

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, SEPTEMBER 13th, 2017**

Members in Attendance: Camille Alberti, Chairperson
Lisa Picarazzi, Vice-Chairperson
Peter DeRosa
Beth Hogan
Jason Pazzaglia

FILED

Sept 18 2017 AT 10:05 AM/PM
Karen Gallo, etc
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman
Anna Johnson, Finance Director
Jill Carini, Representing the BOE

Absent: William Weber

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 – August 9, 2017**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of August 9, 2017.

Mr. DeRosa asked that on Page 5 in the middle of the page where Mr. Bragaw is speaking that the word 'not' be changed to read ..will now become three....

****MOTION (1)**

Ms. Picarazzi moved to approve the Board of Finance Regular Meeting Minutes of August 9, 2017 as amended.

Mr. DeRosa seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

E. Reports

◆ **Board of Education**

Jill Carini, Board of Ed member said that she was representing them this evening as the Chair and the Superintendent were attending events this evening. She reported that they had received a presentation from the Architect & O & G on the schools project. Also, they received word from the State that they will only allow so much space that they will give a waiver on and that this will limit some of the items. She suggested that they contact Mr. Newton for further information on this.

The town building Committee is reviewing the bid from O & G and the 10 year facilities plan is being compiled by Ted Hunt and the Superintendent.

Ms. Alberti asked about the re-districting and having a separate group come in and if they would eliminate that to save some dollars.

Ms. Carini said that she thought that the BOE wanted the outside group. She suggested that they email the superintendent for additional details.

Mr. Nickerson said that they already have the outside group involved.

Ms. Alberti asked about the lease space on LEARN and how long it was.

Mr. Nickerson said that it is good through this school year.

◆ **First Selectman**

Mr. Nickerson noted that Item b. under New Business was being withdrawn as they were waiting on some further information.

Mr. Nickerson reported on the following:

- There is no difference in the budget from when they first began talking about it in March. Malloy is keeping in the teacher retirements, the changes on ECS funding and PILOT funding is also facing cuts/strips. Tomorrow will bring something else when they all get together to discuss what is on the table and make changes etc.

Ms. Picarazzi asked the amount of the Brownfield Grant.

Mr. Nickerson said \$200,000.

Ms. Picarazzi asked for a breakdown on the amount of dollars needed for each part (purchase, determination, clean-up, etc)

Mr. Nickerson said that when they come back with this item that he would have all of that information and people would be here to present it to them. They could ask questions of the people at that time.

Ms. Alberti noted that she had asked Ms. Johnson his afternoon about the bonding on the property.

Ms. Johnson said that they had to do short term notes twice and then they had to go to a permanent bond. \$675,000 was the original price, the purchase price came in at \$550,000 and the rest of the dollars were to be used for Phase I testing. In March of 2016 they purchased the property.

(Note: 7:23 PM – Ms. Hogan joined the meeting and was seated)

Ms. Alberti asked about the \$200,000 Brownfield Grant and what happens to any of the money that is left.

Mr. Nickerson said that they have to return it to the State.

Ms. Alberti said – so, they can't use it for other things.

Mr. Nickerson said that was correct. He added that they may not have any money left after the remediation as there are things that they are waiting on from the State with regard to what they will have to do. He said that they could ask questions when they receive the information on the remediation and it is presented to them. He said that he was not sure that they should be discussing this now.

Ms. Alberti said that about 18 months ago there was supposed to be a community forum set up for that property regarding what they would like to see there.

Mr. Nickerson said that a subcommittee was formed with people from Parks & Rec, Rotary, Lions, the Downtown Merchants Group etc and they all worked together on a 'living design'. They are currently looking to have it cleaned up and they are not sure yet on where that will take them. He noted that they did find an underground tank and have removed it.

◆ **Finance Director**

Ms. Johnson said that they had received the reports in their packets and that she had provided them with the updated revenue report.

Ms. Picarazzi asked if there were any areas of concern.

Ms. Johnson said that she was watching the firefighters.

Ms. Alberti asked about the amount of money that they were spending on legal for FOIA cases and if Ms. Johnson had put together he spending amount for the last fiscal year to present.

Ms. Johnson said that she would provide Ms. Alberti with that information.

F. New Business

a. Establish CNRE account for Outside Police Job vehicle fees for future Police Vehicle and Equipment purchases

Mr. Nickerson said that the Police Chief came to him asking to review the fees for outside work and to increase them. The fees that they were charging were outdated. He said that they would need to set up a CNRE account for the purpose of receiving these fees. They would then go towards the purchase of future Police vehicles. He noted that eventually they could realize enough to be able to purchase the vehicles outright for the department. This is a practice that other towns utilize.

****MOTION (2)**

Ms. Picarazzi moved to establish a CNRE account for Outside Police Job vehicle fees for future Police Vehicle and Equipment purchases.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

b. Re-allocation of 224 Main Street funds \$139,522 for Brownfield Remediation and Construction of Park Improvements

Mr. Nickerson noted that this item had been withdrawn pending further information from the State.

G. Old Business

a. Purchasing Policy

Mr. DeRosa noted that Mr. Weber has done a great draft on this that they will review at another meeting and tweak as necessary.

b. BOE Permanent Maintenance Account

Ms. Picarazzi reported that she is waiting to hear from Lynn Bodnar from the Superintendent's Office on a meeting date.

c. Study other Town Wages & Benefits

Ms. Hogan said that she will work on this and have something for the next meeting.

d. Discussion 6/30/2017 Audit Schedule

Ms. Johnson reported that she had met with the School Finance Director and Mr. Bassett on a schedule and the various target dates. They determined that they would have things ready for McGladrey to come in November 1, 2017 to get working on the audit.

Ms. Alberti asked how long it would take them to do it.

Ms. Johnson said that it should take about four weeks and they should have a report for the end of the year.

e. Turf Field fund Raising

Ms. Picarazzi said that she had previously explained that some sort of fund raising or savings should be done for this item.

f. Building Maintenance Plan

Ms. Alberti noted that Mr. Bragaw is working on this plan.

Mr. Nickerson said that it is probably more like a year long plan rather than a few months.

Ms. Picarazzi said that she does not want this item to be rushed.

H. Public Discussion

Ms. Alberti called for Public Discussion.

There was no Public Discussion.

I. Board Comments

Ms. Alberti called for Board comments.

Ms. Picarazzi said that she wanted to go back to the discussion on the Main Street project as she had read about it in the newspaper and had questions.

Mr. Nickerson said that he was not sure that it was appropriate to discuss it under the Selectman's Report and that the project is very complicated especially with the State situation what it is. They are waiting for information from the State on the remediation methods that they would need to follow.

Ms. Picarazzi said that she wanted it noted for the record that she feels that it is inappropriate to be shut down on questions about an item that involves money and funding as that is their function as a Board. She said that she would accept an 'I don't know' but does not want to be shut down.

Mr. Nickerson said that he had given them all the answers that he had and that he still felt that it was inappropriate to discuss it at that point; he is awaiting information from the State and feels that they could agree to disagree on this item.

Ms. Alberti said that many things come up in the Selectman's report and that she feels that questions can be exchanged.

Ms. Hogan said that she would like to respond with respect to the comments made and that she thinks that they all need to step back with the language and tone that is being used and that questions should be viewed as a means to try to obtain information.

Mr. Pazzaglia asked about the Fire Study and the outcome.

Ms. Alberti said that it was available on the Town website in its entirety.

J. Adjournment

Ms. Alberti called for a motion to adjourn.

****MOTION (3)**

Ms. Hogan moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:00 PM.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary