

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS – FY 2017-2018
Wednesday, MARCH 29th, 2017**

Members In Attendance: Camille Alberti, Chairperson
Lisa Picarazzi, Vice-Chairperson
Jason Pazzaglia
Peter DeRosa
William Weber

FILED

Apr 3 2017 AT 10:00 AM
Karen Galbo, ATC
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman
Anna Johnson, Finance Director
Karen Galbo, Acting Town Clerk
Lisa Timothy, Library Director
Dave Putnam, Parks & Recreation Director
Joe Bragaw, Director, Public Works
Bill Scheer, Assistant Director, Public Works
Victor Benni, Town Engineer

Absent: Beth Hogan

A. Call Special Meeting to Order

Chairperson Alberti called this Special Meeting of the East Lyme Board of Finance to order at 6:32 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

Ms. Alberti called for Delegations.
There were none.

D. New Business

a. Budget Reviews – FY 2017 – 2018

Mr. Nickerson said that he would like to note, before they start, that he had received word from Luane Lange apologizing for missing the meeting the previous evening where Historic Properties was on the agenda. He said that he had conveyed to her that they will work with various people to try to put together fundraisers that will help them with some additional funding.

Ms. Alberti noted that she had also received a call from Ms. Lange apologizing for missing the meeting.

◆ **Town Clerk (107) – Mark Nickerson, Karen Galbo, Asst. Town Clerk**

Mr. Nickerson noted that the Asst. Town Clerk was present this evening. He said that they should note that line #292 – Contracted Land record management was reduced by \$5000 by the Board of Selectmen.

Mr. Pazzaglia asked if there was a way to reduce it further (by \$2000) to \$15,000.

Ms. Galbo explained that it is based on activity and that they also get a rebate from it due to having their information available on-line.

Ms. Alberti asked about Marriage and Dog Licenses.

Ms. Galbo said that is also based on activity - how many marriages take place and how many dogs are licensed.

◆ **Library (Culture & Rec) (420) – Lisa Timothy, Library Director**

Ms. Timothy passed out statistics to the Board (Attached) and explained the items that they cover and the many services that they provide. She said that their new web page has won an award; and they have all new computers which they have installed all by themselves with a lot of their employees volunteer time effort. It has been a difficult budget year as a lot hinges on the Federal and State cuts which also hinge on one another and what they receive. They have 11 full time and 20 part time staff and a network of 41 computers open to the public.

Mr. Weber asked her to review the revenues.

Ms. Timothy said that the money that is being carried forward is primarily due to the insurance increase that was proposed, not being realized at the proposed rate. The gifts and memorials include proceeds from the book sale. The profits from the color copier pay for the lease of it and also provide revenue. In the past they were sending people to Staples for copies; Mr. Nickerson suggested that they lease a color copier and charge for the copies and obtain revenue from it – this has worked out very well.

Mr. Weber asked about the homebound deliveries that they make and if a volunteer does them.

Ms. Timothy said yes, they are done by volunteers.

Mr. Weber asked about the revenues decreasing each year.

Ms. Timothy said that it was due to better tracking on the insurance percent increase – as that is tightened up they do not have as much excess to carry forward. They also received \$4000 less from the State.

Mr. Weber asked if people still use periodicals.

Ms. Timothy said yes; she added that they also offer on-line magazines and that about 3000 issues are downloaded by patrons each year.

Mr. DeRosa asked about the inter-library book exchange and if it is a result of the State cuts.

Ms. Timothy said yes.

Ms. Picarazzi noted that the Selectmen had cut the budget by \$28,000 supporting a 2.5% increase.

Mr. Nickerson said that the request was for 5% and that they had reduced it to keep it in a 2% range.

Ms. Picarazzi asked about the Waterford library budget and if any comparison had been done.

Mr. Nickerson said that it is basically the same – a \$1.1M budget.

Ms. Picarazzi asked about the hours that they are open.

Ms. Timothy noted the hours and said that if they were to cut the Sunday hours that it would come to a \$16,000 reduction which would help getting to the \$28,000 reduction.

Ms. Picarazzi asked if they closed for an hour a day or opened an hour later if she might know what they would come to.

Ms. Timothy said that one hour is about \$3000 however; she does not like to keep moving hours around as it confuses people and then they do not know when the library is open.

Ms. Picarazzi asked Ms. Timothy where she thought she could be cut as she knows what we are all up against.

Ms. Timothy said that it would be easier if she was given a figure and then she would work it out – it comes down to hours and materials. She said that the State is no longer paying for the computer services so they will have to pay for that on their own.

Ms. Alberti asked if the budget were to pass at the \$1.148M – would they stay open on Sundays.

Ms. Timothy said that it is likely that they would have to close on Sundays – to meet the \$28,000 reduction.

Ms. Timothy said that 90-91% of the funding for the library comes from the Town – the rest comes from fund drives, etc.

Mr. Nickerson explained that the library has its own Board of Trustees.

Ms. Timothy said that many are here this evening in the audience.

◆ **Registrars (110) – presented by Mr. Nickerson**

Mr. Nickerson said that they have two new Registrars as both of the former ones have retired. He noted that the budget has been reduced a bit.

◆ **Parks & Recreation & Youth Services (421/422) – Dave Putnam, Director**

Mr. Nickerson noted that there are a few increases here and that Mr. Putnam is here to explain his budget.

Mr. Putnam passed out the 2016 year in review that they publish for the Town and a copy of the beach pass revenues since 2010. He said that they have a great maintenance staff and a Park Foreman that take care of everything. He said they manage the new boardwalk in addition to the other Parks, do the Town Grounds maintenance, East Lyme Sports Leagues facilities/fields maintenance and upkeep and programs for Parks & Rec and Youth Services. He noted that his part time seasonal line item increased as the pay had increased from \$9.55/hr to \$10.10/hr due to a January 1, 2017 minimum wage increase. He said that he had provided them with the information on the beach pass revenue which has doubled from 2010 – 2016. He would like to hire Security (Police) to help cover the beach due to the number of people who have come to the beaches. Security and lifeguards are important to the smooth operation of the beaches. He has requested \$10,000 for this item.

Ms. Picarazzi asked what the \$10,000 would get.

Mr. Putnam said that there are 15 weekends through Labor Day and that he would like coverage for 11 weekends plus for the Celebrate East Lyme event.

Ms. Alberti said that she thought that coverage for the Celebrate East Lyme event was in the Police budget.

Mr. Putnam said that they do cover the Main Street events but not the beaches – he is looking for coverage for the beaches.

Ms. Picarazzi said that she thinks that if they really want to do this that \$10,000 seems light as the police get time and a half. She said that they should look at this to make it as cost effective as possible before they start it.

Mr. Putnam said that other than those few items that the budget was pretty flat.

Ms. Picarazzi said that she had been reading about a Dog Park initiative.

Mr. Putnam said that has nothing to do with them; it came out of the Selectman's Office and while it probably would get to him eventually – it has not been planned for here. He said that whatever was necessary would probably be minimal – empty the trash, etc.

Mr. Nickerson said that people are doing fundraising for it.

Ms. Picarazzi said: forgive her but this sounds a lot like the Samuel Smith House regarding fundraising and not costing the Town and they can see where that got them. She asked if it would have to go in the capital plan.

Mr. Nickerson said that there is \$15,000 in there now.

Ms. Picarazzi asked about the Band Shell.

Mr. Putnam said that it has been purchased and will be installed this spring.

Ms. Picarazzi asked if they would be re-visiting the pricing for the beach passes.

Mr. Putnam said that they revisit them each year and have kept them the same from the previous year. It is the Commission that sets the fees.

Mr. Weber asked if the equipment and park and field figures will come in as stated.

Mr. Putnam said yes.

Mr. Weber said that it seems that the fees for the beach passes may be due to go up.

Mr. Putnam said that it is a tough balance between the taxpayer and resident, etc.

Mr. Pazzaglia asked about the vendors and private concerns.

Mr. Putnam said that they vendor out McCook, Cini Park and Hole in the Wall. They have a vendor permit package that is used.

Mr. Weber asked if they are expecting any rental revenue from the Band Shell this year.

Mr. Putnam said that he did not think they would see anything this year. They will be renting it the same as they rent out the tent. They rent the tent at \$65 for a half day.

Ms. Picarazzi said that \$65 for a half day rental on the ocean is something from the 1940's and that it needs to be looked at as it is way too low.

Mr. Putnam said that the Parks & Rec Commission sets the fees and that he would tell them.

Public Works Overview – presented by Joe Bragaw, Director, Public Works:

Mr. Bragaw said that he has a good group of people working for him in the departments that he covers – Highway/Sanitation, Building Maintenance, Engineering and IT. They have been doing more with less. Some of them are also in the audience tonight.

He said that the departments that he oversees were cut approximately \$255,000 last year which was 85% of the total cut from the Town Government side.

He cited the following as an overview of some of their projects/accomplishments for the four departments that he oversees:

Highway/Sanitation – 114 miles of Town roads, 14 miles of sidewalk – sweeping, trimming, patching, fixing, plowing, fixing drainage structures, road signs, and picking up downed trees. Maintenance work is done from March – December. Garbage and recycling is picked up throughout the year each week, along with the operation of the transfer station M-F and Saturdays a half day. The three mechanics service approx. 120 cars, trucks, trailers and other equipment on a daily bases. Snow plowing encompasses 15 routes while also maintaining the vehicles during these events. The guys do a great job with this as it is not an easy task.

Pavement Management – Successfully reconstructed Bush Hill, Latimer and Cavaasin Dr. roads at a cost of approx. \$1M – came in as scheduled and under budget. Also cape sealed many roads throughout Town. Also paved Society Road, and sealed cracks in the roads in the beach areas, all in line with the pavement management plan.

Projects – The salt shed and fueling station was completed and came in approx. \$50,000 under budget due to our crews doing as much of the work as possible and the purchase of a slightly used above ground tank. The old salt shed area was fixed up with the removal of two dilapidated buildings and grassing the area – done with no budget but covered by the new salt shed project savings. Streetlights were purchased in the Town from Eversource and retrofitted with LED fixtures. After this project cost is paid back, the Town should see savings of approx. 50-70% on the existing streetlight costs. They are looking to take the old Mobil Station building down on Main Street in the coming months and remediate the area with State Grant funding that was received. The ELCC parking lot will be rearranged to improve the parking in this important Town facility. The Atlantic Avenue drainage project work should be done shortly; scrap metal was put out to bid last summer and they are now receiving more for it and through the SCRRA trash authority they were able to negotiate a new trash disposal contract with the trash to energy company Coventa which should insure tip fee stabilization and other free services such as the Household hazardous waste collections for the Town for the next 10 years.

Engineering, Bldg. Maintenance, IT – Engineering keeps current with all required CT DEEP environmental permitting; the Town was certified as a Class 8 community in the FEMA CRS program which gives the East Lyme residents 10% off of their flood insurance – we are one of about 8 communities who have been certified in this program. Building Maintenance paid for pulling the underground tanks at the Community Center and at both the Flanders and Niantic Fire Dept facilities; solicited bids for replacing generators at both Niantic and Flanders Fire Depts. and installed new video surveillance systems at the new fueling station at Capitol Drive, town Hall and ELCC through LoCIP funds. IT supports the Town computer system and we have already signed documents to move forward with a new VOIP phone system with Frontier for \$9000 versus the \$40,000 we had originally estimated to replace the aging system currently in use.

Of the four Public Works budgets that they are discussing this evening – he said that they are up a combined \$44,605 on a proposed budget of \$4,915,284 or a 0.91% total increase.

◆ **Town Engineer (105) – presented by Joe Bragaw, Director, Public Works**

Mr. Bragaw said that this department is comprised of Victor Benni, Town Engineer and Peter Gilberto, Civil Engineer. Marilyn Wright is the Admin Asst. – 25% of her salary is now allocated to the Water dept. as she spends that time on processing their work. He explained that Victor the Town Engineer does pavement management along with his other duties. In this budget he said that he is moving the Civil Engineer's 40% salary from Water to the Town side to be at 100%. The Inspector position was eliminated and the Civil Engineer will spend his time covering some of those functions. Stormwater Management at \$4000 partially covers costs to comply with the mandated water testing.

◆ **Building Maintenance (113) - presented by Joe Bragaw, Director, Public Works**

Mr. Bragaw said that this is pretty straight forward and that the budget is flat. Line #295 – Fire Protection – Town is for the hydrants and it keeps increasing by 10% each year. He said that they were very fortunate with the price that they pay for oil by keeping it in Town with Guy's.

Ms. Alberti asked about the electricity going up. She noted that when they heard from the Board of Ed the other evening that they said that it is going down.

Mr. Bragaw said that it was trending that way in December when they worked on the budgets; however he would re-calculate it to see where they are now. He said that he does not want it to be underfunded and have to come back for more money.

◆ **Public Works (317) – presented by Joe Bragaw, Director, Public Works**

Mr. Bragaw explained that the Highway Supervisor, Chuck Holyfield retired on March 17th after 22 years of dedicated service to the Town. He is not filling the position right away as they figure out what skill sets are needed in this position going forward. He explained that the salary line covers 75% of his salary and 100% of Bill Scheer's position as Deputy Public Works Director, as well as something for the one position. He said that he has also requested that the Highway Overtime be restored to the FY15/16 level - \$38,000. He explained that just to keep the transfer station open on Saturday mornings costs the Town \$22,000 so the \$21,000 that was budgeted for this year does not even cover that. They still need money to cover OT for Celebrate East Lyme, the Light Parade and double garbage collections after Thanksgiving along with any other requests that are made as a result of a storm emergency etc after their regular hours.

The Storm Overtime is for winter operations and tropical storms needing their assistance. This has been an average winter and it seems that they will be ending the season at around \$63,000.

He noted that they raised the fees on commercial haulers a year ago to come more in line with other area Towns which has provided them with an additional \$20-25,000 in revenue per year.

He said that he has held fleet fuel the same even though his department is charged for fuel used for a number of other departments (Bldg., COA, FM, Police and Parks & Rec) and the amount varies.

Lastly he said that he is requesting an additional amount of \$7,333 for streetlights because they keep getting more streetlights that are being requested by the Planning Dept. for developments such as the Orchards – this increases the streetlight expense.

Ms. Picarazzi said that she wanted some clarity on the overtime accounts.

Mr. Bragaw said that the Highway Overtime budget is \$21,000 – if the Transfer Station is open on Saturdays throughout the year – that costs \$22,000. There is also other work that they do that is overtime – cover the Celebrate East Lyme and Light Parade events; pick up garbage and recycling after Thanksgiving and be on call for storm events that require their assistance. So, he requested that it be put back to the \$38,000 which is not a lot to have especially when \$22,000 is just for Saturdays. The Storm Overtime account to date is at \$65,000 in an average storm year – to request \$68,000 is very reasonable.

Mr. Weber noted the \$921,887 in revenue that they get and asked the items that they get this from.

Ms. Johnson said that it is on the revenue listing that they have, it includes LoCIP funding and revenue from the transfer station.

Mr. Weber asked about the fees.

Mr. Bragaw said that he is hoping to re-adjust some of the fees as some are very low.

Ms. Alberti and Ms. Picarazzi said that they would like to see who works for which area and how people may have their time divided.

Mr. Bragaw said that he would provide them with a flow chart.

◆ **Information Technology (109) – presented by Joe Bragaw, Director, Public Works**

Mr. Bragaw said that the only increase in this budget is for salary and longevity payments. The Police Dept. chips in \$5000 for the Office maintenance contract which is with Star Computers. He said that they have done a great job in keeping the system working well. They are also a local contractor and taxpayer.

Mr. Weber said that the copier maintenance rate has been flat.

Mr. Bragaw said that it is flat rate five year lease program.

Mr. Bragaw provided them with a listing of all of the Town vehicles as had been requested at an earlier meeting.

◆ **Board of Finance (126) – Anna Johnson, Finance Director**

Ms. Johnson said that they had bid out the Audit Services and they agreed to keep it at the older rate so they were able to save.

◆ **Services to Community (115) – presented by Mark Nickerson**

Mr. Nickerson explained that about 75% of these services sent requests for more money as the State continues to make reductions to what they give out. As a community they have donated to those on this list and as such they have kept the donation the same as in the previous year.

E. Public Discussion

Ms. Alberti called for any comments from the Public.

There were none.

F. Board Comments

Ms. Alberti called for Board Comments.

There were none.

G. Adjournment

****MOTION (1)**

Ms. Picarazzi moved to adjourn this Special Meeting of the East Lyme Board of Finance at 9:15 PM.

Mr. DeRosa seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

East Lyme Public Library



A Valued Destination

In 2016...

117,942 Visitors

165,793 Items Borrowed

10,742 Public Computer Users

6,096 Questions Answered

4,311 Program Attendees

360 Programs

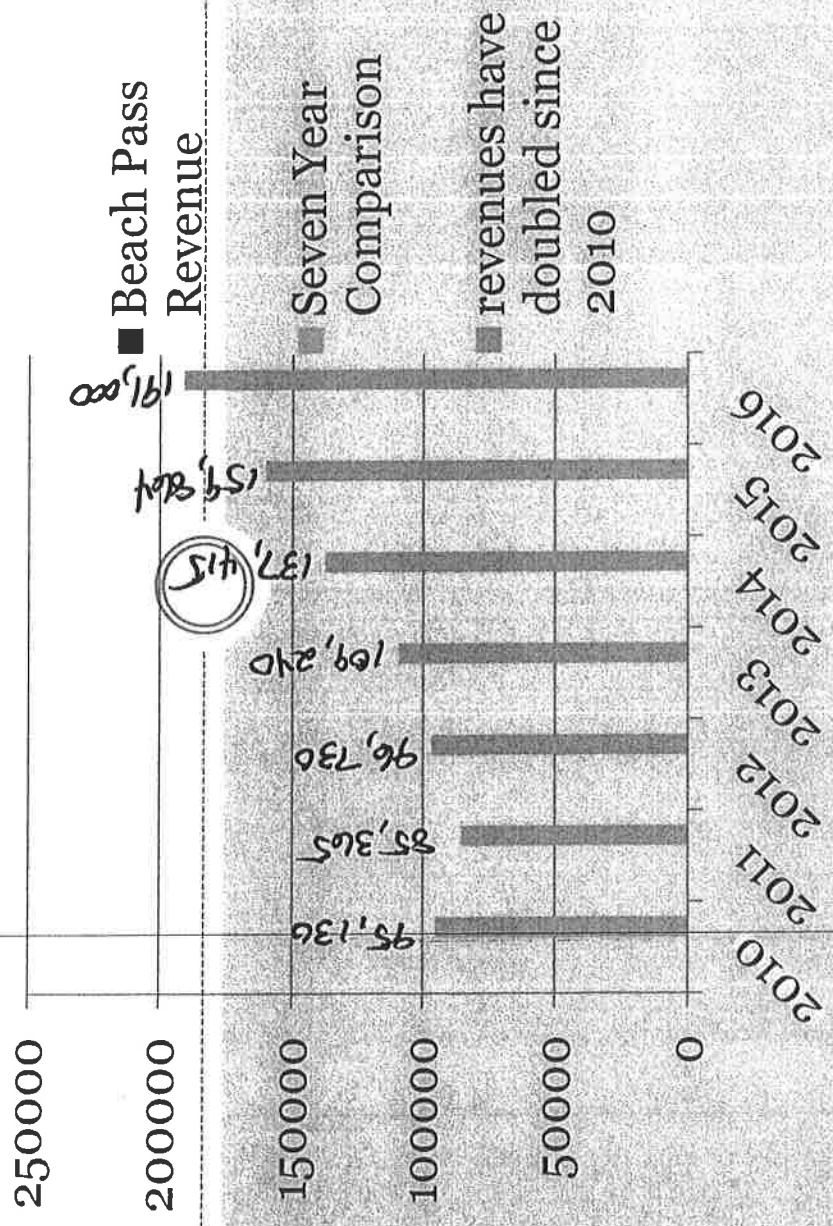
468 Items Delivered to
Homebound Patrons

- | | | | |
|------------------------------|--------------------------------|----------------------------------|---------------------------|
| 1. 3-D printers | 32. Flag disposal | 62. Notary services | 92. Typewriters |
| 2. Adaptive technology | 33. Food donation drop-off | 63. Paper shredder | 93. Video equipment |
| 3. Antique appraisals | 34. Framed art | 64. Parenting workshops | 94. Voter registration |
| 4. Art exhibits | 35. Game nights | 65. Passport processing | 95. Wheelchairs |
| 5. Athletic tournaments | 36. Garden clubs | 66. Phone books | 96. Writing groups |
| 6. Auctions | 37. GED classes | 67. photo copy machines | 97. Thermal leak detector |
| 7. Book discussion groups | 38. Genealogical Information | 68. Photography workshops | 98. VHS to DVD converter |
| 8. Book sales | 39. Government information | 69. Piano | 99. Term Paper Clinics |
| 9. Book scanners | 40. Health newsletters | 70. Play groups | 100. Therapy Dogs |
| 10. Cameras | 41. Home schooling Information | 71. Poetry readings and contests | |
| 11. Chess clubs | 42. Homebound book delivery | 72. Postage stamps | |
| 12. Citizenship preparation | 43. Homework centers | 73. Pre-school orientation | |
| 13. Community information | 44. Investment information | 74. Printers | |
| 14. Compact disc players | 45. Job centers | 75. Projectors | |
| 15. Computer access | 46. Job skills training | 76. Puppetry | |
| 16. Computer instruction | 47. Kill-a-Watt meters | 77. Robots | |
| 17. Concerts | 48. Knitting clubs | 78. Scanners | |
| 18. Cultural events | 49. Language instruction | 79. Small business workshops | |
| 19. Daily newspapers | 50. Large print books | 80. Smart boards | |
| 20. Downloadable music | 51. Lectern | 81. Study rooms | |
| 21. DVD players | 52. Legal forms | 82. Summer reading programs | |
| 22. E-books | 53. Leisure programs | 83. Tai chi | |
| 23. E-book readers | 54. Magnifiers | 84. Tax forms | |
| 24. E-magazines | 55. Makerspaces | 85. Tax preparation advice | |
| 25. Early literacy classes | 56. Maps | 86. Teen life skills classes | |
| 26. Electric transport chair | 57. Medicare counseling | 87. Teleconferencing | |
| 27. ESL Classes | 58. Meeting Rooms | 88. Telescopes | |
| 28. Engravers | 59. Museum passes | 89. Test proctoring services | |
| 29. Exhibit space | 60. Multicultural programs | 90. Translation services | |
| 30. Eyeglass recycling | 61. New baby packets | 91. Tutoring | |
| 31. Fax machines | | | |

100 Amazing Things You'll Find @ Connecticut Libraries!

Attachment Bot 3/29/17

McCook, Hole In Wall, Niantic Bay Beaches



**Parks and Recreation
Commission Members:**

Robert Pfanner – Chairman
William Willets, Jr. – Vice Chairman
Roger Nadeau
Jackie Curry
Charlie Fenick
Milan Keser
Pat Larkin

**Youth Services
Commission Members:**

Mike Manifold – Chairman
Paul Lussier
Julie Dowling
Lawry O’Connell- Secretary
Ann Block
Pat Larkin
Ken Roberts

*We welcome Tom Beebe to the Park and Recreation commission

Parks and Recreation/Youth Services Staff:

Director: David M. Putnam
Program Coordinator: Carol Rossiter
**Program Director Youth Services/
Special Event Coordinator:** Mike McDowell
Administrative Assistant: Robin Grandieri
Administrative Secretary: Arlene Wilbur

Maintenance Staff:

Foreman/Turf Specialist: Ed Ball
Maintainer VI: Mike Rak
Maintainer III: Jason Alves
Maintainer II: William Steward



2016-2017 Fiscal Year Approved Budget

General Operating Budget - \$944,619

Special Revenue Fund - Estimated Expenses = \$327,800
Estimated Revenue = \$346,000.00

*Special revenue fund is completely funded by user fees for programming;
no taxpayer subsidies are used in the Special Revenue Fund*

Capital Improvement Projects/Equipment in 2016

A slice Seeder attachment was purchased for the departments Kubota tractor to help maintain playing fields in optimal playing condition.

McCook Point Park Band shell was purchased in 2016 with extremely helpful donations from The East Lyme Public Trust, Niantic Lions, and Niantic Rotary. The structure is due to be constructed in the Spring of 2017.



Youth Services Grant Funding received:

Youth Service Connecticut State Department of Education (CDSE)
Grant - \$20,956.00

Southeast Regional Action Council grant: Funded the Chris Herren presentation to all high school students and an evening presentation to community members.

Attachment B07

3/29/17