

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING OF JULY 1, 2020
Via ZOOM (Instructions on the 2nd Page of the Agenda)
7:30 PM

AMENDED AGENDA

1. Call Meeting to Order
2. Additional Agenda & Consent Calendar Items
3. Delegations
4. Approval of Minutes - Regular Meeting of June 17, 2020
5. Consent Calendar
6. Old Business
 - a) Bonding - Public Safety Building - \$2,200,000
7. New Business
 - a) Carry Over – BoE SPED – \$47,008.95
 - b) Carry Over – Police Canine Special Appropriation - \$4,250
 - c) Bonding – Fire Apparatus - \$635,000
 - d) Special Appropriation – Revaluation - \$272,400
 - e) Carry Over – Retirement Liability Account Balance - \$93,355
8.
 - a) Ex-Officio Reports
 - b) First Selectman’s Report
9. Public Comment
10. Selectman’s Response
11. Adjourn

East Lyme is inviting you to a scheduled Zoom meeting

Please See Page Two for Details

East Lyme Board of Selectmen
Regular Meeting Agenda – July 1, 2020
Page 2

East Lyme is inviting you to a scheduled Zoom meeting

Topic: EL Selectman meeting July 1, 2020

Time: July 1, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85625462896>

Meeting ID: 856 2546 2896

One tap mobile

+16465588656,,85625462896# US (New York)

+13017158592,,85625462896# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

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Meeting ID: 856 2546 2896

Find your local number: <https://us02web.zoom.us/u/kbTEr3DXop>

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING OF JUNE 17, 2020
MINUTES

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

This meeting, in its entirety, is available to view by visiting the East Lyme Town Hall webpage.

PRESENT: Mark Nickerson, Kevin Seery, Rose Ann Hardy, Marc Salerno, Dan Cunningham and Paul Dagle
ALSO PRESENT: Finance Director Anna Johnson, William Silver of Silver/Petrucci + Associates and Brian Cleveland of Silver/Petrucci + Associates.

FILED

First Selectman Nickerson called the meeting to order at 7:32 p.m.

June 29, 2020 AT 9:37 (AM/PM)

2. Additional Agenda & Consent Calendar Items
There were none.

Brenda Horner ATC
EAST LYME TOWN CLERK

3. Delegations

Lisa Picarazzi, 14 Oak Hill Drive, Niantic, stated that she is speaking tonight as a former member of the Public Safety Building Vision Committee. She stated that in the original presentation by Silver/Petrucci, the roof as well as two roof top mechanical units were all on the list of items to be replaced when the discussions began. In this final plan, it only calls for repairs to the roof and replacement of one of the roof top mechanical units. If these items were added back in, this would add an additional \$467,636 to the project total.

4. Approval of Minutes

MOTION (1)

Mr. Seery MOVED to approve the Public Hearing Minutes of June 3, 2020, as submitted.
Seconded by Mr. Salerno. Motion passed 6-0.

MOTION (2)

Mr. Seery MOVED to approve the Regular Meeting Minutes of June 3, 2020, as submitted.
Seconded by Ms. Hardy. Motion passed 6-0.

5. Consent Calendar

MOTION (3)

Mr. Seery MOVED to approve the Consent Calendar for the meeting of June 17, 2020, in the amount of \$2,488.08.
Seconded by Mr. Cunningham. Motion passed 6-0.

6. Presentation by the Public Safety Vision Committee

Mr. Nickerson started the presentation by noting that this committee was formed over a year ago and that they have been working diligently over that time. The Committee consists of members from the Police Commission, the Board of Selectman, the Board of Finance, as well as private citizens. Paul Dagle,

member of the Board of Selectman, was appointed the Chairman and he has done a great job in leading this committee through this process.

Mr. Dagle commended Julie Wilson on all of her hard work and dedication as recording secretary for this committee, noting that she has done a fantastic job and has been a pivotal member of the committee. Mr. Dagle also thanked Chief Finkelstein for leading the charge on this project's communication needs.

Mr. Dagle of the Public Safety Vision Committee, Finance Director Anna Johnson, Brian Cleveland and Bill Silver of Silver/Petrucci + Associates went through the presentation, which is attached hereto as Exhibit 1. On slide four, Mr. Dagle stated that both the Building Official and the Fire Marshal reviewed and approved the construction documents. He stated that members of the committee also went out and visited numerous police departments that have been recently renovated or were built new in order to collect lessons learned. Mr. Dagle stated that the Public Safety Building Vision Committee unanimously approved this plan that is being presented tonight.

Mr. William Silver introduced himself and stated they have had a team of 10 staff members working diligently on this project, especially in the area of Needs Assessment. He went through his slides, which are attached hereto as part of Exhibit 1. Key points of interest were that the parking area is large and will easily accommodate both the Police Department's needs as well as general functions. There is currently no ADA compliant access to the second floor from the lobby area, so they added the installation of the elevator to solve that. There is access to the second floor from a door in the rear of the building, but that is slated to be a secured parking area for the police department with no general access to the public. The bathrooms are being moved into the general area of the building and upgraded.

Mr. Brian Cleveland of Silver/Petrucci + Associates continued with the presentation and stated that detailed information on their work with the Public Safety Building Vision Committee can be found in the minutes of all of those meetings and gave an overview of the Project Development as well as the site plans, both attached hereto as part of Exhibit 1. He summarized the Project Bid Results slide and noted that Noble Construction and Management was the lowest bidder. Total projected cost of the project is \$7,178,566. Mr. Cleveland summarized the costs associated with building the same brand-new facility from ground up, including land acquisition, and that number is shown to be \$12,038,499. Mr. Cleveland summarized slide 16a, in which they looked at three other police departments that have recently renovated or are currently renovating their facilities to compare costs. Both Mr. Silver and Mr. Cleveland stand by their professional opinion that this building is a great value for the money spent. The roof will need to be replaced at some point, but with the proper maintenance it could last another 10 years or longer. The Town has until August 22nd to move forward before Noble Construction can pull out of the project.

Ms. Johnson reviewed the existing and proposed debt service, slide 18; pro forma debt service impact future principal, slide 19; and the detailed project timeline, slide 20. Ms. Johnson noted that the Town is consistently paying off debt as we go along, as outlined on slide 21. On slide 23, Ms. Johnson stated that this slide clearly outlines how the average homeowner would be financially impacted in their taxes by this project. For a home assessed at \$250,000, the average tax increase would be \$49.20/year or \$4.10/month. For a home assessed at \$450,000, the average tax increase would be \$88.57/year or \$7.38/month.

Mr. Paul Dagle stated that the project cost that's presented is \$7.18M is a 19.7% increase over what the Board of Selectmen approved last January. \$1.18M more than the \$6M that was approved. This does include an elevator shaft and cab. The Vision Committee unanimously agreed that it would be in the best interest of the Town to include this in the current project to allow for access to the second floor to begin utilizing office space, as well as for easy access to the server room, especially as we begin to move equipment in. There is an entrance directly to the second floor; however, it is not desirable for the public to enter or exit this way as it will be in a secured parking area for the police department. \$7.1M project will cost the Town approximately \$250/sq. ft., which is significantly less than building a new facility for \$12M.

This building will be a fully functional Public Safety Facility at an affordable cost. It will provide for those who are dedicated to professionally and bravely protecting the citizens of East Lyme 24 hours a day, 365 days a year. 13,000 sq. ft. of office space and ~10 acres of remaining land are available for future town needs.

Mr. Dagle took a moment to thank Bill Silver, Brian Cleveland and their team for their hard work on this project; they've done an outstanding job.

Mr. Seery noted that the slide which outlines the tax increase for residents may want to include also what that cost would be at \$6M so that the taxpayers can see the minimal impact the increase to \$7.18M will be on their taxes. He also noted that might also want to clarify that the Town will be saving \$50,000 per year once we move out of the Waterford Police Department.

Mr. Nickerson noted that a question had been received via the chat function asking if the roof would need to be replaced in 1-3 years. Mr. Cleveland responded that the cost of patching and repairing of the existing roof is included in the \$7.18M and is anticipated to extend the life of the roof out 10 years or more. Mr. Salerno inquired about the HVAC roof top units, and Mr. Cleveland stated that one of them is five years younger than the one which is slated to be replaced, so we should be able to get another five years out of that unit before it needs to be replaced. Mr. Nickerson stated that this equipment will go on our Capital Improvement Plan with the rest of the town buildings and be replaced as needed, just like all of the existing equipment related to our town buildings. Mr. Salerno inquired as to the driveway and sidewalks, and Mr. Cleveland stated that the driveway is in good shape expect for a couple of areas. This plan includes the necessary sidewalk and driveway repairs, including some grading to allow for handicapped accessibility.

Mr. Salerno inquired about the contingency plan, and it was discussed that there is a up to 10% at \$300K buffer that is built into this project, and if it doesn't get used it would not be spent. Mr. Salerno inquired about reimbursement opportunities. Mr. Dagle stated that they did look into any available opportunities, but that they could not find any at the current time. They did apply for a FEMA grant for a generator, but unfortunately did not receive that grant. Chief Finkelstein stated that they do receive a FEMA grant for the Emergency Operations Center, but that can only be used in the EOC portion of the building. Mr. Salerno inquired as to the start date of the project, and Mr. Nickerson stated that work could start immediately upon approval.

Ms. Hardy inquired about tying into the water supply. Mr. Dagle stated that there is \$40,000 included in this project to connect this building to the town water supply. The plan is to tie in from the new housing development that is being built. That project is underway. Ms. Hardy inquired if the elevators will accommodate equipment as well as people, for moving heavy equipment from one for to the other, and Mr. Dagle answered affirmative. Ms. Hardy inquired as to the use of the second floor and if it is ready to utilize the office space. Mr. Dagle stated that the second floor is habitable and can be used as soon as we are ready to rent it out. Mr. Nickerson confirmed that he has had many inquiries for use of this building, so we will have no problem utilizing the space for town use or for private rented use, when we are ready. Mr. Nickerson also noted that the property on Main Street will be re-developed once the police have moved out. We will work with Dominion using a Brownfield Grant to get that space back to a usable, rentable building.

Mr. Nickerson thanked Mr. Dagle for his hard work and dedication on this project. We all appreciate your service to the Town of East Lyme. Mr. Cunningham also thanked and recognized Mr. Dagle for his work on this project.

Mr. Cunningham agrees with putting the elevator in now to open up the use of the second floor.

Mr. Seery spoke and noted that he has a background in law enforcement, and that the police officers are a part of this community both as public servants and residents. The building that they are currently in is not suitable and not safe, and we as a town would never expect our teachers or students to work and learn in such conditions, nor should we. We have supported the school system in their needs for

many years, and it is now time for the police and emergency services to have our full support and get them into a proper facility. He is hopeful that the town will support this project.

Ms. Hardy stated that she has been at this since 1984 and has visited many neighboring police facilities; Clinton and Montville and several more around the state. Everyone has done a good job on this project for the right reasons. We knew in 1984 the police needed new facilities. The police have been put on the back burner for the high school, the middle school, and the elementary schools. The police are there for our community 24 hours a day, 365 days a year and we count on them. They deserve an appropriate professional workspace for the professionals that they are. The time has come for us to do the right thing and get them in an appropriate facility. Mr. Nickerson agreed that we all willingly put the police on the back burner to get the schools to where they should be, and we all knew this was coming and would have to be done. Also coming up is something we've been talking about for a while and that is the Library expansion. This new building will open up the possibility of moving departments around and giving the library more space without having to build. This proposed public safety facility is not extravagant; it is appropriate and fully functional as presented.

Mr. Dagle said thank you to his fellow Vision Committee members for all of their hard work throughout this process. We've heard testimony tonight about what is needed, not wanted, and he encourages this Board, the Board of Finance, and the Taxpayers of East Lyme to support this project. Mr. Salerno thanked the entire Vision Committee members for their hard work, and thanked Paul for his leadership.

Mr. Salerno is supporting this project; and he noted that 40-50 years of use out of this building is a great value and we should all support this.

Mr. Nickerson recapped the process, stating that they Board of Selectmen approved \$6M for this project. The Board of Finance reduced that number by \$1M, asking for more details. We have now come back with all the details they asked for, so really this project is requiring the approval of an additional \$1.2M to get the job done right. We cannot have a Town Meeting currently because of the pandemic, so we will plan to have a referendum, which we can hold.

7a. Public Safety Building

MOTION (4)

Mr. Seery MOVED to approve the Public Safety Building Vision Committee's recommendations as presented; and to direct the Finance Director to work with Bond Counsel to prepare the necessary documentation to move this matter for Board of Selectmen and Board of Finance approval, then to Referendum for final adoption.

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

8a. Ex-Officio Reports

Mr. Seery reported that Parks and Recreation are now selling a limited number of drive-in day passes to out of town visitors.

Mr. Cunningham reported that WELSCO is working out the process of how to sell shellfish permits during the pandemic. He stated that WELSCO has also maintained their own financial records and has for a couple of different reasons decided to move away from this system. The Town of Waterford has now agreed to incorporate WELSCO into their accounting system.

Mr. Nickerson reported that the Inland Wetlands Commission had some technical difficulties and communication issues, and that they are working on getting another meeting scheduled soon to address the pending issues.

Mr. Salerno reported that the library is waiting on pricing for the replacement carpeting. Annual meeting is scheduled for July 7th. They are tentatively planning to try to open the library for pick up only and to reserve a computer to use on July 6th.

Ms. Hardy reported that Mrs. Wilson continues to get the Meals on Wheels deliver and is a great help to the community.

8b. First Selectman's Report

Mr. Nickerson stated that the Town is working slowly and carefully to get our community back open. Beaches and parks are open. The playgrounds are open but are not being cleaned so use at your own risk and bring your disinfectant wipes and sanitizer with you. Concerts may return to the bandshell some time in August, and the Theatre Under The Shell is asking to have a play at the end of July. Cases around the country continue to spike, and we are doing our best to follow CDC guidelines and keep everyone safe. The Town has received 12,000 masks that we will be distributing around to the community during different times and events in the coming days. Town hall is fully staffed but the door remains locked. There are signs on the doors; please call the appropriate department and someone will help you. If you do need to go into the building, you must have an appointment and you will be escorted. For paying taxes this year, we are asking that you either mail your payments in or pay online. Alternatively, we also have a locked box at the front doors that you can slip your payment into. The library would like to open on July 6th, but we will not be opening up the Senior Center in the near future. There is a memorial service being scheduled at Bridebrook to honor all those affected by COVID19. There will be a shred it event at the Community Center on Thursday, June 18th from 4-7.

9. Public Comment

Daniel Price, Chairman of the Police Commission, spoke and thanked the Board of Selectmen for moving this forward tonight. Thank you also to Julie Wilson, Paul Dagle and everyone on the Vision Committee for their hard work and dedication on this project. This is a great deal and we should move forward for our Emergency Services personnel.

MOTION (5)

Mr. Seery MOVED to adjourn the June 17, 2020, regular meeting of the East Lyme Board of Selectmen at 9:19 p.m.

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

Respectfully Submitted By:



Recording Secretary

RESOLUTION AMENDING A RESOLUTION MAKING AN APPROPRIATION IN THE AMOUNT OF \$5,000,000 FOR THE PLANNING, DESIGN, ACQUISITION, CONSTRUCTION, EQUIPPING AND FURNISHING OF A PUBLIC SAFETY BUILDING AND AUTHORIZING THE ISSUANCE OF \$5,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The resolution entitled “Resolution Making An Appropriation In The Amount Of \$5,000,000 For The Planning, Design, Acquisition, Construction, Equipping And Furnishing Of A Public Safety Building And Authorizing The Issuance Of \$5,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, adopted at a referendum held February 20, 2019 (the “Resolution”) is hereby amended to increase the amount of each of the appropriation and the bond authorization set forth therein by \$2,200,000 from \$5,000,000 to \$7,200,000.

Section 2. Section 1 of the Resolution is hereby amended by deleting said Section and substituting the following in lieu thereof, thereby making said Section read as follows:

Section 1. The sum of \$7,200,000 is hereby appropriated by the Town of East Lyme, Connecticut (the “Town”) for planning, design, acquisition, construction, equipping and furnishing of a public safety building at 277 West Main Street, Niantic, Connecticut, of approximately 31,000 square feet on 17 acres, for police, dispatch, emergency operations and fire department uses, including, but not limited to, demolition, renovation, reconstruction and repairs of interior space for interview rooms, prisoner processing and detention, evidence, weapons and records processing and storage; expenses related to architectural services, engineering, permitting, soil, groundwater, geological, environmental and other testing and inspection of the site; relocate and upgrade bathrooms, shower facilities and locker rooms; installation of safety glass, security doors, video security and biometric access; installation of elevator; installation of 911 system and associated data and communications infrastructure; acquisition and installation of video and audio recording systems and other furniture, fixtures, equipment and carpeting; renovation, reconstruction and replacement of roof, skylights, exterior masonry, and windows; reconstruction and installation of air quality, heating, ventilation and air conditioning systems and ductwork; upgrade of electrical, plumbing, lighting, telephone, video, data, technology (Wi-Fi), life safety and security, energy, public address system and other infrastructure; ADA and building code compliance improvements; abatement of all hazardous materials and storage tanks; installation of sanitary sewer and water lines; earthwork, site work, and landscaping; construction, reconstruction and improvement of parking areas, sidewalks, driveways and access road; temporary parking and storage; and related legal, consulting, licensing, advisory, administrative, governmental fees and expenses and costs of issuance related thereto, said appropriation being inclusive of any and all State and Federal grants-in-aid thereof (the “Project”).

Section 3. Section 2 of the Resolution is hereby amended by deleting said Section and substituting the following in lieu thereof, thereby making said Section read as follows:

Section 2. To meet said appropriation, \$7,200,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum

maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amounts of State and Federal grants-in-aid of the Project, or the actual amounts thereof, if this be ascertainable and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Town Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including the rate or rates of interest shall be determined by the First Selectman and the Town Treasurer, in the best interest of the Town, in accordance with the Connecticut General Statutes.

Section 4. Section 5 of the Resolution, regarding Section 1.150-2 of the Federal Income Tax Regulations, shall be applicable to the appropriation added by this resolution, as of the date of adoption of this resolution.

Section 5. The remaining provisions of the Resolution are hereby ratified and confirmed.

original Resolution adopted 2/20/19

RESOLUTION MAKING AN APPROPRIATION IN THE AMOUNT OF \$5,000,000 FOR THE PLANNING, DESIGN, ACQUISITION, CONSTRUCTION, EQUIPPING AND FURNISHING OF A PUBLIC SAFETY BUILDING AND AUTHORIZING THE ISSUANCE OF \$5,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$5,000,000 is hereby appropriated by the Town of East Lyme, Connecticut (the "Town") for planning, design, acquisition, construction, equipping and furnishing of a public safety building at 277 West Main Street, Niantic, Connecticut, of approximately 31,000 square feet on 17 acres, for police, dispatch, emergency operations and fire, including, but not limited to, demolition, renovation, reconstruction and repairs of interior space for interview rooms, prisoner processing and detention, evidence, weapons and records processing and storage; expenses related to architectural services, engineering, permitting, soil, groundwater, geological, environmental and other testing and inspection of the site, relocate and upgrade bathrooms; installation of safety glass, security doors and cameras; installation of elevator; installation of 911 system and associated communications infrastructure; acquisition and installation of furniture, fixtures, equipment and carpeting; renovation, reconstruction and replacement of roof, skylights, exterior masonry, and windows, reconstruction and installation of air quality, heating, ventilation and air conditioning systems and ductwork, upgrade of electrical, plumbing, lighting, telephone, video, data, technology (Wi-Fi), life safety and security, energy, public address system and other infrastructure, ADA and building code compliance improvements, abatement of all hazardous materials, replacement of oil tank, sanitary sewer and water line, earthwork, site work, landscaping, construction, reconstruction and improvement of parking areas, sidewalks, driveways and access road, temporary parking and storage, and related legal, consulting, licensing, advisory, administrative, governmental fees and expenses and costs of issuance related thereto, said appropriation being inclusive of any and all State and Federal grants-in-aid thereof (the "Project").

Section 2. To meet said appropriation, \$5,000,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amounts of State and Federal grants-in-aid of the Project, or the actual amounts thereof, if this be ascertainable and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Town Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of

such bonds including the rate or rates of interest shall be determined by the First Selectman and the Town Treasurer, in the best interest of the Town, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be approved and signed by the First Selectman and the Town Treasurer.

Section 4. The Town Treasurer is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Town Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing the notes, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The First Selectman or his designee is authorized to pay Project expenses in accordance with this resolution pending the issuance of Tax Exempt Obligations.

Section 6. The First Selectman, Director of Finance and the Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 7. The First Selectman and the Town Treasurer, or either of them, are hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Request for Board of Selectmen

**Board of
Selectmen**

JUL 01 20

**Agenda Item
7a**

TO: Board of Selectmen
FROM: Jeffrey Newton, Superintendent of Schools
DATE: 06/26/2020
SUBJECT: Commitment of Fund Balance

Summary of Agenda Item:

During the current fiscal year, we set aside 47,008.95 in an encumbrance for the balance of an amount due in ongoing adverse judgement in a litigation matter. In the fall of 2018, the Board of Selectmen and Board of Finance approved assigning \$543,778 in prior year BoE unspent funds for this purpose. The Board of Education would like to commit these funds specifically for the payment of the judgement once it is finalized and we are ordered to pay by the court.

Note: Current assigned fund balance: \$490,719.87

Action Needed:

Move to commit \$47,008.95 remaining from the Board of Education 2019/2020 budget to fund balance account 01-300-01-001 (Fund Balance – Assigned) specifically for the payment of the judgement in a pending litigation matter once it is finalized and we are ordered to issue payment by the court and forward to the Board of Finance for approval.

Attachments:

None

Prepared By:

**BoS Agenda
Item No. 7a
Date: 07/01/20**

Request for Board of Selectmen Action

**Board of
Selectmen**

JUL 01 20

**Agenda Item
7b**

TO: Board of Selectmen

FROM: Chief Michael Finkelstein

DATE: 6/26/2020

SUBJECT: Carry-over Police K-9 account to 2020/2021 in the amount of \$4,250

Summary of Agenda Item:

As a result of the East Lyme Police Department suffering the loss of its two canine Officers over a period of three months, the Board of Selectman on 12/18/19 and the Board of Finance on 1/16/20 approved a transfer in the amount of \$4,250 from the Contingency account. The carry-over is necessary as the department was not able to pursue the purchase of a K-9 due to the COVID-19 pandemic. The training classes necessary were cancelled. We expect them to begin again in the fall of 2020.

Canine's are an essential tool to the delivery of Police service, often performing tasks which human Officers are unable to perform. The approved funding is to replace a Patrol/Narcotics canine, whose cost is estimated at \$8,500. The other half is to be funded from asset forfeiture funds.

Note: The Police Department receives asset forfeiture funds that are set aside to be used for narcotics investigations. We will use this source of funds for half the cost.

Action Needed:

Move to approve the carry-over of \$4,250 from Police K-9 account 01-70-725-720-501 from the 2019/2020 fiscal year to the 2020/2021 fiscal year and forward to the Board of Finance for approval.

Attachments:

Prepared By: Chief Michael Finkelstein

Selectmen's Agenda
Item No. 7b
Date: 07/01/20

RESOLUTION MAKING AN APPROPRIATION IN THE AMOUNT OF \$635,000 FOR THE ACQUISITION OF A FIRE PUMPER AND AUTHORIZING THE ISSUANCE OF \$635,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$635,000 is hereby appropriated by the Town of East Lyme, Connecticut (the "Town") for the acquisition of a fire pumper, with a 1,500 gallon per minute pump and a 1,250 gallon water tank, and administrative, financing and costs of issuance related thereto, said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof (the "Project").

Section 2. To meet said appropriation, \$635,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amounts of State and Federal grants-in-aid of the Project, or the actual amounts thereof, if this be ascertainable and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Town Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including the rate or rates of interest shall be determined by the First Selectman and the Town Treasurer, in the best interest of the Town, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be approved and signed by the First Selectman and the Town Treasurer.

Section 4. The Town Treasurer is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First

Selectman and the Town Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing the notes, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The First Selectman or his designee is authorized to pay Project expenses in accordance with this resolution pending the issuance of Tax Exempt Obligations.

Section 6. The First Selectman, Director of Finance and the Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 7. The First Selectman and the Town Treasurer, or either of them, are hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

TOWN OF EAST LYME
NOTICE OF REFERENDUM

Pursuant to Section 7-7 of the General Statutes of Connecticut, as amended ("Connecticut General Statutes"), notice is hereby given to the electors and persons qualified to vote in Town Meetings of the Town of East Lyme, Connecticut (the "Town") that a referendum will be held on July 23, 2020, between the hours of 8:00 A.M. and 8:00 P.M. for the purpose of voting on the following question:

"Shall the resolution entitled 'Resolution Amending A Resolution Making An Appropriation In The Amount Of \$5,000,000 For The Planning, Design, Acquisition, Construction, Equipping And Furnishing Of A Public Safety Building And Authorizing The Issuance Of \$5,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose' adopted by the Board of Selectmen on July 1, 2020, be approved?"

The form of the ballot label on the voting machine shall read as follows:

"Shall the resolution amending the resolution to increase the appropriation and bond authorization by \$2,200,000 for the planning, design, acquisition, construction, equipping and furnishing of the public safety building, be approved? YES/NO"

The vote will be by optical scan voting machine. Those in favor of the resolution referred to in the question shall fill in the oval "YES" under such question. Those not in favor of the resolution referred to in the question shall fill in the oval "NO" under such question. Absentee ballots will be available at the office of the Town Clerk as provided by law.

Electors of the Town and qualified voters are entitled to vote. A qualified voter is any citizen of the United States of the age of eighteen years or more, who, jointly or severally, was liable to the Town for taxes assessed against him or her based on an assessment of not less than \$1,000 on the last-completed grand list of the Town, or who would have been so liable if not entitled to an exemption under subdivision (17), (19), (22), (23), (25) or (26) of Section 12-81 of the Connecticut General Statutes.

The polls will be open during the hours between 8:00 A.M. and 8:00 P.M. Electors and persons qualified to vote as aforesaid will cast their votes at the Community Center, 41 Society Road, East Lyme.

Full text of the proposed bond resolution is on file and open to public inspection at the office of the Town Clerk.

Dated at East Lyme, Connecticut, this 1st day of July, 2020.

_____	_____
_____	_____
_____	_____

INTERDEPARTMENTAL MEMORANDUM

Date: June 23, 2020
To: Mark Nickerson, First Selectman
Cc: Anna Johnson, Finance Director
From: Diane Vitagliano, Assessor
Subject: Proposal Evaluation and Award Recommendation for BID #20-104

Submitted herewith for your review and concurrence is the award recommendation for the above referenced Request for Proposal. All proposals for Joint Reappraisal and Revaluations for the Town of East Lyme and the Town of Waterford that were received in response to Bid #20-104 have been individually evaluated by myself and the Waterford Assessor.

HISTORY

On May 22, 2020 a Request for Proposal was issued soliciting joint proposals for the towns' upcoming 2021 and 2022 state-mandated property revaluations. The objective of the RFP was to contract with qualified and experienced firms to complete this task.

To meet the statutorily mandated revaluation requirements while taking into consideration cost control, the towns sought proposals for a full revaluation to include data mailers and physical inspections to be conducted for a limited percentage (40%) of parcels per town. As options the town also requested that proposals include the cost for full revaluation services with data mailers and physical inspections of all improved parcels and a separate option for images to be updated for all parcels.

Proposals were opened on June 19th, 2020 and the following three (3) proposals were received and reviewed:

- Vision Government Solutions
- Tyler Technologies Inc.
- Municipal Valuation Services, LLC

PROPOSAL EVALUATION PROCESS

Proposals were examined for responsiveness and compliance with all requirements included in the RFP. A point and weight system was then utilized to evaluate each proposal by assigning a score (between 1 and 5) to each of five established categories which was then multiplied by each respective category's weight (listed below).

Categories	Weight
1. <u>Experience</u>	<u>25%</u>
2. <u>Staff/Team Qualifications</u>	<u>25%</u>
3. <u>Approach To Project/Cost</u>	<u>25%</u>
4. <u>Work Schedule</u>	<u>15%</u>
5. <u>Other Considerations</u>	<u>10%</u>
Total	<u>100%</u>

1. **Experience:** *Criteria included a minimum five (5) year certification as a Connecticut Revaluation company; demonstrated consistent, long-term success with past municipal revaluation projects and appraisal experience/familiarity with Connecticut and New London County real estate market.*
2. **Staff/Team Qualifications:** *Criteria included the firm's ability to meet the minimum requirements outlined in the RFP; Qualifications and experience of key personnel assigned to project and the staff's familiarity and experience with the towns' current CAMA software version.*
3. **Approach to Project/Cost:** *Criteria included the firm's demonstrated understanding of the project; the towns' specific needs as outlined in the RFP and overall cost.*
4. **Work Schedule:** *Criteria included the firm's ability to meet the towns' respective schedule requirements; identification of critical & key milestones and the availability of the firm's proposed staff to work on the project.*
5. **Other Considerations:** *Criteria included the firm's compliance with the RFP in providing all required information; overall quality and completeness of the firm's proposal and presentation; availability to the public, town officials etc. and the existence of an established public information program.*

In addition to scoring each proposal by the above point and weight system each Assessor evaluated the overall proposals and associated options on a cost per parcel basis. A separate comparison spreadsheet containing each firm's cost per parcel by option and Assessor's accompanying notes is attached along with each town's completed rating forms.

SUBMITTED PROPOSALS

Listed below is a synopsis of each responsive proposal submitted.

Vision Government Solutions

The highest rated response; excelling in the following areas:

- Experience – familiarity with Connecticut shoreline towns, long list of satisfied Connecticut municipal clients
- Excellent staff & team qualifications – key personnel assigned to project are highly qualified; both towns utilize Vision CAMA 8 software
- Excellent overall proposed work schedule
- Highest rating for proposal presentation and public information program
- 2nd highest cost per parcel – (for limited inspections plus images proposal)

Tyler Technologies Inc.

The second highest rated response (Waterford) – third rated (East Lyme):

- Experience – long list of Connecticut municipal clients
- Excellent overall proposed work schedule
- Good overall approach to project – (with exception of specifics regarding inspection criteria and quality control not provided)
- Questionable staff experience – Proposed project managers lack waterfront and commercial experience
- Poor rating for other considerations – Subject of ongoing lawsuits brought by former clients; CAMA licensing software concerns which may affect utilization of proprietary software. Survey of recent clients revealed dissatisfaction with firm's performance. Major errors discovered in firm's commercial property valuation approach & results.
- Highest cost per parcel - (for limited inspections plus images proposal)

Municipal Valuation Services LLC

The third rated response (Waterford) – second rated (East Lyme):

- Marginal Experience – short client list; very small company with limited staff- past revaluation projects included limited scope (hybrid/data mailer only). Concentration in fee appraisal as opposed to mass appraisal.
- Good/Marginal approach to project – Did not address required inspection criteria as outlined in RFP – focus on data mailer inspections only based on firm’s criteria rather than towns’. No specific approach provided to meet towns’ requirements.
- Poor rating for other considerations – Limited exposure to V8 CAMA software, CAMA licensing software concerns which may affect utilization of proprietary software.
- Lowest cost per parcel - (for limited inspections plus images proposal)

RECOMMENDATION

After a thorough individual and collaborative evaluation process conducted by both Assessors we recommend an award be made to Vision Government Solutions. While other respondents offered good overall proposals, Vision Government Solutions can provide the required services at a competitive cost. Based on their proposal and experience, Vision Government Solutions offers the best value in support of each town’s revaluation needs.

For the Town of East Lyme I recommend Vision’s revaluation proposal with limited inspections and photos for an overall cost of **\$272,400**.

Attachments:

1. Individual Town Evaluation/Rating Sheets
2. Summary Cost Per Parcel

EAST LYME
PROFESSIONAL SERVICES PROPOSAL RATING FORM

PROPOSAL NAME:

Revaluation Services

RPGL #

2021 REVAL

INSTRUCTIONS:

Please rate each proposal in accordance with the five factors listed across the top of the form. Rate each factor on a range of 1-5, with 5 being the highest score. Use whole numbers only. Please be certain to place a total score for each consultant in the right hand column. All responses should be written in ink or typed.

CONSULTANT	EXPERIENCE	STAFF/TEAM QUALIFICATIONS	APPROACH TO PROJECT	WORK SCHEDULE FOR PROJECT	OTHER CONSIDERATIONS	TOTAL WEIGHTED (MAX PTS. 100)
Vision Government Solutions Inc.	5 (25)	5 (25)	4 (20)	5 (15)	4 (8)	23 (93)
Tyler Technologies Inc.	5 (25)	3 (15)	3 (15)	4 (12)	3 (6)	18 (73)
Munival	5 (25)	4 (20)	3 (15)	5 (15)	3 (6)	20 (81)

RATED BY:

Diane Vitagliano

DATE:

6/23/20

**CITY OF NEW LONDON
PROFESSIONAL SERVICES PROPOSAL RATING FORM
DEFINITIONS**

CRITERIA	CRITERIA DEFINITION	WEIGHT
EXPERIENCE	<ul style="list-style-type: none"> • Minimum five year certification as a Connecticut revaluation company • Firm demonstrated consistent, long term success in performing other Connecticut municipal revaluation projects • Experience appraising property and familiarity with real estate in the Connecticut, New London County market. 	MAX PTS. =25
STAFF / TEAM QUALIFICATIONS	<ul style="list-style-type: none"> • Firm's ability to meet minimum requirements as outlined in Section 2 of the RFP. • Qualifications and experience of the key personnel assigned to the project • Staff's demonstrated familiarity, experience and success in utilizing the CAMA software to be utilized in the completion of this project 	MAX PTS. =25
APPROACH TO PROJECT	<ul style="list-style-type: none"> • Firm's understanding of the project requirements. • Demonstration of an understanding of the customer's specific needs and objectives as outlined in the RFP. 	MAX PTS. =25
WORK SCHEDULE FOR PROJECT	<ul style="list-style-type: none"> • Firm's ability to meet the customer's schedule requirements. • Firm's identification of critical & key milestones (as appropriate). • The availability of the firm's proposed staff to work on the project. 	MAX PTS. =15
OTHER CONSIDERATIONS	<ul style="list-style-type: none"> • Firm's compliance with the proposal request in providing all required information. • Overall quality of the firm's proposal and presentation format. 	MAX PTS. =10

Request for Board of Selectmen Action

TO: Board of Selectmen

FROM: Anna M. Johnson, Director of Finance

DATE: June 26, 2020

SUBJECT: Carry-over of remaining \$93,355 Retirement Liability Balance 2019/20 Budget

Summary of Agenda Item:

In the 2017/18 budget, we implemented a Retirement Liability budget account due to the unfunded liability created with various leave balances employees carry over from one year to the next. At fiscal year end June 30, 2019 that liability was: \$1,117,185, the June 30, 2020 liability is yet to be determined. We are beginning to have employees retiring during the year without prior notice for us to budget for their pay outs. The Retirement Liability account has proved to be very useful during the last two fiscal years. In the 2019/20 budget we included \$125,000 funding in this account and carried over \$50,180 from the 18/19 fiscal year providing a \$175,180 reserve. As you can note, there is a large difference in the amount of the employee leave balances and the amount we allow for this purpose. We are recommending to carry-over the \$93,355 remaining balance in the 2019/20 budget to the 2020/21 budget year. With the \$125,000 - 20/21 budget there will be \$218,355 for any retirement payouts that may occur.

Action Needed:

Move to approve the carry-over of the remaining balance of \$93,355 in account 01-01-114-100-128 (Retirement Liability) from the 2019/20 budget to the 2020/21 fiscal year and forward to the Board of Finance for their approval.

Attachments:

None.

Prepared By: Anna M. Johnson, Director of Finance

Selectmen's Agenda
Item No. 7e
Date: 7/1/20