

**EAST LYME BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
Wednesday, APRIL 29th, 2020  
Via Zoom Meetings**

Members in Attendance: Camille Alberti, Chairperson  
Ann Cicchiello, Vice-Chairperson  
John Birmingham  
Peter DeRosa  
Anne Santoro  
Richard Steel

FILED

May 5, 20 20 AT 10:12 AM/PM  
Brooke Honan AIC  
EAST LYME TOWN CLERK

Also In Attendance: Mark Nickerson, First Selectman  
Anna Johnson, Finance Director  
Carmen Ames, Mike Meinz, IT

Absent: No One

**A. Call Meeting to Order**

Ms. Alberti called this Special Meeting of the East Lyme Board of Finance via Zoom meetings to order at 7:05 PM. She welcomed everyone to the Zoom meeting and introduced the members.

Ms. Cicchiello noted that she was going to leave the meeting and re-join as she was having some technical difficulties.

**B. Minutes**

▪ **Regular Meeting – March 11, 2020**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of March 11, 2020.

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

Ms. Santoro moved to approve the Regular Meeting Minutes of March 11, 2020 as presented.

Mr. Steel seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

▪ **Special Meeting (Zoom) – April 8, 2020**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of April 8, 2020.

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

Mr. DeRosa moved to approve the Special Meeting Minutes of April 8, 2020 as presented.

Ms. Santoro seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**C. Reports**

**a. First Selectman – Mark Nickerson**

Mr. Nickerson updated that they are still in partial shutdown mode but are seeing an end in sight and being back to regular hours in a few weeks. However, he does not anticipate the Town Hall opening to the public until after Memorial Day. They are looking into Plexiglas 'shields' on counters for protection.

He reported that they have had a surge in active cases and deaths in East Lyme with the deaths being almost exclusively from the long-term care facilities as the State has been slow in locking down those facilities. The big struggle here is going to be figuring out how to treat the beaches – they have discussed the potential for the purposes of safety and health in having them open for residents only. Waterford has closed their beach today and Old Lyme has announced that they will also close theirs and the State is

talking about having their beaches at only 50% capacity. They are struggling with how to handle this and the potential for not selling day passes to non-residents as they usually do.

(Note: 7:15 PM – Ms. Cicchiello re-joined the meeting.)

He also reported that the Board of Selectmen unanimously voted to reduce the budget by \$300,000+ and the Board of Ed is also discussing the reductions that they are making to their budget. Additionally, they expect that in the next week or two to decide on the contractor for the Public Safety Building.

Ms. Santoro asked how much guidance he was getting from LLHD on beach opening, etc.

Mr. Nickerson said that they have been buried in this and they have had SCCOG meetings with the 22 towns and everyone is basically on the same page. They all also look to the State for some guidance.

Ms. Alberti asked if our first responders have all the PPE that they need.

Mr. Nickerson said that they had started out a bit rough but now they do have what they need. The State Region 4 gets a supply weekly and distributes to us weekly.

Ms. Alberti asked if the Police Department is making less calls with people staying home now.

Mr. Nickerson said that they are a different type of activity – not less, just different. There are less car accidents but there still are other calls and summer will bring more people out and that will bring more calls with it. He added that they have had a rash of car burglaries.

#### **b. Finance Director – Anna Johnson**

Ms. Johnson reported that the final ECS payment was deposited into the Town bank account and that the TAR (Town Aid Roads) apportionment would be deposited tomorrow. She noted that the estimated end of year fund balance may be a bit off as the education tuition is a bit off and some of the payments are off. Ms. Stevens is looking into that and will get back to her with that information. She noted that she thinks that our figures are so good because we were through nine (9) months of the year so far before this pandemic hit.

Ms. Alberti asked who has been applying for Covid relief and who is reimbursing for it.

Ms. Johnson said that they sent an employee to the FEMA events for the information on how this would be handled as it is not a disaster relief such as a hurricane but rather a country-wide (and global) event. Typically an application is submitted when the event is over with all of the supporting documentation.

Ms. Cicchiello asked when they would get the FEMA funds and how that would happen.

Ms. Johnson said that they complete an application and submit it to a FEMA representative in our area who then reviews it with all of the documentation to see if it qualifies for the program. Because this event is on-going we do not know when we would submit the final application or when we would receive reimbursement or what it would be.

Mr. Birmingham asked how much they received for ECS.

Ms. Johnson said \$3,197,088.

Mr. Birmingham asked how much for TAR.

Ms. Johnson said it was \$320,000 plus \$21,000 for a total of \$341,000.

Ms. Santoro noted that there is \$355,229 still to come for the current years' taxes – she asked if they expected that to be paid considering the current circumstances.

Ms. Johnson said that the taxes are still due and they still have some time so they will see.

#### **D. New Business**

##### **a. Re-allocate up to \$50,000 from Account 01-01-114-100-127 (Health Insurance) for Executive Order 7-P**

Ms. Johnson explained that Chief Finkelstein had approached them and asked where this could be paid from. This Executive Order requires them to provide a list of lodging establishments for compliance with the order. She said that in checking with Emergency Management that so far they have had no requests for lodging. In reviewing where these funds might come from she found that they had it in the health insurance that goes through this fiscal year.

Mr. DeRosa said – to clarify that this is in the event that an emergency management person or first responder feels that they have been compromised and cannot return to their home.

Mr. Nickerson said yes – adding that they need to have this available just in case.

Mr. Steel asked if this would cover them for up to the two week quarantine period.

Ms. Johnson said yes, if necessary.

Ms. Alberti said that they have a contingency account and asked if it would make sense to set up a Covid account.

Ms. Johnson said that they have set up a tracking code so that they can pull up all expenses related to this. She added that they are not proposing to move it out of the healthcare account as it is healthcare related and they can pull up all of the Covid related expenses as they are coded.

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

Ms. Cicchiello moved to authorize the use of up to \$50,000 available in account 01-01-114-100-127 (Health/Dental Care) for the purpose of State of Connecticut Executive Order 7-P for housing related expenditures for First Responders and Health Care Workers.

Mr. Steel seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**b. Transfers to Dispatch PT & OT accounts - \$29,865**

Ms. Johnson explained that this relates to how the shifts have to be filled and how difficult it is to fill them with part timers and the expenses that go with having to fill them with the full time people.

Ms. Cicchiello asked if the total needed is \$21,000.

Ms. Johnson said no, it is more like \$29,000 from two (2) areas.

Ms. Alberti and Mr. Steel noted that it seems to be a reasonable request based on the figures from the previous quarters.

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

Ms. Santoro moved to approve a transfer in the amount of \$11,000 from account 01-25-216-100-412 (PT Clerical – Police) to account 01-25-215-100-214 (Dispatch OT) and transfer \$18,865 from account 01-01-120-200-500 (Contingency) as follows: \$8, 525 to 01-25-215-100-213 (PT Dispatchers) and \$10,340 to 01-25-215-100-214 (Dispatch OT).

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**c. Transfers to NFD PT FF - \$8,220**

Ms. Johnson explained that Chief Dwire came forward with what is needed for the rest of the year and said that it is due to the Covid issue.

Mr. Steel asked if this would fall under the Covid related items for reimbursement.

Ms. Johnson said that this is payroll but all of the departments are tracking Covid related payroll expenses.

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

Ms. Cicchiello moved to approve a transfer in the amount of \$8,220 from account 01-01-120-200-500 (Contingency) to account 01-25-217-100-612 (PT FF NFD).

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**d. Appropriate \$85,307.44 PEGPETIA Grant CNRE (C. Ames & M. Mainz)**

Mr. Nickerson explained that the cable companies charge fees each month on the cable bills some of which are then given out as grants to the various Towns. Mr. Mainz is on the Advisory Board and both he and Ms. Ames applied for this grant. The grant was received and it will afford a line to be brought over to the new PS Building and for updated equipment to be put into the conference room at Town Hall for the meetings which should make things much better for them.

Ms. Cicchiello noted the recent lawsuits and asked if it would be easier to do transcripts from the meetings with this equipment.

Ms. Alberti asked Ms. Ames and Mr. Mainz regarding the ability to do transcripts.

Ms. Ames said that there are still questions that have to be answered about the legalities of this. This will put the framework in and other things will have to be ironed out.

**\*\*MOTION (6)**

Ms. Cicchiello moved to appropriate the Public Educational and Governmental Programming and Educational Technology Investment Account Program (PEGPETIA) Grant in the amount of \$85,307.44 in CNRE Fund 32 for which corresponding revenue and expenditure accounts will be established titled, 'PEGPETIA Grant'.

Ms. Santoro seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**e. Discuss Proposed 20/21 Budget Presentations**

Ms. Johnson explained the department schedule for the two sessions – Saturday morning and Monday evening for budget reviews.

Ms. Alberti asked that she include the email addresses for the people so that she could invite them to attend the zoom meeting during their time frame. She noted that she believes that it is a lot to cover in a short period of time.

Ms. Johnson said that the commissions do not have much so they should not be time consuming.

Mr. Nickerson said that he thought that he would send a text message to the department heads as they need to jump in to make sure that they are present as is necessary.

Ms. Alberti asked when they could get the suggested budget adjustment from the Board of Selectmen.

Mr. Nickerson said that they had made them as suggestions –

Ms. Alberti said that as they are suggestions that they need to make sure that they are working from the correct base number.

Mr. Nickerson said that he thought the suggestions were to aid and guide the Board of Finance to be able to get to an appropriate number.

**E. Old Business**

**a. Public Safety Building Update**

Ms. Santoro reported that bids were opened on Friday April 24, 2020 at 2 PM. They were tabulated by Silver-Petrucelli and are on the State bid website. They received nine (9) bidders. She said that the bids were all pretty consistent and that once the selected bidder gets the green light they would start the project right away. The Vision Committee will meet tomorrow at 6 PM by Zoom to determine the next steps and they expect to have a recommendation in the next two (2) weeks. They will discuss if they are going to add the elevator or sally port. After that it would go to the Board of Selectmen to decide and if any additional dollars are necessary it would have to be approved by the Board of Finance. There are different end/ completion dates depending on what is done. She said that she felt that they were in good shape.

Ms. Alberti asked what the difference is between the lowest and the highest bids.

Ms. Santoro said that \$3M+ is the lowest and that most of the bids fall in the low \$3M; and \$5M is the highest bid and it is by itself.

Ms. Alberti asked if the lowest bidders attended the walk-thru that was held in February.

Ms. Santoro said that she did not know as she did not see the list however Silver-Petrucelli has it.

Ms. Alberti said that she would be interested to know if they actually were at the site. Additionally she said that she had submitted a 'costs spreadsheet' to the Committee and asked who was tasked with it.

Ms. Santoro said that it has not been completed but will be worked on.

Mr. Nickerson noted that by Executive Order that there will be no Town Meetings or Referendums on this or any bonding, special purchases, etc until the Order is lifted. He added that he expects that this would come before the Board of Finance in a month.

Mr. Steel asked Ms. Santoro if the low bid included the cells making that item a 'subtract'.

Ms. Santoro said yes - \$700,000+ would be for the sally port/cell so it would be subtracted if not done. She also noted that the elevator was a bid 'add'.

Mr. Steel asked what the calendar time frame was.

Ms. Santoro said that it was 210 days to a high of 330 days – potentially the end of January 2021 to perhaps some months past that time.

Mr. Steel asked if the building could be occupied prior to the final completion date as the concern was to get the Police out of the building that they are in as soon as possible.

Ms. Santoro said that is a question for Chief Finkelstein due to the communication component.

Mr. Nickerson said that the communication component may very well be essential to them moving over.

Ms. Alberti recommended that they put on the action list as an open item regarding a penalty or bonus for meeting completion.

Ms. Santoro said that Silver-Petrucci weighs in on the bids and is familiar with some of the contractors and has worked with them before.

Ms. Alberti asked how much we have paid Silver-Petrucci.

Ms. Santoro said that Ms. Johnson would have that figure.

Ms. Johnson said that she would get that information for them.

#### **b. Action Item List**

Mr. Steel said that there is nothing hanging out there but he would add tonight's question to the list.

#### **F. Board Comments**

Ms. Alberti called for comments from the Board.

Mr. DeRosa said that he was looking forward to the budget process.

Ms. Santoro said that she was also looking forward to the budget process and getting it completed.

Ms. Alberti said that she is appreciative of all of our First Responders service during these hard times; our Town employees and the Board of Ed for their flexibility during this time. She noted that tomorrow evening at 5 PM the Board of Ed would be making their final budget recommendations and the Vision Committee would be meeting at 6 PM.

#### **G. Adjournment**

Ms. Alberti called for a motion to adjourn.

#### **\*\*MOTION (7)**

Ms. Cicchiello moved to adjourn this Special Meeting of the East Lyme Board of Finance at 8:38 PM.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary