

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
Wednesday, MAY 27th, 2020
Via Zoom Meetings**

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

FILED

June 1 2020 AT 10:15 AM/PM

Walter G. Allen
EAST LYME TOWN CLERK

Also In Attendance: Anna Johnson, Finance Director

Absent: No One

A. Call Meeting to Order

Ms. Alberti called this Special Meeting of the East Lyme Board of Finance via Zoom to order at 6:31 PM. She welcomed everyone to the meeting and introduced the members. She noted that Mr. Nickerson would not be attending this evening,

B. New Business

▪ **Set the Mil Rate for FY 2020/2021 Budget**

Ms. Alberti said that had this been an ordinary year that they might tweak the budget a bit but as they had already done so she sees no reason to do it. She asked if the Board members had any comments. Hearing none, she called for a motion.

****MOTION (1)**

Ms. Cicchiello moved to increase the mil rate by .17 from 28.19 to 28.36 for FY 2020/2021.

Mr. DeRosa seconded the motion.

Ms. Alberti asked Ms. Johnson to confirm that the numbers were correct.

Ms. Johnson said that they were.

Vote: 6 – 0 – 0. Motion passed.

C. Old Business

a. **CNRE Fund 32 – Re-allocation of Completed Projects**

▪ **Town - \$334,297.55**

Ms. Johnson explained this is from several projects that were appropriated and are now complete; these are the dollars that remained and they would like to close this out and reallocate it to other accounts where the original projects were from.

Ms. Alberti noted the \$246,900 left from the Pine Grove roads project and said that she would like to do something different with this – she noted that the Police Station downtown has a roof in dire straits and she would like to put some aside towards that. She said that she spoke with Mr. Nickerson this afternoon and that he said that he and Mr. Bragaw are going to use some other methods to try to get it to last until they move out. There would be other dollars left in the \$246,900 and she said that she would like to be able to use it to pay down the debt and has asked Ms. Johnson to research this.

Ms. Johnson said that if it were appropriate to do this that it would require additional research.

Ms. Alberti asked if they would like to think about this and leave the \$246,900 for now and do the other items as suggested.

Ms. Santoro said that if the \$246,900 went back into the Town-wide Projects account it would still be there for use if they wanted it. She said that she thinks that putting it into the Town-wide projects account is a broad enough area to use for the roof if necessary.

Ms. Alberti said that she does not want to lose sight of it.

Ms. Cicchiello said that the money was appropriated for certain projects and it was not all used so it is going back to the CNRE.

Mr. DeRosa asked if it might be premature to put money towards a roof when the people who might purchase it may knock it down.

Ms. Alberti asked how about being able to do something responsible and putting it towards the debt.

Ms. Johnson said that is what you could do if you were to close the fund out but that is not what they are looking to do here.

Ms. Santoro said that they would have to discontinue the entire CNRE Fund and that is not what they want to do here.

Ms. Alberti said that she would agree with putting it in Town-wide projects.

Ms. Johnson said that in the 2020/2021 CIP they have earmarked certain projects for the funds and it makes sense to have some go to Public Works.

Ms. Cicchiello asked if town-wide projects could be used to fix the Police Station roof on Main St. if needed.

Ms. Johnson said yes adding that they also have a section for 'roofs'.

****MOTION (2)**

Ms. Alberti moved to re-allocate \$334,297.55 in completed CNRE Fund 32 projects as identified in Schedule 1 (copy attached) CNRE Fund 32 – Close Project Schedule to the accounts noted for future appropriation for Town projects.

Ms. Cicchiello seconded the motion.

Vote: 6 – 0 - 0. Motion passed.

▪ **LEARN Reserve - \$14,456.85**

Ms. Alberti explained that there are extra funds from the LEARN rent as LEARN moved out to another facility. She said that she spoke with Mr. Newton and asked if this could be reallocated to the turf field replacement and he has agreed that would be a good idea.

Ms. Johnson said that would transfer the four remaining balances as noted on the close-out schedule (copy attached) for a total of the \$14,456.85.

Ms. Santoro asked if there are sufficient funds in the account for the other items that they were going to use these funds for.

Ms. Johnson said that there are as the account has a substantial amount of dollars in it.

Mr. DeRosa said that this turf field replacement project will come around a lot sooner than we think and he supports this use.

****MOTION (3)**

Ms. Alberti moved to reallocate the \$14,456.85 from the four items in the completed Fund 32 close out schedule to account #32-99-900-500-368 – ELHS turf field replacement.

Mr. DeRosa seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

b. Ratify Departmental Transfers - \$308,118.67

Ms. Johnson noted that there are a couple of large items on this such as the ACO overtime, Dispatch overtime, Flanders Fire overtime, Fire Marshal, Public Works and the Pension plan.

Ms. Santoro said that it is good that they are bundled, she just was not sure of the timeliness of them.

Ms. Johnson noted that the transfers occurred on March 5, 2020, just before the Covid issue.

Ms. Alberti asked Ms. Johnson if she had said that they could do transfers out at the end of the year.

Ms. Johnson said yes – from one budget department to another.

****MOTION (4)**

Ms. Santoro moved to ratify departmental transfers in the amount of \$308,118.67 processed for fiscal year end June 30, 2020.

Mr. Steel seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

D. Board Comments

There were no comments from the Board.

E. Adjournment

Ms. Alberti called for a motion to adjourn.

****MOTION (5)**

Mr. Steel moved to adjourn this Special Meeting of the East Lyme Board of Finance at 7:22 PM.

Ms. Cicchiello seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

SCHEDULE I

CNRE Fund 32
Close Project Schedule

Account #	Description	Amount	Re-allocate
32-01-104-500-001	Vehicle - Bldg Official	2,269.83	32-60-120-100-002 Proceeds from the Sale of Vehicles
32-01-113-700-701	Bldg Maint 81 Util Body	1.00	
32-25-200-700-461	NFD equipment-Ladder Truck	175.34	32-70-300-500-999 Town-wide Projects
32-25-200-700-472	PS - Police Patrol Vehicle Equipment	1,918.05	
32-25-216-700-001	Independent Police Start-up	199.88	
32-25-224-700-001	Enhanced 911 Phone system	1,249.79	
32-30-400-700-702	PWD - Dump Truck	26,276.00	Establish Reserve Account Public Works
32-30-400-700-703	PWD Broom Sweeper	19,685.00	
32-30-400-700-705	Recycling Truck	6,803.00	
32-30-400-700-706	Mason Dump Truck	2,559.06	
32-30-400-700-707	MSW Truck	3,318.00	
32-70-300-500-003	Carpet & Related Improvements	353.61	32-70-300-500-999 Town-wide Projects
32-70-300-500-008	Grand Street Boat Repair	175.00	
32-70-300-500-009	McCook Park Playscape Enhancements	20,000.00	
32-70-300-500-103	Parking Lots - ELCC/EOC/McCooks/Var	1,302.26	
32-70-300-500-345	Pine Grove Roads Project	246,900.00	
32-70-300-500-361	BOE Project Doyle Property	1,111.73	
		334,297.55	
32-01-117-500-002	Historic Preservation Enhancement	126.93	32-99-999-999-998 Transfer Non- spendable Appropriation
32-01-117-500-003	JLUS Study - Dept of Defense	1,862.90	
32-01-117-500-004	Niantic 8-Mile River Watershed Trail	1,904.43	
32-25-200-700-468	Police Cruisers	226.78	
32-25-224-700-002	Harbor Master Boat	32.80	
32-30-400-700-702	PWD - Dump Truck	31,405.00	
32-30-400-700-704	PU Truck	90.00	
32-30-400-700-705	Recycling Truck	5,850.00	
32-30-400-700-706	Mason Dump Truck	4,536.00	
32-40-400-700-701	Bus	69.10	
32-45-400-700-702	Mason Dump Truck P & R	7,531.68	
32-70-300-500-346	LoCIP - Roads	18,714.45	
32-70-300-500-347	LoCIP - EOC Windows/Fire Stairs	3,279.34	
		75,629.41	
32-94-999-700-001	ELHS A-Wing Sprinkler Installation	1,393.88	14,456.85
32-94-999-700-006	Contingency	212.80	
32-99-900-500-364	ELHS - Boiler System	6,650.17	
32-99-900-500-368	Architect - EL Elementary Schools	6,200.00	
		14,456.85	
	Total Scrub	424,383.81	
	Total Available to Re-allocate	348,754.40	

TOCEN

Required to keep in CNRE

Can we use for something else?

Redundancy

LEARN

LEARN (to fund re-do)

Attachment BOT 5/27/20 Reg. Mtg.

FROM TO

Date	Dept	Account #	Description	Account #	Description	Amount	Reason for Transfer		
1/30/2020	COA	01-40-418-300-215	Program Services	01-40-418-300-322	Kitchen Supplies	\$ 500.00	Replacement ice machine for COA		
1/30/2020	Dispatch	01-25-215-100-213	PT Dispatchers	01-25-215-100-214	Overtime	\$ 10,000.00	Lack of PT Dispatchers has caused FT Dispatchers to work more OT than was originally budgeted for		
2/3/2020	Fire Marshal	01-25-224-100-211	Director	01-25-224-100-213	PT Fire Marshal	\$ 16,400.00	TR needed due to lack of Fire Marshal for 11 weeks		
2/3/2020	Highway	01-30-317-400-210	Streelights	01-30-317-220-221	Fleet Maintenance	\$ 10,000.00	Various Highway acct. transfers		
		01-30-317-310-221	Fleet Fuel	01-30-317-200-224	Road Reconstruction	\$ 7,100.00			
		01-30-317-100-311	Regular Payroll Highway	01-30-317-200-224					\$ 2,350.00
				01-30-317-100-314				OT Highway	\$ 3,000.00
				01-30-317-100-317				Uniform Allowance	\$ 250.00
				01-30-317-200-239				Tree Warden	\$ 2,500.00
				01-30-317-210-233				Ground Water Monitoring	\$ 900.00
				01-30-317-210-296				Bulky Waste & Tip	\$ 5,000.00
				01-30-317-300-201				Telephone	\$ 1,000.00
				01-01-130-300-241	Reference/Periodicals	01-01-130-100-412		PT Record. Secretary	\$ 90.00
01-01-130-300-320	Misc. Supplies			\$ 110.00					
2/18/2020	Cons Nat Resources	01-01-138-300-320	Misc. Supplies	01-01-138-300-242	Meetings/Conferences	\$ 35.00	TR to cover payment to CLCC for conference attendance		
TOTAL						\$ 308,118.67			

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BoS
3/4/2020

Attachment BOA 5/27/20 Reg. Mtg.