

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, FEBRUARY 10th, 2021  
Via Zoom Meetings**

FILED

**Members in Attendance:** Camille Alberti, Chairperson  
John Birmingham  
Peter DeRosa  
Anne Santoro  
Richard Steel

Feb 18, 20 21 AT 11:06 AM PM  
*Brenda Thomas ATC*  
EAST LYME TOWN CLERK

**Also In Attendance:** Mark Nickerson, First Selectman  
Jeffrey Newton, Superintendent of Schools  
Maryanna Stevens, School Finance Director  
Timothy Hagen, BOE  
Bill Scheer, Deputy PW Director  
John Way, Fire Marshal  
Anna Johnson, Finance Director

**Absent:** Ann Cicchiello, Vice-chairperson

**A. Call Regular Meeting to Order**

Chairman Alberti called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM.

**B. Delegations**

Ms. Alberti called for delegations.  
There were no delegations.

**C. Minutes**

▪ **Regular Meeting – December 9, 2020**

Ms. Alberti called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of December 9, 2020.

**\*\*MOTION (1)**

Ms. Santoro moved to approve the Regular Meeting Minutes of December 9, 2020 as presented.

Mr. Steel seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**D. Reports**

▪ **Board of Education**

Mr. Newton, Superintendent provided a projected expense update. He said that they will start to phase the students back in and that cases are decreasing across the region. He gave an update on the covid expenditures noting that PPE should be okay but supplies a bit more due to items going home with the students. Personnel has continually increased over the course of the year due to the virtual classes. He noted that they had \$100,000 allotted for unanticipated expenses and that it is down to \$85,000 now.

Grant funds – Esser and Geer will provide them with a total of \$466,395. They will also be getting a second round of grant funding of some \$700,000+ to be used for academic recovery and programs.

With respect to the \$500,000 that they returned last year and are looking to use this year, he said that they would hold off a bit as the numbers continue to go down and they are hoping not to need anymore than that \$500,000. He noted that there also could be more money coming with the Biden administration; and the ECS funding of over \$6M that they receive is to remain the same. (Expenditure sheet not provided)

Ms. Alberti asked about the \$761,000+ grant and if, when it comes it is to be used over the next two-year period.

Mr. Newton said yes – it is a 'draw-down' grant.

Ms. Alberti commented that they should be okay for a couple of months before coming back for some of the \$500,000.

Mr. Newton and Ms. Stevens said yes.

Ms. Santoro said that she had watched the BOE meeting on you tube and asked about his thoughts on getting the HS students back in.

Mr. Newton said that the HS is the toughest to deal with – the biggest challenge is the cafeteria and the students without masks while eating. They are trying to work this out and will be taking a look at other schools of similar size on what they are considering doing. They can expand to outdoor spaces for eating in the warmer weather.

Mr. Steel asked about scheduling different lunch 'waves'.

Mr. Newton said that they already do that – they have three waves now.

#### ▪ **First Selectman**

Mr. Nickerson reported that the good news is that with the Lamont budget plans that our Town funding will be kept level and that the BOE and covid dollars increased. ECS funding has been kept level for the next two years. There are also unfunded mandates that do get rolled in – such as police accountability. Also; our grand list grew by 2.1% - the highest that it has been in years.

The Niantic Bridge project is nearing its end – but they will have to close the bridge to all traffic for a two-week period in March.

Also, we have had plenty of covid instances but he has not heard of one Town employee giving it to another employee. The Town offices are still closed to the public so the by appointment only has been working well.

#### ▪ **Finance Director**

Ms. Johnson reported that the tax collection percentage is a bit lower although the dollar amount is about the same. She reviewed her report noting that she is logging the overtime accounts. There is \$17,229 in overtime payout on the storm for the past week. She noted that she had sent them an updated fund balance projection report – they are looking to use about \$190,000 of fund balance so it is looking good so far.

She reported that they had received \$36,000 in November for covid for expenses from March thru June of 2020. In October the State came out with a plan of allocation by application submission – our submission was \$132,000 and we have allocated \$62,000 of that to date for covid so we have some \$68,000 remaining for covid expenses through calendar year 2021. Also the Cares Act gave some \$2500 to the Senior Center and with that they put in touch-less faucets and a touch-less water bubbler.

Ms. Santoro asked how the covid relief funding was accounted for.

Ms. Johnson said that any budget account that spent on covid related expenses were reimbursed with the covid relief funding.

### **E. New Business**

#### **a. Special Appropriation – \$128,205 to CNRE STEAP Grant Transfer**

Mr. Nickerson explained that the small area at the transfer station is in need of a serious upgrade and with the STEAP Grant of \$128,205 they plan on doing this.

Bill Scheer, Deputy Public Works director explained the project noting that it is an old small area and that the concrete scale there is in need of replacement. There are no restrooms and there is no water there – the plan is to replace the scale with a new scale and upgrade the scale house for a restroom and break room area with water and full window visibility of the whole transfer station area. They have STEAP grant funds of \$128,205.00; public works match funding of \$20,000 and LoCIP funding of \$102,000. If they do not need all of it they will not use all of the LoCIP funding.

Ms. Alberti noted to Mr. Scheer it was a nice presentation on the project. She asked Ms. Johnson what account the public works dollars were coming from.

Ms. Johnson said that it is a line item in dept. #317 and that Mr. Bragaw had indicated that he would like to use the road reconstruction account.

Ms. Alberti asked Mr. Scheer when the work would be scheduled for. Mr. Scheer said ASAP. They are still waiting on information from Hartford and this would go out to bid as soon as that happens. It would probably entail two or three different bids.

**\*\*MOTION (2)**

Ms. Santoro moved to approve a special appropriation in the amount of \$128,205, a STEAP Grant award to CNRE Fund 32 to an account to be established titled, "Improvements to the East Lyme Transfer Station" which will include a New Vehicle Scale, New Scale House and all associated work. This grant is to supplement approved use of LoCIP Funds (\$102,000) and a required Town match of Town funds in the amount of \$20,000 (Public Works dept. 317)

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

Mr. Birmingham seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**b. Special Appropriation CNRE Fund 32 – Fire marshal Respirators - \$2,412**

Mr. Nickerson said that these are for the firefighters to use to go in after a fire. Mr. Way, Fire Marshal is present.

Mr. Way said that they modeled the purchase after the State Fire Marshal as they can use the respirator style units. The SCBA units are being donated to the firehouses.

Mr. DeRosa asked if this is new technology.

Mr. Way said that it has been around for a few years – the equipment is lighter weight and has many more applications.

Mr. Birmingham said that they are getting three and asked how many go out for one fire.

Mr. Way said that it is for him and two deputies – they could all go out at the same time – it really depends on the fire. It is personal gear so it is issued to one person and stays with them only.

Mr. Steel asked if they are looking for full face or half face with goggles.

Mr. Way said that they will get half face with goggles as they tend not to fog up so much.

**\*\*MOTION (3)**

Mr. Birmingham moved to approve a special appropriation and transfer in the amount of \$2,412 in CNRE Fund 32 from account number 32-70-300-500-999 (Town-wide Projects) to an account to be established titled, 'PS-F Marshal – Respiratory Protection Equipment.'

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**c. Special Appropriation and Transfer Contingency – Fire Marshal Salary - \$1,912.50**

Ms. Johnson explained that Mr. Way was a recent hire and that the departments were broken out to 214 and 224.

Ms. Alberti said that the prior salary was \$95,000 and that they pulled out \$10,000 for a stipend for the Police Chief so Mr. Way started at \$85,000. The \$85,000 with the 2.25% increase came to \$86,900 and it appears that he has been paid this since July 1, 2020. She asked Ms. Johnson why this is the first that they are seeing of it.

Ms. Johnson said that she just got to putting it on the agenda.

**\*\*MOTION (4)**

Ms. Santoro moved to appropriate and transfer \$1,912.50 from account number 01-01-120-200-500 (Contingency) to account number 01-25-224-100-211 (Fire Marshal) for the 2020/2021 cost of living increase.

Mr. Birmingham seconded the motion.

Ms. Alberti noted that the part-time Fire Marshal line is \$65,000 and that they have not used that much of it – she suggested that they pull this from there as an inter-departmental transfer rather than go to contingency.



Mr. Way said that he will have to be out for vacation as he has not used any time yet.  
Ms. Alberti said that she still thinks that it should come from there as it appears that they will be okay.

Mr. Nickerson and Ms. Johnson said that they can vote it down.  
Ms. Alberti said that she thinks that it is premature to go to contingency.  
Ms. Santoro said that the BOS did vote on it.

Ms. Alberti asked if Ms. Santoro and Mr. Birmingham would rescind their motion and second on this item.  
Ms. Santoro rescinded the motion (\*\*MOTION 4) and Mr. Birmingham rescinded his second of that motion.

**d. Funding Commitment CNRE fund 32 – Corridor Study \$25,000**

Mr. Nickerson explained that this is a corridor study for sidewalks in Town and around the Gorton Pond area. There has been a grant awarded for a study to be done from Illiano's (all a State road) to East Pattagansett at the intersection (the area most in need of this study). It is an obligation of the Town to pay 10% - the grant awarded was for \$250,000. The study is ready to go – it is money that goes to COG who goes to the State who hires the contractor for the study as it needs to get a corridor study.

Mr. Birmingham asked about the property owners on the curve where it goes right out to the road.  
Mr. Nickerson said that it is just a study as it is a State Road and they would make the determinations on how that would be dealt with much later on in the project.

Ms. Alberti asked if they approve this tonight – when the project would commence.  
Mr. Nickerson said that it is moving swiftly now so he would venture the spring. This will take about six months to complete.  
Ms. Alberti asked what the deliverables are.  
Mr. Nickerson said that there would not be Town involvement – the study would report the deficiencies in the road situation.

**\*\*MOTION (5)**

Mr. Birmingham moved to support a commitment of funds letter in the amount of \$25,000 and authorize the first Selectman to sign a letter for the Route 161 Corridor Study Grant made available by Federal Program Funds through CTDOT to be administered by SCCOG. The source of funds to be appropriated once the final award is granted are in CNRE Fund 32 account 32-70-300-500-999 (Town-wide Projects).  
Ms. Alberti seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**e. Accept donation portion of Girl Scout Camp (8+/- acres)**

Mr. Nickerson said that this is a housekeeping item – the property was sold to a local man who wants to develop it. The sale of the property had a caveat on the 8+/- acres that if the property was sold that part would go to the Town.

Mr. DeRosa asked if there are any structures on the land.  
Mr. Nickerson said no – none.

Mr. Steel asked if there was any maintenance of the land necessary.  
Mr. Nickerson said none except perhaps to cull some of the lumber. He added that there is no tax impact.

**\*\*MOTION (6)**

Ms. Santoro moved that Whereas, the Girl Scouts of Connecticut, Inc. is the owner of 8.52+/- acres of land on Upper Pattagansett Road in the Town of East Lyme, more particularly described in Schedule 'A' hereto; and Whereas, said land is subject to a permanent restriction that the premises shall be preserved in perpetuity as open space land; and  
Whereas, the Girl Scouts of Connecticut, Inc. desires to donate said land to the Town of East Lyme;  
Now Therefore, It Is resolved as recommended by the Board of Selectmen and subject to a Planning Commission 8-24 review, the Board of Finance hereby approves the donation of said land and authorizes the First Selectman to accept a deed from the Girl Scouts of Connecticut Inc.  
Mr. Birmingham seconded the motion.  
Vote: 5 – 0 – 0. Motion passed.

**F. Old Business**

There was none.

**G. Public Discussion**

There was none.

**H. Board Comments**

There were none.

**I. Adjournment**

Ms. Alberti called for a motion to adjourn.

**\*\*MOTION (7)**

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

Mr. DeRosa seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

SCHEDULE A

A certain piece or parcel of land situated in the Town of East Lyme, County of New London and State of Connecticut, containing 8.52 acres, more or less, and being bounded and described as follows:

- SOUTHERLY: by Upper Pattagansett Road, 25.02 feet;
- WESTERLY: by land now or formerly of Richard J. Siborg and Cynthia L. Siborg, being Lot 4 on a map entitled "Huckleberry Hill Section 2 Property of H. Janette Booth & Sally MacIver, Upper Pattagansett Road, East Lyme, Connecticut, Scale 1"=50' May 3, 1979, Prepared by Bernard F. Stone and Assoc., Salem, Connecticut" (hereafter the "Section 2 Map"), 224.58 feet;
- SOUTHEASTERLY: by land now or formerly of Richard J. Siborg and Cynthia L. Siborg, being Lot 4 on the Section 2 Map, 323.38 feet;
- SOUTHEASTERLY AGAIN: by land now or formerly of Cyr Construction, Inc., being Lot 3 on the Section 2 Map, 258.93 feet;
- SOUTHERLY AGAIN: by land now or formerly of Robert D. Williamson and Esther B. Williams, 40.26 feet;
- EASTERLY: by land now or formerly of Robert D. Williamson and Esther B. Williams, 148.53 feet;
- NORTHERLY: by land now or formerly of Robert D. Williamson and Esther B. Williams, 40.74 feet;
- EASTERLY AGAIN: by land now or formerly of Christopher H. Foster and Nancy Foster, being Lot 1 on the Section 2 Map, 150.28 feet;
- NORTHERLY: by land now or formerly of Christopher H. Foster and Nancy Foster, being Lot 1 on the Section 2 Map, by a broken line of 182.81 feet and 98.12 feet;
- SOUTHEASTERLY AGAIN: by Upper Pattagansett Road, 138.32 feet and by a curved line, 124.68 feet;
- WESTERLY AGAIN: by land now or formerly of Jerry Lee Brown and Marilyn B. Brown, being Lot No. 4 on a map entitled "Section No. 1 Huckleberry Hill Upper Pattagansett Road East Lyme, CT owned by H. Janette Booth & Sally MacIver Scale 1"=40' March 21, 1974 McKay Engineering Niantic Conn. Dwg No. 74-23" (hereafter the "Section 1 Map"), 294.91 feet;
  
- SOUTHERLY: by land now or formerly of Jerry Lee Brown and Marilyn B. Brown, being Lot No. 4 on the Section 1 Map, 79.04 feet;
- SOUTHWESTERLY: by land now or formerly of Laramee J. Buckley and Anne Marie Buckley, being Lot No. 2 on the Section 1 Map, 160.00 feet;
- SOUTHEASTERLY AGAIN: by land now or formerly of Laramee J. Buckley and Anne Marie Buckley, being Lot No. 2 on the Section 1 Map, 300.00 feet;
- SOUTHWESTERLY AGAIN: by Upper Pattagansett Road, 25 feet;
- NORTHWESTERLY: by land now or formerly of Joseph D. Murdoch and Dorothy R. Murdoch, being Lot No. 1 on Section 1 Map, 298.96 feet;
- SOUTHWESTERLY AGAIN: by land now or formerly of Joseph D. Murdoch and Dorothy R. Murdoch, being Lot No. 1 on the Section 1 Map, 239.58 feet;
- NORTHWESTERLY AGAIN: by land now or formerly of Niantic Real Estate Limited Liability Company, by an irregular broken line, in all 923 feet, more or less;
- NORTHEASTERLY AGAIN: by land now or formerly of Girl Scouts, Connecticut Trails Council, Inc. 800 feet, more or less.

Said premises is shown as Lot 39 on the East Lyme Assessor's Map #35.

*Girl Scout Camp Property*

Reference is hereby made to map entitled "Huckleberry Hill Section No. 2 of the Property of H. Janette Booth & Sally MacIver, Upper Pattagansett Road, East Lyme, Connecticut Scale: 1"=50' May 3, 1979, Prepared by Bernard F. Stone & Assoc., Inc. Salem Connecticut". Said map is on file in the East Lyme Town Clerk's office in Dr 3 Map #90.

*Box 2/10/2021*

*Attachment*

*2 Sides 1*

