

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, JANUARY 10th, 2018**

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

**Also In Attendance:** Mark Nickerson, First Selectman  
Anna Johnson, Finance Director  
William Scheer, Asst. Public Works Director

**Absent:** Camille Alberti

**A. Call Meeting to Order**

Chairman Weber 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.

**C. Delegations**

Mr. Weber called for delegations.  
There were no delegations.

FILED

Jan 16 20 18 AT 10:10 AM/PM  
Camille Alberti  
EAST LYME TOWN CLERK

**D. Approval of Minutes**

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

Mr. Weber called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of December 13, 2017.

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

Ms. Picarazzi moved to approve the Board of Finance Regular Meeting Minutes of December 13, 2017 as submitted.

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**E. Reports**

◆ **Board of Education**

◆ **BOE Permanent Maintenance Account & Turf Field Fund Raising**

Mr. Nickerson noted that Mr. Newton was unable to attend this evening and that they are in the process of setting up a meeting schedule for BOE members to take turns attending and reporting to this Board. They will report on the above items at the next meeting.

◆ **First Selectman**

Mr. Nickerson reported that he and Ms. Johnson have been meeting with the Department Heads regarding their budgets for the upcoming fiscal year.

◆ **Purchasing Policy**

Mr. Weber said that he could report on this item as this committee met the other evening and they feel that they have this at around 90% complete. They still want to meet with some department heads and then complete the process.

Ms. Picarazzi thanked Mr. Weber and Mr. DeRosa for the great effort that they had put into this. She said that she had a question about going to bid over \$50,000 –

Mr. Weber said that there is a matrix that has to be put in front and that would explain the procedure and the categories and what would be required for each.

Ms. Picarazzi asked about adding something with regard to the Long Range Plan.

Mr. Weber said that they could add a paragraph and suggested that she send him an email with her comment.

Ms. Santoro noted that she was at the meeting as she had volunteered to help review the language and felt that it was a very productive meeting where many items had been reviewed including policies from other Towns.

◆ **Study Other Town Wages & Benefits**

Mr. Nickerson said that he, the Deputy Selectman and Ms. Hardy get together to discuss the non-union items and they will be working on contracts for people going forward. When they have something he said that he would bring it forward. The union contract negotiations are a different matter and he will be involved in those also.

Mr. Weber said that with the sensitivity of the contract negotiations that he would not expect to hear about them until they are near completion.

Ms. Picarazzi said that she thinks that they were looking to see what Towns comparable to us do and how they pay rather than something in-depth.

Mr. Nickerson said that they are working on contracts for new people coming in, going forward.

Ms. Picarazzi asked what the target is to put this into effect.

Mr. Nickerson said that he would hope that it would be in place for the upcoming fiscal year as they do have some items worked out.

Mr. Weber said that they would re-visit this at another time.

Mr. Weber also noted at this time that the Town Attorney had advised him that unless there were comments from the public during delegations or public comments that it was not appropriate for them to say anything under Board Comments. That is reserved for only when the public has made comment. It is not for their general comments.

◆ **Finance Director**

Ms. Johnson noted that they do not have all of the tax revenue posted yet due to the changes in the tax law and being inundated with payments during December. She said that there will be less in tax collections for this month as they collected so much more in December.

Mr. Weber asked if there was any way to better itemize items that should be of concern to them.

Ms. Picarazzi said that she would still want to see the detail analysis; however perhaps in the future the report without the encumbrances could be discontinued.

Ms. Johnson said that she could provide her summary report. She next reported that the Storm Overtime will be at 81% as of this week. There is \$13,000 left in that budget which is perhaps enough for one more storm. Their Plan B to help with this would be to use TAR funds as they could be used for that.

Ms. Picarazzi asked if there were areas of concern.

Ms. Johnson said that it is the storm accounts that stood out; so far the Fire and Police are at 50%.

Ms. Picarazzi asked about insurance claims.

Ms. Johnson said that they are hitting pretty much at projection or a little over.

◆ **Discussion 6/30/2017 Audit**

Ms. Johnson said that there were four (4) items discussed. She noted that there was a personnel change in AP so she had the previous person do a comprehensive manual on that position so they are moving forward with that. The second issue was the school lunch issue and as they are doing that in-house now, that should go away. The third, Purchase Orders and Invoices they have been working on – some do slip through however they do address those that do with the dept. management. She said that once the purchasing policy is completed that it should also help with this. Fourth and lastly, the new accounting

system, she said that she will have a discussion with the BOE and see where it all stands with the school projects that are underway, a lot of staff time will be taken up with that.

Mr. Weber asked if there is a formal process for closing these items out.

Ms. Johnson said no, they will be reviewed in a subsequent audit.

Mr. Birmingham asked if there is anyone beyond the department heads who can write PO's.

Ms. Johnson said that typically they do a requisition and it then comes to her and the First Selectman signs off on it.

Mr. Birmingham asked about the credit card in the Selectman's Office and who uses it.

Ms. Johnson said that it is by request and authorization of her office. She added that Parks & Rec and Senior Services have one. She explained that they were finding that with Senior Services and Parks & Rec that people were going out and buying items for programs and using them frequently for items on short notice.

Mr. Weber said that this would fall under the purchasing policy and that they would want to have some 'teeth' about how the credit card is used.

## **F. New Business**

### **a. Special Appropriation - \$500,000 STEAP Grant – Cini Park**

Mr. Nickerson said that tonight their vote is to accept the money for the bathrooms at Cini Park on a portable trailer. There will also be some money for the dinghy dock so that people can come over for the day and spend it in our Town. And, there is some funding for a kayak/canoe launch. If there is anything left over it, he said that he would like to use it at the 224 Main Street Park. He said that Mr. Scheer would explain where the bathrooms and dinghy docks would be.

Bill Scheer, Asst. Director of Public Works presented an overview of the area and explained where things would to and the estimated costs for the projects. He said that there would be dual grinder pumps to move the sewerage uphill and away from the toilet trailer. The estimate for all three (3) of the items that Mr. Nickerson had mentioned is \$499,100.

Mr. Weber asked if the STEAP grants have their own purchasing procedure.

Mr. Scheer said yes.

Ms. Picarazzi asked about the restroom trailer and when it would be available for use – what months.

Mr. Scheer said that it would NOT be there from the end of November until the beginning of April and added that it would also be locked from dusk to dawn.

Mr. Pazzaglia asked if there is a charge to park there.

Mr. Nickerson said that it is part of the beach pass system.

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

Ms. Picarazzi moved to approve a Special Appropriation of \$500,000 STEAP Grant for Cini Park in fund 57 Capital Projects that includes.

1. The installation of seasonal water and sewer utilities from Niantic River Transmissions;
2. The construction of infrastructure necessary to serve a portable restroom trailer;
3. If funding permits the construction and installation of some or all of a transient dock including an EZ Kayak/Canoe Launch in Cini Park; and
4. A portion of the construction cost for a Public Park at 224 Main Street.

Ms. Santoro seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

*(Note: this requires Town Meeting approval)*

### **b. Re-Allocation \$70,227.67 STEAP Grant for 224 Main Street Park**

Mr. Nickerson explained that they are trying to fund this 'show piece' of our Town that was overwhelmingly voted on by the Townspeople to purchase this property. One of the STEAP grants had some dollars left over so they asked the State if they could spend it on this item as it is in the same vein as the downtown

streetscape improvements that they have made with other STEAP grant dollars. The State said that they could. He said that a committee of people across the Town, in and out of government worked on this project for many hours. Mr. Scheer would explain the project.

Mr. Scheer said that the project would have down lighting which would be subdued rather than super bright. It will have an ambience about it. The top of the wall will be in bluestone, granite curbing and a granite 'Welcome to Niantic' monument would face the road. The purpose of the park is to be able to see the water. The terrace area has handicap/wheelchair accessibility and is designed to be able to see the water. It will be a gathering spot and the benches are backless so that people could face either way.

Mr. Birmingham asked why there was no parking there.

Mr. Nickerson said that they did an extensive study and the group determined that there is plenty of available parking downtown and that this is a walking destination. He noted that Liberty Green does not have any parking. This is an extension of Main Street. Further, could not be backing out to a State road.

Ms. Picarazzi asked about the chain link fencing in black rather than the grey and if they felt that they could see through it better.

Mr. Scheer said that they can see through the black better and that it is the same that is on the Boardwalk.

Ms. Picarazzi said that they are looking to transfer \$70,000 but the cost is estimated at around \$250,000.

Mr. Nickerson said that they would have bricks for sale.

Mr. Scheer said that there would be 138 engraved granite bricks and 99 larger ones for sale.

Mr. Nickerson said that there is \$138,522 left to also be re-allocated from the purchase dollars for this property that were allocated but not used. This money is already bonded so it can be used.

Mr. Weber said that he does like how it looks aesthetically but said that he had to ask if they had considered safety with the elevation and if people walked to the edge.

Mr. Scheer said that there are gardens there.

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

Mr. Birmingham moved to approve the re-allocation of \$70,227.67 STEAP Grant from the Streetscape Phase III for the construction of a public park at 224 Main Street (former Mobil Station property) Niantic.

Ms. Santoro seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

*(Note: This item requires Town Meeting approval)*

**c. Special Appropriation – \$139,522 (re-allocation) Brownfield Remediation and Construction of park improvements (224 Main)**

Mr. Nickerson said that this is the re-allocation of the dollars left from the purchase of the 224 Main Street property.

Mr. Weber asked if this would cover all of it.

Mr. Nickerson said that they anticipate \$80,000 from the brick sales.

Ms. Picarazzi said that she wants to ensure that the bond would get paid down first if there is extra dollars after the sale of the granite bricks.

Mr. Weber asked as a worst case scenario if they were \$40,000 short if there is a way to leave something off of this or how they would go about it.

Mr. Scheer said that he feels pretty good about this as there are a variety of dollars to pull from and if necessary they could have more work done by our employees.

Ms. Picarazzi suggested that the Parks & Rec Special Fund could also help out.

Mr. Putnam said absolutely.

Mr. Weber asked how much the bricks were going for.

Mr. Scheer said \$250 for the regular size and \$500 for the larger ones.

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

Ms. Santoro moved: RESOLVED: that the resolution entitled "Resolution making an appropriation in the amount of \$139,522 for Brownfield Remediation and construction of Park Improvements and authorizing the issuance of \$139,522 bonds of the Town to meet said appropriation and pending the issuance there of the making of temporary borrowings for such purpose", a copy of which is attached hereto, is hereby adopted and recommended for approval by the legal voters of the Town at Town Meeting.

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

*(Note: This item requires Town Meeting approval)*

**d. Amend 2018 Calendar of Meetings**

Ms. Johnson explained that the Board of Selectmen has only one meeting during the summer months and that the July one would fall on the holiday - July 4, 2018 so they have moved their meeting to July 11, 2018 making it necessary for us to move ours. She suggested that it would make sense to move it to Wednesday, July 18, 2018. The members agreed.

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

Ms. Picarazzi moved to amend the July 11, 2018 meeting of the Board of Finance to July 18, 2018 so as not to conflict with the Board of Selectmen meeting.

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

*(Copy of Amended Schedule attached)*

**G. Old Business**

Ms. Picarazzi asked when they could expect the purchasing policy.

Mr. Weber said that he would hope for their next meeting.

**H. Public Discussion**

Mr. Weber called for Public Discussion.

There was no Public Discussion.

**I. Board Comments**

Mr. Weber noted that they could not make comments here this evening.

**J. Adjournment**

Mr. Weber called for a motion to adjourn.

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

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:35 PM.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

RESOLUTION MAKING AN APPROPRIATION IN THE AMOUNT OF \$139,522 FOR BROWNFIELD REMEDIATION AND CONSTRUCTION OF PARK IMPROVEMENTS AND AUTHORIZING THE ISSUANCE OF \$139,522 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$139,522 is hereby appropriated by the Town of East Lyme, Connecticut (the "Town") for the remediation of pollution identified in the Brownfield Assessment at 224 Main Street and the construction of a park, including but not limited to the installation of granite curbs, sidewalks, stairs, irrigation systems, benches, trees, fencing, lighting, utilities, pavers, gardens, grass and ancillary structures, said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof, and for the engineering, administrative, printing, legal and financing costs related thereto (the "Project"):

Section 2. To meet said appropriation, \$139,522 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amounts of State and Federal grants-in-aid of the Project, or the actual amounts thereof, if this be ascertainable and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, except one such proposal for a part may include the odd \$522, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Town Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including the rate or rates of interest shall be determined by the First Selectman and the Town Treasurer, in the best interest of the Town, in accordance with the Connecticut General Statutes.

Section 3. Unexpended bond proceeds in the amount of \$139,522 from the Town's appropriation and bond authorization pursuant to a resolution entitled "Resolution Appropriating \$740,000 for the Acquisition of Real Property at 224 Main Street in the Town of East Lyme and Authorizing the Issuance of \$740,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purposes," shall be used to fund the appropriation and bond authorization set forth herein.

Section 4. Said bonds shall be sold by the First Selectman in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a

Attachment

BOZ

1/10/18

summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be approved and signed by the First Selectman and the Town Treasurer.

Section 5. The Town Treasurer is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Town Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing the notes, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The First Selectman or his designee is authorized to pay Project expenses in accordance with this resolution pending the issuance of Tax Exempt Obligations.

Section 7. The First Selectman, Director of Finance and the Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman and the Town Treasurer, or either of them, are hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

**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 18, 2018**

**August 8, 2018**

**September 12, 2018**

**October 10, 2018**

**November 14, 2018**

**December 12, 2018**

FILED

*Amended at the Board of Finance Regular Meeting of January 10, 2018*

Jan 12 2018 AT 10:00 AM/PM  
Kaun Salvo  
EAST LYME TOWN CLERK

Attachment

BOF

1/10/18

Amended