

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, OCTOBER 11th, 2017**

FILED

Members in Attendance: Camille Alberti, Chairperson  
Peter DeRosa  
Beth Hogan  
William Weber

Oct 17 2017 AT 10:55 AM/PM  
Karen Gullman, AT  
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman  
Joseph Bragaw, Public Works Director  
Jeffrey Newton, Superintendent of Schools  
Tim Hagen, BOE Chairman  
Anna Johnson, Finance Director

Absent: Jason Pazzaglia, Lisa Picarazzi, Vice-Chairperson

**A. Call Meeting to Order**

Chairperson Alberti 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. Alberti called for delegations.  
There were no delegations.

**D. Approval of Minutes**

▪ **Regular Meeting – September 13, 2017**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of September 13, 2017.

Mr. DeRosa asked that on Page 3 under Purchasing Policy that the first line be changed to read: ...Mr. Weber has done a great job on the draft.....

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

Ms. Hogan moved to approve the Board of Finance Regular Meeting Minutes of September 13, 2017 as amended.

Ms. Alberti seconded the motion.

Vote: 3 – 0 – 1. Motion passed.

Abstained: Mr. Weber

**E. Reports**

◆ **Board of Education**

Tim Hagen, BOE Chairman reported that they are working on the long range plan covering the next five (5) years involving the Superintendent and Board goals for education, the budget and projects. Milone & MacBroom has been hired for the re-districting and they should have a preliminary report in late December or early January utilizing the demographics that they have been collecting. There will also be community forums once the information is complete. At the most recent Town Building Committee meeting the first schematic design cost estimate for the elementary school projects was presented. They are not too far off from the conceptual figures. Along with this project, the Fire marshal recommended that they replace all fire alarm systems in the three (3) schools which may have an associated \$1M cost; and the generators. Recent discussion on the Micro-grid should help them out with the generators. They anticipate that the

project should go out to bid in January. On another note, the sewer pipes under LBH have been found to be clear and working well. He also commended Ray O'Connor, Chairman of the Town Building Committee on the great working situation that they all have with this project.

Jeffrey Newton, Superintendent of Schools noted that he had provided them with the most recent project scopes and alternates. He reported that they had received good news – the High School received the blue ribbon award and they will be going down to Washington DC to get the award. They will hold a community celebration here once they have it. He thanked Mr. Weber and Ms. Picarazzi for working on the fund raising education account and said that he is actively working with Mr. Bragaw on a long range facilities plan.

Mr. DeRosa asked about the potential big ticket additions such as the fire alarms and generators. Mr. Newton & Mr. Hagen said that they may save on the generator at LBH due to the micro-grid system.

Ms. Hogan asked when the issue of the fire alarms came up and if they are a reimbursable cost as they are directly related to health/safety.

Mr. Newton & Mr. Hagen said that yes, they are reimbursable; this came up as the systems are a good 20 years or more old and in need of replacement. All of the items will have to go out for costing and they are watching the dollars carefully. The first schematic did not include the fire alarms or generators.

Ms. Alberti asked if there are any grants for safety/security and if they have gone after them. Mr. Newton said that they have gone after and received grants for security cameras, etc.

Ms. Alberti asked how much they were paying Milone & MacBroom for the re-districting study. Mr. Newton said \$25,000 and that would include three (3) community forums.

Mr. Weber said that he is the Treasurer of the Band booster Club and asked how they allocate for after school activities and if they have a formula for them.

Mr. Newton said that they have arts/academics and athletics activities levels and that it is all part of the contract and the negotiated rates.

#### ◆ **First Selectman**

Mr. Nickerson reported on the following:

- Kudos to the education system in town and the Blue Ribbon Award
- The State of Connecticut will be re-paving Route 156 next year
- \$500,000 was awarded a few years ago to do the Cini Park bath houses; with the current FEMA regulations they would need a trailer type system that could be hauled away in the event of storms. They are busy working on how to do this.
- He recently spoke with a CT DOT representative on the train station study and was informed that the sites will be whittled down to two (2) in the near future. If it were in downtown Niantic, it would be a kiosk type of stop. Public forums would be held should they be involved.
- He was contacted by a small grocery chain that would be interested in space on this side of Town. He noted that people approach him all the time about how they want a small grocer here.
- L & M Hospital has donated several dozen Narcan units to our Police Department for our community.
- Meetings continue with DOT to discuss the Exit 74 upgrade. This directly affects Costco.
- The Board of Selectmen recently chose to enter into a contract to apply for dollars for a micro-grid for us in the Middle School area as that is a designated seven (7) Town emergency shelter area. It would be a gas conversion process and would be 100% paid for by grant dollars.

Ms. Alberti asked what the potential savings on the electricity would be. Joe Bragaw, Public Works Director said that there would be about a 17% reduction.

Mr. Weber asked if the pole replacements and lines that are being put in throughout the Town are inspected by the Town.

Mr. Bragaw said no, Eversource hires a subcontractor to do the work for them.

Mr. Weber said that he wanted them to know that they are not doing a good job and in some instances are wrecking Town curbing and property and he would like the Town to look it over so that we do not end up having to pay for it to be fixed or replaced.

Mr. Nickerson said that he would.

Mr. Weber asked what the likelihood of a train station here was.  
Mr. Nickerson said that it is just a study at this time.

Mr. Weber asked if the Lulu's exit was going to be closed.  
Mr. Nickerson said that they have found that the Flanders intersection could not handle the traffic if that were to happen so that is no longer on the table.

Mr. Weber asked about the discussion with Old Lyme on a joint Police Department.  
Mr. Nickerson said that it is just discussion at this point in time.

Mr. Weber suggested that perhaps they have a suggestion box for ideas on how to save \$1000 or more and if they would work, the person submitting the suggestion is given \$100 for it.

#### ◆ Finance Director

Ms. Johnson said that they had received the reports in their packets. She noted that they have not received the \$2.6M from the State due to the lack of a State budget.

Ms. Hogan said that she had noticed that some Overtime lines are creeping up and legal fees for Conservation.

Ms. Johnson acknowledged that legal has been hard hit at the beginning of the year. She said that it will hopefully true up within the account as time goes on. She noted that last year for FOIA legal they spent \$5,250. For this year so far – July & August they have not received any bills for FOIA.

Ms. Alberti asked when they typically receive the Salem tuition.  
Ms. Johnson said that they received it monthly for the 10 months of the school year.

Ms. Alberti asked when they receive the ECS dollars.  
Ms. Johnson said that they receive it in October.

Mr. DeRosa asked if Worker's Comp is in the normal range.  
Ms. Johnson said that is the premium that he is seeing.

## F. New Business

### a. Discussion State Budget Municipal Aid Cuts

Mr. Nickerson said that they are still working on the State budget and that they may come out with one soon. What he has been doing here is that he and Ms. Johnson have met with the department heads on what they could get rid of in their budget or defer and they have identified some areas that could be delayed and some that could be cut. He said that he looked for a 5% reduction and that Mr. Newton has also done the same. He said that this is prior to discussions on the level of personnel and what goes along with that. He said that they are hoping that the State comes up with something soon. He would certainly speak with them at their next regular meeting as that would be the last time that the current board would be intact. That would also be the time when they would need to make some decisions on how to move forward.

Ms. Hogan said that she has spoken with some of the representatives over the weekend and that they went through a 5% cut where she is. She said that she told the representatives that they just need to go do their job.

Ms. Alberti said that if we get through this with just a \$1M cut we would be very lucky. However; this is also how the future will be and they still need to work towards savings and changes. She suggested that they hold a Special Meeting once the State budget is decided so that they can determine what they may need to do.

### b. Special Appropriation \$5,107 NSEF Grant Emergency Mgt. Equipment

Mr. Nickerson explained that this is a NSEF Grant and that Chris Taylor, Deputy Fire Marshal was present to answer any questions they might have.

Mr. Taylor said that the money is to be used for items that they need to have replaced and that are very heavily used. They go to State bid and local vendors for pricing.

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

Mr. Weber moved to approve a special appropriation in the amount of \$5,107.00 to revenue account 01-04-400-401 (NSEP) Grant and budget account 01-70-725-224-006 (NSEP Equipment), for the purchase of 20 Volt MAX Lithium Ion Cordless Combo Kits and Semi-Rugged Laptops for the EOC to be used in the field during disasters.

Ms. Hogan seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

**c. Special Appropriation - \$17,500 Police Radios**

Mr. Nickerson explained that they went to trade in the radios that they had to get new radios and were only offered \$4,250 for a trade-in value/credit. Sgt. Macek then contacted other Resident Trooper Towns regarding the radios and was able to get \$17,500 for them. They want to use the \$17,500 for better radios for the department. He thanked Sgt. Macek noting that unfortunately he could not be present this evening.

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

Ms. Hogan moved to approve a special appropriation in the amount of \$17,500 received from the sale of the state police radios and equipment no longer needed to revenue account 01-08-800-817 (Miscellaneous Police) and to establish a budget account titled, "PS – Police Portable Radios" for the purchase of new Town portable radios.

Mr. DeRosa seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(Note: This item requires Town Meeting approval)

**d. Special Appropriation - \$2,150 – Purchase Town Fleet Vehicle**

Mr. Nickerson explained that this comes from illegal activity where our police department is eligible for distribution from the assets. This car would be a fleet car and it is currently in our possession. He noted that questions were raised from the Board of Selectmen on the expansion of the fleet and insurance and other associated costs.

Mr. Bragaw explained that the Assessor comes down on a daily basis looking to use the vehicle they have and that this would help solve that issue. It is an unusual opportunity to be able to have this vehicle and this would also help them with not having to pay out mileage to people.

Mr. Nickerson said that Ms. Vitagliano is present and can explain to them why she goes out on the road. Ms. Vitagliano, Assessor said that she goes out on the road to review properties as she cannot see them from the office. She reviews properties that are under-going major re-work, refurbishing as well as new construction during its phases. She said that she sends letters to various properties once she receives copies of building permits that have been approved and then goes to visit the property. This allows her to pick up items that can be added to the tax rolls. This is why they need the vehicle.

Mr. Weber noted that he was on the Assessment Board of Appeals.

Ms. Alberti recalled that they had put some dollars back into her budget and that she had indicated at that time that the return would be great. She asked if that is what she is seeing.

Ms. Vitagliano said yes and added that she would carry that return forward.

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

Mr. Weber moved to approve a special appropriation in the amount of \$2,150 from CNRE Fund 32 account number 32-60-120-100-002(Proceeds from the Sale of Vehicles) to purchase a 2003 Subaru Legacy Station Wagon from the Police Department Asset Forfeitures for use by other Town departments (primarily Assessment Department).

Mr. DeRosa seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

**e. Amend Special Appropriation ELCC Boiler Replacement**

Mr. Nickerson said that Mr. Bragaw was present to explain this item.

Mr. Bragaw said that they had received more of an incentive from Eversource for this item than what they had anticipated at the time that they brought forth the special appropriation request. They had originally anticipated receiving \$13,800 but were notified of being eligible for another \$24,600. (For a total of \$38,400) They are requesting to amend the original request increasing it by \$24,600 and reducing the use of the HVAC Pump replacement- Town-wide by the same \$24,600.

Mr. Nickerson thanked Mr. Bragaw and said that this is providing them with extra dollars when they need it most.

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

Mr. DeRosa moved to amend the special appropriation in the amount of \$76,854 approved at Special Town Meeting on August 16, 2017 for the purchase and installation of a boiler replacement at East Lyme community Center as follows:

- \$38,400 – Eversource Incentive to replace heating equipment (Original amount - \$13,800)
- \$3,374 in account 32-70-300-500-005 (HVAC Pump Replacement – Town-wide) (Original amount - \$27,974)

Mr. Weber seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(Note: This item requires Town Meeting approval)

**G. Old Business**

**a. Purchasing Policy**

Mr. Weber said that here-wrote the existing policy with input from other Towns and that it is ready for the subcommittee to discuss. He said that he would also review the BOE purchasing policy. The subcommittee has a meeting coming up.

**b. BOE Permanent Maintenance Account**

Mr. Weber said that they have an ad hoc subcommittee and that it will come down to the logistics of everything and then they will break out items for the long and short term and what they can and cannot afford. They also need to determine how they will keep these things separate.

**c. Study other Town Wages & Benefits**

Ms. Hogan suggested that she meet with Mr. Nickerson and Ms. Johnson on this first and then determine if there should be any implementation. She noted that they have to compare the job descriptions and benefits carefully.

**d. Discussion 6/30/2017 Audit Schedule**

Ms. Johnson reported that this is moving along on schedule.

**e. Turf Field Fund Raising**

Mr. Weber noted that this item wraps into Item b. above.

**f. Building Maintenance Plan**

Mr. Weber noted that this item also wraps into Item b. above.

**H. Public Discussion**

Ms. Alberti called for Public Discussion.

There was no Public Discussion.

**I. Board Comments**

Ms. Alberti called for Board comments.

There were no comments.

**J. Adjournment**

Ms. Alberti called for a motion to adjourn.

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

Ms. Hogan moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:41 PM.

Mr. Weber seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary