

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, APRIL 12th, 2017**

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

Also In Attendance: Mark Nickerson, First Selectman
Anna Johnson, Finance Director
Jamie Barr Shelburn, Board of Education
Sgt. Mike Macek, East Lyme Police
Mike Finkelstein, In-coming Chief of Police
Chief Mahoney, Waterford Police Chief

Absent: Camille Alberti, Chairperson

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.

FILED

Apr 18 20 17 AT 10:00 AM/PM
William Weber, ATC
EAST LYME TOWN CLERK

D. Approval of Minutes

▪ **Regular Meeting – March 8, 2017**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of March 8, 2017.

****MOTION (1)**

Ms. Hogan moved to approve the Board of Finance Regular Meeting Minutes of March 8, 2017 as presented.

Mr. Weber seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Special Meeting – March 27, 2017**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of March 27, 2017.

****MOTION (2)**

Mr. Weber moved to approve the Board of Finance Special Meeting Minutes of March 27, 2017 as presented.

Mr. DeRosa seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Mr. Pazzaglia

▪ **Special Meeting – March 28, 2017**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of March 28, 2017.

****MOTION (3)**

Mr. Weber moved to approve the Board of Finance Special Meeting Minutes of March 28, 2017 as presented.

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Special Meeting – March 29, 2017**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of March 29, 2017.

****MOTION (4)**

Mr. DeRosa moved to approve the Board of Finance Special Meeting Minutes of March 29, 2017 as presented.

Mr. Weber seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Ms. Hogan

▪ **Special Meeting – March 30, 2017**

Ms. Picarazzi called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of March 30, 2017.

****MOTION (5)**

Ms. Hogan moved to approve the Board of Finance Special Meeting Minutes of March 30, 2017 as presented.

Mr. Pazzaglia seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

E. Reports

◆ **Board of Education**

Ms. Jaime Barr Shelburn reported that they are working on the cut that was given to them during the deliberations a little over a week ago.

◆ **First Selectman**

Mr. Nickerson reported on the following:

- With school vacation and some nicer weather – McCook's was packed this week.
- The Atlantic Street drainage issue is being worked on.
- The Band Shell will be installed soon at McCook's.
- A new store – Azalea's opened on Main Street in the former Covino's; he suggested taking a walk along Main Street to see the interesting things that it has to offer.
- The Church Lane dental building is coming along nicely.
- The Dollar General store is going up on West Main Street and while the items don't cost just a dollar – they are a general store that carries everything.
- Bids have gone out for the demolition of the Mobil Station on Main Street.
- They are looking for the potential dredging of the Niantic River area with some grant dollars.
- He introduced Mike Finkelstein – the soon to be Chief of Police noting that he would be starting the job on May 1, 2017. He will work with the Resident State Trooper for a month and then the department will transfer over to Mike Finkelstein.

Ms. Hogan asked what the plan was for the area once the old gas station was demolished on Main Street. Mr. Nickerson said that they have the money to demolish the building and remediate the area. They will plant grass and turn it over to the Parks & Recreation department who will work with subcommittees and groups to make a determination on what the best use would be (not a parking lot). They have also applied for a \$300,000 STEAP grant for it.

He added that they have also put in for a Brownfield Grant for the building that is currently being used as the Police Station. Dominion has offered it to the Town for \$1 however remediation needs to be done first.

Ms. Picarazzi asked with regard to the Police budget if they would be able to reduce the numbers with what is happening now.

Mr. Nickerson said no.

Ms. Johnson explained that they will use some contingency for this year's budget and put some into next year due to having to pay for the Resident State Trooper in the arrears.

Mr. Nickerson noted that Chief Mahoney from Waterford was present this evening and that they would be sharing facilities with them.

Chief Mahoney said that he is in full support of in-coming Chief Finkelstein and of working together with East Lyme.

◆ **Finance Director**

Ms. Johnson said that they had received the reports in their packets. She noted the larger expenditures and revenues for the previous month and asked if they had any questions.

Ms. Picarazzi asked about the Library figure.

Ms. Johnson explained that they are paid out quarterly and that this was the payment for the last quarter.

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

Ms. Johnson said that she is hoping that most will be able to cover it themselves except for the Niantic Fire Department Overtime where they may have to come in for more money.

Ms. Picarazzi asked if there were other areas.

Ms. Johnson noted that some of the items that they had projected may come in under. They have \$675,000 in fund balance in the budget and at this point in time she said that she is projecting using \$430,000 of it.

Mr. DeRosa asked if they know why some of the revenues are down.

Ms. Hogan said that they base everything on an assumption and they are always warned to be more conservative with their assumptions.

Ms. Johnson added that some are seasonal – such as the beach passes which Parks & Rec just started selling on April 1.

F. New Business

a. Contingency Transfer - \$40,000 for Police Overtime

Mr. Nickerson said that Sgt. Mike Macek was here to explain this item. He noted that Sgt. Macek is now the Administrative Sergeant.

Sgt. Macek explained that they were on track for the first quarter and then they had six officers out which threw it all off so they will be down with regard to funds. They have five people coming back this quarter so that should help.

Ms. Hogan said that they had seen the sheets throughout the year and could see that this was coming.

Mr. Weber asked Sgt. Macek if he is comfortable with this figure or if he thinks that he will need more.

Sgt. Macek said that he thinks that this keeps them in line.

Ms. Picarazzi called for a motion.

****MOTION (6)**

Mr. Weber moved to approve a transfer in the amount of \$40,000 from account 01-01-120-200-500 (Contingency) to account 01-25-216-100-514 (Police Overtime) due to overtime being greater than original budget.

Ms. Hogan seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

b. Contingency Transfer - \$11,775 ACO

Mr. Nickerson explained that they are now providing the ACO Officer and that they needed a part time person to assist as the full time officer cannot work 24/7. This is for the part time person to cover.

Ms. Hogan noted that it is still a \$10,000 savings from before.

Mr. Weber said that it was mentioned that Waterford had volunteers helping when the Officer was there and asked if there was any way to get that going here.

Mr. Nickerson said that they do have people who regularly drop off food, and supplies and help but there is also a liability issue with people actually helping with the cleaning etc. of the actual pet areas.

Ms. Picarazzi asked about the coverage.

Sgt. Macek said that the Officer works Monday thru Friday and the part time person works weekends and is on call out in the evenings.

Mr. DeRosa asked how often they are called out after hours.

Sgt. Macek said that it is at least once per week and sometimes three to four times – it varies.

Ms. Picarazzi called for a motion.

****MOTION (7)**

Ms. Hogan moved to approve a transfer in the amount of \$11,775 from account 01-01-120-200-500 (Contingency), to the following accounts: \$66.82 to account 01-25-216-300-326 (Police Training Supplies), \$75.00 to account 01-25-216-300-320 (Police Misc Supplies), \$1,633.18 to account 01-25-216-300-313 (Police Uniforms), and \$10,000 to account 01-25-226-100-215 (ACO fees) due to this being our inaugural year having the ACO we share with Waterford be a Town of East Lyme employee.

Mr. DeRosa seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

c. Special Appropriation and transfer – Contingency Police Chief Salary - \$16,666 and

d. Special Appropriation and transfer – Contingency Facility Rental - \$3400

Mr. Nickerson said that this is what it will cost to pay the new Chief for one month and for one month to the Town of Waterford for the rental of the facilities per agreement.

Mr. Weber asked if there is a risk of something being held up and of this running over.

Sgt. Macek said that he did not think so as the paperwork is being streamlined and he will drive it there himself.

Ms. Picarazzi called for a motion on the Police Chief Salary.

****MOTION (8)**

Mr. Weber moved to approve a Special Appropriation and transfer of up to \$16,666 from account 01-01-120-200-500 (Contingency) to an account to be established titled, "Police Chief" to begin the transition to Independent Police Department.

Mr. DeRosa seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Ms. Picarazzi called for a motion on the Facility Rental.

****MOTION (9)**

Ms. Hogan moved to approve a Special Appropriation and transfer of up to \$3,400 from account 01-01-120-200-500 (Contingency) to an account to be established titled, "Facility Rental" consistent with our transition to Independent Police Department.

Mr. Pazzaglia seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

e. Special Appropriation CNRE \$50,000 Independent Police Infrastructure

Sgt. Macek explained that this is for some initial start-up costs in going to an independent police department. This includes an upgrade to the 9+ year old server in dispatch to one that will be able to handle the amount of information that they will now be required to collect. There are other State mandates required

due to the agreement between the Towns of East Lyme and Waterford which include: an added camera to the evidence room, evidence tracking, build out of the evidence cage, temporary evidence locker, refrigerator (small) for biological evidence, safe for bond money and monies seized from arrests/cases, connection to the building with State permissions, adding networking and data processing and return to our servers and prisoner processing.

Ms. Picarazzi said that she did not recall any additional funding that would be necessary.

Mr. Nickerson explained that they were going to do fingerprinting, etc. in Waterford but there is a lot of evidence that needs to be stored and it needs to be separate from any of the Waterford evidence so that there will be any issues with it.

Mr. Pazzaglia asked if this is the first time that they are seeing this as it seems to him that they have not seen it before.

Mr. Nickerson said that it was a lump sum that was not broken out as it is now.

Ms. Picarazzi said that it would seem that Waterford would have a refrigerator.

Sgt. Macek explained that he met in Waterford with people from the Court Justice system and the evidence would need to be separate to alleviate any thought of something being contaminated in any way. If it was thought to be contaminated there would be issues. This keeps the case clean.

Ms. Picarazzi said that there is also the \$40,800 for the facility rental agreement with Waterford.

Mr. Nickerson said yes, and explained that the agreement is good for three years with a 5% increase each year.

Ms. Picarazzi questioned the 5% increase.

Mr. Nickerson said that is the contract.

Mr. Pazzaglia asked if there is some place else to put those that they restrain.

Sgt. Macek explained that if they have a DUI that it is at least 4 hours of an officers time that he would be taken off the road to go to Montville and stay with the lock up. The advantage here is that we process them in Waterford and then the officer can leave and get back on the road.

Ms. Hogan asked the chain of custody if it is our officer who packages and processes.

Sgt. Macek said yes.

Ms. Picarazzi asked how many people they are talking about here.

Sgt. Macek said that it is easily 300+ per year.

Ms. Picarazzi said that while she supports the cops that this is money she did not expect, and she was not aware of the escalation of the fees to Waterford although she does want them to have what they need. This is not the deal she was thinking of.

Mr. Weber said that he did hear that there were other things coming however he was not prepared for this. He asked if he could be comfortable in thinking that there won't be more surprises coming.

Mr. Nickerson said that he did not think that there would be anything else.

Sgt. Macek said that he did not think so. He added that these things came up through the process of getting the independent department going and he hopes that this is it.

Ms. Picarazzi called for a motion.

****MOTION (10)**

Mr. DeRosa moved to approve a Special Appropriation in the amount of \$50,000 from CNRE Fund 32 account 31-70-300-500-100 (Town Project Allocations) to an account to be established titled, "Independent Police Start-Up".

Mr. Weber seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

(Note: Town Meeting is required)

f. Contingency Transfer - \$29,885 Debt Service

Ms. Johnson explained that they did some refinancing on prior debt in July and had a shortfall in that account. This is due to the debt payment reconfiguration.

Ms. Picarazzi called for a motion.

****MOTION (11)**

Mr. Pazzaglia moved to approve a transfer in the amount of \$29,885 from account 01-01-120-200-500 (Contingency) to account 01-50-522-620-635 (11 Refund GOB) due to the current year impact of the July 2016 refunding on this issue.

Mr. DeRosa seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

g. Continued discussion and possible deliberations – FY 2017/2018 Proposed Budget

Ms. Picarazzi said that they would defer discussion until Monday, April 17, 2017.

Ms. Hogan asked about a revenue update.

Mr. Nickerson said that he would present that on Monday along with the cuts that had been made to the Town side from the last deliberation session.

G. Old Business

a. Purchasing Policy

Ms. Picarazzi asked for an update.

Mr. DeRosa said that they have had a meeting.

Mr. Weber added that he asked for information and they have had some email traffic with the department heads. He said that they are thinking of levels of approval and are in the process of working on that.

b. BOE Permanent Maintenance Account

Ms. Picarazzi said that they had received some information from the attorney which appears to be loose with regard to the fund and how it should be established.

Ms. Hogan said that she would like to have the Superintendent of Schools present and would like questions answered on approvals and if their own Board of Ed would over-ride it as that would be an issue.

c. Study other Town Wages & Benefits

Mr. Nickerson said that they are putting the numbers together and that he would ask that it be scheduled for an Executive Session at a future meeting as it is a sensitive issue.

H. Public Discussion

Ms. Picarazzi called for Public Discussion.

There was no Public Discussion.

I. Board Comments

Ms. Picarazzi called for Board comments.

Mr. Weber suggested that they try to cut down on the amount of paper.

Ms. Picarazzi said that if they did not print out the packet information that she would have to print it out on her own equipment at home as she wanted paper in front of her to discuss and refer to.

Mr. DeRosa said that his home printer could not handle printing out everything.

J. Adjournment

Ms. Picarazzi called for a motion to adjourn.

****MOTION (12)**

Mr. Weber moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:40 PM.

Mr. Pazzaglia seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,

Recording Secretary