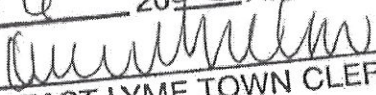


EAST LYME BOARD OF SELECTMEN  
REGULAR MEETING OF OCTOBER 7, 2020  
Via ZOOM (Details Below)  
7:30 PM

\*AMENDED AGENDA\*

1.
  - a) Call Meeting to Order
  - b) Additional Agenda & Consent Calendar Items
  - c) Delegations
  - d) Approval of Minutes
    - Regular Meeting of September 16, 2020
    - Special Meeting of September 21, 2020
  - e) Consent Calendar
  
2. New Business
  - a) Special Appropriation – Human Resources - \$3,576.18
  - b) Discussion and Possible Action – Allocation of FEMA Funds - \$327,046.72
  - c) Discussion and Possible Action – PSB – Appoint Noble Construction
  - d) Discussion and Possible Action – PSB – Appoint Town Building Committee to Oversee the project
  
3. Communications
  
4.
  - a) Ex-Officio Reports
  - b) First Selectman's Report
  
5. Public Comment
  
6. Selectman's Response
  
7. Adjourn

FILED  
Oct 6 2020 AT 4:55 AM/PM  
  
EAST LYME TOWN CLERK

\*\*\*\*\*

East Lyme is inviting you to a scheduled Zoom meeting

Topic: East Lyme Board of Selectmen  
Time: Oct 7, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/87306305398>

Meeting ID: 873 0630 5398

Dial by your location  
+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/u/kb0LiKHq9T>

EAST LYME BOARD OF SELECTMEN  
REGULAR MEETING OF SEPTEMBER 16, 2020  
MINUTES

Board of  
Selectmen  
OCT 07 20  
Agenda Item  
# 10

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, Paul Dagle and Dan Cunningham  
ALSO PRESENT: Finance Director Anna Johnson, Town Planner Gary Goeschel, and Michelle Williams, Chair of the POCD.

FILED

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

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

Sept 24, 2020 AT 1:20 AM/PM  
Brooke Horan ATC  
EAST LYME TOWN CLERK

3. Delegations

Mr. Ray O'Connor, Chairman of the Town Building Committee, stated that he had three concerns regarding the Public Safety Building project that he would like addressed. 1) \$70,000 allocated for heating and lighting; what line item will that be coming out of. 2) Regarding previous discussions about installing a secondary access to the site from Capitol Drive; he cannot find that referenced in the plans. And 3) There are no provisions for COVID protocols, such as disinfecting the building periodically, etc. Mr. Nickerson noted that Mr. Dagle will address those concerns during the meeting as the Board does not answer questions directly during delegations.

4. Approval of Minutes

**MOTION (1)**

DISCUSSION: Mr. Dagle stated that under agenda item 8a, ex-officio reports, the research being done on the town boundary in the river between East Lyme and Waterford was brought forth by the East Lyme Harbor Management and Shellfish Commission, not WELSCO.

Mr. Seery MOVED to approve the Regular Meeting Minutes of September 2, 2020, as amended.

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

5. Consent Calendar

**MOTION (2)**

Mr. Seery MOVED to approve the Consent Calendar for the meeting of September 16, 2020, in the amount of \$26,379.31.

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

6a. POCD

**MOTION (3)**

DISCUSSION: Mr. Nickerson stated that the Town Planner as well as members of the POCD were in attendance to answer any questions that the Board might have. It was decided that the Board of Selectmen

would hold a public meeting to solicit feedback from the public on this matter before forwarding any recommendations to the Planning Commission. Mr. Goeschel explained the time frame, and also noted that the Board is not required to hold a public hearing on this matter, nor is the Board required to forward comments and/or recommendations to the Planning Commission. If recommendations are brought forth to the Planning Commission on this matter, those recommendations will be heard as part of the Planning Commission's public hearing to be held on November 10, 2020. Mr. Nickerson inquired if in the plan there is industrial space to be added, and Ms. Williams responded that there are no recommendations on reducing or expanding industrial, commercial or residential zones in this draft proposal. Mr. Nickerson stated that he would like to see some industrial zones added and noted that maybe there could be a placeholder put in for light industrial zones should appropriate land become available. Ms. Williams stated that some language has been put in the plan to ensure that industrial zones are used for that purpose only, and not, for instance, used for residential housing. Mr. Salerno noted that a great deal of the Town's light industrial zone has been recently lost to an affordable housing project, so this is a good point for further discussion, and noted that because of decisions many years ago to build residential in the light industrial zone set the precedent for these current residential projects being approved to take up this light industrial zoned land. Ms. Hardy stated that she feels that people move to this town because of its residential nature, and she would be opposed to adding more industrial zones. She stated that she does not want to see residential land clear cut for future housing, and that the plan should include a provision that open space be included with any residential building. Mr. Dagle and Mr. Cunningham agreed that open space is very beneficial necessary for natural habitat and should be a part of all future development plans. Mr. Goeschel explained that after the public meeting on the 30<sup>th</sup>, the Board of Selectmen would send to the Planning Commission either a favorable or non-favorable recommendation, with comments if appropriate. Mr. Nickerson encouraged the public to review this proposed plan and attend the special meeting on the 30<sup>th</sup> to share their comments and noted that the plan is available on the Town Hall website, as well as in the Town Clerk's office.

Mr. Seery MOVED to schedule a Special Public Meeting on Wednesday, September 30<sup>th</sup> for the purpose of reviewing and gathering feedback from the public on the proposed Plan of Conservation and Development (POCD) for the Town of East Lyme.

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

#### 7a. Public Safety Building Bond Resolution

##### **MOTION (4)**

DISCUSSION: Mr. Nickerson gave a summary of the steps and how we got to this number for bonding and noted that we can now move forward with bonding as both the Board of Selectman and Board of Finance have agreed on a final number. We are amending the original bond resolution to add \$985,000 to that amount. Using the \$1,200,000 of FEMA money, we should move forward and schedule a special meeting for September 21<sup>st</sup> to set the date for a referendum to be held on October 1<sup>st</sup>, and the additional \$300,000 of FEMA funds will be re-appropriated at a future date. Absentee Ballots will be available between September 25<sup>th</sup> and October 1<sup>st</sup> for pick up only, and cannot be mailed in. The Secretary of State confirmed that the current executive orders regarding voting and COVID does not apply to referendums, so only the standard absentee ballot reasons will be accepted for in person absentee ballot submission. The referendum will be held on October 1<sup>st</sup> at one location only, the East Lyme Community Center of Society Road, from 8am until 8pm. Voting for the referendum will be done in person, and the Registrars will make available drive up drop off ballots at the Community Center on October 1<sup>st</sup>.

Mr. Seery MOVED that 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". As per Section 1 of the resolution, 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 \$985,000 from \$5,000,000 to \$5,985,000. Said resolution, a copy of which is attached hereto, is hereby adopted and recommended for approval by the Board of Finance and the legal voters of the Town at a Special Town Meeting. We waive reading the resolution in its entirety; a copy has been and will continue to be available for inspection in the Town Clerk's office.

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

7b. Cini Park Fishing Dock Lease Subcommittee

Mr. Nickerson stated that this item is on the agenda simply to re-group the subcommittee to begin working on this matter as it needs to be resolved and ready to address at the December Board of Selectmen meeting. The Subcommittee members are Dan Cunningham, Marc Salerno and Paul Dagle.

8. Communications

There were none.

9a. Ex-Officio Reports

Mr. Dagle stated that he would like to address the questions brought up earlier in the meeting during public delegations. Regarding the \$70,000 allocated for heating and lighting, Ms. Johnson stated that for the 19/20 fiscal year the funds were transferred from the Contingency account, and for the current fiscal year, we will charge it directly to the Public Safety Contingency account that has been established in the General Fund. Mr. Dagle stated that the contractor is held responsible for applying COVID protocols, at the contractor's expense, during this project and until the building is turned over to the Town upon completion of the project. Mr. Nickerson stated that in regard to the egress on Capitol Drive, this road is being constructed as part of the housing development project and is a requirement of that project. He noted that this development has begun.

9b. First Selectman's Report

Mr. Nickerson reported that there is a discrepancy in where the town border lies between East Lyme and Waterford in the Niantic River, and he stated that he has asked the Harbor Management Commissions in both towns to work with both he and the First Selectman in Waterford to work this out. In the meantime, he has asked both Town's Harbor Management Commissions to not take any further action until this group has had a chance to sit down and thoroughly evaluate the situation. Ms. Hardy stated that a study was done by the Town Attorneys previously and inquired as to whether we should be reviewing that first before asking the attorneys to re-visit this town line issue. Mr. Nickerson stated that they did go back and review what documentation is on file and will take that to Waterford and meet with them and work it out.

The Miracle League had a ribbon cutting to open the field, and it was attended by a small group of people consisting of the sponsors, Board of Directors and family members. A town-wide ribbon cutting event will be scheduled when we can safely gather. Please take a moment to stop by and check out this beautiful addition to our town.

There will be a cornhole tournament this Sunday at the VFW at 2pm. The Children's Museum had a successful online annual gala this past weekend and did very well and received a lot of support; thank you to everyone who participated. The Niantic Main Street group held a crafts fair and antiques show this past weekend that was very successful. Mr. Nickerson reported that at a recent Council of Governments meeting it was discussed that concerts, art shows, theatre, etc. should not be expected to get back on schedule and open for the near future, and possibly into 2022. In the case of concerts specifically, it will not be feasible to think that a group can travel throughout the United States to perform until this pandemic is under control. He stated that the Governor has issued an executive order to allow for fines to be given to people not wearing masks, but that there is no real clarity on how those orders can be enforced. The Council of Governments and local law enforcement has requested some clarification on these enforcement issues. Mr. Nickerson reported that there have been nine new cases of COVID in East Lyme, and spikes in other towns across the state, and we can expect that there will be a second wave so please continue to wear your masks, practice proper cleaning measures and continue to follow the recommended social distancing guidelines.

10. Public Comment

There was none.

11. Selectman's Response

There was none.

**MOTION (5)**

Mr. Seery MOVED to adjourn the September 16, 2020, regular meeting of the East Lyme Board of Selectmen at 8:30 p.m.

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

Respectfully Submitted By:



Sandra Anderson  
Recording Secretary

EAST LYME BOARD OF SELECTMEN  
SPECIAL MEETING OF SEPTEMBER 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.

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, Paul Dagle and Dan Cunningham  
ALSO PRESENT: Finance Director Anna Johnson and Town Attorney Tracy Collins

First Selectman Nickerson called the meeting to order at 7:30 p.m.

2. Delegations

There were none.

3. Resolution adopting the resolution to increase the appropriation and bond authorization by \$985,000 (the original resolution was for \$5,000,000) for the planning, design, acquisition, construction, equipping and furnishing of the public safety building.

Mr. Seery stated that at a meeting of the Board of Selectmen on September 16, 2020, the following resolution was adopted:

Mr. Seery MOVED that 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". As per Section 1 of the resolution, 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 \$985,000 from \$5,000,000 to \$5,985,000. Said resolution, a copy of which is attached hereto, is hereby adopted and recommended for approval by the Board of Finance and the legal voters of the Town at a Special Town Meeting. We waive reading the resolution in its entirety; a copy has been and will continue to be available for inspection in the Town Clerk's office.

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

Mr. Nickerson stated that as part of the bonding procedures, this adopted resolution should become part of the September 21, 2020 meeting records.

FILED IN EAST LYME  
CONNECTICUT  
Sept 25 2020 AT 2:28 AM PM  
Brooke Stevens  
EAST LYME TOWN CLERK

Board of Selectmen Special Meeting  
September 21, 2020

1 of 3

4. Schedule a Special Town Meeting/Referendum to increase the appropriation and bond authorization by \$985,000 (the original resolution was for \$5,000,000) for the planning, design, acquisition, construction, equipping and furnishing of the public safety building.

Mr. Seery stated that this agenda item will be addressed together along with agenda item #6.

5. Special Appropriation - \$1,200,000 from FEMA Fund Reimbursements to be appropriated to the Public Safety Building Project.

**MOTION (1)**

Mr. Seery MOVED that a special appropriation in the amount of \$1,200,000 for the planning, design, acquisition, construction, equipping and furnishing of the Public Safety Building, the source of funds being FEMA reimbursements from Storm Sandy and Storm Irene, is hereby adopted and recommended for approval by the legal voters of the Town at a Special Town Meeting.

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

6. Schedule a Special Town Meeting/Referendum to approve the appropriation of \$1,200,000 from FEMA Fund Reimbursements to be appropriated to the Public Safety Building Project.

**MOTION (2)**

Mr. Seery MOVED that (A) the First Selectman be authorized and directed to call a Special Town Meeting to be held on October 1, 2020, Via Zoom at 7:30 P.M. (ET), to consider (i) 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" and (ii) the resolution for a special appropriation in the amount of \$1,200,000 for the planning, design, acquisition, construction, equipping and furnishing of the Public Safety Building, the source of funds being FEMA reimbursements from Storm Sandy and Storm Irene, (B) said items be removed from the call of the Special Town Meeting for submission to the voters at a referendum vote to take place at the East Lyme Community Center on October 1, 2020, between the hours of 8:00 A.M. and 8:00 P.M., in accordance with Section 7-7 of the Connecticut General Statutes, (C) there being no other business before such Special Town Meeting, that such Special Town Meeting be cancelled, and (D) the First Selectman be authorized and directed to publish a Notice of Referendum stating the questions to be voted upon as follows:

"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 September 16, 2020, be approved?"

and 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 \$985,000 (the original resolution was for \$5,000,000) for the planning, design, acquisition, construction, equipping and furnishing of the public safety building, be approved? YES/NO"

"Shall the resolution for a special appropriation in the amount of \$1,200,000 for the planning, design, acquisition, construction, equipping and furnishing of the Public Safety Building, the source of funds being FEMA reimbursements from Storm Sandy and Storm Irene, adopted by the Board of Selectmen on September 21, 2020, be approved?"

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

"Shall the resolution for a special appropriation in the amount of \$1,200,000 for the planning, design, acquisition, construction, equipping and furnishing of the Public Safety Building, the source of funds being FEMA reimbursements from Storm Sandy and Storm Irene, 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.

The warning of the referendum shall state that the full text of the proposed resolution is on file and open to public inspection at the office of the Town Clerk.

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

Mr. Nickerson stated that the referendum will be held on October 1, 2020 from 8:00 a.m. until 8:00 p.m. at the East Lyme Community Center. Registered voters and property owners of property assessed at \$1,000 or more are eligible to vote at this referendum. Absentee Ballots will be available between September 25th and October 1st for pick up only, and cannot be mailed in. The Secretary of State confirmed that the current executive orders regarding voting and COVID does not apply to referendums, so only the standard absentee ballot reasons will be accepted for in person absentee ballot submission. The Town Clerk confirmed that we cannot mail out the absentee ballots, but voters can mail their ballot back. The Registrars will be providing curbside voting for anyone not comfortable with going into the Community Center. All registered voters please come out and vote.

**MOTION (3)**

Mr. Seery MOVED to adjourn the September 21, 2020, regular meeting of the East Lyme Board of Selectmen at 7:47 p.m.

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

Respectfully Submitted By:



Sandra Anderson  
Recording Secretary



TAX REFUNDS  
for  
CONSENT CALENDAR  
For Meeting September 30,2020

|                              |   |           |            |  |
|------------------------------|---|-----------|------------|--|
| Timothy R. Purdy             | MV JUNKED JULY 2020 - Plates returned   | 9/28/2020 | \$7.44     |  |
| CLAUSON'S NURSERY            | MV SOLD AUG 2020 - Plates returned      | 9/29/2020 | \$61.03    |  |
| Cheryl A. Kowalyshyn         | MV SOLD AUG 2020 - Plates returned      | 9/29/2020 | \$16.28    |  |
| Rick & Kimberley Francis     | MV REG in TX AUG 2020 - Plates returned | 10/1/2020 | \$10.78    |  |
| Timothy C. Shelburn          | Owner OVERPAYMENT on MV -               | 10/1/2020 | \$60.97    |  |
|                              |   |           |            |  |
|                              |   |           |            |  |
|                              |   |           |            |  |
| <i>J.H. McCulloch</i>        | <i>10/1/20</i>                          |           |            |  |
| John H. McCulloch, CCMC East | Lyme Tax Collector                      |           | \$9,623.47 |  |

Board of  
Selectmen

OCT 07 20

Agenda Item  
# 1e

TAX REFUNDS  
for  
CONSENT CALENDAR  
For Meeting September 30,2020

| Name                          | Reason for Refund                        | Posting Date | Refund Amount | Date Paid by Fin. |
|-------------------------------|--|--------------|---------------|-------------------|
| John Boullie                  | Owner OVERPAYMENT on Real Estate         | 9/11/2020    | \$357.34      |                   |
| Jeanne O. Primo               | Owner OVERPAYMENT on Motor Vehicles      | 9/11/2020    | \$260.06      |                   |
| Robert and Soraya Aubele      | MV SOLD April 2020 = Plates returned     | 9/11/2020    | \$214.40      |                   |
| James & Debra Stout           | Owner OVERPAYMENT on Real Estate         | 9/14/2020    | \$426.24      |                   |
| DAIMLER TRUST                 | MV SOLD JAN 2020 - Plates returned       | 9/14/2020    | \$473.66      |                   |
| TOYOTA LEASE TRUST            | MV SOLD MARCH 2020                       | 9/14/2020    | \$158.81      |                   |
| TOYOTA LEASE TRUST            | MV SOLD JUNE 2020                        | 9/14/2020    | \$134.99      |                   |
| TOYOTA LEASE TRUST            | MV SOLD JAN 2020 - Plates returned       | 9/14/2020    | \$335.95      |                   |
| TOYOTA LEASE TRUST            | MV SOLD MAY 2020 - Plates returned       | 9/14/2020    | \$201.93      |                   |
| TOYOTA LEASE TRUST            | MV SOLD MAY 2020 - Plates returned       | 9/14/2020    | \$178.78      |                   |
| VAULT TRUST                   | MV SOLD OCTOBER 2019 - Plates returned   | 9/14/2020    | \$275.15      |                   |
| Thomas & Brenda Peck          | MV SOLD NOV 2019 - Plates returned       | 9/16/2020    | \$252.12      |                   |
| Josepha Brilus                | MV SOLD JUNE 2020 - Plates returned      | 9/16/2020    | \$18.72       |                   |
| HONDA LEASE TRUST             | MV SOLDFEB 2020 - Plates returned        | 9/16/2020    | \$227.02      |                   |
| Jane L. Broderick TR          | Owner OVERPAYMENT on Real Estate         | 9/16/2020    | \$200.00      |                   |
| Janet K. Woronick             | MV TRADE IN AUG 2020 - Plates returned   | 9/16/2020    | \$15.06       |                   |
| William Logozzo & Shari Lucas | MV SOLD JULY 2020 - Plates returned      | 9/17/2020    | \$82.90       |                   |
| CAB EAST LLC                  | MV SOLD FEBRUARY 2019                    | 9/17/2020    | \$339.86      |                   |
| STAR COMPUTERS LLC            | Owner OVERPAMENT on Personl Propety      | 9/17/2020    | \$155.42      |                   |
| SERVICES PLUS LLC             | MV SOLD JULY 2020 - Plates returned      | 9/17/2020    | \$94.95       |                   |
| Maryanne J. Donadio           | Owner OVERPAYMENT on Motor Vehicles      | 9/18/2020    | \$145.77      |                   |
| Maryanne J. Donadio           | Owner OVERPAYMENT on Motor Vehicles      | 9/18/2020    | \$60.97       |                   |
| Timothy M. Enos               | MV TRADED JULY 2020 - Plates returned    | 9/21/2020    | \$72.26       |                   |
| Matthew P. Mountzoures        | Owner OVERPAYMENT on MV -                | 9/21/2020    | \$105.50      |                   |
| Patricia Simpson              | MV REG IN MA - Plates returned           | 9/21/2020    | \$10.13       |                   |
| HYUBDAI LEASE TITLING         | Motor Vehicle LEASE UP - Plates returned | 9/21/2020    | \$210.55      |                   |
| Elsie L. Saldukas - Cappello  | MV TRADED DEC 2018 - Plates returned     | 9/21/2020    | \$210.55      |                   |
| Deborah Jean Boyd             | Owner OVERPAYMENT on Motor Vehicles      | 9/22/2020    | \$17.57       |                   |
| Deborah Jean Boyd             | Owner OVERPAYMENT on Motor Vehicles      | 9/22/2020    | \$174.71      |                   |
| Deborah Jean Boyd             | Owner OVERPAYMENT on Motor Vehicles      | 9/22/2020    | \$161.91      |                   |
| FIRST STUDENT                 | Owner OVERPAYMENT on Motor Vehicles      | 9/22/2020    | \$1,229.12    |                   |
| Dawn R. Griswold              | Motor Vehicle, BAA CHANGE                | 9/22/2020    | \$49.63       |                   |
| Gloria F. Balsamo             | Motor Vehicle BAA CHANGE                 | 9/24/2020    | \$25.24       |                   |
| Evelena B. Hollendonner       | Motor Vehicle BAA CHANGE                 | 9/24/2020    | \$54.96       |                   |
| TOYOTA LEASE TRUST            | MV SOLD DEC 2017 - P lates returned      | 9/25/2020    | \$250.05      |                   |
| TOYOTA LEASE TRUST            | MV SOLD FEB 2019 - Plates returned       | 9/25/2020    | \$360.58      |                   |
| GUYS INC                      | Motor Vehicle BAA CHANGE                 | 9/25/2020    | \$569.19      |                   |
| GUYS INC                      | Motor Vehicle BAA CHANGE                 | 9/25/2020    | \$796.69      |                   |
| Chris J. Hoverman             | MV SOLD AUG 2020 - Plates returned       | 9/25/2020    | \$92.59       |                   |
| Edward R. Seacor              | Motor Vehicle BAA CHANGE                 | 9/28/2020    | \$15.88       |                   |
| Edward R. Seacor              | Motor Vehicle BAA CHANGE                 | 9/28/2020    | \$36.02       |                   |
| CAB EAST LLC                  | MV SOLD FEB 2019 -                       | 9/28/2020    | \$339.86      |                   |
| Jean Y. Park                  | Motor Vehicle, BAA CHANGE                | 9/28/2020    | \$73.88       |                   |

**Request for Board of Selectmen**

**TO:** Board of Selectmen  
**FROM:** Rebecca E. Lucovich, HR Manager  
**DATE:** 10/1/2020  
**SUBJECT:** Special Appropriation and Transfer from Contingency \$3,576.18 HR Manager

**Summary of Agenda Item:**

We are requesting approval for additional funding for the 2020\_2021 Fiscal year for the HR Manager position. We are requesting \$3,576.18 (up to 3 hours per week for 38 weeks at \$31.37). The funding is being requested for the fiscal year, but the timing of the usage may vary due to seasonal requirements and employee activity. The justification for this additional funding is as follows:

1. Increase in Retirement Distribution Packages – Q4\_2019 – 2 distributions: 7 for 2020 to date. This includes requesting retirement distribution packages, providing employee guidance and counseling on completion and retirement related issues, and completing payout schedules.
2. New Employees – Retirements /terminations creating an increase in new hires FT and PT. (15 to date)
3. Increase in personnel and policy issues requiring resolution and disciplinary actions (Police, UPSEU)
4. Contract interpretation and enforcement – (PTO, retirement, payouts)
5. Development of Attendance/Payroll protocol and processes
6. Update and include in new hire process Accrual/Rollover ID (MCSJ)
7. Develop spreadsheet to track Police Department Step Increases
8. Due to COVID, additional research for FFCRA, safety and health practices, UPSEU MOA, interpretation, and execution on new laws/regulations/statutes
9. Due to COVID, increase in unemployment claims to research
10. Due to COVID and Health Insurance Administrator changes, increase in communication to employees
11. Research /analysis to clean up retiree pension census (Jenkins, Latham, Marcianno)
12. Increased questions from former retirees (death benefits)
13. Development of new process to ensure mandated training requirements are met through on-line/Internet portals.

**Action Needed:**

Move to approve a Special Appropriation and transfer in the amount of \$3,576.18 from account number 01-01-120-200-500 (Contingency) to account 01-01-106-100-211 (HR Manager) to allow for up to an additional three hours per week and forward to the Board of Finance for approval. This request comes during the fiscal year due to work-load.

**Attachment:** Contingency Account Balance  
**Prepared By:** Rebecca E. Lucovich, HR Manager

Town of East Lyme  
 Schedule of Contingency  
 7/1/2020- 6/30/2021

Account 01-01-120-200-500 Operating Contingency

| BOS      | BOF      | Amount  | Reason  | Type |
|----------|----------|---------|---|------|
|          |          | 125,000 | Beginning Balance                             |      |
| 9/2/2020 | 9/7/2020 | (7,270) | Town Clerk Dept 107 for Presidential Election |      |
|          |          | (3,576) | HR Manager additional 3 hours per week        |      |
|          |          |         |   |      |
|          |          |         |   |      |
|          |          |         |   |      |
|          |          |         |   |      |
|          |          | 114,154 | Remaining Balance                             |      |

**Request for Board of Selectmen**

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| <b>BoS Agenda<br/>Item No. 2b<br/>Date: 10/07/2020</b> |
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**TO:** Board of Selectmen  
**FROM:** Anna M. Johnson, Director of Finance  
**DATE:** October 2, 2020  
**SUBJECT:** Allocation of Additional FEMA Funds \$327,046.72

**Summary of Agenda Item:**

After the approval of using \$1,200,000 of the FEMA funds from Storms Irene and Sandy for the PS Building, there is a remaining balance of \$327,046.72 to allocate. First, I'll note that we received the funds on September 24, 2020. Items for discussion for funding are as follows:

|              |   |
|--------------|---|
| \$115,000    | CNRE Sidewalks since we used that amount of funding to complete the boardwalk     |
| \$150,000    | CNRE Body Cameras Police – to appropriate when forwarded by the Police Commission |
| \$ 50,000    | EL Public Trust request for Boardwalk Maintenance use Fund 21 NBB Maintenance     |
| \$ 12,146.72 | CNRE to Town Projects for future projects   |

**Action Needed:**

Move to approve a special appropriation of the remaining FEMA Funding received from Storms Irene and Sandy in the amount of \$327,046.72 as follows:

|              |   |   |
|--------------|---|---|
| \$115,000    | to CNRE account 32-70-300-500-007                         | Sidewalk Repair   |
| \$150,000    | to CNRE account 32-70-300-500-999                         | Town Projects (for future Police Body Camera appropriation) |
| \$ 12,146.72 | to CNRE account 32-70-300-500-999                         | Town Projects for future projects                           |
| \$ 50,000    | to Fund 21 NBB Maintenance Fund account 21-10-001-300-001 | (Miscellaneous Expenditures)                                |

and forward to the Board of Finance for approval. This resolution is passed under the guidance of Executive Order 7S with no town meeting and being less than 1% of the current budget.

**Attachments:**

None.

**Prepared By:** Anna M. Johnson, Director of Finance