

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF APRIL 27, 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 6:37 p.m.

Mr. Nickerson stated that this special meeting was called for the Board Members to get a brief update on the status of the Public Safety Building bid process, as well as discuss any additional changes to be made to the budget reductions approved at a special meeting of the Board of Selectmen on April 21, 2020.

2. Update on Public Safety Building Project

Mr. Dagle, Chairman of the Public Safety Building Vision Committee, reported that nine bids were received and that the bid opening was held publicly via online services on Friday, April 24, 2020. Two of the nine bids were selected for further vetting, which will be done by Silver + Petrucelli and will be reported back to the Public Safety Building Vision Committee on Thursday, April 30th. He stated that the bids were very competitive and in line with the estimates provided by Silver Petrucelli. Mr. Nickerson reported that depending on the amount of questions and discussion on Thursday, the Vision should be voting on this matter in the next couple of weeks and should be before the Board of Selectmen for review shortly. It is estimated that once fully approved and ready to move forward, construction is estimated to be complete in nine months. Mr. Dagle thanked everyone involved in this process for their hard work.

3. 2020/2021 Budget

Mr. Nickerson stated that upon review, he does not recommend making any reductions to the proposed 2020/2021 professional development accounts, attached hereto as Exhibit 1, as it is bare bones minimum and covers required training and certifications for Town employees.

Mr. Nickerson stated that the only change he would recommend from the deductions made at the special meeting held on April 21st is to reinstate the \$15,000 for the Police Department facility rental at Waterford Police Department. This is due to receiving an estimate for project completion set at nine months out from the start of the project. The Board Members agreed that \$15,000 should be put back into Account 01-25-216-200-201 Facility Rental. The updated list of suggested reductions is attached hereto as Exhibit 2.

MOTION (1)

FILED

Board of Selectmen Special Meeting

April 27, 2020

1 of 2

APR 29 2020 AT 9:39 AM/PM
Karen Yulem
EAST LYME TOWN CLERK

Mr. Seery MOVED to approve the Board of Selectmen's list of revisions, as updated on April 21, 2020 and amended on April 27, 2020.

Seconded by Mr. Salerno. Motion passed 6-0.

MOTION (2)

Mr. Seery MOVED to adjourn the special meeting of the East Lyme Board of Selectmen at 6:53 p.m.

Seconded by Mr. Cunningham. Motion passed 6-0.

Respectfully Submitted By:

Sandra Anderson

Recording Secretary

Board of Selectmen Special Meeting

April 27, 2020

2 of 2

EXHIBIT 2

Town of East Lyme
 Proposed 2020/21 Budget
 BoS Revisions

Updated 4/27/2020

Account Number	Description	BoS	Change	Revised	Notes
01-01-101-100-111	First Selectman	106,065	-6,065	100,000	First Selectman no GWI
01-01-101-200-295	Ad Hoc Committees	3,500	-1,000	2,500	
01-01-101-300-205	Postage	26,000	-6,000	20,000	Reduce per PY expenditures
01-01-102-100-412	PT Clerical	1,000	-1,000	-	Less paperwork due to impact of Pandemic
01-01-102-200-239	Contract Oper Serv	5,000	-5,000	-	Forgo 20/21 audits do no want to over burden small business
01-01-103-100-412	PT Clerical	2,000	-2,000	-	
01-01-103-300-251	Tax Bill Printing	5,215	-3,315	1,900	
01-01-104-100-311	Admin/Clerical	82,456	-5,645	76,811	Reduce PT hrs from 20 to 16 hrs per week
01-01-113-400-213	Heating Oil/Propane	85,258	-5,000	80,258	
01-01-114-100-121	FICA/Medicare	704,224	-8,778	695,446	Reduce per wage \$114,747 reductions
01-01-114-100-127	Health/Dental Care	1,985,643	-22,287	1,963,356	Reduce per positions reductions Police \$15,576 + PWD \$6,711)
01-01-115-150-901	EL Beautification	1,700	-1,000	700	
01-01-115-150-920	EL Vets Memorial Day	3,200	-3,200	-	No parade 2020 save 19/20 funds for 2120
01-01-115-150-926	Main Street Program	2,000	-2,000	-	
01-01-115-150-932	B Dagle Foundation	1,000	-1,000	-	
01-01-139-200-222	Building Maint	9,000	-5,500	3,500	
01-25-216-100-511	Police Officers	1,982,623	-66,123	1,916,500	Eliminate 1 new position.
01-25-216-300-313	Uniforms	36,700	-1,200	35,500	Reduce allowance for one officer
01-25-217-200-222	Building Maint	8,000	-2,000	6,000	No specific description for increase
01-25-218-200-221	Radio Maintenance	7,000	-2,000	5,000	
01-30-317-100-311	Reg PR - Highway	1,328,062	-33,914	1,294,148	Hire one of two vacant positions in March 2021
NEW	Traffic Calming	20,000	-15,000	5,000	Reduce new initiative
01-30-317-300-440	Storm Materials & Supplies	156,485	-5,000	151,485	19/20 mild winter starting 20/21 with full salt shed
01-30-317-400-210	Streetlights	214,160	-2,000	212,160	
01-40-420-150-295	EL Public Library	1,242,966	-9,072	1,233,894	Reduce GWI from 2.5% to 2%
01-45-421-200-350	Park & Field Maint	42,115	-5,548	36,567	Eliminate spraying for mosquitos at parks
01-45-421-200-350	Park & Field Maint	36,567	-2,501	34,066	
01-45-421-300-335	Materials	51,290	-1,500	49,790	
01-74-720-700-100	CNRE - Municipal	198,500	-75,000	123,500	Reduce number of in house enspections for revaluation
01-74-700-700-461	PS - NFD Equipment	23,896	-6,448	17,448	Reduce # of turnout gear from 4 to 2
01-74-700-700-462	PS - FFD Equipment	32,862	-6,448	26,414	Reduce # of turnout gear from 4 to 2
	TOTAL	8,404,487	-312,544	8,091,943	

2019/20 GG Adopted Budget	18,516,733	
2020/21 BoS approved GG Budget	19,265,814	
2020/21 GG Proposed Increase	749,081	4.05%
2020/21 Amended BoS approved GG Budget	18,953,270	
	436,537	2.36%

EXHIBIT 1

Town of East Lyme
 Analysis of Professional Development Accounts
 Proposed 2020/21 Budget

Account Number	Department	Description	6/30/2019	3/31/2020	BoS	Change	Revised	Notes
01-01-101-300-242	Selectman	Prof Conv/Conf	135	206	400			
01-01-102-300-242	Assessor	Prof Conv/Conf	2,099	1,119	2,000			Itemized, maint cert
01-01-103-300-242	Tax Collector	Prof Conv/Conf	350	400	400			Support Staff Tax Cert
01-01-106-300-242	H Resources	Prof Conv/Conf	-	-	250			Keep UTD labor changes
01-01-107-300-242	Town Clerk	Prof Conv/Conf	559	-	700			Fall & Spring Conf TC Assoc
01-01-110-300-242	Registrars	Prof Conv/Conf	1,370	140	2,000			State training
01-01-114-300-243	Gen Govt	Prof Conv/Conf	2,700	1,152	2,700			Town-wide resource
01-01-116-300-242	Zoning	Prof Conv/Conf	685	379	400			Continuing ed
01-01-117-300-242	Planning	Prof Conv/Conf	665	103	900			Includes dues
01-01-118-300-242	Finance	Prof Conv/Conf	675	675	675			Includes dues GFOA Training
01-01-132-300-242	IWA	Prof Conv/Conf	115	-	600			Staff & commission training
01-01-132-300-243	IWA	Training	40	155	400			Commission DEP 3-segment
01-01-138-300-242	Nat Resource	Prof Conv/Conf	55	85	75			Dues & comm member training
01-25-214-300-243	Emer Mgt	Training	-	-	850			NEW prev part of 224
01-25-215-300-243	Dispatch	Training	1,342	400	4,735			Required training
01-25-216-100-517	Police	Training Payroll	21,944	33,399	52,000			Inc due to POSTC now charging
01-25-217-300-243	NFD	Training/Fire Prev	5,500	4,880	5,000			FF Tr & Fire Prev for schools
01-25-218-300-243	FFD	Training/Fire Prev	3,624	2,050	5,000			FF Tr & Fire Prev for schools
01-25-226-100-417	ACO	Training Payroll	-	136	3,000			Annual req tr 6 hrs ea
01-25-226-300-326	ACO	Training	75	75	1,000			Fee portion for above
01-30-317-300-321	PW	Safety Eq/Training	10,000	8,980	12,000			Behind in some training
01-40-418-300-242	COA	Prof Conv/Conf	1,030	205	1,000			CPR, food service training
01-40-420-300-242	P&R	Prof Conv/Conf	1,375	1,100	1,800			
		TOTAL	54,203	55,433	97,485			

Notes:

Expenditures thru 3/31/20 include encumbrances