

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, AUGUST 14th, 2019**

Members in Attendance: William Weber, Chairman
Camille Alberti
John Birmingham
Anne Santoro

Also In Attendance: Anna Johnson, Finance Director

Absent: Lisa Picarazzi, Vice-Chairperson, Jason Pazzaglia

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 none.

D. Approval of Minutes

- Special Meeting – July 24, 2019

Mr. Weber called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of July 24, 2019.

Ms. Alberti asked that the word Tow be corrected to read Town on the first page where Mr. Bassett is speaking. She also said that on page 3 in the fourth paragraph where she is speaking that she would like to change it for clarity (see attachment).

Ms. Santoro said that on Page 4 in the discussion on Health Insurance that she did not hear a figure for Water.

Ms. Johnson said that she had not given one – the figure given was for Sewer and Water was approx. \$17,300; with all of the numbers subject to change by the time they close out. They still do not have all the figures.

****MOTION (1)**

Mr. Birmingham moved to approve the Special Meeting Minutes of July 24, 2019 as amended.

Ms. Santoro seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

E. Reports

a. Board of Education

There was no report.

b. First Selectman

There was no report.

c. Finance Director

Ms. Johnson explained that she still did not have the figures from the Tax Office for the dollars collected in July so the report was a draft. She said that she had included an updated sheet for the BOE. She noted the larger items/expenses that had been paid out and that Dispatch overtime was a bit out of line – while they had increased by one person – they had also paid out 25% of the part time dispatch overtime budget in one

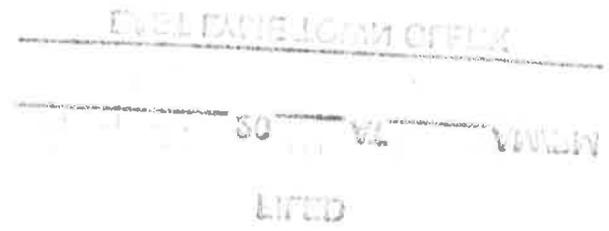
FILED

Aug 20 20 19 AT 10:00 AM/PM
Karen Malin
EAST LYME TOWN CLERK

... (faint text) ...

... (faint text) ...

... (faint text) ...



... (faint text) ...

month. They are still struggling to fill shifts and a FT person will be out on medical so they will continue to struggle.

Ms. Santoro noted that she had emailed the Board members a copy of a newspaper article on the cuts made by the BOE from the budget process. She submitted a copy for attachment (attached at end of minutes).

F. New Business

a. Ratify Budget Transfers within Departments - \$47,909.68

Ms. Johnson explained that the various transfers within departments complete the last fiscal year.

Ms. Alberti asked if the dollar transfers were exact or if there might be some dollars that would go back to the general fund.

Ms. Johnson said that there might be some that goes back to the general fund. (List attached)

****MOTION (2)**

Ms. Alberti moved to ratify departmental transfers in the amount of \$47,909.68 processed for fiscal year end June 30, 2019.

Mr. Birmingham seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

b. Public Safety Overtime/PT Analysis

Ms. Johnson said that she had provided them with a year by year analysis of five-year (plus current) PT, and OT Firefighter data for the both fire departments. It looks to be rather consistent from year to year and that we do not budget properly as this Board has asked that they come back for more funds if they need it.

Ms. Alberti said that her take-away from it is that they are managing better and closer each year and that they manage to a conservative budget fairly well.

Ms. Johnson said that it could be looked at in that way. She added that with the Police Department being independent and having made a case for the overtime account – they have been doing fairly well to manage it. She asked how often they would like to receive this information.

Ms. Alberti suggested that they bring any anomaly to their attention.

Mr. Weber said that they should definitely see it prior to the budget process – preferably in February.

c. BOF By-Laws – Discuss possible amendment

Mr. Weber noted that this was the proposed amendment regarding mentors for newly elected members.

Discussion followed regarding whether or not it could be voted on this evening.

Ms. Alberti said that she had been an originator of the By-Laws and explained that the very last page clearly states that the spirit of amending them was to have everyone vote and that all six (6) of the members must be in attendance to vote with the majority rule from that vote. She added that she would not be available to attend the September meeting.

Ms. Johnson suggested that perhaps those not attending the September meeting could vote electronically. After discussion it was decided that in order to revise this for the next meeting that they would provide all members with a copy of it electronically and that they would vote that was. The vote would then be entered into the record at the next meeting.

Mr. Weber said that he would be looking for mentors for the newly elected members. He asked if anyone was interested to please let him know.

Ms. Santoro read the proposed amendment into the record. (Copy attached)

d. CNRE Fund 32 discussion and analysis

This was tabled for discussion at the next meeting.

e. Audit Comments

Ms. Johnson noted that purchase orders and invoices are areas that people are getting much better on. Ms. Santoro said that there are two (2) areas in the Purchasing Policy that are very clear regarding purchase orders and suggested that more training be done.

Ms. Alberti suggested that people have to be held accountable in order for this to happen and feels that if this objective is not met then those people should not be getting the same increases as those who do meet the objective.

Ms. Santoro said that it sounds more positive than it has been and that having the policy in place is very specific.

Ms. Alberti suggested that there be a line of communication between the auditor and the Board of finance Chair during the year beyond just November.

Mr. Weber said that he does not see anything noted that appears to be a challenge and that meeting and/or discussing it in November should be enough.

Ms. Santoro said that she thinks that they should meet possibly mid-year.

Mr. Birmingham agreed with Ms. Johnson that November is a good time.

Ms. Santoro noted that she would be happy to work with Ms. Johnson on the Capital Asset disposal Policy when she is ready to do so.

Additionally Ms. Santoro submitted an article from June 2019 from the Day newspaper regarding the cuts that the BOE had made that she had emailed to the Board members. She noted that the information in it was different from the information that they had been provided. She asked that it be attached to the minutes. (Attached)

Ms. Santoro also submitted a copy of the front page of the August 2019 Post Road Review with a picture and article regarding the Library Foundation donation to the East Lyme Library for the purchase of books. She asked that this also be attached to the minutes. (Attached)

G. Old Business

There was none.

H. Public Discussion

Mr. Weber called for Public Discussion.

There was none.

I. Board Comments

Ms. Alberti said that she would like to say something in the interest of public information: Recently she and her husband replaced one of their vehicles with a 36,000 mile, 2-year old vehicle and they feel perfectly safe in it.

J. Adjournment

Mr. Weber called for a motion to adjourn.

****MOTION (2)**

Ms. Alberti moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:31 PM.

Mr. Birmingham seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

pg. 3 4th paragraph - replace with -

Ms. Alberti said that she would prefer that they not transfer the money and simply return it to the Town's general fund. Further analysis can be done and brought forward to the BOF in the current fiscal year or included in the 20-21 budget cycle. In the meantime, if a satisfactory price per gallon can not be negotiated with the vendor that supplies the current leased tanks, then it is always an option to lease tanks from another vendor and negotiate a better price with that new vendor, especially since the tanks are above ground and can easily be swapped out.

- Submitted for clarity -

Attachment submitted by CA 8/14/19

Town of East Lyme
Budget Transfers
Fiscal Year 2018/19

Note reversed

To Account

From Account

Date	Dept	Account #	Description	Account #	Description	Amount	Reason for Transfer
6/28/2019	Building	01-01-105-100-213	Civil Engineer	01-01-105-100-211	Engineer	\$ 0.08	Building dept TR EOY PR
6/28/2019	Benefits	01-01-114-100-124	Pension	01-01-114-100-123	Worker's Comp	\$ 1,945.17	EOY PR TR Pension
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-311	Admin Assisstant	\$ 21.39	<i>ratio wages</i> Police Dept EOY PR Transfer
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-314	Overtime	\$ 2,390.16	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-412	PT Clerical	\$ 829.65	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-512	PT Constables	\$ 261.14	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-513	Foot Patrol/Parade	\$ 2,305.36	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-514	Overtime	\$ 0.62	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-515	Overtime-Boat Duty	\$ 3,593.05	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-100-517	Training	\$ 12,082.26	
6/28/2019	Police	01-25-216-100-511	Police Officers	01-25-216-10-519	Grant Overtime	\$ 9,968.46	
6/28/2019	P&R	01-45-421-110-316	Longevity	01-45-421-100-412	PT/Seasonal Labor	\$ 100.00	
6/28/2019	Debt Pmt	01-50-523-600-641	DWSRF 2013-7022	01-50-523-600-640	DWSRF 2012-7070	\$ 0.29	Debt service TR to reduce negative balance in dept.
6/28/2019	PW	01-30-317-100-316	Longevity	01-30-317-100-211	Hgwy Sup/PWD/DPWD	\$ 0.65	PW dept TR to zero out negative balances
6/28/2019	PW	01-30-317-100-316	Longevity	01-30-317-100-311	Regular Payroll Highway	\$ 172.47	
6/28/2019	PW	01-30-317-100-316	Longevity	01-30-317-100-314	OT Highway	\$ 277.55	
6/28/2019	PW	01-30-317-100-316	Longevity	01-30-317-200-223	Trfc Sgnls/Street Sign	\$ 49.33	
6/28/2019	PW	01-30-317-200-224	Road Reconstruction	01-30-317-200-223	Trfc Sgnls/Street Sign	\$ 0.67	
6/28/2019	PW	01-30-317-200-224	Road Reconstruction	01-30-317-300-201	Telephone	\$ 6.92	
6/28/2019	PW	01-30-317-200-224	Road Reconstruction	01-30-317-300-320	Misc. Supplies	\$ 0.24	
6/28/2019	PW	01-30-317-200-224	Road Reconstruction	01-30-317-310-221	Fleet Fuel	\$ 1,909.15	
6/28/2019	NFD	01-25-217-300-313	Uniforms	01-25-217-200-218	OSHA	\$ 121.44	NFD TR to pay for uniforms

Attachment

New Business A. 8/14/19 BOT

To Account

From Account

Date	Dept	Account #	Description	Account #	Description	Amount	Reason for Transfer
6/28/2019	Bonds	01-50-522-620-640	DWSRF 2012-7010	01-50-523-600-640	DWSRF 2012-7010	\$ 165.81	Debt service TR to reduce negative balance in dept.
6/30/2019	Tax Coll.	01-01-103-300-320	Misc. Supplies	01-01-103-200-216	Service Contracts	\$ 125.25	Tax collector TR to pay for emergency lock services
6/30/2019	Tax Coll.	01-01-103-300-320	Misc. Supplies	01-01-103-300-246	Trans. Allowance	\$ 35.78	
6/30/2019	Tax Coll.	01-01-103-300-320	Misc. Supplies	01-01-103-300-258	Collection Costs	\$ 3.97	
6/30/2019	IWA	01-01-132-300-320	Misc. Supplies	01-01-132-300-204	Postage	\$ 130.74	IWA printed a large batch of color brochures
6/30/2019	NFD	01-25-217-200-222	Building Maint.	01-25-217-300-201	Telephone	\$ 991.36	NFD bill for 18/19 set up with 19/20 PO. Cancelled incorrect PO, and transfer was to pay bill.
6/30/2019	NFD	01-25-217-200-222	Building Maint.	01-25-217-200-218	OSHA	\$ 235.40	
6/30/2019	Gen. Gov.	01-01-114-140-236	Labor PS	01-01-114-100-126	LT Disab. Ins.	\$ 2,318.00	TR to cover legal fees assoc. with firefighter contract
6/30/2019	Benefits	01-01-114-200-201	Unemploy. Compen.	01-01-114-200-290	Insurance-PD & L	\$ 321.00	TR to cover Dept. of Labor pmts for May and June 19
6/30/2019	PW	01-30-317-210-296	Bulky Waste	01-30-317-200-224	Road Reconst.	\$ 3,472.46	TR to pay late June Willi Waste invoices
6/30/2019	Gen. Gov.	01-01-114-140-234	Planning	01-01-114-140-233	General Gov't	\$ 2,752.50	TR to pay Waller, Smith, Palmer invoice for June '19
6/30/2019	PW	01-31-317-220-221	Veh. Maintenance	01-30-317-300-440	Storm Mat/Supplies	\$ 396.56	TR to pay AEP invoice ordered in June, but inventory was unavailable until July
6/30/2019	PW	01-31-317-220-221	Veh. Maintenance	01-30-317-400-210	Street Lights	\$ 924.80	
TOTAL						\$ 47,909.68	

C:\Users\lanna\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\JKV9Y11G\Transfer List to Boards Approve 2018-19 #5.xlsx]Sheet1

BoS

Note -
To & From columns
should have
been flipped -

BoA 8/14/19



DRAFT AMENDMENT TO ARTICLE VI, PARAGRAPH 2 OF THE BYLAWS OF THE BOARD
OF FINANCE

June 12, 2019



With the assistance of the Finance Director, the Chair of the Board of Finance shall insure delivery of these materials to newly elected members as soon as possible following their election. The Chair shall also determine and appoint current board members who wish to mentor newly elected members. Mentors shall arrange for at least one orientation session before new members are seated. The orientation shall focus on identifying agenda items and documentation expected to typically come before the Board. Mentors shall thereafter make themselves available to new members whom they are assisting on an as needed basis through the ensuing budget season.

A. Santoro
Submitted

Attachment BOT 8/14/19

East Lyme education board follows through on cuts, eliminates middle school basketball

Published June 13, 2019 4:28PM

By **Mary Biekert** (/apps/pbcs.dll/personalia?ID=m.biekert) Day staff writer

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(http://www.twitter.com/_marybiekert)

East Lyme — Superintendent Jeffrey Newton warned that education cuts would be necessary after the finance board reduced the proposed education budget by \$250,000 in April.

On Monday, the Board of Education, despite receiving \$1.2 million more as part of its passed \$49.2 million budget next year, held true to that statement, unanimously passing cuts impacting teaching positions, as well as middle school sports.

Chief among those cuts, according to Newton, is the elimination of the middle school basketball program — saving the district \$8,000 — as well as reductions in teaching and staff positions, including one kindergarten teacher at Niantic Center School, an elementary library assistant and a high school secretary.

Newton specified Thursday that no one lost their jobs, but were instead repositioned throughout the district to other open positions to save money. The kindergarten teacher, for example, now will fill an open third grade position, he said, while the high school secretary will take a different open secretary position and the library assistant will work fewer hours.

The high school late bus schedule also will be scaled back to run three days per week instead of the four it runs now, saving \$10,000.

Other savings were found by reducing the amount the district will spend toward legal fees by \$15,000, as well as reducing \$10,000 in copy paper costs. The district also will save \$25,000 in liability insurance plans next year, Newton said.

Explaining the reasoning behind eliminating the kindergarten position at Monday's meeting, Newton said next year's kindergarten enrollment, which projects 38 students total, will allow for just two kindergarten classes, instead of the three currently in place.

With 19 children in each class, however, class sizes will be slightly larger than in previous years, requiring the board to “watch (kindergarten enrollment) carefully” considering that enrollment may rise over the coming summer months.

“We might need to come back to you in the summer,” Newton said to the board at Monday's meeting. “If we do gain a couple more students, we will be coming back to you trying to find money for another kindergarten teacher.”

As for the middle school basketball program, Newton said Monday, “There are a number of basketball programs in town. It hurts. It's a program that kids participate in. But we think we can do away with that.”

Monday's cuts follow the finance board's April decision to reduce the proposed \$49.5 million education budget by \$250,000. After initially proposing to reduce the education budget by \$500,000 in an effort to keep the tax rate increase low, the finance board opted to scale back that amount to \$250,000 after hundreds of residents and

Attachment - Submitted 8/14/19

students turned out to speak against the proposed reduction at April's emotion-filled public budget hearing.

"We had the public hearing and we did talk about areas that would take a hit and some of those areas did," Newton said at Monday's meeting. "We have done what we said we would do in some facet, but recouping the \$250,000 helped us to avoid some deeper cuts."

m.biekert@theday.com (mailto:m.biekert@theday.com)

View the 4 comments or post a comment

STORIES THAT MAY INTEREST YOU

MGM files new suit over tribes' third-casino plan (/local-news/20190807/mgm-files-new-suit-over-tribes-third-casino-plan)

Casino operator challenges U.S. Department of the Interior, challenging its approval of the Mashantucket Pequot and Mohegan tribes' amended gaming agreements with the state

Hartford HealthCare taking over InHealth records (/local-news/20190807/hartford-healthcare-taking-over-inhealth-records)

Agreement reached after state agencies received nearly 200 complaints from former patients of InHealth Connecticut, which closed offices on short notice in Mystic, Norwich and Willimantic.

Lee's Kitchen: Farmer's market pasta pleases veggie lovers (/local-news/20190807/lees-kitchen-farmers-market-pasta-pleases-veggie-lovers)

Just about back to my own normal: laundry, cleaning, errands and writing. Best of all, though, is going to the supermarket and the farmers' markets.

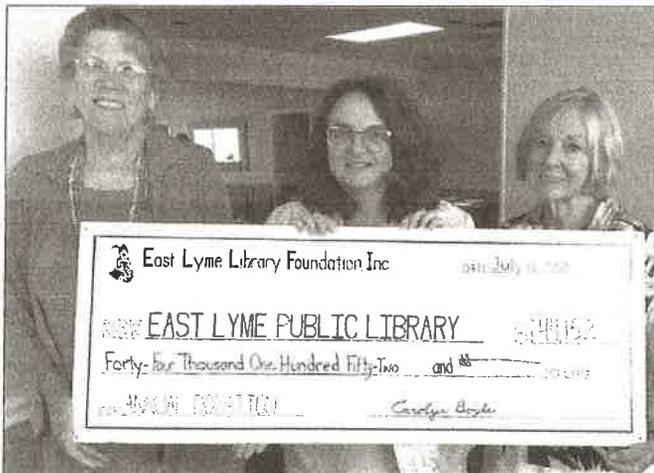
Mitchell College ends negotiations for new field at Toby May Park (/local-news/20190807/mitchell-college-ends-negotiations-for-new-field-at-toby-may-park)

Mitchell College has ended negotiations with the city for a lease at the city-owned Toby May Park where it had pitched the idea of a \$500,000 collegiate softball field.

The Post Road Review



SERVING THE FINE COMMUNITIES OF SOUTHEASTERN CONNECTICUT SINCE 1993



ELLF Presents Donation to The East Lyme Library

The East Lyme Library Foundation (ELLF) met on July 10th for their annual summer luncheon meeting at Main Street Grille in Niantic.

During the meeting, ELLF President Diantha McMorro and Treasurer, Carolyn Boyle presented a check in the amount of \$44,152 to Lisa Timothy, Executive Director of the East Lyme Public Library. This was a significant increase over the past year's donation of \$41,268. The donation will be used by the Library exclusively for the purchase of new books.

The East Lyme Library Foundation was established in 1992 as a nonprofit, tax-exempt organization whose prime mission is to support, manage and grow the endowment that will help keep the East Lyme Public Library current, vibrant and strong for years to come.

There are numerous ways to contribute to ELLF's endowment fund. Interested parties can visit the website at www.eastlymepubliclibrary.org/library-foundation or the website Leave a Legacy at www.leavealegacy.org for more creative ideas. Please consider the East Lyme Library Foundation when making your charitable donations this year. Questions may be directed to Lisa Timothy, Executive Director of the East Lyme Public Library by phone at 860-739-6926 or by email at ltimothy@ely.lioninc.org.

THE HAZY, NOT-SO-LAZY DAYS OF AUGUST

by Olive Tubbs Chendali

There comes an evening in August when the sun has sunk hazily into the west and the first katydids announce the end of summer. They are accompanied by the lovely trilling melody of the wood-thrush. Gone are all but the last of the fireflies. These were the sentinels of "long-ago-Augusts."

Youngsters were tiring of summer vacations, swimming in Dodge Pond or Hole-in-the-Wall Beach. They were picking pond lilies and selling them to summer residents on Main Street in front of the grocery store (now Smith's Pharmacy). Few people today realize the fragrance of the pond lily, which lasts in its beauty for only a day. Other youngsters were seen with buckets on their belts, headed for the ridges off Pennsylvania Avenue to pick low-bush blueberries in anticipation of mother's blueberry pie and the money they would make in selling them on Main Street. Others had been mowing lawns, taking care of summer children or doing housework for vacationing mothers. Now, they were counting up their summer earnings, ordering school clothes from the Sears catalog or taking the occasional trip to New London stores by trolley, bus or train.

Women of the Village were facing the hot, back-breaking task of canning all the garden produce in a kitchen, steaming from the huge hot-water-bath kettles on a wood-fired stove. After covers were clamped on, all the jars were carried to a root-cellar or to a dark cool area of the cellar. How proud mothers were of the rows of tomatoes, beans, beets, corn and peas with spaces left for crocks of pickles, peaches and pears and the jams that would be made in September.

Fathers and the boys were harvesting the first of the potatoes, drying them out, before storing them in the potato bins. Often in the evening they would hitch up the hay wagon, gather up the neighbors and ride up to a Flanders farm where we would pick pails of wild blackberries for canning. Coming home in the late dusk we all enjoyed a sing-along as neighbors waved from their front porches.

We, who grew up in the Village were entertained by the activities of the National Guard Camp in the days before the State had acquired Stone Ranch. Maneuvers were held throughout the surrounding

continued on page 6

Sneak Some Zucchini Onto Your Neighbor's Porch Day - August 8th

Attachment - submitted 8/14/19