

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING OF NOVEMBER 4, 2020
Via ZOOM (Details Below)
7:30 PM

AGENDA

1.
 - a) Call Meeting to Order
 - b) Additional Agenda & Consent Calendar Items
 - c) Delegations
 - d) Approval of Minutes - Regular Meeting of October 21, 2020
 - e) Consent Calendar

2. New Business
 - a) Authorize First Selectman to Execute – Historic Restoration Fund Grant
 - b) Authorize Submission of Municipal CRF Program Reimbursement
 - c) Discussion and Possible Action – Body Cameras
 - d) Discussion and Possible Action – Fire Fighter Administrator Position
 - e) Discussion and Possible Action – Subcommittee Fire Dept Organization Review

3. Communications FILED

4.
 - a) Ex-Officio Reports
 - b) First Selectman's Report

Oct 30 2020 AT 3:20 AM/PM
Kevin Melin
EAST LYME TOWN CLERK

5. Public Comment

6. Selectman's Response

7. Adjourn

East Lyme is inviting you to a scheduled Zoom meeting

Topic: EL Board of Selectmen

Time: Nov 4, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81772227180?pwd=aVVaUXIyejVVLlZrNmtVK29YYUJ0QT09>

Meeting ID: 817 7222 7180

Passcode: 06357

Dial by your location

+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/j/81772227180?pwd=aVVaUXIyejVVLlZrNmtVK29YYUJ0QT09>

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING OF OCTOBER 21, 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.

A copy of this meeting is available to view by visiting eltownhall.com.

PRESENT: Mark Nickerson, Kevin Seery, Marc Salerno, Rose Ann Hardy, Dan Cunningham and Paul Dagle
ALSO PRESENT: Public Works Director Joe Bragaw, Chief of Police Michael Finkelstein and Lieutenant Michael Macek

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

1b. Additional Agenda and Consent Calendar Items
There were none.

1c. Delegations
There were none.

1d. Minutes

MOTION (1)

Mr. Seery MOVED to approve the Board of Selectmen special meeting minutes of September 30, 2020, as submitted.

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

MOTION (2)

Mr. Seery MOVED to approve the Board of Selectmen regular meeting minutes of October 7, 2020, as submitted.

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

MOTION (3)

1e. Consent Calendar

Mr. Seery MOVED to approve the Consent Calendar for October 21, 2020, in the amount of \$10,309.75.

Seconded by Ms. Hardy. Motion passed 6-0.

2a. Water & Sewer Budgets

Mr. Nickerson stated that there is no intended action on this item, and that this is on the agenda for discussion only to get an update on the water and sewer budgets. As per the Town Charter, Ms. Hardy called for an update on these budgets as we are just about halfway through the fiscal year.

Mr. Bragaw reviewed both the water budget, attached as exhibit 1, and sewer budget, attached as exhibit 2. He stated that these budgets are reviewed by the Water and Sewer Commission in March and the budgets are adopted in April and presented at the May annual Town Meeting; so, he explained that the rates

FILED

Oct 23 2020 AT 3:10 AM/PM
[Signature]
EAST LYME TOWN CLERK

set forth in the fall were discussed in the spring; they will begin reviewing the budget at next week's meeting. Mr. Bragaw noted that both budgets came in under budget for the 19/20 fiscal year.

Ms. Hardy asked Mr. Bragaw to explain the new State Assessment Tax, and Mr. Bragaw stated that State instituted this tax in order to build up the Connecticut Department of Public Health's (DPH) Safe Drinking Water Program and meet their obligations under the Federal Safe Drinking Water Act; we pass this fee along to the ratepayer. Ms. Hardy suggested that anyone not pleased with this fee should speak to our State Representatives. She inquired as to the percentage of users in town, and Mr. Bragaw responded that for water it is approximately 75% of the users in town and for sewer it is about 40%. Regarding the reference to private users, that refers to private hydrant users, such as businesses such as Costco. Mr. Bragaw stated that our users pay less than some surrounding towns because our utilities allow for sliding scale calculation. Ms. Hardy inquired if we could try to lower the sodium levels in the drinking water by reducing the amount of salt used on the roadways in the winter months; Mr. Bragaw stated that he would investigate what he can do on the town roads, but that a lot of our roads are State roads, and they decide what they use on those roads.

2b. Police Accountability

Chief Finkelstein explained that the Police Accountability Act was passed in July of this year and explained that there are still a lot of unknowns with this bill as there are forty-four parts to the bill itself and it is incredibly involved. He stated that he would like to discuss the immediate financial impact this bill has the Town as there are some things that will need to be done and it is very unclear who's responsibility it will be to fund some of the items; the goal is to be accredited by the deadline in 2022. Chief Finkelstein provided a summary, and that is attached hereto as exhibit 3. Regarding the cost of the body cameras, he noted that the State reimbursement program has already reduced its reimbursement from 50% to 30%, so it is important that we move forward quickly on that; the reimbursement covers the initial cost of the body cameras only and does not include vehicle cameras or any recurring maintenance or service fees. Chief Finkelstein stated that he is working closely with other area police departments as there are quite a few that have just recently or are just now going through this process. He stated that the CALEA (Commission on Accreditation for Law Enforcement Agencies, Inc.) accreditation process is 4-5 years long. Mr. Cunningham inquired what would happen if a municipality was unable to complete the accreditation process before the 2022 deadline, and Chief Finkelstein stated that a POST representative will then be assigned to assist the department to successful completion.

Chief Finkelstein stated that he highly recommends that the Town hire an Accreditation Manager to oversee the process, and to review content an experience legal firm. These are extra costs but are necessary to ensure successful accreditation in the timeframe we must work with. The biggest expense is the initial cost of purchase and rollout, and that needs to happen sooner than later, especially since the reimbursement fund is quickly dwindling and has a first come first served policy. The costs associated with the accreditation process will appear in next year's budget. Chief Finkelstein stated that it is difficult now to be sure of the cost of recertification because the State has not yet set the parameters and timeframe; but all officers will be required to be drug tested every three years and pass psychological testing every five years to maintain accreditation, but the details of how the testing will be administered is yet to be determined. Our current policy and procedures could service as the foundation of our new ones, but the CALEA standards are much more involved and detailed, which is why he recommends that the Town pay the extra expense for the services of qualified attorney; he noted that this is an industry standard. The Accreditation Manager would be an in-house position; that person will work directly with the legal firm during the process.

4a. Ex-Officio Reports

Mr. Seery reported that the Parks and Recreation Commission is seeing an approximate 30% drop in revenue from last year due to the pandemic but noted that their revenue fund contains a surplus for now they are okay. There will be a reverse Light Parade this year, to be held on Saturday, December 12th at McCook's.

There will be more details to follow, but the plan for floats to be stationary and public to drive through to enjoy them; more to follow. They are also planning a socially distance responsible Holiday Stroll after Thanksgiving; stay tuned for more details.

Mr. Dagle reported that the Harbor Management Shellfish Commission was unable to meet this week due to technical difficulties and will re-schedule with a special meeting next week. The Inland Wetlands Agency discussed a regulation changed, and asked Mr. Gary Goeschel to prepare a resolution that will change the buffer zone from 100' to 300'; he noted that this is less than the 500' that this commission had originally proposed. He reported that they received an application to building a church and that a public hearing would be scheduled; Mr. Nickerson noted that this is the Christian Harvest Fellowship which is has been planning for years to build this new church.

Mr. Cunningham reported that at their last meeting, WELSCO made the decision that there will be no scallop this year due to a low population of scallops, and they also discussed and organized comments to be submitted regarding the proposed POCD. Mr. Nickerson stated that there is also some discussion going on right now on who should be responsible for the purchase of the pump out boat, noting that he had thought that the commission had agreed to make the purchase as they are one of the few commissions if not only commission that can keep money set aside in a savings account. He advised the Board that they should expect to see Harbor Management as they will need approximately \$2,500 for the purchase of this vessel.

Mr. Salerno reported that the Town Building Committee discussed the PSB project for the first time and will plan to assign a Clerk of the Works at the next meeting. The schools building project continues to wrap up and it looks like the project is coming in approximately \$200,000 under budget.

4b. First Selectman's Report

Mr. Nickerson reported that the Governor put East Lyme into Red Alert status, which most importantly means that the First Selectman can now make the decision to pull East Lyme back into Phase 2 should the increase in COVID cases continues; for now, we continue to be cautious and move slowing into Phase 3. Rolling back to Phase 2 will means things such as closing parks, no indoor dining, etc.

Mr. Salerno requested that going forward the Board of Selectmen receive an ex-officio report from the Police Commission on matter of traffic authority, and he referenced the new stop sign recently installed on West Society Road.

Mr. Nickerson reported that there are no plans to cancel Halloween this year. Keep an eye on the webpage as more information will be posted there soon. Mr. Nickerson will follow the recommendations of the State Department of Public Health, and asked that everyone socially distance while trick or treating, wear a medical mask not a costume mask. If you choose to hand out candy, consider leaving it outside for kids to take on their own; or if you decide to answer the door, be sure to have the kids hold out their bag and you place the candy inside, etc. Please keep an eye on the webpage and social media as we get closer to Halloween and have fun!

5. Public Comment

There was none.

6. Selectmen's Response

There was none.

7. Executive Session

MOTION (4)

Mr. Seery MOVED to enter into executive session for the purpose of discussing personnel matters and real estate matters.

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

The Board entered into executive session at 9:22 p.m. They returned at 10:04 p.m. and Mr. Seery stated that no formal votes had been taken.

MOTION (5)

Mr. Seery MOVED to leave executive and resume the regular meeting at 10:04 p.m.

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

MOTION (6)

Mr. Seery MOVED to adjourn the October 21, 2020, Regular Meeting of the Board of Selectmen at 10:04 p.m.

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

Respectfully Submitted By:

Sandra Anderson

Sandra Anderson
Recording Secretary



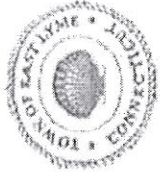
TOWN OF EAST LYME FY 20-21 PROP SEWER DEPT BUDGET EXPENDITURES

Acct #	Act Exp. FY 17-18	Act Exp. FY 18-19	Adopted FY 19-20	Proj EOY FY 19-20	Proposed FY 20-21	Variance		Comment
						Amount	%	
FICA/Medicare	114-100-121 \$ 35,203	\$ 37,739	\$ 39,400	\$ 38,100	\$ 40,300	\$ 900	2.28%	2.25% GWI
Lease Generator Repair	200-100-006 \$ 2,915	\$ -	\$ -	\$ -	\$ -	\$ -	-	done paying off this bill
Vehicle - lease Payment	200-100-006 \$ 10,247	\$ 19,949	\$ 30,892	\$ 28,688	\$ 28,480	\$ (2,412)	-7.8%	reduction - finished off paying form tr
Salaries/Wages	300-100-101 \$ 204,840	\$ 241,187	\$ 234,800	\$ 235,500	\$ 240,000	\$ 5,200	2.21%	2.25% GWI
Field OT	300-100-102 \$ 45,180	\$ 55,728	\$ 51,900	\$ 46,850	\$ 52,700	\$ 800	1.5%	
SUBTOTAL	\$ 250,020	\$ 296,915	\$ 286,700	\$ 282,350	\$ 292,700	\$ 6,000	2.1%	
Personnel Benefits	300-100-122 \$ 64,990	\$ 51,353	\$ 88,600	\$ 90,600	\$ 100,000	\$ 11,400	12.9%	Health, pens, wc up 16%, 5% & 3% resp
Treatment Plant & Sys Fee	300-610-210 \$ 629,741	\$ 771,907	\$ 734,100	\$ 605,200	\$ 675,822	\$ (58,278)	-7.9%	increase in plant costs
Maint. of Pump St Equip	300-610-215 \$ 84,359	\$ 63,872	\$ 60,000	\$ 80,600	\$ 60,000	\$ -	0.0%	
Maint of Wet Wells	300-610-217 \$ 27,556	\$ 45,444	\$ 38,000	\$ 53,000	\$ 50,000	\$ 12,000	31.6%	
Maint of System	300-610-220 \$ 16,107	\$ 20,395	\$ 24,500	\$ 27,100	\$ 24,500	\$ -	0.0%	
VI Improvements	300-610-221 \$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
Materials & Supplies	300-610-225 \$ 8,969	\$ 8,891	\$ 9,000	\$ 10,500	\$ 10,000	\$ 1,000	11.1%	
Utilities	300-610-230 \$ 151,850	\$ 159,978	\$ 150,000	\$ 157,500	\$ 157,500	\$ 7,500	5.0%	trending up with power
Telephones	300-610-231 \$ 7,889	\$ 5,209	\$ 5,900	\$ 5,900	\$ 5,900	\$ -	0.0%	
Fuel Oil & Gas	300-610-235 \$ 20,872	\$ 27,185	\$ 26,000	\$ 23,250	\$ 22,800	\$ (3,200)	-12.3%	lower cost of fuel
Chemicals	300-610-240 \$ 85,036	\$ 121,362	\$ 116,020	\$ 116,020	\$ 115,000	\$ (1,020)	-0.9%	
O&M Exp	300-610-250 \$ 18,054	\$ 11,621	\$ 14,140	\$ 14,140	\$ 14,140	\$ -	0.0%	
Maint of Vehicles	300-610-260 \$ 7,993	\$ 7,908	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.0%	
Salaries/Wages	400-100-101 \$ 197,086	\$ 204,588	\$ 227,700	\$ 228,200	\$ 247,800	\$ 20,100	8.8%	2.25% GWI + \$15k for retirement cont
Personnel Benefits	400-100-121 \$ 93,000	\$ 100,191	\$ 78,800	\$ 78,800	\$ 82,740	\$ 3,940	5.0%	health increase of 5%
Legal & Accounting	400-200-140 \$ 25,768	\$ 19,737	\$ 23,300	\$ 24,800	\$ 27,300	\$ 4,000	17.2%	Inc for WSP for tri town agreement
Outside Services	400-200-210 \$ 10,567	\$ 9,445	\$ 17,600	\$ 17,600	\$ 17,600	\$ -	0.0%	
Insurance PDL	400-200-290 \$ 38,251	\$ 36,760	\$ 36,760	\$ 33,171	\$ 34,830	\$ (1,930)	-5.3%	
Prof Development	400-300-243 \$ -	\$ 374	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
Supplies & Misc	400-300-320 \$ 1,196	\$ 1,668	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	
New Services/Projects	500-500-330 \$ 2,304	\$ 86,677	\$ 80,500	\$ 80,500	\$ 80,500	\$ -	0.0%	add amt to help offset mter repl project
Contingency	600-600-400 \$ 47,163	\$ 50,428	\$ 40,000	\$ 59,205	\$ 40,000	\$ -	0.0%	
Op Transfer Out	800-800-801 \$ 100,000	\$ 35,000	\$ 25,000	\$ 100,000	\$ 25,000	\$ -	0.0%	
SUBTOTAL	\$ 1,638,752	\$ 1,839,992	\$ 1,806,920	\$ 1,817,086	\$ 1,802,432	\$ (4,488)	-0.2%	
GRAND TOTAL	\$ 1,937,136	\$ 2,194,595	\$ 2,163,912	\$ 2,166,224	\$ 2,163,912	\$ (0)	0.00%	

TOWN OF EAST LYME SEWER DEPARTMENT BUDGET REVENUES (Account 06)



	Acct #	FY 17-18			FY 18-19			FY 19-20			FY 20-21			Comments									
		Actual			Actual			Adopted	YTD	Proj	Prop	Diff-Amt	Diff-%										
Inter govt Rev	01-100-402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Metered Sewer Service	01-100-600	\$ 490,672	\$ 455,841	\$ 467,077	\$ 446,114	\$ 341,764	\$ 467,077	\$ 341,764	\$ 446,114	\$ 456,401	\$ (10,676)	-2.29%											
Metered (Water) Sew. Serv	01-100-610	\$ 1,523,295	\$ 1,500,003	\$ 1,596,863	\$ 1,512,385	\$ 904,905	\$ 1,596,863	\$ 904,905	\$ 1,512,385	\$ 1,606,430	\$ 9,567	0.60%											
Delinquent Int.	01-100-621	\$ 7,105	\$ 7,105	\$ 7,500	\$ 7,500	\$ 3,144	\$ 7,500	\$ 3,144	\$ 7,500	\$ 7,500	\$ -	0.00%											
	Subtotal	\$ 2,021,072	\$ 1,962,948	\$ 2,071,440	\$ 1,985,999	\$ 1,249,813	\$ 2,071,440	\$ 1,249,813	\$ 1,985,999	\$ 2,070,331	\$ (1,109)	-0.05%											
Inspection Fees (Billed)	05-100-043	\$ 1,328	\$ 1,328	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -												
Maintenance Fees *	05-100-044	\$ 5,945	\$ 5,945	\$ 6,550	\$ 5,389	\$ 3,889	\$ 6,550	\$ 3,889	\$ 5,389	\$ 6,000	\$ (550)	-8.40%											
Permits	05-100-550	\$ 5,735	\$ 5,735	\$ 5,215	\$ 6,600	\$ 3,625	\$ 5,215	\$ 3,625	\$ 6,600	\$ 5,215	\$ -	0.00%											
Misc	08-800-809	\$ -	\$ -	\$ 79,507	\$ 500	\$ 500	\$ 79,507	\$ 500	\$ 500	\$ -	\$ -												
Operating Transfers In	08-800-810	\$ 56,160	\$ 56,160	\$ 79,507	\$ 79,507	\$ 9,600	\$ 79,507	\$ 9,600	\$ 79,507	\$ 81,166	\$ 1,659	2.09%											
		\$ 2,090,240	\$ 2,032,116	\$ 2,163,912	\$ 2,059,194	\$ 1,267,427	\$ 2,163,912	\$ 1,267,427	\$ 2,059,194	\$ 2,163,912	\$ -	0.00%											
		<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Budget</td> <td>\$ 2,163,912</td> <td>\$ 2,163,912</td> </tr> <tr> <td>Projected Expenditures</td> <td>\$ 2,066,508</td> <td>\$ 2,163,912</td> </tr> <tr> <td>Additional revenue/(not enough revenue)</td> <td>\$ (7,314)</td> <td>\$ 0</td> </tr> </table>													Budget	\$ 2,163,912	\$ 2,163,912	Projected Expenditures	\$ 2,066,508	\$ 2,163,912	Additional revenue/(not enough revenue)	\$ (7,314)	\$ 0
Budget	\$ 2,163,912	\$ 2,163,912																					
Projected Expenditures	\$ 2,066,508	\$ 2,163,912																					
Additional revenue/(not enough revenue)	\$ (7,314)	\$ 0																					



TOWN OF EAST LYME SEWER DEPARTMENT BUDGET (Account 06)

ACTUAL & ESTIMATED REVENUES FOR METERED SERVICE

FY 17-18		FY 18-19		FY 19-20		FY 20-21	
Actual Billings		Actual Billings		Actual/Estimated Billings		Estimated Billings	
PRISONS	TOWN	PRISONS	TOWN	PRISONS	TOWN	PRISONS	TOWN
Rate Change	Prisons 10.0% Act Rev.	Rate Change	Prisons 0.00% Rate inc for Est Rev.	Rate Change	Prisons 2.50% Rate inc for Est Rev.	Rate Change	Prisons 2.00% Rate inc for Est Rev.
	Town 3.0% Actual		Town 0.00%		Town 2.50%		Town 2.00%
	Act Rev.		Est Rev.		Est Rev.		Est Rev.
7/17 - P	\$ 35,480	7/18 - P	\$ 39,215.48	7/19 - P	\$ 35,108	7/20 - P	\$ 35,986
8/17 - P	\$ 35,537	8/18 - P	\$ 37,459.38	8/19 - P	\$ 37,610	8/20 - P	\$ 38,550
9/17 - P	\$ 36,240	9/18 - P	\$ 42,532.36	9/19 - P	\$ 41,704	9/20 - P	\$ 42,747
10/17 - P	\$ 40,205	10/178 - P	\$ 43,265.99	10/19 - P	\$ 43,848	10/20 - P	\$ 44,944
11/17 - Town	\$ 781,776	11/18 - Town	\$ 866,820	11/19 - Town	\$ -	11/20 - Town	\$ -
11/17 - P	\$ 34,467	11/18 - P	\$ 41,143.06	11/19 - P	\$ 42,277	11/20 - P	\$ 43,333
12/17 - P	\$ 36,252	12/18 - P	\$ 40,429.98	12/19 - P	\$ 36,362	12/20 - P	\$ 37,476
1/18 - P	\$ 38,505	1/19 - P	\$ 37,081.78	1/20 - P	\$ 32,961	1/21 - P	\$ 33,620
2/18 - P	\$ 33,818	2/19 - P	\$ 36,890.30	2/20 - P	\$ 35,415	2/21 - P	\$ 36,124
3/18 - P	\$ 43,508	3/19 - P	\$ 36,017.37	3/20 - P	\$ 36,279	3/21 - P	\$ 37,004
4/18 - P	\$ 34,804	4/19 - P	\$ 31,285.97	4/20 - P	\$ 32,068	4/21 - P	\$ 32,789
5/18 - P	\$ 41,316	5/19 - P	\$ 35,475.19	5/20 - P	\$ 36,362	5/21 - P	\$ 37,089
May Billing Town	\$ 741,519	May Billing Town	\$ -	May Billing Town	\$ -	May Billing Town	\$ -
6/18 - P	\$ 60,540	6/19 - P	\$ 35,043.87	6/20 - P	\$ 35,920	6/21 - P	\$ 36,818
Proj. yr End Rev	\$ 490,672	Proj. yr End Rev	\$ 455,840.73	Proj. yr End Rev	\$ 446,114	Proj. yr End Rev	\$ 456,401
Total Revenue	\$ 2,013,967	Total Revenue	\$ 1,955,844	Total Revenue	\$ 1,958,499	Total Revenue	\$ 2,062,831

RATES				
	11/17	11/18	11/19	Prop - 11/20
Rates per 1000 gal	\$ 7.90	\$ 7.90	\$ 8.10	\$ 8.26
up to 2.5m gal over 6 mo per	\$ 8.59	\$ 8.59	\$ 8.80	\$ 8.98
Rate Change	3.00%	0.00%	2.50%	2.00%

TOWN OF EAST LYME WATER DEPT (Act 07-01)

PROPOSED FY 20-21 OPERATING BUDGET



Account Description	Acct #	Actual FY 18-19	Adptd Bldgt FY 19-20	Proj EOY FY 19-20	Prop Bldgt FY 20-21	Var. from FY 19-20		from rates analysis	Diff Amt
						Amount	%		
PICA/Medicare	114-100-121	\$ 49,952	\$ 62,440	\$ 59,900	\$ 65,400	\$ 2,960	4.74%	\$ 63,845	\$ 1,555
Bonds/Principal	300-200-201	\$ 522,595	\$ 502,325	\$ 321,649	\$ 503,154	\$ 829	0.17%	\$ 506,097	\$ (2,943)
<i>Meter Rep Project</i>	300-200-202	\$ 36,769	\$ 182,000	\$ 20,000	\$ 182,000	\$ -	0.00%	\$ 182,000	\$ -
State Assessment Fee	300-300-301	\$ 13,996	\$ 14,276	\$ 11,200	\$ 11,200	\$ (3,076)	-21.55%	\$ 14,562	\$ (3,362)
New Services	300-340-345	\$ 8,326	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0.00%	\$ 7,500	\$ -
New Meters	300-340-346	\$ 11,038	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ 5,000	\$ -
Tools & Equip	300-390-394	\$ 6,798	\$ 8,000	\$ 10,532	\$ 8,000	\$ -	0.00%	\$ 8,000	\$ -
<i>Communications Equip</i>	300-390-397	\$ 3,274	\$ 4,600	\$ 4,813	\$ 4,600	\$ -	0.00%	\$ 4,600	\$ -
Bonds Interest	300-400-427	\$ 111,832	\$ 100,650	\$ 100,650	\$ 93,587	\$ (7,063)	-7.02%	\$ 93,587	\$ -
Operating Transfers Out	300-500-520	\$ 57,845	\$ 59,002	\$ 59,002	\$ 60,477	\$ 1,475	2.50%	\$ 60,477	\$ -
Payment to SAF		\$ 25,000	\$ 40,000	\$ 40,000	\$ 50,000	\$ 10,000	25.00%	\$ 50,000	\$ -
Meter Deposits Reimb.			\$ 157,500	\$ 90,200	\$ 169,200	\$ 11,700	7.43%	\$ 189,000	\$ (19,800)
Maintenance of Wells	300-610-614	\$ 55,601	\$ 57,500	\$ 59,828	\$ 60,000	\$ 2,500	4.35%	\$ 60,000	\$ -
<i>Fuels</i>	300-620-622	\$ 33,900	\$ 31,200	\$ 33,777	\$ 34,900	\$ 3,700	11.86%	\$ 32,136	\$ 2,764
<i>Power</i>	300-620-623	\$ 269,956	\$ 302,200	\$ 282,200	\$ 285,000	\$ (17,200)	-5.69%	\$ 305,222	\$ (20,222)
Maint. Of Pumping Sta.	300-630-631	\$ 16,569	\$ 17,500	\$ 21,000	\$ 17,500	\$ -	0.00%	\$ 17,500	\$ -
Maint of Pumping Equip	300-630-633	\$ 12,401	\$ 15,000	\$ 15,000	\$ 17,500	\$ 2,500	16.67%	\$ 17,500	\$ -
<i>Chemicals</i>	300-640-641	\$ 305,867	\$ 284,137	\$ 280,000	\$ 260,000	\$ (24,137)	-8.49%	\$ 289,820	\$ (29,820)
Maint. Of Tr. Equip	300-650-652	\$ 3,461	\$ 15,000	\$ 17,000	\$ 17,500	\$ 2,500	16.67%	\$ 17,500	\$ -
<i>Misc Maps & Records</i>	300-660-665	\$ 1,965	\$ 2,900	\$ 2,572	\$ 2,900	\$ -	0.00%	\$ 2,900	\$ -
<i>Safety Equip & Training</i>	300-660-666	\$ 7,087	\$ 11,000	\$ 13,127	\$ 15,000	\$ 4,000	36.36%	\$ 11,000	\$ 4,000
<i>Maint of O&M</i>	300-670-671	\$ 11,893	\$ 14,140	\$ 14,218	\$ 14,140	\$ -	0.00%	\$ 14,140	\$ -
Maint of Storage Tank	300-670-672	\$ 4,094	\$ 5,000	\$ 1,908	\$ 5,000			\$ 5,000	\$ -
Maint of Trans. & Dist	300-670-673	\$ 44,634	\$ 30,000	\$ 35,173	\$ 35,000	\$ 5,000	16.67%	\$ 30,000	\$ 5,000
Maint of Services	300-670-675	\$ (761)	\$ 12,000	\$ 592	\$ 4,000	\$ (8,000)	-66.67%	\$ 12,000	\$ (8,000)
Maint of Meters	300-670-676	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -
Maint of Hydrants	300-670-677	\$ 2,333	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -
<i>Customer Records & coll</i>	300-900-903	\$ 19,428	\$ 27,900	\$ 27,900	\$ 27,900	\$ -	0.00%	\$ 27,900	\$ -
Admin Asst(s) Salary	300-920-201	\$ 62,397	\$ 65,000	\$ 64,316	\$ 66,100	\$ 1,100	1.69%	\$ 66,463	\$ (363)
PW & Fin Dir. Util Eng	300-920-202	\$ 169,922	\$ 270,121	\$ 266,769	\$ 290,400	\$ 20,279	7.51%	\$ 280,700	\$ 9,700
Field Per Salaries - Reg	300-920-204	\$ 394,104	\$ 408,700	\$ 415,687	\$ 426,400	\$ 17,700	4.33%	\$ 423,520	\$ 2,880
Field Per Salaries - OT	300-920-205	\$ 73,479	\$ 69,200	\$ 60,151	\$ 70,800	\$ 1,600	2.31%	\$ 70,757	\$ 43
Office Supplies & Misc	300-920-210	\$ 1,451	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -
Interconnection	300-920-220	\$ 73,764	\$ 79,700	\$ 113,569	\$ 115,900	\$ 36,200	45.42%	\$ 85,000	\$ 30,900
<i>Outside Services</i>	300-920-230	\$ 77,034	\$ 82,500	\$ 82,934	\$ 82,500	\$ -	0.00%	\$ 82,500	\$ -
Insurance Property	300-920-240	\$ 25,425	\$ 26,700	\$ 23,370	\$ 26,700	\$ -	0.00%	\$ 23,631	\$ 3,069
<i>Empl Benefits & Pensions</i>	300-920-260	\$ 302,903	\$ 260,000	\$ 270,000	\$ 273,000	\$ 13,000	5.00%	\$ 273,000	\$ -
Vehicle Exp	300-930-321	\$ 8,520	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%	\$ 8,000	\$ -
<i>Veh Aqu. Program</i>	300-930-323	\$ 30,047	\$ 41,748	\$ 40,864	\$ 31,210	\$ (10,538)	-25.24%	\$ 41,748	\$ (10,538)
Capitol Projects	300-930-325	\$ 9,967	\$ 15,000	\$ 25,000	\$ 15,000	\$ -	0.00%	\$ 15,000	\$ -
Contingency	300-930-999	\$ 151,738	\$ 50,000	\$ 71,484	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -
TOTAL		\$ 3,016,605	\$ 3,351,439	\$ 2,981,884	\$ 3,418,468	\$ 67,029	2.00%	\$ 3,453,605	\$ (35,137)
			carry over	\$ 30,433		\$ 67,029	2.00%		
			Mod Exp.	\$ 3,388,035		\$ 0			
			Est. FY 20-21 debt payment	\$ 700,000					
			debt reserve	\$ 400,000					
			take from debt reserve	\$ 196,846					
			debt reserve balance	\$ 203,154					



TOWN OF EAST LYME

WATER DEPARTMENT BUDGET REVENUES (Account 07)

Acct #	Actual FY 18-19	Adptd Bdgt FY 19-20	YTD FY 19-20	Proj EOY FY 19-20	Prop Bdgt FY 20-21	Var - Amt	%	from rates analysis	Diff Amt
Metered Water Service	\$ 2,722,729	\$ 2,986,327	\$ 1,845,782	\$ 3,008,291	\$ 3,017,195	\$ 30,868	1.0%	\$ 3,093,449	\$ (76,254)
Deliq Int - Water Service	\$ 15,325	\$ 13,000	\$ 8,376	\$ 11,000	\$ 13,000	\$ -	0.0%	\$ 13,000	\$ -
Subtotal	\$ 2,738,054	\$ 2,999,327	\$ 1,854,158	\$ 3,019,291	\$ 3,030,195	\$ 30,868	1.0%	\$ 3,106,449	\$ (76,254)
Benefits Charge	\$ 27,506	\$ 28,900	\$ 20,120	\$ 28,900	\$ 28,900	\$ -	0.0%	\$ 28,900	\$ -
Assessments Charge	\$ 7,226	\$ 4,500	\$ 6,086	\$ 8,000	\$ 8,000	\$ 3,500	77.8%	\$ 7,500	\$ 500
Lien Fees - Ass/Conn	\$ 48	\$ -	\$ 24	\$ 24	\$ -	\$ -	-	\$ -	\$ -
Deliq Int - Assmts/Conn	\$ 3,120	\$ 3,000	\$ 838	\$ 1,500	\$ 2,000	\$ (1,000)	-33.3%	\$ 3,000	\$ (1,000)
Connection Charges	\$ 27,200	\$ 22,000	\$ 22,500	\$ 25,000	\$ 22,000	\$ -	0.0%	\$ 20,000	\$ 2,000
State Assessment Fee	\$ -	\$ 13,996	\$ -	\$ -	\$ -	\$ (13,996)	-100.0%	\$ 14,562	\$ (14,562)
Sewer portion of meters	\$ -	\$ 80,500	\$ -	\$ 80,500	\$ 80,500	\$ -	0.0%	\$ 80,500	\$ -
Sale of meters/hydrants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Subtotal	\$ 64,894	\$ 152,896	\$ 49,568	\$ 143,924	\$ 141,400	\$ (8,972)	-5.9%	\$ 154,462	\$ (13,062)
Private Hydrant Fees	\$ 25,410	\$ 25,370	\$ 27,520	\$ 27,520	\$ 28,070	\$ 2,700	10.6%	\$ 25,877	\$ 2,193
Town Fire Hydrant Fees	\$ 39,180	\$ 43,098	\$ 43,098	\$ 43,098	\$ 47,408	\$ 4,310	10.0%	\$ 47,408	\$ (0)
Misc/Turn of-on fees	\$ 32,687	\$ 32,000	\$ 7,267	\$ 32,000	\$ 32,000	\$ -	0.0%	\$ 35,000	\$ (3,000)
Inspection Fees	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Subtotal	\$ 97,277	\$ 100,468	\$ -	\$ 104,618	\$ 107,478	\$ 7,010	7.0%	\$ 108,285	\$ (807)
Interest - MBIA	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ (10)	-100.0%	\$ -	\$ -
Lease Rental	\$ 49,672	\$ 50,921	\$ 35,745	\$ 50,921	\$ 50,921	\$ -	0.0%	\$ 49,700	\$ 1,221
Auction Proceeds	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100.0%	\$ -	\$ -
Misc Rev	\$ -	\$ -	\$ 71	\$ 71	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Use of Ret. Earnings	\$ -	\$ 46,317	\$ -	\$ 31,114	\$ 88,473	\$ 42,156	91.0%	\$ 34,708	\$ 53,765
Subtotal	\$ 49,672	\$ 98,748	\$ -	\$ 83,606	\$ 139,394	\$ 40,646	41.2%	\$ 84,408	\$ 54,986
TOTAL	\$ 2,949,897	\$ 3,351,439	\$ -	\$ 3,351,439	\$ 3,418,468	\$ 67,029	2.0%	\$ 3,453,604	\$ (35,136)
Budgeted	\$ 3,109,456	\$ 3,351,439	\$ -	\$ 0	\$ 3,418,468	\$ -	-	\$ -	\$ -
Diff	\$ (159,559)	\$ -	\$ -	\$ -	\$ (10)	\$ -	-	\$ -	\$ -
Expended	\$ 3,023,593	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -



TOWN OF EAST LYME

WATER DEPARTMENT BUDGET (Account 07)

ACTUAL & ESTIMATED REVENUES FOR METERED SERVICE

FY 18-19- Actuals				FY 19-20 Estimates				FY 20-21 Estimates			
Act. Rate 11/18	3.5% prisons > 2.5M gal	3.5% town <2.5M gal	-	Act. Rate 11/19	2.0% prisons > 2.5M gal	2.0% town <2.5M gal	-	Prop. Rate 11/20	2.0% prisons > 2.5M gal	2.0% town <2.5M gal	-
7/18 - P	\$ 20,268.95	\$ -		7/19 - P	\$ 43,746.35	\$ -		7/20 - P	\$ 21,087.82	\$ -	
8/18 - P	\$ 25,334.42	\$ -		8/19 - P	\$ 45,814.48	\$ -		8/20 - P	\$ 26,357.93	\$ -	
9/18 - P	\$ 33,420.04	\$ -		9/19 - P	\$ 49,542.22	\$ -		9/20 - P	\$ 34,770.21	\$ -	
10/18 - P	\$ 26,540.98	\$ -		10/19 - P	\$ 73,737.92	\$ -		10/20 - P	\$ 27,613.24	\$ -	
11/18 - T	\$ -	\$ 1,327,039		11/19 - T	\$ -	\$ 1,384,556		11/20 - T	\$ -	\$ 1,412,247	
11/18 - P	\$ 24,720.74	\$ -		11/19 - P	\$ 23,854.49	\$ -		11/20 - P	\$ 24,331.58	\$ -	
12/18 - P	\$ 26,540.98	\$ -		12/19 - P	\$ 35,409.90	\$ -		12/20 - P	\$ 36,118.10	\$ -	
1/19 - P	\$ 16,094.65	\$ -		1/20 - P	\$ 43,624.80	\$ -		1/21 - P	\$ 44,497.30	\$ -	
2/19 - P	\$ 30,936.06	\$ -		2/20 - P	\$ 41,230.66	\$ -		2/21 - P	\$ 42,055.27	\$ -	
3/19 - P	\$ 29,967.34	\$ -		3/20 - P	\$ 20,490.13	\$ -		3/21 - P	\$ 20,899.93	\$ -	
4/19 - P	\$ 28,694.02	\$ -		4/20 - P	\$ 29,267.90	\$ -		4/21 - P	\$ 29,853.26	\$ -	
5/19 - P	\$ 36,000.00	\$ -		5/20 - P	\$ 36,720.00	\$ -		5/21 - P	\$ 37,454.40	\$ -	
5/19 - T	\$ -	\$ 1,042,999		5/20 - T	\$ -	\$ 985,746		5/21 - T	\$ -	\$ 1,063,859	
6/19 - P	\$ 54,172.75	\$ -		6/20 - P	\$ 27,000.00	\$ -		6/21 - P	\$ 28,500.00	\$ -	
	\$ 352,690.93	\$ 2,370,038			\$ 470,438.85	\$ 2,370,302			\$ 373,539.03	\$ 2,476,106	
Projected Meter Revenue	\$ -	\$ 2,722,729		Projected Meter Revenue	\$ -	\$ 2,840,741		Projected Meter Revenue	\$ -	\$ 2,849,645	
Meter service fee	\$ -	\$ 82,475		Meter service fee	\$ -	\$ 167,550		Meter service fee	\$ -	\$ 167,550	
Total Meter Revenue	\$ -	\$ 2,805,204		Total Meter Revenue	\$ -	\$ 3,008,291		Total Meter Revenue	\$ -	\$ 3,017,195	

meter service fee = \$ 25 /yr (1/2 add to min charge)* 6702 town meters = \$ 167,550 total for year
 per billing \$ 83,775

Rates per 1000 gal	11/15	11/16	11/17	11/18	11/19	11/20
up to 3,500 gal (min)	\$ 50.33	\$ 57.85	\$ 57.85	\$ 62.87	\$ 64.13	\$ 65.41
meter service fee				\$ 12.50	\$ 12.50	\$ 12.50
state assess				\$ 1.00	\$ 1.00	\$ 1.00
3,501-50,000	\$ 4.06	\$ 4.26	\$ 4.26	\$ 4.63	\$ 4.72	\$ 4.82
50,000-675,000	\$ 4.48	\$ 4.70	\$ 4.70	\$ 5.11	\$ 5.21	\$ 5.32
675,000-2,500,000	\$ 4.89	\$ 5.13	\$ 5.13	\$ 5.58	\$ 5.69	\$ 5.81
over 2,500,000	\$ 4.89	\$ 5.65	\$ 6.50	\$ 6.73	\$ 6.86	\$ 7.00

East Lyme Police Department

2020 Police Accountability Bill

Cost analysis

The following are portions of the Police Accountability Bill #6004 (LCO No. 3700) which are projected to have a financial component.

Section 1 – Certification – Drug testing every recertification cycle

Effective immediately – Estimated cost \$1,482

Section 3 , 15 & 16 – Psychological /Behavior assessment every 5 years

Effective January 1, 2021

Estimated cost - \$16,900 for assessments if same fee is charged as new hires.

** Unknown cost associated with ambiguity of language regarding assessments and what constitutes a failed assessment, and Town's financial responsibility should it be determined to be Workers Compensation issue/PTSD.

Section 7 – Implicit Bias Training

Effective immediately

The bill does not specify number of hours and/or who may teach the course.

Estimated man power cost - \$5,640

Possible instructor cost unknown. Cost estimate would be for 1-4hr block of training.

Section 18 – Feasibility & impact of social workers

Based on wording, the feasibility of using social workers to respond with Officers to certain calls for service.

Unresolved question is if each Department would be responsible for the cost of social workers.

Section 19, 20, & 45 – Body Cameras

Requires body cameras by July 1, 2022. Currently agency utilizes in car camera system. Body worn camera system to be implemented would need to integrate with in car system. Current legislation makes municipalities eligible for reimbursement of 30% of body worn cost for initial purchase. Municipality responsible for continuing storage costs, redaction software and personnel time needed to manage the program. We are working with vendors to establish costs and best functioning product. Each product offers vastly different services and attached functionality.

Section 41 – Civil cause of action

Inherent in the bill is language which causes possible increased liability costs to Town for cases filed. Impossible to establish a true cost, most would be in legal fees.

Section 44 – Accreditation

Requires all Police Departments to achieve CALEA accreditation by 2025. This is a 4 – 5 yr process to achieve accreditation.

Initial fee for accreditation is \$6,500. Process necessitates the assignment of a member of the agency to manage the process, which reduces availability to use that Officer/Supervisor in other capacities on a regular basis. Also will require legal review of polices as they are enacted, and many areas required may have financial impact for operational, communication, and policy needs.

**TOWN OF EAST LYME
FIRE ADMINISTRATOR**

POSITION SUMMARY:

This is a highly responsible, professional and managerial position involving the direction of a municipal combination of volunteer and career fire departments.

NATURE OF WORK:

Duties include planning and directing department members and staff toward the goals and objectives of the Fire Department, managing the budget, and coordinating all non-fire ground operations of the Fire Department. On Scene operations shall be commanded by the Fire Chiefs or their Line Officers.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman, or his or her designee.

SUPERVISION EXERCISED:

Provides general supervision to all Fire Department Staff and Members, including Career Fire Fighters, Part Time Fire Fighters, Volunteer Fire Fighters, Volunteer Emergency Medical Technicians, Volunteer Officers, and Volunteer Chiefs. Coordinates interdepartmental committees comprised of municipal staff in the areas of planning. Shall make recommendations to the First Selectman regarding the direction, discipline, suspension and relief from active duty of any employee or volunteer member within the Towns (2) two Fire Departments, subject to the provisions of applicable collective bargaining contracts and the Town Charter, as well as Fire Department Policies and Standard Operating Guidelines (SOG's).

GENERAL DUTIES:

Establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and office staff.

Administrative work involving firefighting, rescue and other emergency administration, record keeping, computer knowledge, policy and guideline development and implementation, with assistance from the Fire Chiefs.

Coordinates the required training and physical fitness requirements for all Volunteer and Career Personnel.

Develop specifications for needed equipment and determine purchasing requirements; and develop strategic and tactical plans for future equipment and facilities.

Analyze the Emergency Services needs of the Town and coordinate programs to meet those needs, keeping in mind the unique nature of the volunteer and career emergency services being rendered.

Prepares and oversees Fire Department Budgets and monitors expenditures to ensure effective and efficient use of budgeted funds. Works collectively with Fire Chiefs during the budget process to meet all of their specific needs and requests.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel, and operate office equipment, or controls, and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to walk, talk, hear, sit, and smell. Specific vision abilities required by this job include close vision and the ability to adjust focus.

If needed, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE AND TRAINING:

High School Graduate or its equivalent.

A minimum of five years of fire department and/or town government experience, with a minimum of three years of supervisory experience and five years of fire ground experience.

Experience with Volunteer Fire Departments required.

Current State of Connecticut EMT Certification.

State of Connecticut Fire Officer Certification.

State of Connecticut Fire Instructor Certification.

SPECIAL REQUIREMENTS:

A post-offer/pre-employment physical examination (within the past six months) which shall include a statement from an approved licensed physician certifying that the employee is capable of fulfilling the requirements of the job. Physical and psychological examinations, as may be required during employment. Pre-employment drug screening.

Criminal background record checks prior to employment.