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

Members in Attendance:

Ann Cicchiello, Acting Chairperson

John Birmingham Peter DeRosa Anne Santoro-Richard Steel

Also In Attendance:

Mark Nickerson, First Selectman

Jeffrey Newton, Superintendent of Schools Maryanna Stevens, School Finance Director

Anna Johnson, Finance Director

Absent:

Camille Alberti, Chairperson

A. Call Regular Meeting to Order

Acting Chairman Cicchiello called this Regular Meeting of the East Lyme Board of Finance to order at 7:09 PM.

FILED

March 18 20 21 AT 10:00

B. Delegations

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

C. Minutes

Regular Meeting – February 10, 2021

Ms. Cicchiello called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of February 10, 2021.

**MOTION (1)

Ms. Santoro moved to approve the Regular Meeting Minutes of February 10, 2021 as presented.

Mr. DeRosa seconded the motion. Vote: 4-0-1. Motion passed. Abstained: Ms. Cicchiello

D. Reports

Board of Education

Mr. Newton, Superintendent reported that they are in the process of getting the kids back into the school five (5) days a week by April 5. 900 will be back with about 100 virtual to start. He provided the expenses noting that they had an uptick on Plexiglas with bringing everyone back - \$29,000 more plus \$50,900 for 8 foot lunch tables for the gym to make an additional lunch area. He said that they looked into renting the tables but the cost is basically the same as buying them. (Copy attached)

Ms. Santoro asked about the three lunch waves and if this impacts their schedules.

Mr. Newton said that they had started this at the beginning of the year so they are used to it now and the three 'waves'.

Ms. Santoro asked if they still have a lot of virtual.

Mr. Newton said that there are about 400 over all of the grades however they are encouraging all of them to come back.

Ms. Cicchiello asked if they were still planning on having summer sessions.

Mr. Newton said that they are working on it but they need teachers – about 70-80 of them. There are also a lot of factors to consider as well as the parents concern.

Ms. Santoro asked if there is a more detailed report that is a running document rather than just the update.

Mr. Newton said yes adding that this shows the changes. He said that he would provide the running document to them.

Ms. Santoro asked if the surveying of the parents on the students who are coming back or not is complete. Mr. Newton said that it is however there are still a number of parents who are on the fence or in limbo and that he has conversations with them scheduled. They have a few weeks yet to decide.

Mr. Steel asked if they had vaccines for the staff.

Mr. Newton said that a good 400 of the 650 staff had scheduled or have received them already and that by the end of March they should be in good shape.

First Selectman

Mr. Nickerson reported on the following:

- The Niantic River Bridge Project that is on-going will close the Bridge for the next two weeks for electrical work. It will be closed through March 19 and all traffic will be re-routed.
- The Public Safety Building project is moving along well and they are hoping to be done by July or August. It is under budget and they are using some Contingency. The Town Bu8ilding committee is doing a great job.
- The BOS has been deep into the budget and they officially hand it off to this Board tonight. He noted that it is a tight budget year although the funding from the State remains level and the BOE is getting funding for both education and the PPE. He said that he is not sure if all of that would be known by the time that they finish with the budget.
- The Executive orders expire April 19, 2021 which means that they would go back to full in-person meetings on April 20, 2021. This falls during their budget process meaning that we will be watching to see if some of the executive orders are continued or not. It is the legislature who will decide.
- A referendum on the budget will be held by ballot; not by mail.

Ms. Cicchiello asked what happens with social distancing when the executive order expires.

Mr. Nickerson said that the CDC is the guide on social distancing and masks. The executive order sets the numbers on capacity but that sunsets on April 19. The Legislature said that they will make the decision and not let the Governor just extend the orders. We will figure it out as the time gets closer.

Mr. Birmingham said that from the \$1.9B that the State is supposed to get that East Lyme would get over \$8M – what would it be for.

Mr. Nickerson said that there wasn't any explanation and that they won't just 'hand' out \$8M for no reason. He added that it may be stretched out over a few years also.

Finance Director

Ms. Johnson noted that the reports went out with the agendas and that things are doing okay and are mostly the same year over year. Building permits and taxes remain up. She noted that she sent them an updated fund balance report which reflects the BOE expenses that went up. The areas that she is watching are the Fire departments and the police. The police had some retirements and some WC issues.

Mr. DeRosa recalled that they used a reduced tax collection rate last year for this year and asked if we are on target.

Ms. Johnson said that we are on target with what we projected.

Mr. Steel noted that in the detailed report that conferences/transportation were not spent so far and asked if that would be a savings.

Ms. Johnson said that for some yes, it would be however there are also programs costs for some.

Ms. Santoro asked about the status of the audit.

Ms. Johnson said that they are working on it and that the draft should be ready soon for her to see.

E. New Business

a. Special Appropriation - NSEP Grant - \$20,334 - EOC Equipment

Mr. Nickerson explained that this is a Nuclear Grant as we are a nuclear town that has to do nuclear drills.

The grant is for items for the drills that they have to conduct.

**MOTION (2)

Mr. Birmingham moved to approve a special appropriation in the amount of \$20,334.00 from NSEP Award 2021-67 to account 01-70-725-224-006 (NSEP – Equipment) for purchasing various communications and office equipment for the new PS Building.

Mr. Steel seconded the motion.

Vote: 5 - 0 - 0. Motion passed,

b. Ratify Departmental Transfers - \$215,235.43

Ms. Johnson explained that this is for departments within departments from July 1, 2020 to now.

Mr. Birmingham asked how close to finishing the ceiling project at Town Hall they are.

Ms. Johnson said that it is an on-going project as they have to move people out of offices to do it which is a matter of coordination.

Ms. Cicchiello asked what the Inland Wetlands \$10,000 was for.

Mr. Nickerson said that it is the cost of an appeal for the amendment regulation and that they had to find another law firm for it.

**MOTION (3)

Ms. Santoro moved to ratify departmental transfers in the amount of \$215,235.43 processed for fiscal year end June 30, 2021. (Copy attached)

Mr. Birmingham seconded the motion.

Vote: 5-0-0. Motion passed.

c. Approve Schedule for proposed 2021/2022 Budget Meetings

Ms. Cicchiello reviewed the proposed schedule. She noted that some may have to be carried over as the meetings really need to end by 11 PM. She recalled that they had some until 1 AM which was really too much.

Mr. Nickerson noted that the referendum date is by Charter.

Ms. Johnson noted the departments that were missing and said that she had added them to the April 19, 2021 evening. She added that they do not have to see all of them. Also, meetings begin at 6:30 PM.

Mr. Nickerson said that he could speak for many of them as there are no changes.

**MOTION (4)

Mr. DeRosa moved to approve the BOF Budget Review Schedule for FY21/22 as proposed

Mr. Steel seconded the motion.

Vote: 5 - 0 - 0. Motion passed. (Copy attached)

d. Discuss 2021/2022 Budget

Mr. Nickerson noted that he had briefed them in his report and that they could read his budget letter in their books.

There were no questions.

F. Old Business

There was none.

G. Public Discussion

There was none.

H. Board Comments

Ms. Santoro noted that she is SO looking forward to in-person meetings and thinks that they will be good for the Board and the public.

Ms. Cicchiello said that she is also looking forward to having a referendum so that the Townspeople can vote on the budget.

I. Adjournment

Ms. Cicchiello called for a motion to adjourn.

**MOTION (5)

Mr. Birmingham moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:21 PM Ms. Santoro seconded the motion.

Vote: 5-0-0. Motion passed.

Respectfully submitted,

Karen Zmitruk, Recording Secretary

EAST LYME PUBLIC SCHOOLS REOPENING PROJECTED EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2021

	ACTUAL/ ENCUMBERED		TOTAL EST!MATED MARCH 2021 UPDATE \$ 247,416.00	TOTAL ESTIMATED FEBRUARY 2021 UPDATE	CHANGE SINCE LAST REPORT	NOTES Increase is due to the need for additional Plexi-Glass as the district moves to phase in all students K-12 from Hybrid to 5 days.	
TOTAL ESTIMATED PPE	\$ 222,416.00			\$ 218,416.00	\$ 29,000.00		
TOTAL ESTIMATED OTHER SUPPLIES	\$ 64,115.00	\$ 15,000.00	\$ 79,115.00	\$ 28,215.00	\$ 50,900.00	Increase due to the purchase of HS outdoor picnic tables, study desks with barriers, 8 foot lunch tables to assist with social distancing in HS south gym, additional radios at the high school, air purifiers for classrooms at the high school and desks at Coastal for social distancing.	
TOTAL TECHNOLOGY	\$ 72,999.00	\$ 17,100.00	\$ 90,099.00	\$ 90,099.00	\$ -		
TOTAL INSTRUCTIONAL SUPPLIES	\$ 27,114.43	\$ -	\$ 27,114.43	\$ 26,799.43	\$ 315.00	Additional instructional supplies to avoid sharing of items	
TOTAL TRANSPORTATION	\$ 35,246.71	\$ 50,753.29	\$ 86,000.00	\$ 80,567.01	\$ 5,432.99	Estimate revised based on actual expenses to date and the phase in of students back 5 days	
TOTAL ESTIMATED CONTRACTED SERVICES- VNA		\$ 48,967.23	\$ 81,963.55	\$ 74,716.83	\$ 7,246.72	Estimate revised based on actual expenditures to date	
TOTAL PERSONNEL	\$ 379,436.28	\$ 308,183.95	\$ 687,620.23	\$ 680,777.21	\$ 6,843.02	Increase in Personnel due to the need for 2 additional proctors.	
SPECIAL EDUCATION EXPENSES	\$ 80,000.00	\$ 15,000.00	\$ 95,000.00	\$ 95,000.00	\$ -		
UNANTICIPATED ESTIMATED EXPENSE	\$ -	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ -		
TOTAL PROJECTED EXPENDITURES	\$ 914,323.74	\$ 550,004.47	\$ 1,464,328.21	\$ 1,364,590.48	\$ 99,737.73	1	
GRANT FUNDS OFFSETS							
ESSER			\$ (171,660.00)	\$ (171,660.00)	\$ =	ESSER-Elementary and Secondary School Education Relief Fund-(Monthly application for reimbursement)	
GEER			\$ (294,735.00)	\$ (294,735.00)	\$ -	GEER - Governor's Emergency Education Relief Fund (Funds applied for in January and received in January	
TOTAL COVID GRANT FUND OFFSET				\$ (466,395.00)		,	
NET PROJECTED COVID RELATED EXPENSES			\$ 997.933.21	\$ 898,195.48	\$ 99.737.73		

¹ These are projected expenditures that are expected to change as the situation evolves.

Attachment BUT 3/10/21 BOE provided update

Town of East Lyme Budget Transfers Fiscal Year 2020-21

From Account

To Account

Date	Dept	Ассоний#	Description	Асерии #	Peserjotion	Δ	nouni	Reason for Transfer	
7/29/2020	FFD	01-25-218-200-243	Training/Fire Prevention	01-25-218-200-222	0-222 Building Maintenance		2,500.00	TR needed for concrete pad for new propane tank	
9/2/2020	Gen Gov	01-01-114-300-243	Prof Develop/Mgt Train	01-01-114-300-245	SE COG/CRED/CCM	\$	250.00	TR for COST dues	
9/23/2020	PD	01-25-216-300-321	Canine Maint	01-25-216-200-201	Facility Rental	\$	393.00	Late start to Canine Program	
10/14/2020	PW	01-30-317-100-316	Longevity	01-30-317-100-317	Uniform allowance	\$ 250.00		TR is for uniforms for new highway employees	
11/18/2020	PD	01-25-216-100-517	Training Payroll	01-25-216-300-326	Training Supplies	\$	2,628.72	TR is needed for training tuition cost and training expense reimbursement	
12/4/2020 Debt Service	01-50-522-620-639	BAN's Maturity	01-50-522-620-643	14 New GOB	\$	0.25	TR for 1/15/21 Debt Service		
			01-50-522-620-647	16 New GOB	\$	179.50			
	2 2		01-50-522-620-652	20 New GOB	\$	86,796.70	242		
12/10/2020	Gen Gov	01-01-114-140-235	Labor Town	01-01-114-140-236	Labor Public Safety	\$	5,000.00	TR for legal fees incurred by Labor PS account	
1/11/2021	Dispatch	01-25-215-100-213	PT Dispatchers	01-25-215-100-214	Overtime	\$	9,000.00	TR needed because FT covering more shifts	
1/13/2021	HR	01-01-106-300-242	Prof Conven/Confrences	01-01-106-300-320	Misc. Supplies	.\$	101.00	TR to pay for 1095s	
1/20/2021 Gen Gov		01-01-114-140-233	-01-114-140-233 Gen Government		Labor Public Safety	\$	9,000.00	TR is for Labor PS budget for remainder of FY	
	01-01-114-140-235	Labor Town	01-01-114-140-236	\$		2,000.00			
1/21/2021 FFD		01-25-218-100-611	Firefighters	24 05 040 400 044	Overtime	\$	14,000.00	TR needed because FT covering more shifts	
	FFD	01-25-218-100-612	PT Firefighters	01-25-218-100-614		\$	3,500.00	1 CR needed because F1 covering more stints	
1/27/2021 PW	04 00 047 400 044	B. B	01-30-317-100-314	Overtime - Hwy		3,000.00	TR needed due to extra hours worked		
	PW	01-30-317-100-311	Reg Payroll - Hwy	01-30-317-220-221	Veh Maint	\$	10,000.00	I K needed due to extra nodis worked	
2/11/2021	Fire Marsh	01-25-224-100-211	Director	01-25-224-100-213	PT Fire Marshal		1,912.50	TR BoF 2/11/21 recommendation rather than using Contingency	
2/17/2021 Build Maint	D. 111 1 1 - 1 - 1	04 04 440 400 040	Electricity	01-01-113-200-222 Building Maintenance		\$	16,500.00	TR needed to cover maint expenses for continguing ceiling	
	Build Maint	01-01-113-400-210		01-01-113-300-201	Telephone \$ 1,000,00		1,000.00	replacement at TH and remainder of FY	
2/18/2021 PW		01-30-317-100-311	Reg Payroll - Hwy	04 00 047 400 046	Storm OT	\$	23,950.00	TR needed for amount of storms this year	
	PW	01-30-317-100-316	Longevity	01-30-317-100-315		\$	1,050,00	TR needed for amount or storms this year	
2/23/2021	Gen Gov	01-01-114-140-233	Gen Government	01-01-114-140-234	Zoning	\$	10,000.00	Zoning items in WSP bill exceeded Zoning budget	
2/23/2021	Gen Gov	01-01-114-140-233	Gen Government	01-01-114-140-238	IWA	\$	9,223.76	Special Counsel IWA Appeal of Regulation amendment	
2/24/2021	PD	01-25-216-100-511	Police Officers	01-25-216-100-512	PT Officers.	\$	3,000.00	TR needed to fulfill contractual obligations	
					TOTAL	\$ 2	15,235.43	\$100 Albania (100 Albania)	

U:\DataEntry\20-21\Transfer List to Boards Approve 2020-2021#1.xlsx]Sheet1

BoS

Attachment Bot nuty. 3/10/21 Wem 5.6.

2021 Budget Reviews:

04/8/21

Thursday

6:30 pm

#999 Board of Education*

Including Capital Items

04/12/21

Monday

6:30 pm

#109 IT*

#214 Emergency Mgt* #215 PS – Dispatch #216 PS – Police*

#226 PS - Animal Control

#217 PS _NFD* #218 PS FFD*

#224 PS - Fire Marshal*

#101 Selectmen

#111 Judge of Probate

#115 Services to Community #118 Finance Department #126 Board of Finance

04/14/21

Wednesday 6:30 pm

#105 Town Engineer*

#113 Maint of Town Buildings*

#317 Public Works* #114 Gen'l Govt & Misc #120 Contingency

#102 Assessor

#127 Board of Assessment Appeals

#103 Tax Collector #104 Building

#106 Human Resources

#107 Town Clerk

#108 Health

#522 Debt Service – Interest #523 Debt Service – Principal

#110 Registrars

*Departments with Capital Dept 724 & CIP items discuss

04/19/21

Monday

6:30 pm

#116 Zoning

#117 Planning

Approved 3/10/21

Bot nutq.

^{*}Departments with Capital Dept 724 & CIP items discuss

#130 ZBA

#132 IWA

#133 Waterford East Lyme Shellfish

#134 Brookside Farm Museum

#135 Town Building Committee

#136 Harbor Management

#138 Conservation of Nat Res

#139 Historic Properties Comm

#418 Commission on Aging

#419 Health & Welfare

#420 Library

#421 Parks & Recreation*

#724 Capital

2021 Budget Deliberations:

04/21/21

Wednesday

6:30 pm

BOE Budget, GG Budget

04/22/21

Thursday

6:30 pm

BOE Budget, GG Budget, CIP Revenues

04/24/21

Saturday

TBD

If required

2021 Public Hearing on the Budget:

04/26/21

Monday

2021 Annual Town (Budget) Meeting:

05/10/21

Monday

2021 Referendum:

05/20/21

Thursday

2021 Set Mil Rate:

5/26/21

^{*}Departments with Capital Dept 724 & CIP items discuss