

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

**Members in Attendance:** William Weber, Chairman  
Lisa Picarazzi, Vice Chairperson  
Camille Alberti  
John Birmingham  
Jason Pazzaglia  
Anne Santoro

FILED

Dec 19 2017 AT 10:15 AM/PM  
William Weber  
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  
William Scheer, Asst. Public Works Director  
Dick Morris, Fire Marshal

**Absent:** No One

**A. Call Meeting to Order**

Former Chairperson Alberti called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

Ms. Alberti turned the Chairing of the meeting over to Mr. Nickerson for the Election of the Chairman.

**C. Election of Officers**

▪ **Elect Chairman**

Mr. Nickerson opened nominations for the position of Chairman of the Board of Finance for 2018

Ms. Alberti said that her present work commitments do not allow her to even consider being the Chair and that she also asked Ms. Picarazzi if she would be interested and she said that she would also decline it. She said that she would nominate a person that she felt would be a great choice for Chairman.

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

Ms. Alberti nominated Mr. Weber for the position of Chairman of the Board of Finance for 2018.

Mr. Birmingham seconded the motion.

Mr. Nickerson asked if there were any other nominations –

Hearing none he closed nominations and called for a vote on the nomination of Mr. Weber.

Vote: 5 – 0 – 0. Motion passed.

Mr. Nickerson congratulated Mr. Weber and turned the Chairing of the meeting over to him.

▪ **Elect Vice Chairperson**

Mr. Weber opened nominations for the position of Vice Chairperson of the Board of Finance for 2018. He then said that he felt that Ms. Picarazzi has done an excellent job as the Vice Chair and would like to nominate her to continue.

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

Mr. Weber nominated Ms. Picarazzi for the position of Vice Chairperson of the Board of Finance for 2018.

Mr. Birmingham seconded the motion.

Mr. Weber asked if there were any other nominations –  
Hearing none he closed nominations and called for a vote on the nomination of Ms. Picarazzi.  
(Mr. Weber noted that Mr. Pazzaglia arrived at 7:05 PM and was now seated).  
Vote: 6 – 0 – 0. Motion passed.

#### **D. Delegations**

Mr. Weber called for delegations.

Bob Simpson, 30 Sleepy Hollow Road said that he had come this evening to speak about the pool and the dehumidification problem. He said that he has used the pool for 15 years and that he teaches kids to swim there from 1 to 3 PM. He said that the pool is more than just learning to swim as there are programs there for everyone and he would like to see the problem fixed as it is interfering with the use of the pool.

#### **E. Approval of Minutes**

##### **▪ Regular Meeting – October 11, 2017**

Mr. Weber called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of October 11, 2017.

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

Mr. Weber moved to approve the Board of Finance Regular Meeting Minutes of October 11, 2017 as submitted.

Ms. Alberti seconded the motion.

Vote: 3 – 0 – 3. Motion passed.

For: Ms. Alberti, Mr. Birmingham, Mr. Weber

Abstained: Mr. Pazzaglia, Ms. Santoro, Ms. Picarazzi

#### **F. Reports**

##### **◆ Board of Education**

Tim Hagen, BOE Chairman reported that Kim Davis the new SPED Director and Mr. Newton had CREC review their SPED Programs (SPED accounts for approximately 20% of the students). The results came out pretty well – they were commended for trying to minimize out-placement. One suggestion that was made was with regard to Medicare reimbursements and that it should be more rigorously followed. In other matters – In the Student Assessment results for the 12 areas that are looked at – they came out in the 80% area overall. This is the second year for this and they need three years for some good data.

Next week Monday at the BOE meeting Milone and MacBroom will present the report on the re-districting. He invited them to attend. The Town Building Committee meets next week Thursday and with this meeting they should be ready to go out to bid. He said that the Building Committee members are doing a great job.

Ms. Picarazzi asked what they were looking at beyond addresses for the re-districting.

Mr. Hagen said that they also look at the birth rates so that they can see which areas are growing and which are not.

Ms. Picarazzi asked what the community forum would be for as they are going to be giving them the information from the study.

Mr. Hagen and Mr. Newton said that while they will be presenting information, they also want input from the public as that was part of the program that they undertook with the re-districting study.

Mr. Weber asked about the SPED Medicare

Mr. Newton said that it would be treated like a grant to be expended only on that.

Ms. Alberti asked if a budget subcommittee has quantified it in relation to the overall SPED dollars. She also asked if the student assessment had a 90% rating if that would be at a reduced cost to supply services.

Mr. Newton said that he did not think that they would receive more dollars with a higher rating – the reverse would more likely happen.

Mr. Newton reported that they have started the budget process and on January 8, 2018 he would present the budget to the Board members. He said that they are working on a zero-based budget and it has been very hard to do. The focus is on the long-range plan and they are looking to beef up the social support side a bit more. They know where the State and Town stands and are working hard.

#### ◆ **First Selectman**

Mr. Nickerson congratulated Mr. Weber and Ms. Picarazzi and welcomed the new members Ms. Santoro and Mr. Birmingham to the Board. He also extended his heartfelt thanks and appreciation to Beth Hogan and Peter DeRosa for all of their hard work during the previous year. He then reported on the following:

- Costco has pulled out from the Gateway project – part was due to the I-95 congestion and the long time frame that it would take to have it fixed. The State also wanted \$6M for a curb cut to the highway from them. The project is still in play and the developer is still in Town with the project. They just approved another 120 apartment units there with potentially more three (3) bedroom units in this phase.
- The State cut \$400,000 in State aid. We thought that we would be okay as we had added \$300,000 into the budget in anticipation of something happening. Then we were hit with more to come to a \$1.1M cut so that has been split with two thirds the responsibility of the schools and one-third for the Town to come up with. He explained the sheet that Ms. Johnson had provided them with indicating where they had reduced the various department budgets to come up with what they needed so far.
- He thanked everyone for coming to the Inauguration.
- He noted that the new field type that Mr. Putnam has come up with would be a regional field.
- He is looking into compiling a core volunteer database and volunteer opportunities to be able to match people up who want to volunteer with a project that needs or is looking for volunteers. There could be some savings in this – but more so people would be engaged within the Town.
- The East Lyme – Old Lyme Police merger is still being discussed. There are a lot of things that they would need to work through and look at and it is only in its preliminary discussion stage now.
- The acquisition plan items that will be discussed this evening are those that are left after the plan was scaled down from its original form during the budget process.

Ms. Alberti said that she thinks that it is an excellent idea to have a repository of projects and volunteers. She said that her only question was if there would be any liability that the Town could be faced with.

Mr. Nickerson said that they already have people doing these types of things such as the Meals on Wheels, etc. He said that the Town does have commercial liability.

Ms. Santoro asked if they are expecting more cuts in the coming months from the State.

Mr. Nickerson said that they are going on the assumption that they have already been cut enough – but they could come back and take more perhaps from grants.

Mr. Birmingham asked about the approval of the projects that the State provides the dollars for – how does that come in.

Mr. Nickerson said that the money is coming in now although it was pretty tight for awhile.

Mr. Weber asked if based on all that we know and what we have been reduced by, if he sees us as being whole with the budget now.

Mr. Nickerson said that it would seem so.

#### ◆ **Finance Director**

Mr. Nickerson said that Ms. Johnson had provided them with her reports however she was not available this evening.

### **G. New Business**

#### **a. Budget Update**

Mr. Nickerson said that he had just discussed this in his report. He noted that a supplemental tax bill is off the table as they should be able to make it through this year.

#### **b. Special Appropriation BOE 17/18 Acquisition Program \$504,058.80**

Mr. Newton congratulated and welcomed Ms. Santoro and Mr. Birmingham to the Board of Finance. He explained the pool dehumidification portion of this appropriation. The pool is 19 years old and the roof was only designed to last so many years. It needs a dehumidification system to stop the moisture rising and causing rust in the screw areas of the roof. The moisture in the area and the chlorine mix with the oils from skin and rises and then condenses and also creates an odor. If they put this system in they feel that they can get another 10 years out of the roof. \$100,000 of the money was generated from the pool programs and will be used towards this project to offset the cost.

Jack Staubach, Mystic, CT, Director of the East Lyme Aquatic Center said that the building was not built for this area of the country so they have trouble controlling the heat that comes into it which then rises and hits the screws that are cold in the roof and condenses back. This causes rust and the steel will decay. They have raised over \$500,000 over the 19 years and have put money back into it and have fixed many things.

Mr. Newton noted that the new system will also control the temperature in the room which should save some money.

Ms. Picarazzi asked how much they charge for people to use the pool.

Mr. Newton said that it is \$190 per person per year.

Mr. Staubach said that we are actually charging one-third of what you would be paying if you went to the Y.

Ms. Picarazzi said that was her thought and that she would like to see this reviewed, and possibly increased and money also set aside from these fees to pay for these types of things.

Ms. Alberti asked how much out of the \$480,735 is for the dehumidifier system for the pool.

Mr. Newton said that it is \$272,000 and that does not include the \$100,000 that they have.

Ms. Alberti asked if they had gone out for three bids for this.

Mr. Newton said yes.

Ms. Picarazzi asked if they could have the bid numbers.

Mr. Newton said that he would get them for them; noting that they are not that far off from each other. The one they chose is considered the best in the industry.

Mr. Weber asked if he knew what percentage the quotes were from each other – 5%, 10%

Mr. Newton said that he did not but would provide the information. Select Air is the manufacturer.

Mr. Staubach said that he does not feel that the other bids would meet their needs.

Ms. Picarazzi said that she hopes that they understand that they want to support them here but it becomes hard when they don't have the information for them to look at.

Mr. Weber asked if they were saying that they feel that there is a sole source for this project.

Mr. Staubach said yes.

Mr. Weber asked if the breakdown is \$272,000 for the dehumidifier system and \$208,000 for the computers and the rest financing.

Mr. Newton said yes.

Mr. Pazzaglia asked if the installer is the only one that can do this.

Mr. Newton said that it is the one that the manufacturer uses.

Mr. Weber said that while he really would like to see more math that he realizes that time is a factor here.

Ms. Alberti said that she thinks that they need to push this off as she does not feel that they have done their due diligence.

Mr. Weber asked if they could order the equipment as the window is closing on that and hold off on the installation decision until they have more information.

Mr. Staubach said that the equipment is based on that installer and that it is only good through this month.

Further, they only have the July window during the summer where they are usually closed for two weeks for pool draining and repairs and re-filling. They are planning on extending that to four weeks this coming year so that they can get the system installed and up and running.

Mr. Weber said that they could modify the motion to say 'up to' in the event that the installer comes in less.

Mr. Newton explained that the computers are on-going replacements and smart boards.

Mr. Birmingham asked about the life of the computers.

Mr. Newton said that they hope to get five to seven years out of them. The older ones move down the line to the elementary schools.

Mr. Weber said that he thinks that the dehumidifier system would be to approve the hardware purchase and to come back with more on the installer.

Mr. Newton asked if it is a requirement that there are three bids.

Mr. Weber said that the BOE and Town purchasing requirements are different. It is this Board that would like to see three bids. He added that he would also be comfortable with Ms. Johnson seeing the three bids for the installer.

Ms. Picarazzi asked Mr. Newton that they not bundle items going forward and that they provide more information.

Mr. Nickerson said that it is Ms. Johnson who prepares the bundle for the acquisition program appropriation as it is pulled from the plan.

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

Ms. Alberti moved to approve an appropriation to the Board of Education up to and including the amount of \$504,058.80 for the purpose of acquiring by way of lease or purchase or a combination thereof, various new computer and smart board equipment for the High School, Middle School, Niantic Center School, Lillie B Haynes, Flanders School and the Central Office more particularly described in the East Lyme Public Schools Proposed Year One Computer Replacement Plan 2017/18 and for partial funding of the ELHS Pool Dehumidification System for the total amount of \$480,735 plus interest at the rate of 1.98% per annum, payable in annual installments of \$100,811.76 (\$8,400.98/month) over a period of five (5) years pursuant to the Board of Finance request for proper bid documentation presented to the Finance Director and Board of Finance Chairman.

Mr. Pazzaglia seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

(Note: This item requires Town Meeting approval)

(Mr. Weber noted for the record that Mr. Pazzaglia left the meeting at 8:58 PM.)

**c. Special Appropriation – 17/18 Vehicle Acquisition Program \$388,080.60**

Joe Bragaw, Public Works Director explained that there are five items on the Town side, also Scott Air Packs and the portable restrooms for Cini Park. He said that these items are Needs and not wants – the flail mower they have is out of service and shot – it is 20 years old and has served its life. With regard to the Highway Dump Truck, the Town of Chaplin received a bid that is less than the State bid so they went with that. The Parks & Rec Pick-up will replace their current oldest which will then come to Highway and the oldest Highway truck goes out to public surplus where any dollars they get for it would go to CNRE. He said that Mr. Morris would speak about the Air Packs and Mr. Scheer about the Cini Park restrooms.

Mr. Nickerson said that they are replacing two Air Packs at the Fire Marshals office. These air packs will now match what the Fire departments have.

Dick Morris, Fire Marshal said that the Fire departments got their air packs through grants and the acquisition plan. His two have now come up to be replaced.

Mr. Weber asked what the shelf life on them was.

Mr. Morris said that they got 15 years out of theirs.

Ms. Picarazzi said that she would like to see a table of accounting on who has what for air packs.

Mr. Morris said that is up to the individual fire departments just as he has been accountable for his. All of them have come through the proper budgetary process; accountability was always brought up at the budget meetings and it has all been a part of the process.

Mr. Nickerson said that he is working with the fire departments on equipment.

Mr. Weber asked if \$7200 is a standard price.

Mr. Morris said yes and added that this is actually less than when they were previously purchased.

Mr. Birmingham asked if they all expire at the same time.

Mr. Morris said no.

Mr. Birmingham surmised that it would not be reasonable to purchase them when they are not needed as they would just be sitting – it is an item that gets replaced as needed.

Mr. Nickerson said that they were awarded \$500,000 in a STEAP Grant for the Cini Park restrooms however since the time of the grant the FEMA areas have changed so they had to come up with another way to do the restrooms and have come up with portable restrooms that can be driven in, hooked up and driven out in the event of a major storm or when the season ends.

Ms. Picarazzi asked about the maintenance costs on them.

Ms. Alberti asked if there was any consideration of putting them at the entrance of the parking lot instead of where they are going.

Mr. Scheer said that they have considered a multitude of things and that this location will work as otherwise people would have to walk a long distance from the beach area to get to them. Further, they have an area all set for them. The maintenance on them is very simple and that should not present a problem. The restroom design is custom and no one will be able to lock themselves in such that people could not get in from the outside. He explained the design and that they would be seasonal. Further, they are looking to get this done as the State will be paving Rte.156 next year and they would have to have the road work for the area that they will be disturbing done before then so that the State will take care of the paving. If they had to do the paving themselves the project would not be able to be done.

Mr. Weber noted that if they were to place them at the beginning of the parking lot that they would lose some parking spaces.

Mr. Scheer said that they have an area that will not interfere with any parking and would be best for people walking some 1000 feet from the beach to use them.

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

Ms. Picarazzi moved to approve an appropriation in the amount of \$388,080.60 for the purpose of acquiring by way of lease or purchase various vehicles and equipment more particularly described in the Town's FY 2017/2018 Equipment Acquisition Plan, as evidenced by one or more agreements for the acquisition of said vehicles by lease or purchase or a combination thereof, for a total price of \$369,400 plus interest at the rate of 1.98% per annum, payable in annual installments of \$77,616.12 (\$6,468.01/month) over a period of five (5) years. The First Selectman is authorized, in the name and on behalf of the Town, to execute and deliver any documents that may be required in connection with said transactions.

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

(Note: This item requires Town Meeting approval)

**d. Special Appropriation – CNRE \$35,000 – Cini Park Restrooms**

Mr. Nickerson explained that they do have a CNRE account for this also, so they split the cost.

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

Ms. Alberti moved to approve a special appropriation and transfer in the amount of \$35,000 from CNRE Fund 32 account 32-70-300-500-100 (Town Project Allocations) and establish an account titled, "Cini Park Restrooms" for partial funding for the purchase of a portable restroom trailer for Cini Park.

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

(Note: This item requires Town Meeting approval)

**e. Building Maintenance Plan**

Mr. Bragaw said that Ms. Picarazzi and the Board had asked for this. There are five sheets and the items that are filled in are for Town Government. He said that it would be a working, living, document. He will be working with the BOE on it and will look for items that they might be able to share. He noted that this was created by Mr. Newton and is a dual document that will serve all segments of the Town and the School system.

The Board thanked Mr. Bragaw and Mr. Newton.

**f. 2018 Calendar of Meetings**

Mr. Weber noted that this was the listing of their Regular Meetings for next year.

Mr. Nickerson said that they would also have budget meetings at other times.

**\*\*MOTION (7)**

Ms. Picarazzi moved to approve the 2018 Board of Finance Meeting Schedule as presented.

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

(Copy of Schedule attached)

## **H. Old Business**

### **a. Purchasing Policy**

Mr. Weber said that he would email everyone the draft on this that came from the subcommittee.

Ms. Picarazzi suggested asking Mr. DeRosa if he would like to remain on the subcommittee and help bring this to completion.

Mr. Weber said that he had the same thought and said that he would reach out to Mr. DeRosa to ask him.

### **b. BOE Permanent Maintenance Account**

Ms. Picarazzi said that this item is the same as the long and short term items previously discussed.

Mr. Weber said that it should be under the BOE Report area.

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

Mr. Nickerson said that Ms. Hogan was working on this however it is an on-going item. He is working with Ms. Johnson on this trying to move away from the steps and just have COLA increases. Further, new hires would be under a different contract. He recalled when he worked for various places that he was hired in under a different contract than the people who were already there and then people coming in a few years after him were hired in under yet another contract. These are things to be worked out.

Ms. Picarazzi thanked Mr. Nickerson for the effort he is putting in on this.

Mr. Weber said that it could be placed under the First Selectman report area and that as things happen, Mr. Nickerson could update them.

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

Mr. Nickerson noted that he did sign one extension on this and that they are working on the audit.

Ms. Picarazzi asked about the status of the repeat audit findings.

Mr. Weber said that he would ask Ms. Johnson to update them.

### **e. Turf Field Fund Raising**

Mr. Weber said that this falls under the BOE long-term capital plan and that it should be moved up to their report area.

## **I. Public Discussion**

Mr. Weber called for Public Discussion.

There was no Public Discussion.

## **J. Board Comments**

Mr. Weber called for Board comments.

Ms. Alberti welcomed Ms. Santoro and Mr. Birmingham to the Board.

Ms. Picarazzi asked Mr. Nickerson if he reviews every item that is presented to them for action.

Mr. Nickerson said that he sees them, especially the long term purchasing items.

Ms. Picarazzi asked if he could let the people presenting to them, know the information they need to see.

Mr. Weber said that it is important that they show them the data and how they got to it.

## **K. Adjournment**

Mr. Weber called for a motion to adjourn.

### **\*\*MOTION (8)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 10:25 PM.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

**Town of East Lyme  
Board of Finance  
Meeting Schedule  
2018**

Meetings will be held at the East Lyme Town Hall  
Meeting Room #1 - Upstairs  
On the following listed Wednesdays at **7:00 PM**  
(2nd Wednesday of the Month - unless otherwise noted)

- January 10, 2018**
- February 14, 2018**
- March 14, 2018**
- April 11, 2018**
- May 9, 2018**
- June 13, 2018**
- July 11, 2018**
- August 8, 2018**
- September 12, 2018**
- October 10, 2018**
- November 14, 2018**
- December 12, 2018**

FILED

*Approved at the Board of Finance Regular Meeting of December 13, 2017*

Dec 14 2017 AT 10:30 AM/PM  
Karen Gulko  
EAST LYME TOWN CLERK

Attachment BOF 12/13/17