

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, JULY 8th, 2020
Via Zoom Meetings**

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

FILED

July 14 2020 AT 10:28 AM/PM
Camille Alberti
EAST LYME TOWN CLERK

Also In Attendance: Kevin Seery, Deputy First Selectman
Chief Finkelstein, ELPD
Chief Rix, Flanders Fire Department
Jeff Newton, Superintendent of Schools
Attorney Meyers, Counsel/School
Maryanna Stevens, School Finance Director
Diane Vitagliano, Assessor
Ray O'Connor, Chairman, Town Building Committee
Anna Johnson, Finance Director

Absent: No One

A. Call Regular Meeting to Order

Chairman Alberti called this Regular Meeting of the East Lyme Board of Finance to order at 7:03 PM. She noted that all members were present.

B. Minutes

▪ **Regular Meeting (Zoom) of June 10, 2020**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of June 10, 2020.

****MOTION (1)**

Ms. Santoro moved to approve the Regular Meeting Minutes of June 10, 2020 as presented.

Ms. Cicchiello seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

C. Reports

▪ **Board of Education**

Jeffrey Newton, Superintendent of Schools provided a quick update reporting that they have been working on the school re-opening district plan which the State has provided them guidelines on. This plan is due to the State by July 24, 2020. They are also in the process of hiring a principal.

Ms. Alberti asked how the preparations for opening are going for the fall and if he anticipated looking for other monies.

Mr. Newton said that the CARES Act \$171,000 and the FEMA dollars should cover this. He noted that the CARES Act dollars come directly to the district.

Mr. Birmingham asked if with Covid and busing if more parents would be actively driving their kids rather than using the buses.

Mr. Newton said that they will send out a survey to the parents and ask if they will use the bus and also (as it is an option) if they are sending their kids to school or planning on educating them at home. Regardless they will still need the buses and they will social distance the kids on the buses.

Ms. Santoro asked if he knew where the \$171,000 CARES Act dollars would be allocated to.
Mr. Newton said that it would be utilized by SPED.

▪ **First Selectman**

Mr. Seery reported:

- Town Hall opened on Tuesday of this week and that so far it has been working out well – those coming from out of state must quarantine for two weeks and all must wear a mask and observe social distancing.
- With regard to the 90-day tax abatement – only 24 taxpayers applied for that.
- There is construction work going on around the Middle School – this is for the installation of natural gas lines. The work is being done by the State and it is not costing us anything.
- The Public Works department is working on Oswegatchie Hill and Rte. 161 and there will be one road coming out of there – the work should be done by mid-August.
- The Niantic Fire Department lot was re-paved with LoCIP unused dollars and the Flanders Fire Department lot will also be re-paved.
- The Water & Sewer work for Well 1A & 6 has been moving along well and will be done ahead of schedule.
- Parks & Rec is currently about \$30,000 behind where they usually are with beach passes and it is the non-residents who would have made up that difference. Mr. Putnam had indicated that there have been very few issues at the beaches and that they are observing social distancing. They are also allowing a limited number of non-residents in.
- Matt Roland and Terry Saffioti of the Police Department have just retired. They are interviewing for replacements.

Ms. Alberti said that she had been following social media and that a Waterford resident who had purchased a pass was denied the playground because the parking lot was full – she asked if he had heard of that.

Mr. Seery said that he would speak with Mr. Putnam and will get back to them at their next meeting with information.

▪ **Finance Director**

Ms. Johnson said that they had received her reports in their packets and that they are draft reports as for the next 60 days they will be receiving items to be charged to the previous fiscal year. She said that she believes that we should be fine and that we also have a few more items to receive.

Ms. Alberti asked if she expected the \$107,000 that was for the last fiscal year.

Ms. Johnson said yes.

Ms Alberti asked if Salem had sought to negotiate due to the Covid issue.

Ms. Stevens, School Finance Director responded that they did not try to negotiate and that they will also be receiving the \$365,000.

D. New Business

a. Executive Session – Pending Litigation (School)

****MOTION (2)**

Ms. Cicchiello moved to enter Executive Session at 7:20 PM for the purposes of discussion on Pending Litigation inviting Attorney Meyers, Mr. Newton and Ms. Stevens to join them.

Ms. Santoro seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

****MOTION (3)**

Mr. DeRosa moved to return to Regular Session at 7:41 PM with no action taken in Executive Session.

Ms. Cicchiello seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

b. Special Appropriation Bond Resolution FFD Fire Apparatus - \$635,000

Chief Wm. Rix from the Flanders Fire Department recalled that they had an exhaustive discussion regarding this fire truck during the budget season and that they were given \$650,000 to work with. He is coming back with the best bid of \$635,000.

Chief Rix reviewed his PowerPoint Presentation (copy attached) noting that the old truck is 26 years old; beyond it's useful life and in out of service due to the amount of expensive repairs that it requires. They are currently renting a loaner fire truck to carry them through. The loaner would normally cost \$7500/month however they are being charged \$100/month and the rental would be forgiven if they purchased the new truck from the company that they are renting from. They requested bids for a 2021 Spartan fire engine with a 1500 gpm pump which is almost identical to what they have now. NEFEA, the company that they are renting the loaner from came in with the lowest bid.

Ms. Cicchiello asked how long they have been renting the truck.

Chief Rix said for some seven to eight months. He added that they have also offered to give them \$15,000 trade in value on the old engine bringing the total to the \$635,000.

Mr. DeRosa thanked Mr. Rix for the nice presentation.

****MOTION (4)**

Ms. Alberti moved the 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 and; Pursuant to Executive Order 7S , Section 7, adoption of this Resolution to finance the Project is necessary to permit the orderly operation of the Town and there is a need to act immediately and during the duration of the public health and civil preparedness emergency declared by the Governor in order to avoid endangering public health and welfare, prevent significant financial loss, or is otherwise necessary for the protection of persons and property within the Town.

Ms. Santoro seconded the motion.

Ms. Alberti noted that they are waiving the reading of the entire Resolution as it has been on file for the public to view in the Town Clerk's Office.

Vote: 6 – 0 – 0. Motion passed.

c. BOE Fund Balance Commitment – BOE SPED - \$47,008.75

Ms. Alberti noted that they had discussed this at length previously and that this was to be set aside for the ongoing adverse judgement in a litigation matter. The BOE would like to commit these funds specifically for such purpose.

****MOTION (5)**

Ms. Santoro moved 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.

Ms. Cicchiello seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

d. Carryover – Police Canine - \$4,250

Ms. Alberti noted that Chief Finkelstein was present.

Chief Finkelstein recalled that he had come to them earlier in the year for one canine after losing two. Covid came along and this was put on hold and the training classes were cancelled. This is to be able to do this in this new fiscal year after having to be put on hold due to Covid in the last fiscal year.

****MOTION (6)**

Mr. DeRosa moved to approve the carryover 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.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

e. Special Appropriation 2021 Revaluation - \$272,400

Ms. Alberti noted that this item was recently approved by them in the CIP Plan. Ms. Vitagliano, Town Assessor was present to explain this.

Ms. Vitagliano said that in an attempt to reduce the overall cost of reval that she reached out to and worked with Waterford on a hybrid plan of 40% inspections and a data mailer plan. They went out to bid and received three (3) proposals. They are recommending the proposal by vision Government Solutions as they tailored their bid to us and they have the most experience with the beach areas. By doing 40% inspections they were able to save \$104,000.

Ms. Cicchiello asked if they have done this before and also about the data mailers and how that would work. Ms. Vitagliano said that anyone who did not return the data mailer would be part of the 40% as well as those who had significant changes. She noted that they do go out to the properties that are undergoing significant changes on a regular basis as well as going out to see the new homes that are under construction.

Ms. Cicchiello asked Ms. Johnson what the total amount of dollars they had been putting into the CIP plan over the past couple of years for this.

Ms. Johnson said that it is currently \$371,000 and that with this transfer it will be \$394,201.

Ms. Cicchiello asked what happens to the excess funds.

Ms. Johnson said that it would remain in the CIP account and they would look at it when they have the next statistical reval.

Ms. Cicchiello said that they would have about \$122,000 left and asked Ms. Vitagliano what she expected they would need in five (5) years.

Ms. Vitagliano said that in 2016 it was \$138,000 and that she would expect that it would probably come in close to that amount.

Ms. Cicchiello asked if teaming up with Waterford helped save them money.

Ms. Vitagliano said that both Waterford and East Lyme have a diligent program between monitoring Realtor.com and going out reviewing building permit work – all of which helps them greatly with keeping up with the properties that they have.

Mr. DeRosa said that he likes the collaboration with Waterford as it realizes both of them savings.

****MOTION (7)**

Ms. Alberti moved to approve a special appropriation in the amount of \$272,400 in CNRE account 32-01-102-500-001 (Revaluation Project) for the 2021 revaluation. This resolution is passed under the guidance of Executive Order 7S with no Town Meeting and being less than 1% of the current budget.

Ms. Santoro seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

f. Carryover – Retirement Liability Account Balance - \$93,355

Ms. Johnson recalled that they had discussed before that they have an aging work force; Mr. Seery had reported that two (2) police officers have retired. Because the retirements have accelerated they carryover what they have from one year to the next as they have a \$1.1M liability.

Ms. Cicchiello asked Ms. Johnson if they can forecast who might retire and when.

Ms. Johnson said that they have several employees over retirement age that have still chosen to and continue to work.

****MOTION (8)**

Ms. Santoro moved to approve the carryover of the remaining balance of \$93,355 in account 01-01-114-100-128 (Retirement Liability) from the 2019/2020 budget to the 2020/2021 fiscal year.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

E. Old Business

Ms. Alberti asked if anyone had any comments.

Ms. Santoro said that she had asked at a previous meeting that as they go forward with Covid dollars from FEMA, etc. that they are given a report of what we are getting and what it is being used for. She also asked if they have gone out to bid for an Auditor.

Ms. Johnson said that she does have an RFP and that they will go out before the end of the month and they are hoping to be able to appoint someone by the August meeting.

Ms. Alberti recalled the Town Charter and the appropriation of up to \$170,000 for the Police department recording system that was \$9000 more than what the Board of Selectmen had approved at the \$170,000. She said that she was told that the Board of Finance could not appropriate more than the Board of Selectmen had; but she thought that they could and had asked Ms. Santoro and Ms. Cicchiello to look at it and see what they thought.

Ms. Cicchiello said that she would look at it but has not done so as of yet.

Mr. Seery said that he could ask Mr. Nickerson and have Town counsel take a look at it and weigh in on it.

Ms. Alberti said that the question is – can the Board of Finance increase an appropriation above and beyond what the Board of Selectmen approved if they have documentation supporting the need.

Ms. Santoro said that with a simple reading that she does not think that the Charter anticipates the Board of Finance increasing appropriations. It tends to give that to the Board of Selectmen – she suggested that Counsel should be asked for an opinion.

F. Public Discussion

Ms. Alberti asked if anyone would like to address the Board.

Ray O'Connor, Town Building committee Chairperson asked about the Public Safety Building.

Ms. Alberti said that the Public Safety Building Presentation and possible action is schedule for Monday July 20, 2020 at a Special Meeting for that purpose.

Mr. O'Connor asked about guidelines with the trades for Covid as he was sure that there will be other costs associated with that protocol.

Ms. Alberti said that Mr. Dagle would address that at the presentation.

Mr. O'Connor said that there is a line item of \$500,000 on computer and communication systems and that he has heard that the Town Building Committee would be working with this project and he has not seen any documentation on any of this communication system.

G. Board Comments

Mr. Steel echoed Mr. DeRosa's comments on Chief Rix's presentation noting that it is nice to see them get reimbursed for the truck and loaner fees. All of his efforts are appreciated.

Mr. DeRosa said that he was confident and pleased with the numbers that Chief Rix had come up with.

Mr. Birmingham asked why the presentation on the Public Safety Building was moved to July 20, 2020 as it is very close to the referendum.

Ms. Alberti said that she felt that the Public Safety presentation was important enough to have it's own evening so the choice was to have it tonight and not do the regular meeting agenda until the August meeting date or schedule another time. In asking Ms. Johnson if they could hold off on the regular agenda items until August she was told that they could not do that as some of the agenda items had to be addressed now. So – this is how it happened that it ended up on July 20, 2020. It will not cut short the time before the referendum as the referendum will be held on July 30, 2020 and not on July 23, 2020 – providing and if the Board of Finance approves the \$2.1M on July 20, 2020.

Mr. Birmingham said that his concern was that not enough people would know about it prior to the referendum if it was being held on July 23, 2020 which, now he understands that it is not.

H. Adjournment

Ms. Alberti called for a motion to adjourn.

****MOTION (9)**

Ms. Cicchiello moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:35 PM

Mr. Steel seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

Replacement of Flanders Fire Department Engine 1



1994 3D Fire Engine

Attachment

Ref

New Business A.

7/8/2020

Current Engine 1 (Out of Service)

- 1994 - 26yrs old (NFPA 20yrs)
- 1500 gpm Pump
- 1000 Gallons of Water
- Needs a New Fuel Tank
- Needs a New Radiator (Custom Built)
- Numerous Coolant Leaks
- Unknown Electrical Problems



Repair Quote for Current Engine 1

New England Fire Equipment & Apparatus Corporation

10 Stillman Road
North Haven, CT 06473
Tel: 203-239-5678

QUOTE

DATE	QUOTE NO.
12/16/2019	6421

NAME / ADDRESS
Flanders FD 151 Boston Post Road East Lyme, CT 06333

Unit #	REP
Engine 21	LF

QTY	ITEM	DESCRIPTION	COST	TOTAL
		1995 Spartan 30# 2562 VIN# 4S7AT9D05SC016950		
1	Repair Requested	Repair Requested - Radiator has many leaks and needs replacing. Fuel tank is cracked and leaking.		0.00
22	LABOR - 2	LABOR 2 MEN - Remove radiator assembly from truck. Clean area and frame rails. Epoxy paint the area. Installation of new radiator, fill and test.	278.00	6,116.00
1	1995-FF1-801001	Radiator steel	8,995.20	8,995.20
6	00836	Final Charge Antifreeze	36.69	220.14
1	FLEETPRIDE	Upper hose	114.62	114.62
1	FLEETPRIDE	Lower hose	92.80	92.80
4	FLEETPRIDE	Hose clamps constant torque stainless steel	12.65	50.60
1	SPARTAN	Radiator Cap	32.00	32.00
16	LABOR - 2	LABOR 2 MEN - Remove fuel tank and straps, clean area under truck. Install new fuel tank, fuel tank straps, fuel tank welder and fill hose	278.00	4,448.00
1	0119-EH1-0211	Fuel Tank 50 Gallons	1,682.82	1,682.82
2	0403-EH1-012	Fuel Tank Strap	211.34	422.68
1	0102-GG3-005	Fuel Tank Sending Unit	114.06	114.06
4	0104-EH1-001	Upper Fuel Tank Straps	41.10	164.40
4	FLEETPRIDE	Fuel fill hose per ft	28.95	115.80
2	FLEETPRIDE	Hose clamps stainless steel	5.95	11.90
All Work Shall Be Done at NEFEA Service and Collision Center			TOTAL	

New England Fire Equipment & Apparatus Corporation

10 Stillman Road
North Haven, CT 06473
Tel: 203-239-5678

QUOTE

DATE	QUOTE NO.
12/16/2019	6421

NAME / ADDRESS
Flanders FD 151 Boston Post Road East Lyme, CT 06333

Unit #	REP
Engine 21	LF

QTY	ITEM	DESCRIPTION	COST	TOTAL
1	SPARTAN	Roll over valve fuel tank 1/2"	22.00	22.00
20	Paint	Paint	180.00	2,880.00
1	PAINT and MATE.	Paint and Materials	185.00	185.00
1	Shipping	Shipping and Handling of Material UPS Fuel Tank	150.00	150.00
1	Shipping	Shipping and Handling of Material Truck Freight Radiator	225.00	225.00
All Work Shall Be Done at NEFEA Service and Collision Center			TOTAL	\$25,163.02

Loaner Engine From NEFEA

- 2007
- 1500 gpm Pump
- 750 Gallons of Water
- \$100 a month Rental fee
- Normally they charge \$7,500 a month.
- Should we purchase the new Engine from them they will waive the rental fees.



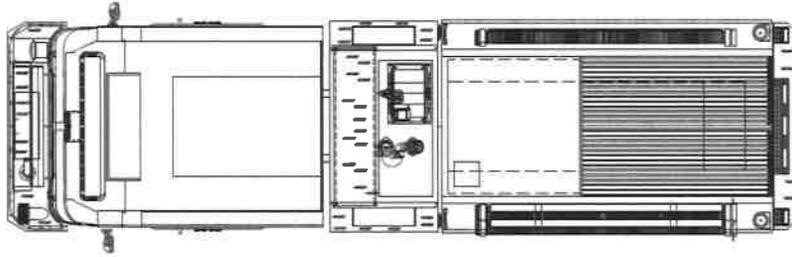
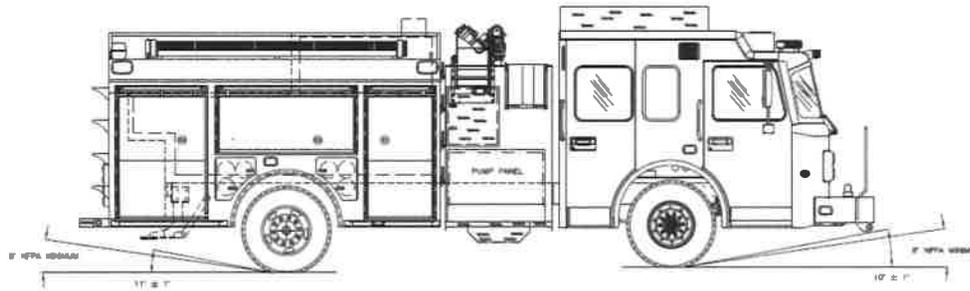
Proposed Replacement Engine

- 2021 Spartan Fire Engine
- 1500 gpm Pump
- 1,250 Gallons of Water
- NO bells and Whistles
- Bare minimum to operate safely
- Identical to our Engine 2
To keep training wear and tear to a minimum as operations for the two will be alike.

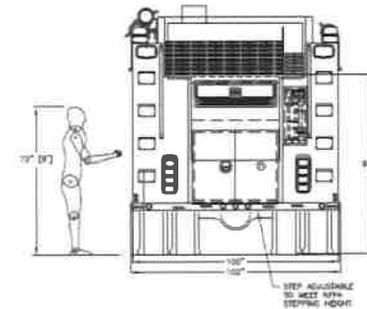
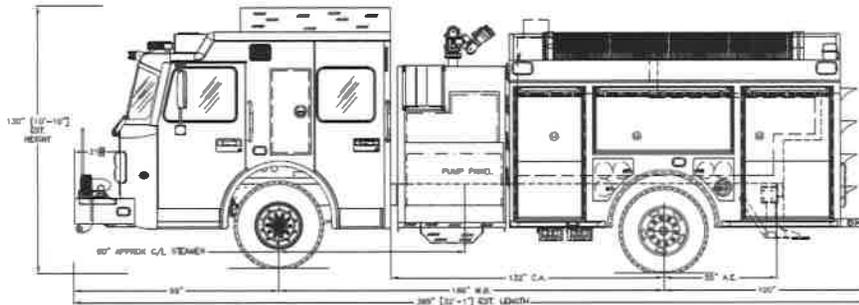


Current Engine 2 (for visualization purposes)

Proposed Replacement Engine

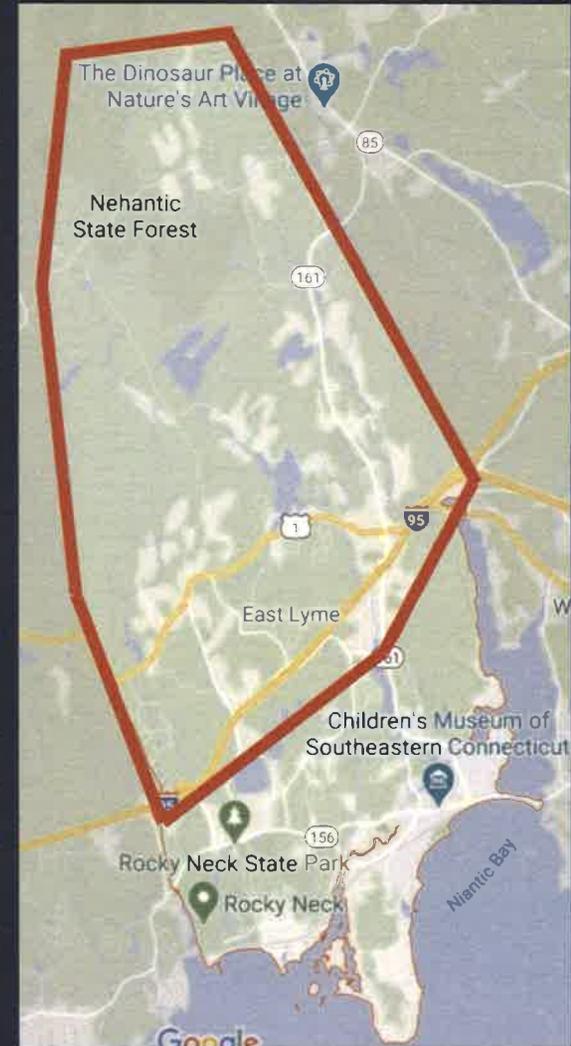


COMPONENT	DESCRIPTION	MANUFACTURER	MODEL	DATE
ENGINE	ISX 12	CUMMINS	ISX12G450	12/10
TRANSMISSION	6SPD	ISUZU	6B3000	12/10
AXLES	10.25	DAVID BROWN	10.25	12/10
STEERING	POWER	DAVID BROWN	10.25	12/10
SUSPENSION	DISC	DAVID BROWN	10.25	12/10
WHEELS	22.5	DAVID BROWN	22.5	12/10
TIRES	22.5R22.5	DAVID BROWN	22.5R22.5	12/10
CHASSIS	10.25	DAVID BROWN	10.25	12/10
FRAME	10.25	DAVID BROWN	10.25	12/10
WARRANTY	3 YEAR	DAVID BROWN	3 YEAR	12/10



The Flanders Fire District runs from the Montville boarder all the way down to Society Rd. Then West along I95 to the Old Lyme boarder at Exit 71 then back north to the Lyme, Montville boarder.

- While the centralized portions of our District do have Fire Hydrants
- We have roughly 20 square miles of Non-Hydrant Areas
- While we are fortunate enough for the loaner w/750 gal of water.
- The 1,250 gal of water in the new engine is much needed for these areas.



20-21 CIP Budget Process

- 11/2019 - Initial Estimated replacement cost \$800,000
(unknown taxes & tariffs do to the economy)
- 2/2020 - After further investigation we lowered cost to \$700,000
- 5/2020 - Final estimated cost of \$647,434
- 5/2020 - Board of Finance approved \$650,000 in 20-21 Budget
(To be bonded)

- After Posting the Open the Bid process on Town website we received a low bid of \$646,800 from New England Fire Equipment.

- Attached to the bid was a Trade in value of \$15,000 for the current Engine

- After Bid Amount, Trade in value and adjustment for Bonding we are requesting \$635,000