

EAST LYME BOARD OF SELECTMEN

SPECIAL BUDGET REVIEW MEETING OF MARCH 7, 2018

MINUTES

PRESENT: Marc Salerno, Rose Ann Hardy, Kevin Seery, Mark Nickerson, Dan Cunningham and Paul Dagle

ALSO PRESENT: Anna Johnson, Dave Putnam, Joe Bragaw, Bill Scheer, Cathy Wilson, Lisa Timothy, Tara Borden, Barbara Johnson Low and Bob Seifel

Mr. Nickerson called the Special Meeting for the purpose of Budget Reviews to order at 5:02 p.m. and led the Pledge of Allegiance.

MOTION (1)

Mr. Seery MOVED to move the Park & Recreation budget discussion to first on the agenda.  
Seconded by Mrs. Hardy. Motion passed 6-0.

#421 Parks & Recreation

Mr. Putnam was in attendance to speak on this budget. Mr. Putnam has been the Director of Parks & Rec for the past fourteen years. This year's budget looks different because they have recently converted over to an Enterprise Fund, which was directed by the Board of Selectmen and approved by the Parks & Recreation Commission. It takes approximately \$200,000 to operate both beaches. Fees increased this year for non-resident passes only; including walk in fees which have been changed to \$10 per person. Previously it has been \$10 for four people that walk in as a group. There are no increases in the budget except for wage increases. Mr. Putnam noted that they lost a Maintainer through attrition and did not replace that person. In the busy months of May through August, they are budgeted to add a 4<sup>th</sup> person to the Team to keep up during that busy time period. There is a \$4,000 reduction in overtime, to be achieved by not staffing the parks on Sundays during the spring and fall, to pick up garbage and clean bathrooms, which will get done on Monday mornings. Mr. Putnam noted that their water usage has been moved into the Enterprise Fund, but that the electric bill remains in the general budget. Mrs. Hardy inquired as to whether the fees paid by sports teams covers the cost of electricity and other expenses, and Mr. Putnam confirmed that yes the fees charged include estimated expenses incurred. He also clarified that Town organizations do not pay a fee to use the fields. Mr. Cunningham noted the reduction in lighting expenses, and Mr. Putnam explained that it was due to a decrease in usage, primarily by softball teams that have dwindled out. He reported that new lighting for the parks is in the Capital Improvement Plan; they had looked into replacing the lights with LED lights but the cost was not feasible. Mrs. Hardy inquired about grants, and Mr. Putnam noted that if the Town loses the anticipated grants that would be a loss in funding of approximately \$26,000. He fully expects that if that should happen he will work with the Finance Director to move funds around and not drop any programs.

#317 Public Works – Highway / Sanitation

Mr. Bragaw was in attendance to speak on this budget and noted that it is trending under budget; see Exhibit #1 for his handout. He noted that LoCIP is uncertain this year so he left it out of the budget process, but leaving it in still brings the budget under. This is primarily due to losing a supervisor to retirement and not replacing him, but promoting from within and then divvying up the remaining duties. There was a significant savings in the salary line item as well as the health insurance line item. Also a savings this past year was the change in the transfer station hours to Tuesday through Saturday 7:30-3:00; not only has this saved money but ultimately added services to the residents at the same time. Mr. Nickerson noted that this is a big department with a lot of expense but that it is running smooth and he commends Mr. Bragaw and staff on always managing to get the job done even when finding resources is a challenge. Mr. Cunningham inquired as to the savings in lighting, and Mr. Bragaw confirmed it is primarily due to the conversion to LED lights; we should expect to see continued savings as the project completed midyear so this year will be a full year's savings. Mr.

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Brenda D. [Signature]  
EAST LYME TOWN CLERK

Salerno inquired as to maintenance expenses, and Mr. Bragaw stated that there are no additional fees for maintenance as that is rolled into the maintenance contract which is allotted for in the budget.

#### #109 Public Works – Information Technology

Mr. Bragaw reported that line number 214 Copier Maintenance will go down as we are planning on saving money by entering into a new maintenance plan, which includes replacement of all copiers in Town Hall. Mr. Salerno inquired about cyber security, and Mr. Bragaw stated that they are working closely with the Chief to make sure that the PD is protected based on their specific security needs; and he advised that security is good at Town Hall. In addition to the IT Manager, Bill Scheer assists and does a great job of supporting the IT needs of the Town.

#### #113 Public Works – Building Maintenance

Mr. Bragaw reported that they lost a 20 hour custodian position due to her being promoted to a full time position. This custodial position was not filled and her three buildings, Police Department, Emergency Management and Field Services Building, have been divvied up between the three remaining full time custodians. Mrs. Hardy asked if the custodians have been able to keep up with their added responsibilities. Mr. Bragaw stated that yes they are keeping up but not everything is being done as efficiently as it was, but they are doing the best that they can. Mr. Nickerson clarified that this line item is for janitorial services not building maintenance, which is a line item for preventative building maintenance. Mr. Cunningham inquired as to the reduction in telephone expenses, and Mr. Bragaw explained that they are doing an audit of town provided cell phones and have been able to reduce costs by eliminating unnecessary lines as well as dropping the insurance on each individual phone. Also, the new VoIP phone system has saved the Town money, and Mr. Scheer reported that the Board of Education is now looking into upgrading their phone system to the new VoIP system in the future.

#### #CIP Vehicle Acquisition

Mr. Bragaw stated that they had a CIP meeting that day. Public Works items are garbage trucks to be replaced every 3 years. Also the snow removing equipment for sidewalks; and he noted that even if the Town were to pass a sidewalk ordinance and put the responsibility in the hands of the homeowner, there are still miles of town sidewalks that will need to be cleared so this equipment is necessary. Regarding the police vehicles, we are looking to purchase two police vehicles and one detective vehicle. Mr. Bragaw stated that the Public Works department has been too busy to get the new cars built in a reasonable amount of time, so we will be looking into outsourcing future vehicles. Mrs. Johnson advised that beginning in October 2017 fees collected for traffic support are put into vehicle acquisition, but that it will take approximately three years to build this fund. Once the fund is built vehicles will be purchased with cash from this account going forward.

#### #724 Capital

Mr. Bragaw noted that they are asking for \$950,000 this year as there are sidewalks that need to be fixed after being dropped from the budget for the past couple of years. He advised that the paving project in Saunders Point will be taking 70% of this budget this year.

#### #420 Library

Ms. Lisa Timothy was in attendance to speak on this budget, and reminded the Board that the library is not a Town department but that they report to a Board of Trustees; funding comes from the town but goes to the Board of Trustees to distribute the funds. Although this is an independent agency, they rely heavily on the Town's finance support, which makes up 90% of their budget. This is a virtually flat budget, with an increase in the line item for books per the direction of the Board of Trustees who wanted that line item increased by \$10,000. There is an increase in the LION program; \$4,000 increase in fees that were paid by LION last year but not this year, as well as a \$2,000 increase to bump up necessary cyber security measures. Ms. Timothy reported that the program is now working pretty well; and Mrs. Hardy stated that it is important to note that the Board of Education dropped their LION membership and now rely on the library for resources. The Strategic Plan was just received and will be communicated once they have had a chance to review it. They are asking for a new carpet out of Capital, and Ms. Timothy noted that they received a large bequest last year so they are doing okay. Ms. Timothy reported that they have been trending 800 more people on average per month

entering the library in the last couple of months. Ms. Timothy also wanted to thank Tara Borden, Assistant Librarian, for all of her extra work on taking over Judy Layden's financial duties; Ms. Layden passed away recently and the library lost a loyal and hard working friend.

#### #418 Commission on Aging

Ms. Cathy Wilson was in attendance to speak on this budget; she has been Director of the Senior Center for 24 years. This budget has a -1% reduction this year due to the elimination of some overtime, a reduction in a position, and a reduction in longevity due to attrition. There are a total of four drivers employed by the Senior Center; one full time and three part time drivers. She reported that since 2013, the amount of people utilizing the senior center for rides is up 62%. Mr. Nickerson stated that the state is currently evaluating the SEAT program and it is possible that the East Lyme route will be eliminated; if this happens there will be additional funds available to move into the COA budget for vehicles and drivers.

#### #139 Historic Properties

Ms. Barbara Johnson Low was in attendance to speak on this budget; and Mr. Nickerson thanked her for the great job she has done after taking over without any warning for LuAnne Lange and Betty Murphy after the both passed last year. Ms. Johnson Low stated that they are very grateful for the amount of support that is received from the Town and the Board of Selectmen. She reports that they have been asked to participate in the Connecticut Collections (CTCo) 2018-2019 PILOT Digital Collections Management Program, which will link historic properties throughout the state in order to catalog and share information between sites.

#### #134 Smith Harris House

Mr. Bob Seifel was in attendance to speak on this budget. He reported that the minimal increase in the budget is to give both the tour guide and curator a modest increase in their salaries. Mr. Nickerson thanked the Commission for bringing forward a virtually flat budget, and stated that the curator we have is amazing.

#### #120 Contingency

Mr. Nickerson stated that Mrs. Johnson will be speaking on this budget, and stated that the Town has an amazing staff that has been able to work with these difficult budgets. Mrs. Johnson reported that this budget temporarily holds the town payroll wages increases which will be finalized by the June 30, 2018 union contract deadlines for all three unions and the unaffiliated employees group. These GWI (gross wage increases) have been built into the Mil Rate. Mrs. Johnson reported that we should anticipate an approximate \$300,000 cut in ECS for next year's budget.

Mr. Nickerson stated that if down the line the State hands down additional cuts, then we will have to consider cutting services. He commends all departments for their hard work in keeping the budgets at zero or below.

#### MOTION (2)

Mr. Seery Moved to adjourn the March 7, 2018 Special Meeting of the Board of Selectman at 6:54 p.m.  
Seconded by Mr. Salerno. Motion passed 6-0.

Respectfully Submitted,

Sandra Anderson  
Recording Secretary

# COMPARISON OF EXPENDITURES FROM FY 16/17, 17/18 and 18/19



NET

DEPARTMENT	DEPT #	ACTUAL FY 16-17	ADOPTED FY 17-18	PROP FY 18-19	BUDGET FY 18-19	DIFF \$	DIFF %	Main Increase/decrease
<b>without LoCIP (as shown in the BOS budget books)</b>								
Highway/Sanitation	317	\$3,844,947	\$ 3,824,704	\$ 3,703,698		\$ (121,006)	-3.16%	
<b>with LoCIP (see note 2)</b>								
Highway/Sanitation	317	\$3,844,947	\$ 3,824,704	\$ 3,821,698		\$ (3,006)	-0.08%	
<b>with LoCIP and only 1/2 of TAR (see note 3)</b>								
Highway/Sanitation	317	\$3,844,947	\$ 3,824,704	\$ 3,651,280	\$ 2,902,711	\$ (173,425)	-4.53%	see notes 4 & 5
Engineering	105	\$ 208,927	\$ 213,395	\$ 223,134	\$ 223,134	\$ 9,739	4.56%	Everything stayed relatively the same
IT	109	\$ 122,317	\$ 124,688	\$ 126,207	\$ 126,207	\$ 1,519	1.22%	Only increase was to salary line, all else flat
Maint Town Bldgs	113	\$ 666,333	\$ 697,501	\$ 680,860	\$ 680,860	\$ (16,641)	-2.39%	see note 6
			\$ 4,860,288	\$ 4,851,899	\$ 3,932,912	\$ (8,389)	-0.17%	

## NOTES

- 1) This past year, these four budgets took \$170k out of the total \$243k town govt budget (or 70%) but we are still trying to deliver the valuable services to the Town
- 2) Even if you added the same amount for LoCIP from FY 17-18, our budget would still be down 0.8%
- 3) We have been told that we are only going to get 1/2 of the TAR they said (\$170.4k as opposed to \$340.8k) in this year and most likely next year
- 4) the major savings was not filling the Highway Supervisor position which not only saved approx \$80k on this budget, but also saved on the benefits line in the Finance budget. We spread the duties out amongst the Director of Public Works, the General Foreman, and the Master Mechanic
- 5) Other minor changes to the Highway budget is we reduced the stormwater permit compliance by \$2.5k, everything else in flat
- 6) We eliminated the 20 hr PT custodian, 10% increase to the fire protection line, \$3k reduction to phones as we made adjustments to our town cell plan