

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS – FY 2020-2021
Saturday, MAY 9th, 2020
Via Zoom Meetings**

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

Also In Attendance: Mark Nickerson, First Selectman
Anna Johnson, Finance Director
Joe Bragaw, Public Works Director
Mike Finkelstein, EL Chief of Police
Mike Macek, Sgt. ELPD
John Dwire, Niantic Fire Chief
William Rix, Flanders Fire Chief
John Way, Fire Marshal

Absent: No One

A. Call Special Meeting to Order

Chairman Alberti called this Special Meeting of the East Lyme Board of Finance to order at 9:02 AM. She introduced the members and guests and explained that they are responsible for the passing of a \$70M+ budget without going to referendum so it is important for them to ask as many questions as possible to enable them to do this.

B. New Business

a. Proposed CIP – 2020-2021 – Anna Johnson, Finance Director

Ms. Johnson explained that this is a 10-year plan and asked that they go to the last page for the explanation of what the figures stand for – noting that the totals are in black and everything else is color-coded. (Copy attached) She reviewed the document noting items for the upcoming fiscal year.

Ms. Alberti noted that this is a long-range plan extending out over 10 years and what is listed in FY 20-21 are dollars that are in the budget. Also the LEARN dollars are rental income that the BOE used to get but LEARN has moved to another facility so they are no longer getting that income. She asked if they had any questions for Ms. Johnson.

Mr. Birmingham said that in the BOE under tab 4 from the old book to the new book that several items were deleted in the update – he asked where they went.

Ms. Johnson said that question is better addressed to the BOE as perhaps it is part of their reductions.

Mr. Birmingham asked if they should assume that they will show up in successive years.

Ms. Alberti suggested that he email Ms. Stevens for a definitive response.

Ms. Cicchiello asked if the FY 20/21 plan is set in stone now or will this be something that the Board of Finance sets.

Ms. Johnson said that it is the Board of Finance that approves the CIP Plan.

Mr. Nickerson added that all of the items will also come back for approval as they are up for purchase – they are approving the plan – not the purchase.

EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS – FY 2020-2021
Saturday, MAY 01, 2020
via Zoom Meeting

Members in Attendance:

Carlie Albert, Chairperson
Ann Cicchello, Vice-Chairperson
John Birmingham
Peter DeRose
Anne Santoro
Richard Steel

Also In Attendance:

Mark Nickerson, First Selection
Anna Johnson, Finance Director
Joe Bragan, Public Works Director
Mike Finkelstein, EL Chief of Police
Mike Macek, Sgt. EFD
John Davis, Natick Fire Chief
William Rix, Flanders Fire Chief
John Woy, Fire Marshal

No One

Absent:

A. Call Special Meeting to Order

Chairman Albert called this Special Meeting of the East Lyme Board of Finance to order at 9:03 AM. She introduced the members and guests and explained that they are responsible for the passing of a 20M+ budget without going to referendum so it is important for them to ask as many questions as possible to enable them to do this.

B. New Business

a. Proposed CIP – 2020-2021 – Anna Johnson, Finance Director

Ms. Johnson explained that this is a 10-year plan and asked that they go to the last page for the explanation of what the figures stand for – noting that the totals are in black and everything else is color-coded. (Copy attached) She reviewed the document noting items for the upcoming fiscal year.

Ms. Albert noted that this is a long-range plan extending out over 10 years and what is listed in FY 20-21 are dollars that are in the budget. Also the LEARN dollars are rental income that the BOE used to get but LEARN has moved to another facility so they are no longer getting that income. She asked if they had any questions for Ms. Johnson.

Mr. Birmingham said that in the BOE under tab 4 from the old book to the new book that several items were deleted in the update – he asked where they went.

Ms. Johnson said that question is better addressed to the BOE as perhaps it is part of their reductions. Mr. Birmingham asked if they should assume that they will show up in successive years. Ms. Albert suggested that he email Ms. Stevens for a definitive response.

Ms. Cicchello asked if the FY 2021 plan is set in stone now or will this be something that the Board of Finance sets.

Ms. Johnson said that it is the Board of Finance that approves the CIP Plan. Mr. Nickerson added that all of the items will also come back for approval as they are up for purchase – they are approving the plan – not the purchase.

Ms. Alberti concurred that they do come back for the approvals – but they do have the opportunity at this time to approve the numbers or change them if they would like to do so.

b. Budget Reviews – FY 2020 – 2021

♦ IT (109) – Joe Bragaw, Director of Public Works

Mr. Nickerson said that Mr. Bragaw would explain this as he oversees this department.

Mr. Bragaw said that the department budget is the same however he has a PowerPoint presentation which explains the evolution of IT in East Lyme. (Copy attached) He said that we are falling behind with the emergency services and that this has been brought to light with having our own Police Department. Our current system with one IT person is just not working. We have a very decentralized system. An IT Steering Committee was formed to review all of this and this is a bridge budget to get them to what they need. There is much more work that has to be done. The Steering Committee had just begun when the Covid issue came about. He said that they had taken all of the IT items from the various budgets and placed it into the overall IT budget rather than to have it piecemeal. They also do not have around the clock coverage in the event that something goes down – generally with the Police or Emergency Services system. They do have a contract with Star for around 400 hours of service for the entire Town plus the EL Ambulance Association has a contract for all IT needs of the Fire Departments, ambulances and dispatch – the combined contracts come to \$66,242.

Mr. Steel said that he understands the need and practice of consolidation and that it makes a lot of sense – he asked if the current contract with Star is \$33,000.

Mr. Bragaw said that it is for \$66,000 and that they are proposing to add another \$50,000.

Mr. Steel asked if they have already discussed this with Star.

Mr. Bragaw said that they have gone over the parameters with them.

Mr. Steel asked about the Ambulance Association –

Mr. Bragaw said that they would have to agree with it.

Dave Baer, Ambulance Association said that it is something that ultimately they have to agree to and that they do hope to move forward on it.

Mr. Steel asked if it is 24/7 for the Ambulance Association.

Mr. Baer said that it has worked out well with Star and that they have come outside of regular hours.

Mr. Birmingham asked Mr. Bragaw how he came up with the figure of \$50,000 as it could easily be less or more.

Mr. Bragaw said that is a good question – and that it was a guess based on history and considering that being centralized will make it easier to control.

Ms. Cicchiello asked how many devices they are talking about and if they have increased the items with the Covid issue.

Chief Finkelstein said that it is not just the devices it is also the infrastructure and bridging it as they are a 24/7 operation. For example, he said that Matt Roland is taken off-road for days when they have to get new cars outfitted and up and running and he will be retiring. If something goes out at 3 AM they have to call Star and we do not have that contract with them.

Ms. Alberti asked if they come in and if that is extra.

Chief Finkelstein said that yes they do come in but they also try to do it remotely or they will come and do a patch and then come in during the day and complete the fix.

Ms. Alberti asked if the Town Hall has the same needs.

Mr. Bragaw said yes but the IT Supervisor – Ms. Ames is located in Town Hall however she can't be in all places at the same time. Mr. Scheer also helps us out a lot with all of this and with Star it is all of them that have kept this going.

Ms. Alberti asked if the other Town IT budgets that he cited covered both the Town and the BOE or if they were separate.

Mr. Bragaw said that they are separate.

Ms. Johnson noted that in their budget books under dept. #109 that they have the information on the line items and what was in IT and what came from the other budgets as well as the narrative that states that the dollars were moved to IT.

Ms. Alberti said that she has looked at that and does not see where the dollars match.

Mr. Bragaw noted that there are some miscellaneous items under the Police Dept. that they need so that they can take care of emergencies and that is probably where the discrepancy is.

◆ **Town Engineer (105) – Joe Bragaw, Director of Public Works**

Mr. Bragaw explained that the only real increase in this budget was for wages. He noted that this department covers a lot of items. There were no questions.

◆ **Maintenance of Town Buildings (113) – Joe Bragaw, Director of Public Works**

Mr. Bragaw explained this budget noting that a lot of what is going on with Covid comes from this budget. He said that they reduced \$5000 from heating oil for the Town and said that this budget is actually lower than the current one. The figure for the custodians is lower as they previously had increased weekend coverage due to the Parks & Rec weekend activities at the Community Center. But – in this new budget they cut that out as Parks & Rec will pay for it from their budget on Saturdays and the Library picks up for the Sundays and those events. He also explained that the Fire Protection – hydrants goes up by 10% each year per agreement. He noted that there is nothing in here for the Public Safety Building as that is in Contingency.

Ms. Santoro asked for Fire Protection Services – hydrants what company provides that service.

Mr. Bragaw said that we do – it is the Water & Sewer Department who is responsible for maintaining them. The Water department is a separate entity (Co.) paid for by the ratepayers (who are also taxpayers) but not by all of the taxpayers as all do not receive those services.

Ms. Santoro asked about heating oil/propane and said that the price of oil has sunk due to the glut – is this a lock-in contract.

Mr. Bragaw said that there are three (3) elements here – heating oil, propane and natural gas. They locked in the propane at \$1.02. The schools run on natural gas except for one which is on oil. He recalled to them that he had come to them asking to buy their own propane tanks so that they could shop around for prices and bid out which has enabled them to get a good price. For the oil they have not locked in for next year as they do have a fuel oil supplier in Town – Gada's and they are working with the school on this to see if they will work together for a better price. Some contracts require you to use/buy all the oil even if you do not use it. So, for now they have not locked in. He said that he is comfortable with the \$80,000 in this line item.

Mr. Nickerson said to Ms. Santoro that the Board of Selectmen already reduced that line item by \$5000.

Ms. Santoro asked if with the prices being what they are – would he change his mind.

Mr. Bragaw said that he is comfortable with the \$5000 reduction but would not want to go any further at this point.

Ms. Santoro asked about the cell phones at \$19,500 and how much is service and how much is for the phones.

Mr. Bragaw said that he picks up the expense for all the phones except those for emergency services. The fee is spread across a few networks and most of the cell phones that they have are some three to four years old. They do not generally purchase brand new models.

Ms. Alberti noted that under utilities they have water and sewer fees and the Town is a customer. She said that they want to cap the increase at 2% and asked why some are showing a 15% increase.

Mr. Bragaw said that there is the rate and then the usage- the Community Center is around \$6000 on usage; Town Hall around \$500 and Field Services where they wash the trucks – around \$2000. He said that he is not sure why there is higher usage – it is just trending at \$13,000 this year.

Ms. Johnson said that \$7445 was paid by the end of April which is for the November billing. She explained that at the beginning of the year they encumber the total amount and they have paid the November bill. They should be paying the latest bill by the end of this month so it is at that time that they will know whether the amount budgeted is sufficient or if they will be over budget.

Ms. Alberti asked how they would pay it if it is over budget.

Mr. Bragaw said that they would look for an internal transfer to cover it as he does not come to the Board of Finance for extra dollars.

Ms. Alberti said she understood.

Mr. Bragaw said that there are bills and usage and that they pay some 10 to 11 bills. If any seem exceptionally high they do go out and look to see if there is a leak somewhere.

Ms. Cicchiello asked if he foresees any savings from the Covid-19 – say less use of the buildings.

Mr. Bragaw said that it is hard to tell as they do have some people in at various times.

Mr. Birmingham said that one would think that there is less usage with the Town and Schools out.

Mr. Bragaw said that the schools are not in this number. He said that the Town Hall could be down as well as the Community Center – they won't know yet.

◆ **Contingency (120) – Anna Johnson, Finance Director**

Ms. Johnson explained that they did not have to budget anything in the P/R as all of the collective bargaining units are under existing contracts. They have the regular contingency and they have put the Public Safety Building contingency in its own account to be able to cover when the building opens. The Board of Selectmen reduced this figure and believe that they can make the \$58,000 work based on when the Police can get into the building.

Ms. Santoro asked if the \$58,000 reduction is for custodial services only.

Ms. Johnson said that it includes custodial, supplies, heating and electric bills also.

Ms. Alberti asked if the custodial help is extra for the Public Safety building or if it is a wash as they have custodial help at the current PD.

Mr. Bragaw said that the budget was cut a few years ago so they are not servicing the PD on a full time basis except now for the Covid-19. So, to think that they would give a new building only three to four hours a week would be a disservice. As the building won't open now until next year – a good half of the year is out so the figure should be good.

◆ **Public Works Department (317) – Joe Bragaw, Director of Public Works**

Mr. Bragaw explained that this budget was reduced by \$33,914 as they won't hire a person to replace one who left until next year in March. Other reductions were done due to Covid so the \$55,914 reduction makes the budget less than the current year's budget.

He explained 'traffic calming measures' noting that these are traffic signs that track the speed in areas and that information is sent to staff who forward it to the Police so that they can put a car out there to slow it down. He would like to purchase two more of these units as they are around \$3000 each and a great help. Neither he nor Bill Scheer is in favor of speed bumps as they are a nightmare for the plows.

The other area is the Tree Warden – he explained that Mr. Jezierski Sr. (WJ tree Service) passed and he was a licensed arborist and the tree warden for the Town as well as the tree contractor for the Town. With his passing, they were in need of a new Tree Warden – he said that as he is a licensed arborist that he offered to cover the position and they can go out to bid for a tree contractor in the new fiscal year. As the Town has many old and compromised trees, they need to have an active tree warden.

Mr. Nickerson explained that Mr. Bragaw has taken this on and that he will get a \$6000 stipend for the work but the tree work will be bid out so that they can get the best possible price. Mr. Bragaw will do this work on the weekends – there is a lot to it and it is something that needs to be done.

Mr. Bragaw continued that they have cell phones in the trash trucks as they receive complaints about trash not being picked up. When that happens and there are issues with the trash the driver stops and takes a picture with the phone and sends it along to the office so that when the customer complains they can be shown the picture of the trash being placed out incorrectly or with unacceptable items.

Ms. Cicchiello asked Mr. Bragaw if once he marked trees that were to be cut if he would send the work out to bid.

Mr. Bragaw said that Bill Jezierski's son Bill is an officer in the Police department and will continue for now as the tree service but then they will put it out to bid.

Mr. Birmingham said that the salt shed is full now and that line item was reduced by \$5000. He asked if there was savings in that account.

Mr. Bragaw said that they may turn back in around \$90,000 this year due to the lighter winter – however, they based the new budget on a regular winter and will need it.

Mr. Birmingham said that the traffic calming measures was reduced from \$20,000 to \$5000.

Mr. Bragaw said yes.

Mr. Birmingham said that his only issue is that there is much less traffic.

Mr. Bragaw said that is this year but the budget is for next year and the traffic will be there.

Mr. Nickerson said that he also wanted to try speed bumps in the beach communities but this is NOT the year for it.

Ms. Alberti noted the Board of Selectmen proposed reductions for this budget and asked Mr. Bragaw if he is in agreement with them.

Mr. Bragaw said yes, they were discussed with him.

(Note: 10:55 AM – a ten minute break was taken here)

◆ **Emergency Management (214) – Mike Finkelstein, Chief of Police**

Chief Finkelstein explained this budget.

There were no questions.

◆ **Public Safety - Dispatch (215) – Mike Finkelstein, Chief of Police**

Chief Finkelstein explained that this is very heavily personnel oriented and that the shifts need to be covered and not a lot of work can be done by just one person on a shift. Ideally they try to fill in with PT's but this is not always the best way to do this. This year they had two dispatchers on medical which caused the unavoidable overtime situation. The contractual raise is the only increase in the budget.

Ms. Alberti said that she sees where they reallocated dollars to the overtime budget – so far \$60,000 and they paid for it by taking \$30,000 from PT dispatchers to cover that overtime so they will run short in the PT dispatcher line item.

Chief Finkelstein said no, as they are not paid at the same rates so they should be okay for the rest of the year in the PT dispatcher line.

Ms. Alberti asked if they could do a flat budget or shave some from next years.

Chief Finkelstein said no as if he has a FT out he would have to go to another FT for overtime first before going to a PT. If he has a PT out then he goes to a PT first.

Ms. Johnson recalled that in this year's budget they were transferring from the PT account to the overtime account before having to go to Contingency.

◆ **Public Safety - Police (216) – Mike Finkelstein, Chief of Police**

Chief Finkelstein offered up two items to them – the Gator for downtown is up for replacement however the Fire Marshal has a Kubota that they are not really using so they will take that for the downtown and they can take out the \$11,000 for the Gator. Also, they can put the \$25,000 to the new Public Safety networking system as it is for the fingerprinting etc.

Ms. Alberti asked for clarification on staff – 1 Police Chief and 23 FT's including the new hire and 1 PT?

Chief Finkelstein said that the new request was for two (2) new police officers but the Board of Selectmen is reducing that by one.

Ms. Santoro said that they are going from two to one new officer and asked if the officer has a specific function.

Chief Finkelstein said that the officer is multi-faceted and works with many issues. That being said, the two (2) biggest complaints they receive here are traffic and narcotics. They are at 1.2 officers per population level and the Dept of Justice puts our level at 1.8 officers. He said that they have difficulty with evenings during the summer as they are very busy shifts where they have to put extras on and they also have to pay extra. They are looking at 17,000 calls for service per year. He said that he thinks that a good solution would be for the new officer to be multi-faceted but to focus them on traffic so if there is a traffic issue they would go and be allocated to that function.

Mr. Birmingham asked about line #313 – uniforms - \$36,700.

Chief Finkelstein said that it would be \$1200 less for the one less officer.

Ms. Alberti asked if the \$15,000 cell rental was in or out.

Mr. Nickerson said that was left in as they are into spring for the new Public Safety building and Waterford had to set their budget also so we have left it in.

Mr. DeRosa asked if Covid would represent a savings for downtown coverage or is it more a moving target.

Chief Finkelstein said that he really does not think that they will see a savings.

Mr. Steel asked about Canine Maintenance and if the \$3500 should be less.

Chief Finkelstein said perhaps but his concern is that at the time that they get back to two (2) canines that would have to go back into the budget. The training has been put on hold due to the Covid issue.

Ms. Cicchiello asked what the PT officer that they have does.

Chief Finkelstein said that he and Sgt. Macek focus on specific situations and where he is needed. He also goes to aid in other calls as a back-up which is a very valuable tool.

Ms. Cicchiello asked if that officer could fill in for illness.

Chief Finkelstein said that would be a very last resort and that it seldom happens.

Mr. Birmingham asked who is responsible for keeping track of the hours worked and are the sign out hours reviewed.

Chief Finkelstein said that there is a shift supervisor and roll call is taken and time cards filled out. The supervisor is responsible.

Mr. Steel asked about the 17,000 calls this past year and how much of an increase that was.

Chief Finkelstein said that the number has been consistent over the years that he has been there.

Mr. Steel asked if there has been an increase in violent crimes.

Chief Finkelstein said that this year there has been a 38% increase in crimes against persons. Crimes against persons also greatly increase the officer's follow-up time and paperwork.

Ms. Alberti asked if there is one female officer on the force and if they are assigned to these cases.

Chief Finkelstein said that they have five (5) female officers and one is assigned to domestic violence in-depth situations through to follow-up.

Ms. Cicchiello asked if another PT officer would be helpful with traffic.

Chief Finkelstein said that trying to find a PT officer is difficult as the training required for the PT person is the same as that for a FT officer but without the hours for work so a FT officer is the better solution.

Ms. Alberti noted the foot patrol and parade duty and the events that are or may be cancelled – would those savings be going to beach enforcement.

Chief Finkelstein said that there really is not a lot of savings with Memorial Day being \$3000 and CEL is reimbursed by Parks & Rec. He added that they had two (2) officers out there this past weekend working FT.

Mr. Nickerson noted that Rocky Neck is limited to 50% capacity so they will be looking to come elsewhere and we will have increased expenses as even during regular years people park on lawns and block driveways etc. to get to the beach.

Ms. Alberti said that these expenses are clearly related to the Covid issue and asked if these expenses could be charged back to Hartford for reimbursement.

Chief Finkelstein said that they have to be careful with that – this past weekend was extra and could be recaptured but they have to be careful as it would have to be more than they would normally spend or do.

Ms. Cicchiello asked where the Computer Aided Dispatch and Records Mgmt System at \$180,000 would go.

Chief Finkelstein said that their old system is not used anywhere anymore so this is a necessity. It would be housed in the new PS building but would branch out to all areas. This item would have to go out to bid.

♦ **Public Safety – Animal Control (226) – Mike Finkelstein, Chief of Police**

Chief Finkelstein explained that this represents a nominal increase for contractual salary. It is shared with Waterford and is a bare bones budget.

Ms. Alberti asked where the Waterford payments are recorded.

Ms. Johnson provided the account number and said that \$55,000 is shown as dog revenue. She explained that if there are any overtime allocations that she bills Waterford for one-half at the end of the year.

Ms. Alberti thanked Chief Finkelstein and Sgt. Macek.

♦ **Niantic Fire Department (217) – John Dwire, Niantic Fire Chief**

Mr. Nickerson explained that Niantic Fire has more buildings so this accounts for the difference in the budgets.

Chief Dwire said that there is a reduction in the turnout gear from four units to two units and that he is working with the Board of Selectmen on this reduction. They need to have this in the event that gear is ripped and needs to be replaced. He said that the radio upgrade system is necessary for communication and to alleviate dropped calls. The thermal imaging camera is very old and in need of replacement also.

Mr. Nickerson noted that the turnout gear this year is only a deferral and that next year they will be looking for six (6) units instead of the four (4).

Ms. Alberti asked if the radio upgrade if for actual equipment, a maintenance contract – what?

Chief Dwire said that it is for programming, installation, radio maintenance for two (2) years right down to radio holders, etc. It encompasses all of this.

Ms. Alberti thanked him and said that she wanted anyone listening to understand what this encompassed.

Chief Dwire reviewed his budget and said that the increases were for coverage. He noted that they were relying solely on volunteers and feels that it is time to start staffing the firehouse FT as they need true 24/7 coverage. No volunteers have come in during the last three (3) months which is why they are seeing an increase in the PT staff. He also noted that they run out of three buildings rather than two – they have two on Grand Street and the West Main Street firehouse. All of the costs have risen as they have had to install safety equipment to mitigate the vehicle fumes in the buildings on start up of the vehicles. He said that the EL Ambulance Association has agreed to pay for the fuel for the Fire Departments.

Ms. Alberti asked what the non-town events are.

Chief Dwire said that they typically cover the Jet Ski races off the beach, Rocky Neck park coverage, Marathons coming into the Town and there are overages for shift for events in town where more people may be needed. Also, the Niantic River Bridge work – they will need extra people to be there in case of emergency. They should be reimbursed by the State for this however it will be an overtime situation.

Ms. Alberti asked Mr. Nickerson about reimbursement and where to.

Mr. Nickerson said that it is reimbursable as the work requires that certain certified technicians are available on site as the work is being done.

Ms. Johnson said that they typically bill for this and that it is reimbursed to the payroll account.

Ms. Cicchiello asked if they need the three buildings or if they could consolidate.

Chief Dwire said that they have found that things have increased over the years so they actually took back the Morris building to store their items. They really need the room to expand as the demand grows.

◆ **Flanders Fire Department (218) – William Rix, Flanders Fire Chief**

Chief Rix said that in the CIP there is a new fire truck listed at \$800,000 – he said that they could reduce that figure to \$700,000. They would be replacing a 26 year old fire engine that is out of service now as it needs \$26,000 in repairs to get it up and running. The cost for the repairs outweighs its sale value of around \$8,000.

Ms. Alberti asked if Flanders is less staffed than Niantic.

Chief Rix said that there is one less FT person.

Ms. Alberti said that the upgrade is \$5000 more on the radio system.

Chief Rix said that this would just get them a fix – not new everything which is what they need now.

Ms. Alberti asked what part of the total project this is.

Chief Rix said that if they replaced everything that it would be well over \$300,000. This gets us to where we should be and buys us at least five (5) years time. He continued that under operations the increases are contractual. Volunteers are just not happening but they still do have an obligation to staff. He noted that the staffing of the overnight hours has created a great time savings.

Ms. Santoro commented that the tour of the facility that he had given them makes things much clearer to understand. She thanked him for the tour.

◆ **Public Safety – Fire Marshal (224) – John Way, Fire Marshal**

Mr. Nickerson introduced John Way – their newest department head. He said that he has already started to revamp the department to where it needs to go.

Mr. Way noted that on the operational side that he is the only FT person. He cited the various types of inspections that he does and how they relate to various buildings etc.

There were no questions.

◆ **Selectmen (101) – Mark Nickerson**

Mr. Nickerson said that he had reduced his salary to an even \$100,000; ad hoc by \$1000; and postage by \$6000 as they will fill it prior to June 30 so there will be savings.

Ms. Alberti said that the reductions are \$13,065 so this is pretty much a flat budget.

Mr. DeRosa noted for the record that this is not the first time that he has reduced his First Selectman budget line item.
Mr. Nickerson said not to belabor it but thanked him for pointing it out. He said that it is an honor to serve and that it is difficult for him to sit in front of career dept heads asking for reductions and not act himself.

◆ **Probate (111) – presented by Anna Johnson**

Ms. Johnson explained that this covers four Towns and that it is for one fee that covers 11 items. There is a breakout based on the Town – our Town is \$16,177 and this is set up as a separate account.
Ms. Alberti asked what the percentages for payment are based on.
Mr. Nickerson said that it is based on the State population figures.

Ms. Alberti asked how much is in the Special Revenue Fund.
Ms. Johnson said that she has it set up so that the one fund owes the other. It has \$23,000 and when they did the HVAC upgrade they used that source of funds for that building.
Ms. Alberti asked if the heating bill is less – what is left would roll into that fund.
Ms. Johnson said yes.
Ms. Alberti said that if they reduced it a bit they could provide some relief to all the other Towns also.
Ms. Johnson said that she would review it to see what they could do.

◆ **Services to Community (115) – presented by Mark Nickerson & Anna Johnson**

Mr. Nickerson noted the reductions that had been made – Vets – no parade – from \$3200 to 0; Main Street from \$2000 to 0 and Paul Dagle foundation from \$1000 to 0. He said that while these reductions have been made this year that they do not want to be forgotten next year.

Ms. Alberti said that she has some concerns with the reductions and hopes that anyone out there listening, that if they can that they consider making donations to these organizations.
Mr. Nickerson said that those that are reduced willingly gave up the funds noting that they do not want to be forgotten next year.

C. Board Comments

Ms. Alberti called for Board Comments.
Ms. Santoro said that they had a good session and made it through a lot of information. She asked if they would also add Revenues to Monday night as it is an important item.
Ms. Alberti said that they have a Wednesday night Regular Meeting and deliberations will begin then and they will review the revenues that evening.
Ms. Santoro asked if there are any sneak previews.
Ms. Johnson said that she has two revenue accounts that have reductions - Interest should be reduced due to the current situation and in the Building department they were going to increase the fees but this is not the time for that so there is a potential decrease of \$20,000 there. The total for the two is around \$50,000.

Ms. Alberti said that she feels that they have the ability to make changes to the revenue numbers unless the budget passes at referendum. She asked Mr. Nickerson if he knew.
Mr. Nickerson said that he was not sure however there is no referendum.

Ms. Cicchiello thanked everyone who came today to provide them with information.

D. Adjournment

****MOTION (1)**

Mr. Steel moved to adjourn this Special Meeting of the East Lyme Board of Finance at 1:12 PM.
Ms. Santoro seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

Town of East Lyme
 Long Range Capital Plan
 Department Requests
 May 1, 2020 Proposed CIP

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DEPT. #	Proposed Funding Source	Justification Rating	2020/21 PLAN	2021/22 PLAN	2022/23 PLAN	2023/24 PLAN	2024/25 PLAN	2025/26 PLAN	2026/27 PLAN	2027/28 PLAN	2028/29 PLAN	2029/30 PLAN	TOTAL REQUEST		
102	ASSESSOR Revaluation (Full physical revaluation est cost \$427,000) est commencement date 7/2020. Statistical 2025/26	CNRE	2	130,000	30,500	30,500	30,500	30,500	30,500				\$282,500		
				\$130,000	\$30,500	\$30,500	\$30,500	\$30,500	\$30,500	\$0	\$0		\$282,500		
103	TAX COLLECTOR Folding/Mailing Machine (Coordinate w/W&S)	GF	5		\$13,051	\$13,051	\$13,051	\$13,051					\$52,204		
				\$0	\$13,051	\$13,051	\$13,051	\$13,051	\$0	\$0	\$0		\$52,204		
105	ENGINEERING CNRE (CAD Software & Survey Equipment) GF to CNRE	CNRE	3	10,000	0	5,000	0	5,000	0	5,000	0		\$25,000		
				\$10,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$25,000	
109	INFORMATION TECHNOLOGY <u>Computer Equipment</u> Town-wide department replacement of computers Town-wide replacement of servers Total	GF	3	15,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	\$105,000		
				CNRE	3	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	\$50,000	
				\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$155,000	
110	REGISTRARS Laptop Computers for Electronic Voting Check-in	GF	2		\$8,000								\$8,000		
				\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	
113	BUILDING MAINTENANCE Town Hall HVAC Equipment Town Hall Renovations - Drop Ceiling Replacement Town Wide Garage Door Repairs/Replacement Townwide Parking Lot Repairs/Resealing Paint Brookside Farm House Old Highway Garage Generator Town Wide Carpet Replacement HVAC Pump Replacement - Town-wide Various Town-wide Roof Replacement Total	LoCIP	3	85,000									\$85,000		
		LoCIP	5	25,000										\$25,000	
		LoCIP	3		15,000									\$15,000	
		LoCIP	3		33,000									\$33,000	
		LoCIP	3	25,000										\$25,000	
		LoCIP	3		30,000									\$30,000	
		LoCIP	3		30,000									\$30,000	
		CNRE	5	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	\$150,000	
		CNRE	5	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	\$100,000	
				\$160,000	\$133,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$493,000
117	PLANNING GIS Upgrade				55,200								\$55,200		
				\$0	\$55,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,200	
139	HISTORIC PROPERTIES COMMISSION														

Attachment BOT 5/9/22 mtg. CIP

Town of East Lyme
 Long Range Capital Plan
 Department Requests
 May 1, 2020 Proposed CIP

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	Capital Project Matching Grant Subsidy	CNRE	\$10,000										\$10,000
			\$10,000										\$10,000
216	<u>POLICE DEPARTMENT</u>												
	Police Station				6,000,000								6,000,000
	Computer Aided Dispatch & Records Management System	CNRE	180,000										180,000
	East Lyme/Waterford Boat (Engine Replacement)	CNRE	8,500	8,500									17,000
	East Lyme Police Department Motor Replacement	CNRE	11,721										11,721
	AFIS Prisoner Processing Maching	CNRE	25,000										25,000
	Police K9			10,000									10,000
	Gator Replacement	CNRE	11,000										11,000
	Acquisition Plan (Full Value) Will be funded CNRE	GF	130,000	81,000	83,000	83,000	84,000	87,000	88,000	90,000			726,000
			\$366,221	\$99,500	\$6,083,000	\$83,000	\$84,000	\$87,000	\$88,000	\$90,000			\$6,980,721
217	<u>NIANTIC FIRE DEPARTMENT</u>												
	Fire Chief Vehicle	GF											0
	Radio Upgrade all existing Mobile & Portable to Multi Band	CNRE	103,112								256,000		103,112
	32 - 45 min. SCBA Air Packs												256,000
	Chiefs Vehicle							45,000					45,000
	Vehicle Extrication Equipment Replacement						20,000						20,000
	Thermal Imaging Camera		11,000	11,000	11,000								33,000
	Gator for NFD Station 2			15,000									15,000
	Assorted fire hose/appliance replacement			10,000	10,000	10,000	10,000	10,000					50,000
	Five (5) SCBA 45 Minute Cylinders (\$1,320 each)	GF		7,920	7,920	7,920	7,920	7,920	7,920	7,920	7,920		63,360
	1992 Engine 1 (27 years old)	Bond				700,000						1,500,000	2,200,000
	Turn-out Gear 4 @ \$3,224 each	GF	12,896	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000		140,896
	New Station								5,000,000				5,000,000
			\$127,008	\$59,920	\$44,920	\$733,920	\$53,920	\$78,920	\$5,023,920	\$23,920	\$279,920	\$1,500,000	\$7,926,368
218	<u>FLANDERS FIRE DEPARTMENT</u>												
	Replacement 50 year old building	Bond						3,000,000					3,000,000
	1993 -3D Fire Engine (Engine/Tanker) 26 yrs old NFPA 20	Bond	800,000										800,000
	Radio Upgrade all existing Mobile & Portable to Multi Band	CNRE	108,094										
	Five (5) SCBA 45 Minute Cylinders (\$1,320 each)	GF	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600		59,400
	Two (2) SCBA Packs	GF					13,000	13,000	13,000	13,000	13,000		65,000
	Thermal Imaging Camera	GF						8,000			8,000		16,000
	Chiefs Vehicle 2005 Chev Tahoe (acquisition)	Acq											0
	Gear 4-full sets Structural Fire Fighting PPE @ \$3,224 each	GF	12,896	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000		140,896
	Two-way radio/battery replacement (only if upgrade denied)	GF	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		40,000
	Assorted fire hose/appliance replacement	GF	6,000	6,000	6,000	6,000		6,000					30,000

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 Department Requests
 May 1, 2020 Proposed CIP

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			\$933,590	\$33,600	\$33,600	\$33,600	\$40,600	\$3,046,600	\$48,600	\$40,600	\$48,600		\$4,259,390
224	EMERGENCY MANAGEMENT												
	Radio System - New Antenna & Simulcast all System Anter (2) Scott Air Paks with spare bottle (\$18,080 acquisition)	GF	11,173										11,173
		GF	3,022	3,022	3,022	1,259							10,325
								54,050					54,050
	Vehicle Acquisition	GF											0
			\$14,195	\$3,022	\$3,022	\$1,259	\$0	\$54,050	\$0	\$0			\$75,548
317	PUBLIC WORKS												
	Vehicles/Equipment per plan (full value)	Acq	365,000	382,500	317,000	340,000	350,000	490,000	160,000	365,000	250,000		3,019,500
	MSW Recycling Carts	GF		15,000				15,000					30,000
	Snow Plows	GF			8,500		9,000			8,000			25,500
	Niantic River Boardwalk	LoCIP		50,000									50,000
	Townwide Sidewalk Repairs	CNRE	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
	Sidewalk Construction (Gorton Pond along Route 161)	Bond			1,000,000								1,000,000
	Improve road infrastructure existing Town roads	Bond	950,000	750,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,500,000
	Maintenance of Town owned Dams (LoCIP)	LoCIP	15,000	0	0	10,000		10,000		10,000			45,000
	Town Owned Bridge/Culvert Repairs	LoCIP	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
			\$1,350,000	\$1,217,500	\$1,945,500	\$970,000	\$979,000	\$1,135,000	\$780,000	\$1,003,000	\$870,000	\$620,000	\$10,870,000
418	Commission on Aging												
	Vehicle Replacement Acquisition Program (full value)	Acq				120,000							120,000
	ELCC Expansion												0
			\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0			\$120,000
420	LIBRARY												
	Library Expansion Project					85,000							85,000
			\$0	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0			\$85,000
421	PARKS & RECREATION												
	Athletic Field Development/ Roxbury Road Park/Turf Field	Bond				8,510,000							8,510,000
	Peretz Park (L) Re-lamp Lighting, Expand Maint Fac, Syn Turf	Bond			1,150,000								1,150,000
	Picnic Pavilion McCook Addition	Bond						75,000					75,000
	Pickup Truck (2010) (2018)	Acq				50,000			65,000				115,000
	Pick-up Truck w/lift gate-snow plow package	Acq		60,000									60,000
	Mason Style Dump Truck (2010) (2011)	Acq			60,000	60,000							120,000
	Infield Pro Grooming Machine	Acq									25,000		25,000
	Multi-Pro Sprayer	Acq			25,000								25,000

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	John Deere Tractor (1972) (acquisition)	Acq				40,000							40,000
	Toro 4000D Mower (2003) (acquisition)	Acq					65,000						65,000
	Small Area Field Mower (2008) (acquisition)	Acq							35,000				35,000
	Surf Rake (2008) (2013 600HD)	Acq								40,000		60,000	100,000
	Utility Style Gator (2007)	CNRE	15,000										15,000
	Directors Vehicle (2006)	CNRE	25,000										25,000
	Playscape - McCooks PH III			30,000									30,000
	Dog Park - Town			50,000									50,000
	Dog Park - Donations	Donations											0
			\$40,000	\$140,000	\$1,235,000	\$8,660,000	\$65,000	\$75,000	\$100,000	\$40,000	\$25,000	\$60,000	\$10,440,000
	Town-wide Projects												
	CNRE Town Projects	CNRE	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000			700,000
	Dredging - Transient Mooring - Niantic River	Bond					600,000						600,000
			\$0	\$100,000	\$100,000	\$100,000	\$700,000	\$100,000	\$100,000	\$100,000	\$0		\$1,300,000
	TOTAL, TOWN GOVERNMENT REQUESTS		\$3,161,014	\$1,908,293	\$9,533,593	\$10,870,330	\$2,011,071	\$4,647,070	\$6,185,520	\$1,337,520	\$1,263,520	\$2,220,000	\$43,127,931
999	EDUCATION												
	BoE CIP/Bond (Separate Schedule)	CIP/Bond	1,468,700	949,688	323,000	295,000	320,000	85,000	260,000	85,000			3,786,388
	2018-2019 Technology Plan	GF	44,000	44,000	44,000	44,000							176,000
	Elementary School Proposed Construction (initial building)		10,000,000	10,250,000	10,050,000								30,300,000
	TOTAL, BOARD OF EDUCATION REQUESTS		\$11,512,700	\$11,243,688	\$10,417,000	\$339,000	\$320,000	\$85,000	\$260,000	\$85,000	\$0	\$0	\$34,262,388
	TOTAL TOWN & EDUCATION REQUESTS		\$14,673,714	\$13,151,981	\$19,950,593	\$11,209,330	\$2,331,071	\$4,732,070	\$6,445,520	\$1,422,520	\$1,263,520	\$2,220,000	\$75,180,319

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FUNDING SOURCES:													
	Town		\$78,587	\$287,793	\$113,093	\$296,830	\$126,571	\$150,520	\$82,520	\$82,520	\$338,520	\$10,000	1,556,954
	BOE		\$1,512,700	\$993,688	\$367,000	\$339,000	\$320,000	\$85,000	\$260,000	\$85,000	\$0	\$0	3,962,388
	Grants		0	0	0	0	0	0	0	0	0	0	0
	Bonds & Notes		11,750,000	11,000,000	18,800,000	9,810,000	1,200,000	3,675,000	5,600,000	600,000	600,000	2,100,000	63,035,000
	Capital & Nonrecurring Fund		198,500	179,000	175,500	170,500	175,500	170,500	145,000	140,000	40,000	40,000	1,394,500
	Capital & Nonrecurring Fund (LoCIP)		160,000	168,000	10,000	20,000	10,000	20,000	10,000	20,000	10,000	10,000	428,000
	CNRE Resources		478,927										478,927
	Other Funds		495,000	523,500	485,000	573,000	499,000	631,050	348,000	495,000	275,000	60,000	4,324,550
	TOTAL FUNDING REQUIRED		\$14,673,714	\$13,151,981	\$19,950,593	\$11,209,330	\$2,331,071	\$4,732,070	\$6,445,520	\$1,422,520	\$1,263,520	\$2,220,000	\$75,180,319

Note:

PWD Vehicles	
Dump Truck EL11	\$90,000
Sweeper EL22	\$275,000
TOTAL	\$365,000

Town of East Lyme
IT Dept 109

*Discussion on Issues and Funding Request
for FY 20-21 Budget*

Topics of Discussion

- Evolution of IT in Town of East Lyme (Bill Scheer)
- Why is this being brought up now?
- How are we going to come up with a solution?
- What is in our FY 20-21 - Dept 109 Budget
- Star Computer Involvement
- Comparison to budgets of comparable SECT towns
- What is our plan; short term and long term
- Closing Thoughts
- Questions

Evolution of IT in the Town of East Lyme

- In 2002, Wayne Fraser made Bill Scheer the “IT person” along with his other duties as the Town Engineer
- In 2004, Carmen Ames stepped up as a mid level IT technician
- At that time – Town Hall, Senior Center and 4 police computers
- To this day, we still only have one IT professional (Carmen Ames) in the IT Dept – most other towns have at least two
- *A LOT HAS CHANGED WITH OUR IT NEEDS SINCE THEN*

Evolution of IT in the Town of East Lyme

- Nowadays, much larger police force with 20 plus computers in the Police Department
- Cameras and mobile data terminals “laptops” (MDT’s) in all the patrol cars
- New dispatch software
- Cyber Security ramped up for PD
- PSDN public safety fiber network connecting all of this
- The Fire Departments have their own complex IT infrastructure and needs
- The Police Chief and/or the Fire Chiefs can elaborate on other complexities of their infrastructure

Evolution of IT in the Town of East Lyme

- The General Government side (not including Emergency services) has grown but to a much lesser extent
 - Nutmeg fiber in most buildings – VPN's
 - Networked copiers
 - Online payments by credit card
 - Every Department seems to have its own mission critical software package that is essential to their operations
 - Remote access capabilities, security issues, etc.
 - Numerous required software updates and patches
 - The list goes on and on

Evolution of IT in the Town of East Lyme

What's Recently Changed on the Emergency Services

- We changed to an independent force coming up on 3 years now (although that hasn't really changed the needs, we now have a Police Chief letting us know their issues)
- Loss of Institutional Knowledge (FM Office)
- One of PD Officers who coordinated MDT's and cameras in the patrol cars is about to retire
- The emergency services has already strained limited Town IT resources and we are at a breaking point.

Why is this being brought up now & what are the main problems?

- During recent CIP meetings with all key staff, emergency services brought to our attention that they weren't getting 24/7/365 IT Support
- Our current IT support is not sufficient for our needs today
- All Town entities; General Govt, Police, Fire, Dispatch and the Fire Marshal are not really under one IT umbrella
- No one person is directing the IT effort @ 10,000 ft level
- In today's world, we need a stronger IT presence or else something bad could easily happen
- Made us take a step back and assess the issue

What are some worst-case scenarios if we do nothing?

- We could be very susceptible to cyber attacks such as ransomware, website hacking, fraud, etc., etc.
- Our 911 system could completely shut down
- Emergency services communication system could crash
- Loss of vital evidence from Police and Town cameras
- All of these scenarios are real, so we have to do something or else something bad could very well happen

How are we going to come up with a solution?

- This problem has been building for a while now and is only getting worse
- We decided to create an IT Steering Comm to come up with a well thought out solution – can't rush
- This has been long overdue but is a step in the right direction
- Initial Members of Committee
(First Selectman, Finance Director, PW Dir, Dep PW Dir, IT Supervisor, Police Chief, Both Fire Chiefs and the President of the EL Ambulance Assoc)

IT Steering Committee

- We had our first meeting on Feb 7th and have had one meeting since
- Only really discussed our issues and short-term solutions
- We began mapping out our infrastructure-it is pretty complicated
- Need to get BOE involved to see if we have synergies for a common solution
- Participation of BOS & BOF in process
- The COVID19 pandemic has slowed our process – haven't met since
- We agreed we need a bridge to the long-term solution
- Our FY 20-21 proposal is that bridge

Proposed FY 20-21 IT Budget – Dept 109

Prop Budget	\$ 246,577
Current Budget	\$ 132,240
Increase	\$ 114,337

GENERAL FUND BUDGET FY 2020/2021

	2019 Actual Expense	2020 Adopted Budget	2020 Amended Budget	2021 Dept Head Requested	B		
109 - Information Technology							
100 Personnel Services							
211 IT/Database Supervisor	63,506	64,960	64,960	66,422	66,422	2.25%	
316 Longevity	700	800	800	800	800	0.00%	
Personnel Services Total	64,206	65,760	65,760	67,222	67,222	0	2.22%
200 Services-Contracted/Operating							
214 Copier Maintenance	12,326	14,000	14,000	14,000	14,000	0.00%	
215 Maint Office Equipment	35,506	49,980	49,980	0	0	-100.00%	
Licensing/Hosting/Support - Town	0	0	0	20,230	20,230	100.00%	
Technical Assistance - Town	0	0	0	22,750	22,750	100.00%	
Other IT Services - Town	0	0	0	5,800	5,800	100.00%	
GIS Annual Licensing/Hosting	0	0	0	7,300	7,300	100.00%	
GIS -New & Continued Development	0	0	0	2,500	2,500	100.00%	
Police/EMD/FMO IT Support	0	0	0	104,275	104,275	100.00%	
Services-Contracted Total	47,832	63,980	63,980	176,855	176,855	0	176.42%
300 Operating Expenses							
320 Miscellaneous Supplies - Town	4,103	2,500	2,500	2,500	2,500	0.00%	
Operating Expenses Total	4,103	2,500	2,500	2,500	2,500	0	0.00%
Information Technology Total	116,141	132,240	132,240	246,577	246,577	0	86.46%

TOWN OF EAST LYME

Projected IT Expenditures (FY 20-21)



Current Line Item # 215 - Maintenance Office Equip

ITEM	VENDOR	DESCRIPTION	Prop Budget FY 20-21	Comments
Website	GoDaddy	website/DNS host	\$ 1,000.00	
IT Support	Star	network, email, other support	\$ 22,750.00	contract \$32.75k
	Star	Sonic wall security- ELTH/ELCC/FSB	\$ 2,280.00	
	Star	anti-virus - domain protection	\$ 2,400.00	
	Star	Mxcop spam filter 1 yr license - PD/TH	\$ 2,400.00	
Equipment	Star	Anything needed not covered under contract	\$ 2,000.00	
Mail Machine	Pitney Bowes	machine hardware maint	\$ 2,800.00	
IT training	stormwind	Carmen & the workforce	\$ 1,000.00	
	ASNA	Tax collector software	\$ 200.00	
		SSL cert for email & terminal server	\$ 200.00	
		PD - Email	\$ 1,200.00	
	Crown Castle	dark fiber service	\$ 600.00	
	microsoft	annual hosting cost - ms exch. & office	\$ 9,150.00	
Misc			\$ 2,000.00	
TOTAL			\$ 49,980.00	

Proposed Line Items

LICENSING/HOSTING/SUPPORT - TOWN

ITEM	VENDOR	DESCRIPTION	Prop Budget FY 20-21	Comments
Website	GoDaddy	website/DNS host	\$ 1,000	was in line item 01-01-109-200-215
	Star	Sonic wall security- ELTH/ELCC/FSB	\$ 2,280	was in line item 01-01-109-200-215
	Star	anti-virus - domain protection	\$ 2,400	was in line item 01-01-109-200-215
	Star	Mxscop spam filter 1 yr license - PD/TH	\$ 2,400	was in line item 01-01-109-200-215
Mail Machine	Pitney Bowes	machine hardware maint	\$ 2,800	was in line item 01-01-109-200-215
	ASNA	Tax collector software	\$ 200	was in line item 01-01-109-200-215
		annual hosting cost - ms exch. & office -th/elcc	\$ 9,150	was in line item 01-01-109-200-215
TOTAL			\$ 20,230	

TECHNICAL ASSISTANCE - TOWN

IT Support - Town	Presently Star	Town Hall/ELCC/FSB	\$ 22,750	was in line item 01-01-109-200-215
town was paying \$22.75k, PD - \$10k, this works out to 280 hrs @\$81/hr				

OTHER IT SERVICES - TOWN

Equipment	Star	Anything needed not covered under contract	\$ 2,000	was in line item 01-01-109-200-215
IT training		Carmen & the workforce	\$ 1,000	was in line item 01-01-109-200-215
	BOA card	SSL cert for email & terminal server	\$ 200	was in line item 01-01-109-200-215
	Crown Castle	dark fiber service	\$ 600	was in line item 01-01-109-200-215
Misc		items that come up during the year	\$ 2,000	was in line item 01-01-109-200-215
TOTAL			\$ 5,800	

\$ 48,780 \$

1,200

GIS ANNUAL LICENSING/HOSTING

Software Maint	ESRI	2 desktop licenses & spatial analyst software ext	\$ 1,300	was in line item 01-01-117-200-215
Hosting	Tighe & Bond	Web hosting fee for enterprise GIS	\$ 3,500	was in line item 01-01-117-200-215
Software Maint	ESRI	Annual ArcGIS online software subscription	\$ 2,500	was in line item 01-01-117-200-215
TOTAL			\$ 7,300	from Planning Budget

GIS -New & Continued Development

		from Planning Director	\$ 2,500	was in line item 01-01-117-200-239
TOTAL			\$ 2,500	from Planning Budget

POLICE/EMD/FMO IT SUPPORT

ITEM	VENDOR	DESCRIPTION	Prop Budget FY 20-21	Comments
MDT's	crog	Mobile Data Terminals support contract	\$ 15,200	was in PD budget
IMC		support & licensing	\$ 12,789	was in PD budget
		PD - Email	\$ 1,200	was in line item 01-01-109-200-215
Patrol Cameras	Panasonic	In Car Camera support	\$ 4,000	was in PD budget
EM Budget		Computer software hardware expenses	\$ 2,000	has been in EMD/FMO budget - line 320
EM Budget		Misc hardware, wiring & backup equipment	\$ 1,500	has been in EMD/FMO budget - line 320
Nutmeg Network		for PD (\$1,200 in each location)	\$ 1,200	has been in PD budget
		for Dispatch (\$1,200 in each location)	\$ 1,200	has been in EMD/FMO budget - Dept 224
Sch. Software	Intime	support & licensing	\$ 3,180	was in PD budget
Policy Software	Power DMS	support & licensing	\$ 2,006	was in PD budget
IT Support - PD	Presently Star	Current portion paid by PD	\$ 10,000	was in PD budget
IT Support - PD	Presently Star	Additional Support needed for 24/7 PD Support	\$ 50,000	new funding request ✕
<i>Other than the 50,000 were taken from other budgets</i>			\$ 104,275	<i>new request</i>

Proposed FY 20-21

IT Budget – Dept 109

Discussion Points

- Even though IT budget is up \$114,337, really up only \$50,000
- Other amounts came from the planning, police and the fire marshal budgets as their budgets were reduced by the like amounts
- This is only a bridge until we come up with long term plan

Star Computer Involvement

- Since we currently only have 1 IT professional on Town Government staff, we use consultant support
- Star Computers is home based out of Niantic
- Owner lives in EL, went to ELHS, and has a talented staff of IT professionals
- They respond quickly & have served town well
- They also service Old Saybrook & Block Island
- We have had service contracts with Star now for over 5 year
- Therefore, they intimately know our infrastructure

Star Computer Contracts

- The Town has an annual contract with Star for \$32,750 of which \$22,750 is in this year's IT budget and \$10,000 was in the PD budget
- This corelates to 400 hrs @ \$81.88/hr
- We get billed per hr so if we have hrs left at the end of the FY, they get rolled into the next yr. If we use more, we would owe or have less hrs in next yr
- Their normal client rate is approx. \$170/hr
- This contract covers all Town IT needs (Town Hall, ELCC, FSB, Transfer Sta. & the PD building)

Star Computer Contracts

- Star also has a contract with the emergency services paid for by the EL Ambulance Assoc
- This contract is for \$33,492 but they charge them a fixed monthly charge of \$2,791
- This covers all IT needs of Fire Departments, ambulances and dispatch
- Total of 2 contracts is \$66,242
- If we add the \$50k to existing contracts it would bring the consulting amount to \$116,242

Comparison to Budgets of comparable SECT towns

East Lyme: Population 18,800

IT supervisor Salary \$65,760 plus benefits

FY 19-20 Budget: \$132,240 plus PD portion \$15,000 = \$147,240

Capitol: \$10,000

Total IT Budget = \$158,240

Also \$33,492 from Ambulance

PROPOSING FOR FY 20-21 \$246,577

Comparison to Budgets of comparable SECT towns

Town of Stonington: Population 18,600

Information technology Manager Salary \$94,342 plus benefits (Located at PD / Dispatch)

Technology Support Specialist Salary \$65,426 plus benefits (Located at Town Hall)

FY 19-20 Budget: \$324,648

Capitol: \$65,000

Total IT Budget = \$389,648 (does not include Fire Departments)

Comparison to Budgets of comparable SECT towns

Town of Ledyard: Population 14,800

Director \$74,833 plus benefits and OT

Technician \$41,524 plus benefits and callback pay and OT

FY 19-20 IT Budget: \$293,106

PD & Dispatch Comp Misc. \$44,000

Capitol: \$35,000

Total "IT / Comp" Budget = \$372,106 (does not include fire departments)

Note: Draft Information extracted from online sources.

What is our Short Term Plan

- Add \$50k to Prop FY 20-21 Budget to increase Star's IT consulting services contract
- Negotiate 24-7-365 service agreement with Star
- Continue to meet with IT Steering Comm to come up with long-term recommendation
- Work with EL Ambulance Assoc to come up with financial agreement that works for both parties so we can centralize all IT contracts
- Work with the BOE to see if we can have a mutual solution that would be cost effective for the Town
- Be ready to have long term plan for FY 21-22 budget

What are some Potential Long-Term Solutions

- **OPTION 1** - One “IT GURU” that oversees Town, Emergency Services and the BOE
 - Starting pay would be high (in the \$100k plus range)
 - This person would be less hands on but with top level skills in this field
 - More planning of Town & BOE IT direction and directs IT technicians at all three locations (BOE, Town & Em. Services)
 - The BOE would have to be onboard with this – does it meet both Town and BOE needs?
 - You would most likely still need another staff IT Technician supporting the emergency services as well

What are some Potential Long-Term Solutions

- **OPTION 2** - BOE does their own thing and the Town hires an IT Director that oversees Town Government and Emergency Services.

- This person would have to be more hands on as one of the biggest needs right now is field support for the emergency services

- We would still need an IT consulting services budget but with the right Director, that support contract would be much less than now

- By being a Director, this person would be responsible for IT budgeting and centralizing all IT efforts for the Town & Em. Services

What are some Potential Long-Term Solutions

- OPTION 3 - Keep the same model with one town IT professional and a large IT consulting support contract
 - This is still an option , but it doesn't really solve the issue of IT planning and vision
 - Options #1 & 2 will most likely require more funding than what is currently being proposed with this bridge, so if \$ becomes an issue, this option still exists

Closing Thoughts

- We have IT issues and something needs to be done in this coming FY
- The short-term solution we are proposing provides a bridge to fix the solution
- The creation of a long overdue IT Steering Committee allows all parties to work together to come up with the best solution for the Town going forward
- We have a phrase we like to use in Public Works, “This makes too much sense” and in this case it does
- We hope you agree that this is the time to act