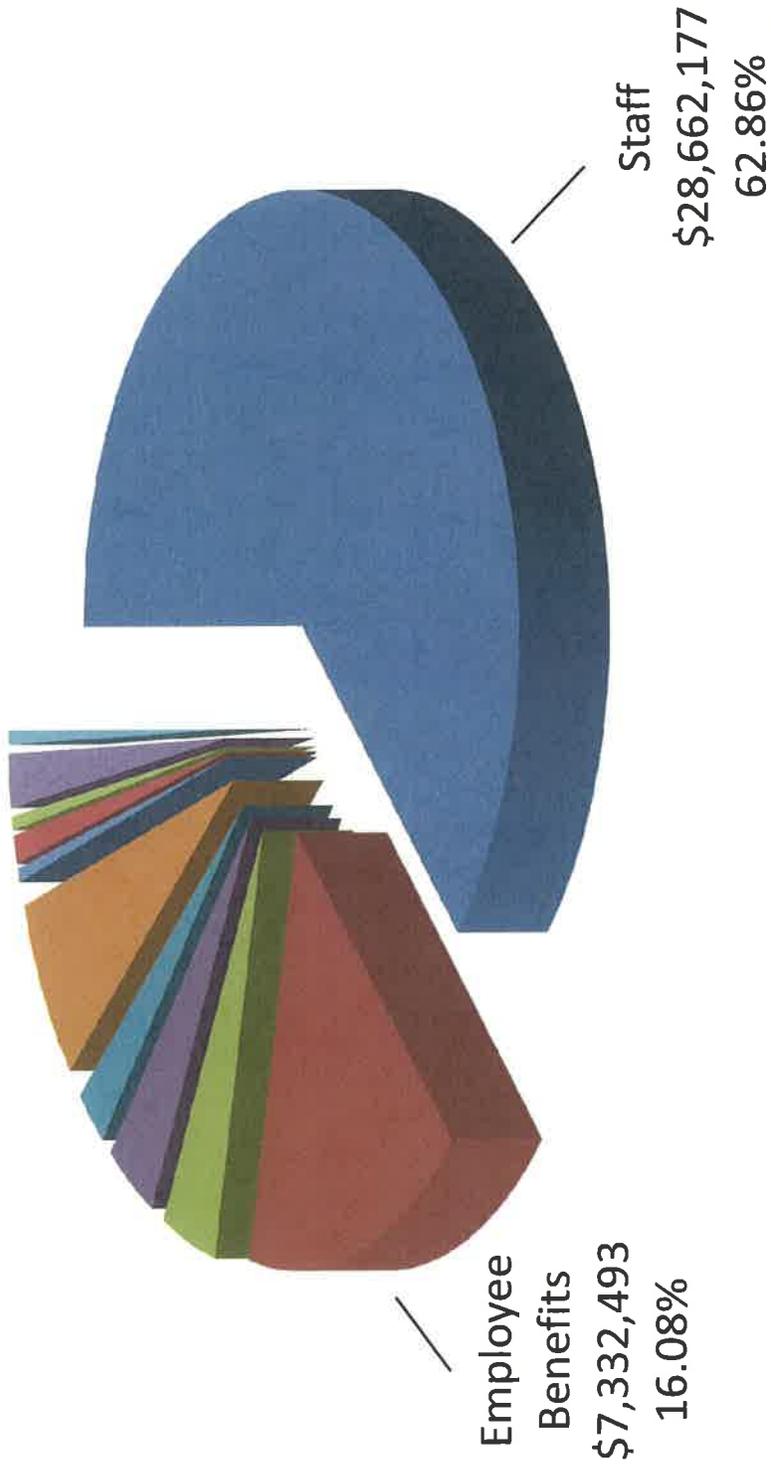
BOE Adopted
FY 16-17 Budget :
\$45,599,605
(3.56%)

FY 2015-2016
Budget:
\$44,033,080

BUDGET DRIVERS

Key Budget Drivers Fixed Costs for 2016-2017

Salary + Benefits = 78.94% of Budget



Adjusted Budget Proposal

Board Approved Budget

\$ 45,599,605

\$ 1,566,525

3.56%

	Increase over FY 2016	Cumulative Increase	% over FY 16 Budget
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* Salaries	\$ 841,222	\$ 841,222	1.91%
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Insurance & Other Employee Benefits	\$ 286,099	\$ 1,127,321	2.56%
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Large Budget Drivers

Special Education	\$ 274,208	\$ 1,401,529	3.18%
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External Placements

Legal Services

Special Education Evaluations

Student Transportation	\$ 28,268	\$ 1,429,797	3.25%
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Magnet Schools - Tuition

PLF & Sports

Computer Services

Various Line Accounts

	\$ 19,998	\$ 1,449,795	3.29%
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	\$ 54,253	\$ 1,504,048	3.42%
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	\$ 42,818	\$ 1,546,866	3.51%
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	\$ 19,659	\$ 1,566,525	3.56%
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16'-17' Proposed Operating Budget (Contractual Fringe Benefit Costs)

Insurance Increase (Medical and Dental)	\$ <u>178,405</u>	<u>3.4</u> %
Pension Increase	\$ <u>18,276</u>	<u>6.2</u> %
Worker's Comp Increase	\$ <u>49,547</u>	<u>28.5</u> %
Other Benefits	\$ <u>39,871</u>	<u>3.3</u> %
Total Increase	\$ 286,099	4.06%

(S.S., Tuition, Un-Employment, Retirement)

Insurance savings moving from PPO to HDHP \$ 207,318*

Special Education External Placement Costs

Free and Appropriate Public Education for all students with disabilities aged 3 through 21.

In addition to direct instruction, may include related services such as Speech/Language Therapy, Occupational Therapy, Physical Therapy, Counseling, Art Therapy, Music Therapy, Behavioral Intervention and Support, Transportation, etc.

School Year	External Placement Cost w/Transportation
2010-2011	855,250
2011-2012	535,615
2012-2013	328,064
2013-2014	358,772
2014-2015	542,254
2015-2016	477,699

Without In-House services/programs external placement costs for 15'-16' would have been an additional \$1,000,000 (10 students)

\$1,000,000
<u>+ \$477,699</u>
Total: \$1,477,699

Budget Savings

Staff and Programs:

-Reduction of 2.0 FTE Teaching Position Savings \$132,962
-Retirements Savings \$88,238

Utilities:

-Oil Savings \$56,000
-Propane Savings \$13,700
-Water Savings \$11,000

Insurance:

-HDHP Savings \$207,318

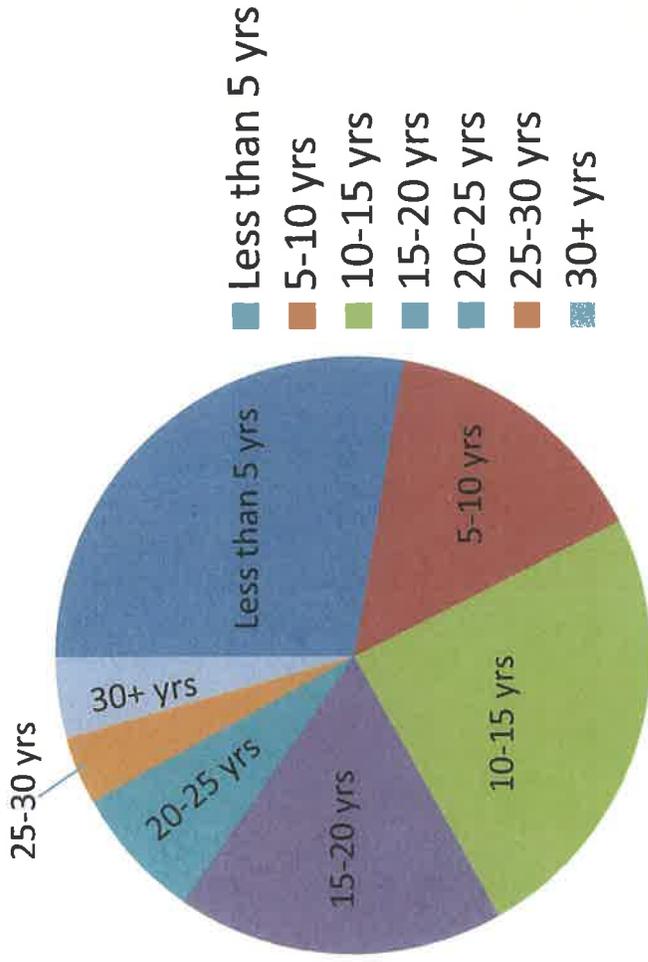
Total Savings Summary: \$509,218

Other Related Considerations:

Certified Teaching Staff

Years of Service in East Lyme
(as of 12/30/15)

Yrs Service	#Certified	Percent
Less than 5 yrs	80	27.7
5-10 yrs	43	14.9
10-15 yrs	70	24.3
15-20 yrs	51	17.7
20-25 yrs	21	7.3
25-30 yrs	11	3.7
30+ yrs	13	4.4
Total	289	100.00



- Less than 5 yrs
- 5-10 yrs
- 10-15 yrs
- 15-20 yrs
- 20-25 yrs
- 25-30 yrs
- 30+ yrs

We want to support and retain our new teaching staff!

District Budget Proposal History

Superintendent/BOE/Town Budget vs. Adopted

	09-10	10-11	11-12	12-13	13-14	14-15	15-16	Avg
Supt's Budget	2.38%	3.44%	4.69%	3.77%	3.31%	4.81%	4.68%	3.72%
BOE Budget	2.40%	1.97%	2.93%	2.87%	3.34%	3.34%	3.95%	2.60%
Town Approved Budget	-0.45%	1.83%	1.44%	1.78%	1.76%	2.03%	2.90%	1.41%
Adopted Budget	39,201,715	39,917,597	40,494,180	41,214,544	41,941,731	42,792,767	44,033,080	

Proposed Elementary Student/Staffing for 2016-2017

Grade	# Students	Class Size	Teachers (FTE)
Integrated Pre-K	56 (as of 12/31)	<i>Average</i> 18.66 18.66 (Rolling enrollment)	3.0
Kindergarten	129	14.3	9.0
Grade 1	129	14.3	9.0
Grade 2	148	16.4	9.0
Grade 3	179	17.9	10.0
Grade 4	161	17.8	9.0

Reflects a -1.0 change in FTE for 2016-2017

Elementary Certified Staff 5-Year FTE Gain/Loss History and K-4 Student Enrollment

ELPS Elementary Certified Staff
5-Year FTE Gain/Loss History
and K-4 Student Enrollment
1/13/16

School Year	FL	HA	NC	DW Elem	Net Total for Year	K-4 Student Enrollment
2011-2012	-0.5 Elem +0.5 Sp Ed	-1.0 Elem	0	0	-1.5 Elem Classroom +0.5 Sp Ed	911
2012-2013	0	-0.5 Elem	-1.0 Elem -1.0 Elem -0.1 Art	-0.1 Music	-2.5 Elem Classroom -0.1 Art -0.1 Music	894
2013-2014	+1.0 Elem +0.5 Elem +1.5 Elem	+1.0 Elem +1.0 Elem +1.0 Elem +3.0 Elem	+0.5 Elem	-1.0 Elem Spanish	+5.0 Elem Classroom (Implemented Full Day Kindergarten) and -1.0 Elem Spanish	883
2014-2015	0	-0.10 Music	-0.20 Music	-1.0 Sp Ed (ABA@HA)	-1.0 Sp Ed (ABA) and -0.30 Music	841
2015-2016	-2.0 Elem <u>+1.0 Elem</u> -1.0 FTE	-1.0 Elem	0	+1.0 Elem Spanish	-2.0 Classroom and +1.0 Elem Spanish	801

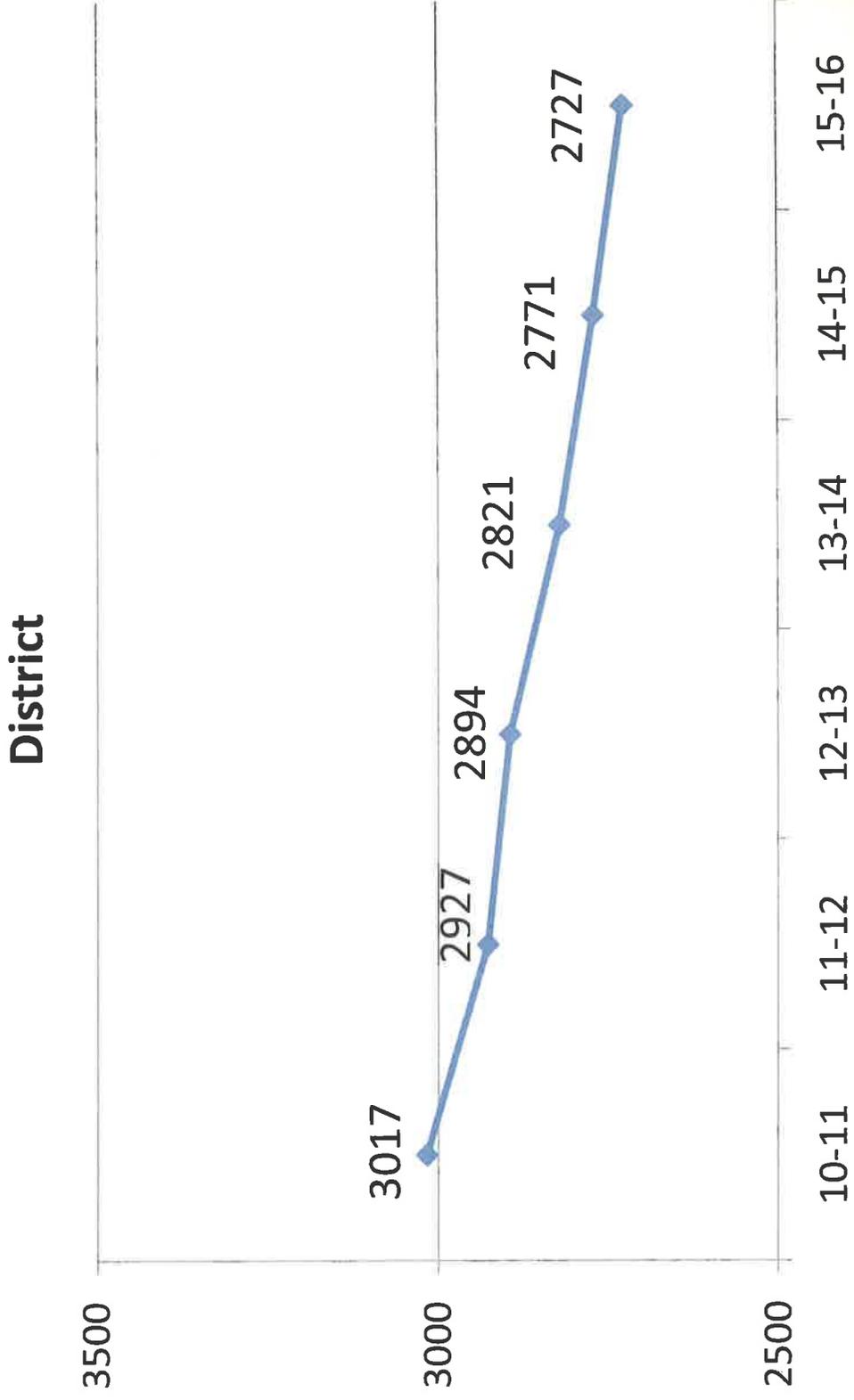
Total Overall Net Gains/Losses (New Positions and Budget Reductions) of Elementary Certified Staff over 5-Year History 2011-2016:

- 1.0 FTE Elementary Classroom Teachers
- 0.4 FTE Elementary Music Teachers
- 0.1 FTE Elementary Art Teachers
- 0.5 FTE Elementary Special Education Teacher

-2.0 FTE Overall Elementary Level Teacher Reduction between 2011-2016 (-110 K-4 students)
(Would have been -7.0 FTE without the implementation of full-day Kindergarten in 2013-14)

District K – 12 Student Enrollment Report

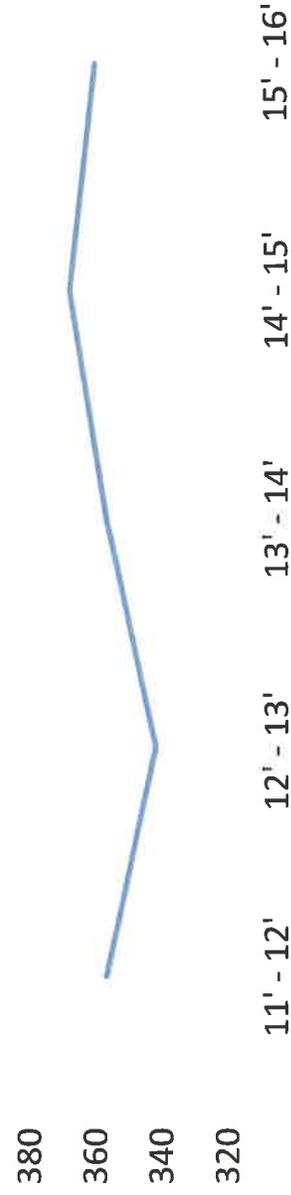
Historical Perspective – Dec. 15'



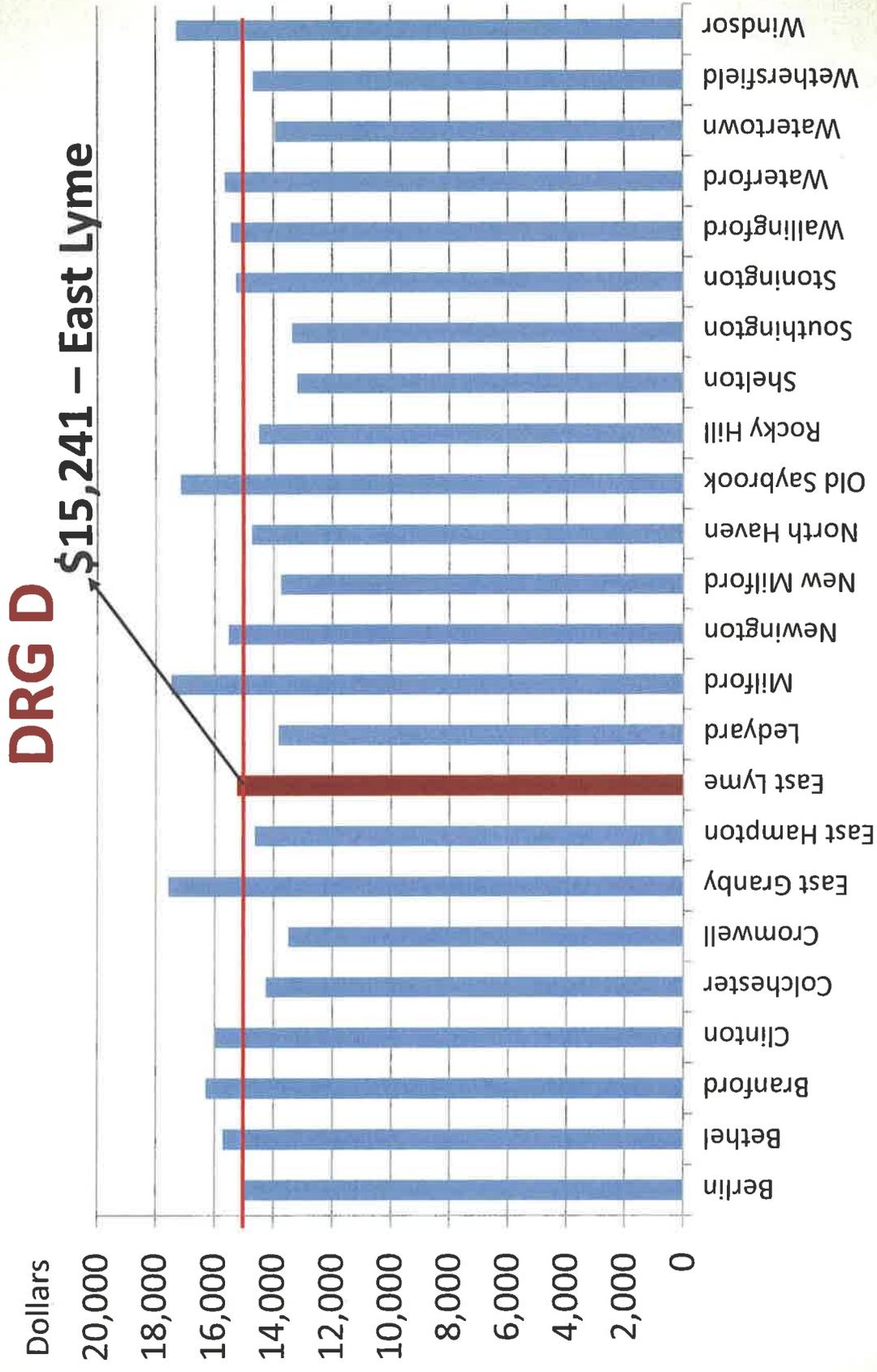
Special Education Enrollment

Year	# of Sp Ed Students	Total Enrollment	Percentage of Sp Ed Students
2011-2012	357	2927	12%
2012-2013	342	2894	11.8%
2013-2014	357	2821	12.6%
2014-2015	368	2771	13%
2015-2016	360	2727	13%

Special Education: # of Students



Per Pupil Expenditure Comparison for 2014-2015



— DRG Average \$15,124

Strategic Saving Ideas

Short-Term:

- Relocation of the 18-21 Transition Program
(Possible Shared Town Space) *Approx. \$13,000 Savings*
- Investigate Further Collaborative Opportunities
with LEARN (Special Education Services)
- Relocation of the Coastal Connections Program
(Possible Shared Town Space)
- Strategize Increased Advertising Efforts
- Closing of an Elementary School

Strategic Saving Ideas

Long-Term:

- Consortium Savings in Utilities (Collaborate with Neighboring Towns)
- Train In-House Assistive Technology Support Person (currently contracting out)
- Further Consolidation with Contracted Services (ABA Special Education Support)
- In-House Special Education Transportation (own vehicles) for Out-Placed Students
- District-Wide Grant Writer
- Investigate Increased Technology Use (reduce paper)
- Systematic Method of Supply Purchasing
- Pfizer Donations/Partnership of Science Materials
- East Lyme Education Foundation

Questions, Comments...