

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF APRIL 21, 2020
MINUTES

This meeting was held via Zoom online meeting services and was available for the public to view and listen via videoconference and dial-in options.

PRESENT: Mark Nickerson, Kevin Seery, Rose Ann Hardy, Marc Salerno, Dan Cunningham and Paul Dagle
ALSO PRESENT: Finance Director Anna Johnson

First Selectman Nickerson called the meeting to order at 6:32 p.m.

Mr. Nickerson stated that this special meeting was called for the Board Members to review the 2020/2021 budget and identify cuts to be made before sending it to the Board of Finance. Mrs. Hardy inquired as to whether left over funds in this year's budget could be put toward reducing the 20/21 budget. Mr. Nickerson stated that absolutely we should be able to identify any leftover funds, but that the budget year is not over yet so we would have to wait and see how things go over the next few weeks.

Mr. Nickerson stated that he and the Finance Director have met with all of the department heads affected by these proposed cuts. It was noted that if a line item is zeroed out this year it will not fall off the budget list and be forgotten; we will see past years trends in the budget process and can identify any items not funded this year for future year funding.

- 01-01-101-100-111 First Selectman's Salary – Reduce by \$6,065
- 01-01-101-200-295 Ad Hoc Committee – Reduce by \$1,000
- 01-01-101-300-205 Postage – Reduce by \$6,000
- 01-01-102-100-412 PT Clerical – Summer Clerical for Assessor – Reduce by \$1,000
- 01-01-102-200-239 Contract Oper Serv – Spot check audits – Reduce by \$5,000
- 01-01-103-100-412 PT Clerical – Summer Clerical for Tax Collector – Reduce by \$2,000
- 01-01-103-300-251 Tax Bill Printing – Reduce by \$3,315 - no outsourcing
- 01-01-104-100-311 Admin/Clerical for Building Dept – Reduce by \$5,645 – p/t clerical back to 16 hours
- 01-01-106-300-296 Wellness/ HR – Reduce by \$1,000

Mr. Nickerson explained that this line item has historically been reimbursed by our former health care provider for wellness activities; historically used for lunch and raffle prizes for employees during training. He reported that we no longer have that stipend with our new health insurance. Mrs. Hardy argued that we will still need to make sure that employees have required training administered through the Health & Safety Committee, and that this stipend should remain in the budget to provide something uplifting and morale boosting to the employees. It was agreed that this \$1,000 will remain in this line item.

- 01-01-113-400-213 Heating Oil/Propane - Reduce by \$5,000

Mrs. Hardy inquired if we can lock in the current reduced oil prices, and Mr. Nickerson stated that he would speak to Mr. Bragaw to see if this is a possibility.

- 01-01-114-100-121 FICA/Medicare - Reduce by \$8,778 – payroll reductions
- 01-01-114-100-127 Healthcare/Dental - Reduce by \$22,287 – due to payroll reductions in PD and PWD
- 01-01-139-200-222 Building Maintenance Historic Properties - Reduce by \$5,500

Mr. Nickerson stated that there is \$10,000 in the Capital budget for the roof replacement.

FILED

Board of Selectmen Special Meeting

April 21, 2020

1 of 3

APR 23 20 20 AT 2:07 AM/PM


EAST LYME TOWN CLERK

01-25-216-100-511 Police Officers – Reduce by \$66,123 – eliminate one new police officer.

Mr. Nickerson stated that any positions left open by a retirement will be re-filled; this eliminated position is one of two new positions being requested by the Police Commission.

01-25-216-300-313 Uniforms – Reduce by \$1,200 – reduction in line with the elimination of one new officer.

01-25-216-200-201 Facility Rental – Reduce by \$15,000

Upon completion of upgrades to the new Public Safety Building we will no longer need to pay rent to the Waterford Police Department.

01-25-217-200-222 Building Maintenance – Reduce by \$2,000

01-25-218-200-221 Radio Maintenance – Reduce by \$2,000

01-30-317-100-311 PWD/Highway - Reduce by \$33,914

Mr. Nickerson stated that they have two positions to fill in this department, but that they will postpone one hire until March 2021 to realize this reduction.

New Line Item for Traffic Calming – Reduce by \$15,000

Mr. Nickerson stated that we will keep \$5,000 in this new line item for the purchase of new signage. The eliminated \$15,000 was to be used for speed bumps in certain beach communities and will be re-addressed for next year's budget.

01-30-317-300-440 Storm Materials and Supplies – Reduce by \$5,000 – less used due to mild winter.

01-30-317-400-210 Street Light Program – Reduce by \$2,000

01-45-421-200-350 Park & Field Maintenance – Reduce by \$5,548 for mosquito spraying

Mr. Nickerson stated that we just do not have a handle yet on what we might need to do this year for spraying, and he will ask Mr. Mansfield of Ledge Light Health District to attend an upcoming meeting to discuss this further.

01-45-421-200-350 Park & Field Maintenance – Reduce by \$2,501 in P/T maintenance.

01-45-421-300-335 Materials – Reduce by \$1,500

Mr. Nickerson and the other board members all discussed and agreed that the entire Parks & Recreation budget will need to be watched. He stated that we will not begin selling beach passes during this pandemic because we are not positive that our parks and beaches will remain open. If the State orders all parks and beaches closed, we will follow that direction; but he noted that the goal is to be able to keep everything open as long as everyone can follow the social distancing rules. The Memorial Day parade has officially been cancelled. No final decision has been made as to whether or not we will cancel this year's Celebrate East Lyme day.

01-74-720-700-100 CNRE – Municipal – Reduce by \$75,000 by reducing the number of in house inspections for revaluation. Mr. Nickerson reported that per Governor Lamont's executive order, the revaluation process for this year has been suspended for the time being, but that he expects it start up again as soon as feasible. He stated that the Assessor is not required to enter each and every household, so we will be working on a plan to get the revaluation done and find potential savings in the process.

Mr. Nickerson stated that he proposes the following reductions be made to account 115 Services to the Community, and noted that these reductions will not carry over to next year and that he expects to be able to fund these community services in next year's budget.

01-01-115-150-901 EL Beautification – Reduce by \$1,000

01-01-115-150-920 EL Vets Memorial Day – Reduce by \$3,200 - No parade this year; save 19/20 funds for 2021.

01-01-115-150-926 Main Street Program - Reduce by \$2,000

01-01-115-150-932 Brian Dagle Foundation - Reduce by \$1,000

01-40-420-150-295 EL Public Library – Reduce by \$9,072 - Reduce GWI from 2.5% to 2%

01-74-700-700-461 PS - NFD Equipment - Reduce by \$6,448 - Reduce # of turnout gear from 4 to 2

01-74-700-700-462 PS - FFD Equipment – Reduce by \$6,448 - Reduce # of turnout gear from 4 to 2

In the Capital budget, some items will be delayed by a year or modified to reduce costs. To be put off for one year; PD Gator replacement, Radios upgrade, and Parks & Recreation ATV. Will work with Board of Finance to identify additional savings in Capital and CNRE. He again stated that he and Ms. Johnson have spoken with the affected department heads and everyone is on the same page with these changes.

Mr. Nickerson stated that we should anticipate revenue decreases and funds received from the State. Forecasted revenue losses for the State are at approximately \$2 - \$2.5 billion as a result of lost income tax receipts from people being out of work, loss in capital gains and retirement funds due to the stock market crash, as well as lost State Sales Tax revenues.

It was discussed that a couple of additional areas to look at for savings in this budget are the line items for Professional Development Conferences & Conventions, as well as the Registrars budget as we should be able to save the money since the primaries will now align and we will not have to plan for two separate events.

Ms. Johnson stated that with the reductions discussed at tonight's meeting, we have taken the budget increase down to an approximate increase of 1.77%. Mr. Nickerson stated that he would work with Ms. Johnson to firm up these numbers and that a special meeting will be held on Monday next week to review this and also to discuss the status of the Public Safety Building project.

MOTION (1)

Mr. Seery MOVED to adjourn the special meeting of the East Lyme Board of Selectmen at 7:48 p.m.
Seconded by Mr. Salerno. Motion passed 6-0.

Respectfully Submitted By:

Sandra Anderson

Recording Secretary