

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, SEPTEMBER 11th, 2019**

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

**Also In Attendance:** Joe Bragaw, Director of Public Works  
Kevin O'Day, Fleet Manager/Master Mechanic  
Justin Porter, Public Works General Foreman  
Michael Finkelstein, Chief of Police/Emgt Director  
Jeffrey Newton, Superintendent of Schools  
Jaime Barr Shelburne, Board of Ed  
Anna Johnson, Finance Director  
Kevin Seery, Deputy First Selectman

**Absent:** Camille Alberti, 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.

FILED

**C. Delegations**

Mr. Weber called for delegations.  
There were none.

September 16, 2019 AT 10:03 AM/PM

Brooke Horvath AIC

EAST LYME TOWN CLERK

**D. Approval of Minutes**

▪ **Regular Meeting – August 14, 2019**

Mr. Weber called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of August 14, 2019.

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

Ms. Santoro moved to approve the Regular Meeting Minutes of August 14, 2019 as presented.

Mr. Birmingham seconded the motion.

Vote: 3 – 0 – 1. Motion passed.

Abstained: Ms. Picarazzi

**E. Reports**

**a. Board of Education**

Jaime Barr Shelburne, BOE reported that during October – November they would be holding the BOE Budget Workshops. She also said that they had asked them not to cut the budget and that now they are feeling the cuts and the year has just started. She said that they should come to their budget meetings so that they can see what they need. They are already short on teachers and buses and the year has just begun.

Mr. Weber asked that they receive notice of the meetings early enough so that they can plan on attending. He recalled that he had asked that last year and that they did not receive notice early enough to allow for attendance by more of this Board's members. He added that this Board had suggested other areas that they could cut/reduce rather than those that they did cut. He wanted to make it clear that this Board did not

make the cuts and that they had suggested other areas than those that the BOE had cut and that are now facing deficits.

Jeff Newton, Superintendent of Schools said that he had made note of that and would do so this upcoming budget cycle. He said that they had started the year in a deficit with the kindergarten numbers up and not having enough teachers and the bus situation. He noted that the ribbon cutting ceremonies for the Elementary Schools (\$38M renovation project) would be held next week and that they were sent notice/invitations to attend. They will be held on Monday, Tuesday and Thursday as they will hold three (3) ribbon cuttings – one for each building.

Ms. Picarazzi asked if the public could also attend and tour the buildings.

Mr. Newton said yes.

Ms. Picarazzi said that she had to echo Mr. Weber's comments that they did suggest other areas to cut rather than where the BOE did and that the BOE could have cut elsewhere. Further, she wanted it clearly stated that they (the BOE and Superintendent) make the decisions on the cuts and not the Board of Finance.

Mr. Weber added and reiterated that the cuts that they made seemed to affect the students and not the administrators which could have been touched and that would have helped the current situation.

Mr. Newton said that they have to use their best judgment at the time.

Ms. Santoro noted that the bus cutting came before they had even heard any decisions from the Board of Finance. She said that she wanted to make that clear as she is not on social media however some of her friends are and she has been notified that it is being spread on social media that this Board was to blame for the bus issue and we are not and it is important not to assign blame.

Ms. Picarazzi said that she wanted them to be able to be more interactive in the process with the BOE budget meetings and to work better together. They should not just be there to sit and watch – but should be inclusive so that each can understand the other.

Mr. Weber said that what he keeps hearing is that the BOE wants the BOF to understand their process but the BOE also needs to understand the greater picture and the BOF process.

#### **b. First Selectman**

Kevin Seery reported on the recent fox attack in Town and gave a construction update noting that alternating lanes may be open for a short period of time only as the process continues. The Children's Museum Gala is Friday evening at Rocky Neck and the Rainbow Run will also be held. The Oyster Festival for the Miracle League will be held on October 12.

#### **c. Finance Director**

Ms. Johnson explained the updated reports that she had provided them with in their folders. She noted that she still did not have the updated report for the Tax Department as there is around \$400,000 that is in progress to being updated.

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

Ms. Johnson noted that in Department 114 – the Pension budget – there was a change in mortality tables and it seems that the figures are higher than what was budgeted but she wants to wait until they have a pension meeting tomorrow to find out where they stand.

Ms. Picarazzi asked if she had any overtime concerns.

Ms. Johnson said that she starts looking at that after the first quarter of the year. She noted that the Health claims to date are at \$702,000 and that the projection was \$891,000 so they may do much better there as they have trickled off greatly. She also noted that the HVAC system here in Town Hall is limping along as there no longer are replacement parts made for it. They went to the three (3) bid process so that will be coming forward very soon. They do have some LoCIP projects closing out so there will be dollars there that they can use for this. The system is currently operating in a bypass mode; the three bids range from approximately \$43,000 - \$50,000.

Ms. Johnson also reported that with the elementary schools renovation project winding down that there were some items that they were not able to do. They budgeted \$1.6M for financing costs as they do temporary noted and then bond. They currently have another \$20M to bond. She said that she feels that they could release about \$500,000 of the \$1.6M for the bonding. She said that this would not require any action on the part of the boards and that it was just for information.

Mr. Weber asked if there was under-spending – where would that money go.  
Ms. Johnson said that they just would not bond as much.

Ms. Picarazzi asked about contingency and if that was used.  
Mr. Newton said that there was extra dollars needed for asbestos removal which cut into other items. They now are short on furniture as they cut into that budget to pay for the asbestos removal.

Ms. Picarazzi asked how much was in Contingency between O & G and us – and for a listing on where it was spent and on what. She asked that they bring forth this complete listing on the allocation of contingency funding for their meeting next month.

Ms. Johnson noted that the auditors were in for the preliminary scope and that Mr. Bassett is scheduled to come here for their meeting in November.

Ms. Picarazzi asked hot the police vehicles that are being used for the roadwork detail are being paid for.  
Mr. Seery said that the developer has to pick up the cost for it.  
Ms. Picarazzi asked if everything is paid for and how it is billed.  
Mike Finkelstein, Chief of Police explained the breakdown and billing for the car, officer, administrative and associated costs per hour for the service. He said that they do not lose anything in providing the road duty service.

## **F. New Business**

### **a. BOF By-Laws discuss amendment vote**

Mr. Weber explained that there was no motion or second put forth on this so they could not vote on it. He said that they would have to put forth the motion tonight and second it so that they could take a vote. It was noted that suggestion was made and agreed upon to change ...by October 1, 2019... to read 'before the next regular Meeting of the Board' in the motion.

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

Ms. Santoro moved to adopt an amendment to the Bylaws of the Board of Finance of the Town of East Lyme, CT entitled "Draft Amendment to Article VI, Paragraph 2 of the bylaws of the Board of Finance" dated June 12, 2019 and attached. The amendment is made pursuant to Article IX of the bylaws and has been read and discussed at the regular meeting of August 13, 2019. Further, to meet the requirement of Article IX that all board members vote on the amendment, the vote shall be conducted by e-mail. The finance Director shall provide all board members by e-mail a copy of this motion and attachment, along with a complete copy of the Bylaws indicating and underlining the amendment. Board members shall cast their voted before the next Regular Meeting of the Board replying affirmatively or negatively to the email received. The voting result shall be announced and read into the record at the next regular meeting of the Board.

Ms. Picarazzi seconded the motion.  
(Attached)

### **b. Special Appropriation – Public Works Equipment – CNRE \$15,742**

Joe Bragaw, Director of Public Works explained that the Highway Dept. has been selling off old equipment that gets deposited into the CNRE account known as Proceeds from the Sale of Vehicles. This account is meant to go back into the purchasing of equipment. At this time, the Highway Department would like to purchase a few items with some of these funds. These items are: Lift system - \$8,934.97 (from State bid) – the current system may not be operational for much longer – this will replace it and has the ability to lift more; 10' Snow Push Box - \$2,300 – for plowing parking lots – this would be used for the school parking lots as they no longer hire in outside contractors to do this work; and Shop Press - \$4,506.17 – to replace an antiquated one that is now deemed unsafe.

He said that Kevin O'Day the Fleet Manager and Justin Porter the General Foreman were here this evening and could answer questions also.

A question was asked about the shipping fee for the Shop Press.

Kevin O'Day, Fleet Manager explained that the price was a good one and that the item is one that does not give shipping reductions.

Mr. Birmingham asked about the projected life of the shop press.

Mr. O'Day said that it would be at least 15+ years noting that it is a tool that allows them to fabricate parts rather than to have to send out for others to do it. He explained that they repair and keep up all of the vehicles for the Town and have also started doing some of the work on the fire trucks. It is a large fleet. With respect to the Lift – the current one is only good up to 10,000 lbs. but the salt from the road trucks got into it and it is failing. The new lift is good up to 12,000 lbs and should last them at least 10 years. The snow box is like a plow but with sides and this one they can transfer over the road.

Ms. Santoro asked how much was in this account overall.

Mr. Bragaw said \$20,544.39 currently.

Ms. Picarazzi said to Mr. Bragaw that he had done a great job with this.

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

Ms. Picarazzi moved to approve a special appropriation in the amount of \$15,742.00 from the CNRE Fund 32 account number 32-60-120-100-002 (Proceeds from the Sale of Vehicles) to an account to be established titled, "2019 PWD Equipment."

Mr. Birmingham seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(This item requires town Meeting approval)

**c. Special Appropriation – NSEP Grant - \$20,311.36**

Michael Finkelstein, Chief of Police/Emgt Director explained that the money that they had originally put in for was \$40,000 but what they are getting was reduced to \$20,000 as requests exceeded the pool of money being handed out. He explained the necessity of the items and how they are used.

Ms. Picarazzi asked if the needs arose before or after the budget process.

Chief Finkelstein said that when they know the grants are coming through that they work together to try to get items that they know they can use. Also – the grants specify the type of things that qualify. These items are not a part of the operating budget.

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

Ms. Santoro moved to approve a special appropriation in the amount of \$20,311.36 approved by DEMHS to revenue account 01-04-400-401 (NSEP Grants) and budget account 01-70-725-224-006 (NSEP Equipment), to cover the cost of purchasing the listed equipment for the EOC.

5 – EOC Laptops w/Software & Wireless Presenter for Command Staff - \$10,119.00; 1 – EOC Monitor Command Staff Share Center - \$369.98; 2 – EOC Network failure routers (for when the power goes out) - \$1,244.38 and Multiple traffic management signs for evacuations - \$8,578.00.

Ms. Picarazzi seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

**d. Ratify Budget Transfers within Departments - \$8,569.48**

Ms. Johnson explained that this was the last of the transfers for the previous fiscal year.

Ms. Picarazzi asked if the total figure of approximately \$175,000 during the year is a typical number.

Ms. Johnson said that she thinks that it is coming down.

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

Ms. Picarazzi moved to ratify departmental transfers in the amount of \$8,569.48 processed for fiscal year end June 30, 2019.

Mr. Birmingham seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

**e. CNRE Fund 32 discussion and analysis**

Ms. Johnson explained the information that she had provided them with this evening. She said that the OTI accounts show that they were set up to be able to save up to purchase items over time BUT what had happened was that during the budget sessions they were cut so they went to the acquisition programs instead. She noted that they would be going into a revaluation process again.

Ms. Picarazzi said that this was useful to see where and what they have.

Ms. Johnson noted that it is preliminary and would allow them to move to the next phase.

Mr. Weber asked Ms. Johnson if the approximately \$1.2M in the CNRE is what she felt it would be.

Ms. Johnson said yes.

**G. Old Business**

Ms. Picarazzi said that she wanted to ask about the BOE new vehicle and the issue where the BOS had noted that they should get a newer vehicle and then this Board reduced the amount but it had already been put in the paper at the higher amount for the Town Meeting and that was before it was even discussed at this stage. Further the Town Meeting minutes stated the larger amount also - she said that did not make sense to her.

Ms. Johnson said that the items for this evening will be put for notice at the next BOS meeting for Town Meeting to the newspaper.

Mr. Weber asked the cost of a Town Meeting.

Ms. Johnson said that it is approximately \$800 but depends upon the number of items and the cost of the ad plus they have to pay for the moderator.

**H. Public Discussion**

Mr. Weber called for Public Discussion.

There was none.

**I. Board Comments**

Ms. Santoro suggested that the October agenda have 'comments on the budget process' on it so that the current board could comment before the changes after the election.

Mr. Weber noted the amendment to the Bylaws on electronic voting.

Ms. Picarazzi noted that she supported Mr. Weber's earlier comment about going to the BOE meetings adding that she would like to see it be more of a two-way street as they really were not 'involved' last year which begs the thought of what the purpose is as the BOE also needs to know the process and best practices that this Board has to follow – for instance – if the Town list grows by 1.5% - they cannot be looking for a 2.5% increase.

**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 8:43 PM.

Ms. Santoro seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

Mot.  
2

MOTION FOR AGENDA ITEM VI.a FOR THE REGULAR MEETING OF THE EAST LYME  
BOARD OF FINANCE, SEPTEMBER 11, 2019

by AS

Move to adopt an amendment to the Bylaws of the Board of Finance of the town of East Lyme, Connecticut entitled "Draft Amendment to Article VI, Paragraph 2 of the Bylaws of the Board of Finance" dated June 12, 2019 and attached hereto. The amendment is made pursuant to Article IX of the Bylaws and has been read and discussed at the regular meeting of August 14, 2019. Further, to meet the requirement of Article IX that all Board members vote on the amendment, the vote shall be conducted by e-mail. The Finance Director shall provide all Board members by e-mail a copy of this motion and attachment, along with a complete copy of the Bylaws indicating and underlining the amendment. Board members shall cast their votes by ~~October 1, 2019~~ <sup>before the next Regular Meeting of The Board</sup> replying affirmatively or negatively to the email received. The voting result shall be announced and read into the record at the next regular meeting of the Board.

before  
the  
next  
Regular  
Meeting  
of  
The  
Board

2nd  
VP

Attachment - post 9/11/19

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