

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING OF MARCH 3, 2021
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

Mr. Nickerson called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.

1b. Additional Agenda Items

There were none.

1c. Delegations

There were none.

1d. Approval of Minutes

MOTION (1)

Mr. Seery MOVED to approve the Special Budget Meeting Minutes of February 8, 2021, as submitted. Seconded by Mr. Dagle. Motion passed 6-0.

1e. Consent Calendar

MOTION (2)

Mr. Seery MOVED to approve the Consent Calendar for the meeting of March 3, 2021, in the amount of \$71,119.31.

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

2a. Bond Resolution – Refunding – up to \$16,000,000

MOTION (3)

DISCUSSION: Ms. Johnson explained that the Town has another bond refunding opportunity available and are requesting a resolution for up to \$16M. The refunding we are looking at includes three parts: (1) Callable bonds – meaning per the bond agreement we can refund; (2) Clean Water Fund Debt (CWF) – these are 2% loans we have with the State for various water related projects; (3) Advance Refunding – bond issue is within the permissible time frame before call date to refund. The analysis performed by the underwriter estimates true interest cost rates of 1.29%, 1.12% and 1.45% as of the date prepared. The overall savings estimated to be 8.01%. The target minimum savings rate is 3%. The estimated dollar savings is: \$1.3M. Since the CWF debt is State of Connecticut debt, we are in the process of obtaining permission from the State to refund this debt. The process is to submit the request to get on their priority list. Typically, there is about a 2 month wait to proceed with the refunding.

Mr. Salerno asked if this refunding would extend out the payoff date, and Ms. Johnson responded that no, the maturity date remains unchanged regardless of refunding. He inquired when the savings will be realized, and Ms. Johnson stated that they are looking to align the savings over the couple of years that the bonding on the schools' project comes due to realize some savings over that time period.

FILED

March 16, 20 21 AT 2:22 AM (PM)
Brooke Forester ATC
EAST LYME TOWN CLERK

Mr. Seery MOVED to approve a RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND SALE OF NOT EXCEEDING \$16,000,000 TOWN OF EAST LYME, CONNECTICUT GENERAL OBLIGATION REFUNDING BONDS. A copy of the full text resolution is attached and has been on file in the Office of the Town Clerk for inspection.

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

2b. Ratify Departmental Transfers - \$215,235.43

MOTION (4)

Mr. Seery MOVED to ratify departmental transfers in the amount of \$215,235.43 processed for fiscal year end June 30, 2021, attached hereto as Exhibit 1, and forward to the Board of Finance for approval.

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

2c. Budget Discussion

DISCUSSION: Ms. Johnson reviewed the budget adjustments made by the Board of Selectmen up to this point, attached hereto as Exhibit 2.

Ms. Hardy inquired about revenues for building permits and noted that there is a proposed increase in this budget but that revenues are down about \$200,000 over the past couple of years. Mr. Nickerson acknowledged the decrease in revenue and noted that the year it was upwards of \$650,000 we had large projects such as Costco and Gateway that increased the revenues during that year. He stated that he and Anna had been discussing this and propose reducing this line item by \$65,000 making it \$427,500 as it is anticipated that with the DOT bridge work and other major projects in the area, as well as travel restrictions loosening up, there will be less construction projects planned in the coming year. Ms. Hardy stated that if we are going to increase the building budget based on increased workload then it would only make sense that the Planning and Zoning budgets would also reflect an increase. She noted that transportation subsidy has dropped significantly, and Ms. Johnson stated that this is related to SCRRRA waste transportation fees and that the way the fees are charge have changed. Instead of showing as a revenue, SCRRRA will adjust for this expense on the monthly invoice. Lastly, she noted that the tipping fees have dropped approximately \$20,000 and she indicated that if this is because more businesses are utilizing town trash pickup instead of purchasing dumpsters then the Town should review this policy.

Ms. Johnson stated that the Board of Education this year projected ten out-of-town students, when generally they tend to over-project this number, this year is expected be on target. She noted that they also have had a couple of families that moved from Salem into East Lyme, so we will not be receiving tuition for those students either.

Mr. Seery stated that he proposes the addition of a floater position at Town Hall. This position would be a 20 hour per week, \$25,000 per year union position and would not be eligible for benefits and approximately \$1,951 in payroll taxes. He explained that not only have there been times when an office is left with no administrative support when someone calls out sick or has a planned vacation, each department has a time of year when additional help is needed. For the tax collector it is January and July, for the Town Clerk it is in June when dog licenses are due. Ms. Hardy supports this position, stating that we have cut positions throughout the years, including a front lobby receptionist and other additional administrative positions. Mr. Salerno and Mr. Cunningham also support this additional position. Mr. Nickerson stated that he supports this position and will work with the Department Heads to get their feedback on how best to move forward so this position benefits everyone. He stated that he envisions that this would be a flexible position based on the need day by day and that the line item would reside in the First Selectmen's budget.

Both Mr. Seery and Ms. Hardy stated that although they understand the needs outlined by the Board of Education for their proposed staff additions, this is too much to ask for at one time, under the circumstances. Mr. Nickerson suggested that maybe they consider using the COVID grant money toward the proposed staff additions instead of putting it toward the summer school program to bring their expenses down a little bit. Mr. Salerno stated that he would like the Board of Education to try to phase in the needed resources, such as the Police Department is doing with getting their staff up to acceptable standards.

Everyone agreed that they justified the need for the additional staff, it is just a lot. Mr. Cunningham agreed that even if just some of that COVID relief money could be used towards funding some of the staff additions that would be helpful, and he would support that; and he noted that he looked at what other municipalities are doing, and he is finding that other towns are using this COVID funding to offset their extra expenses and they are not adding services. Mr. Dagle pointed out that the BOE budget although the dollar amount is very high, the percentage increase is about the same at the Town budget at around 3.7%. Mr. Cunningham stated that he would like to see the Board of Education plan for their increase in a manner that the police department has done, with a thoughtful plan to gradually increase their staff to get it to where it should be over an appropriate amount of time.

Ms. Hardy inquired if this budget puts in enough of a cushion to cover unanticipated expenses that may come from the review of the Fire Study, and more urgently any expenses brought about by the police accountability act. Mr. Nickerson stated that Chief Finkelstein and his team have been very thorough in reviewing all aspects of this new law and how that may affect the budget. There is a healthy amount of cushion already built into this budget to cover these anticipated costs, and the money in Contingency is there should we need it. He noted that they will continue to seek out any available grant money and will work with other municipalities where appropriate. He noted that Waterford has begun looking to hire a fire administrator and that might be something this town may want to investigate further.

MOTION (5)

Mr. Seery MOVED to accept the amendments to the Board of Selectmen budget adjustments to add a twenty hour per week, part-time clerical position and associated payroll taxes for a net reduction of \$238,026 to the 2021/22 Town Budget.

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

MOTION (6)

Mr. Seery MOVED to reduce the revenue projection by \$65,000 out of the Building Department budget.

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

MOTION (7)

DISCUSSION: Mr. Nickerson thanked Ms. Johnson for her hard work on this year's budget.

Mr. Seery MOVED to approve the proposed 2021/2022 Town Budget in the amount of 78,791,609 for a net increase of 3.41% consisting of the following, and to forward to the Board of Finance for approval:

General Government	\$19,584,123
Debt Service	\$ 5,720,993
Capital	\$ 683,113
Board of Education	\$52,803,380

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

3. Communications

There were none.

4a. Ex-Officio Reports

Ms. Hardy reported that the Commission on Aging borrowed a van from the Town and one from the Board of Education to make up for someone stealing the catalytic converters from their senior center vans. She reported that the new van has been registered at DMV and should be ready to go out on the road soon. The Zoning Commission has the continued public hearing on the mixed use of building development on Boston Post Road on their next agenda.

Mr. Cunningham reported that the Historic Properties Commission met, and they continue to wait on the approval for the grant submitted in December for the roof replacement. He stated that representatives from the Pollinator Pathway initiative have made arrangements to plant flowers at our historic properties to help to increase the native bee population. Mr. Cunningham reported that this commission is donating 10 plots in the Giving Garden to be used to help people and organizations in our community.

Mr. Salerno stated that the Library is anxiously awaiting the day that they can reopen to the public. The Town Building Committee has three items remaining for the schools' project and then that project will be complete.

Mr. Dagle reported that the Town Building Committee met regarding the public safety building and he stated that they currently have approximately \$135,000 left in contingency and the project slightly ahead of schedule and looks to be under budget as a whole; the project is in good financial shape. He acknowledged that there have been a couple of minor issues that arose once the walls were taken down and exposed, but that was expected, and the project is in good shape. This project is tracking to be complete around mid-summer.

4b. First Selectman's Report

Mr. Nickerson reported that Mr. Kevin Booth recently passed, and he sends condolences to his family on behalf of the Town. Mr. Booth has been very involved in the town throughout the years, serving on both the Board of Selectmen and the Zoning Commission. Construction on the Niantic Bay bridge is scheduled to begin on March 7th and the bridge will remain closed through Sunday, March 21st; please plan accordingly. This year's restaurant week will begin tomorrow and will last for eleven days this year; you will find more information and can download your passport online. Mr. Nickerson reported that ceiling and lighting work continues at Town Hall, concentrating currently in the First Selectman's office, the main floor restrooms, and the mailroom.

5. Public Comment

Mr. Bruce Dasinger, 12 Stone Cliff Drive, stated that he was hiking up a Darrows Pond and there were people up there with chainsaws stating that they were clearing a bike path.

MOTION (8)

Mr. Seery MOVED to adjourn the March 3, 2021, regular meeting of the East Lyme Board of Selectmen at 9:04 p.m.

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

Respectfully Submitted By:



Sandra Anderson
Recording Secretary

**Town of East Lyme
Budget Transfers
Fiscal Year 2020-21**

From Account

To Account

Date	Dept	Account #	Description	Account #	Description	Amount	Reason for Transfer
7/29/2020	FFD	01-25-218-200-243	Training/Fire Prevention	01-25-218-200-222	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	
				01-50-522-620-652	20 New GOB	\$ 86,796.70	
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	Gen Government	01-01-114-140-236	Labor Public Safety	\$ 9,000.00	TR is for Labor PS budget for remainder of FY
		01-01-114-140-235	Labor Town			\$ 2,000.00	
1/21/2021	FFD	01-25-218-100-611	Firefighters	01-25-218-100-614	Overtime	\$ 14,000.00	TR needed because FT covering more shifts
		01-25-218-100-612	PT Firefighters			\$ 3,500.00	
1/27/2021	PW	01-30-317-100-311	Reg Payroll - Hwy	01-30-317-100-314	Overtime - Hwy	\$ 3,000.00	TR needed due to extra hours worked
				01-30-317-220-221	Veh Maint	\$ 10,000.00	
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	01-01-113-400-210	Electricity	01-01-113-200-222	Building Maintenance	\$ 16,500.00	TR needed to cover maint expenses for continguing ceiling replacement at TH and remainder of FY
				01-01-113-300-201	Telephone	\$ 1,000.00	
2/18/2021	PW	01-30-317-100-311	Reg Payroll - Hwy	01-30-317-100-315	Storm OT	\$ 23,950.00	TR needed for amount of storms this year
		01-30-317-100-316	Longevity			\$ 1,050.00	
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						\$ 215,235.43	

Exhibit #1

BoS

**Town of East Lyme
Summary of Board of Selectmen Budget Adjustments**

**2021/22
Proposed Budget**

Item #	Dept	Account #	Description	Proposed	Change	Net	Cumulative	Notes	Date
			First Selectman				79,029,635	Beginning Proposed Budget	
102	01-01-102-100-311		Assessment Aides	98,768	2,223	100,991	79,031,858	UPSEU Contract	
103	01-01-103-100-311		Tax Aides	81,846	1,837	83,683	79,033,695	UPSEU Contract	
104	01-01-104-100-311		Admin/Clerical	82,456	1,862	84,318	79,035,557	UPSEU Contract	
105	01-01-105-100-311		Admin Assistant	43,890	995	44,885	79,036,552	UPSEU Contract	
107	01-01-107-100-311		Asst Town Clerk	50,369	1,131	51,500	79,037,683	UPSEU Contract	
113	01-01-113-100-311		Custodians	222,180	4,896	227,076	79,042,579	UPSEU Contract	
114	01-01-114-100-127		Health/Dental Care	2,058,866	(34,403)	2,024,463	79,008,176	Updated Health Ins Rates	
118	01-01-118-100-311		Accts Clerk/Fiscal Asst	144,524	3,241	147,765	79,011,417	UPSEU Contract	
120	01-01-120-100-500		PR Contingency	99,068	(59,498)	39,570	78,951,919	UPSEU Contract	
214	01-25-214-100-311		Admin Assistant	54,230	1,228	55,458	78,953,147	UPSEU Contract	
214	01-25-214-100-211		Director	10,200	(200)	10,000	78,952,947	GWJ applied to stipend	
216	01-25-216-100-311		Admin Assistant	59,300	1,332	60,632	78,954,279	UPSEU Contract	
216	01-25-216-100-412		PT Clerical	25,636	572	26,208	78,954,851	UPSEU Contract	
317	01-30-317-100-311		Regular PR - Highway	1,326,328	29,819	1,356,147	78,984,670	UPSEU Contract	
418	01-40-418-100-311		Acmin/Bus Driver	135,621	3,064	138,685	78,987,734	UPSEU Contract	
421	01-45-421-100-311		Prog Coord/Secy/Admin	207,529	4,665	212,194	78,992,399	UPSEU Contract	
421	01-45-421-110-311		P&R Maintenance PR	192,305	2,633	194,938	78,995,032	UPSEU Contract	
999	01-94-999-000-001		BoE	52,931,380	(128,000)	52,803,380	78,867,032	Per BoE 2/22/21 Adopted	
114	01-01-114-140-NEW		PS_Police Accreditation	25,000	(12,500)	12,500	78,854,532	Est total fee est 2 yr process	
420	01-45-420-150-295		EL Public Library	1,160,188	(5,000)	1,155,188	78,849,532	Updated Health Ins Rates	
522	01-50-522-620-NEW		21 New GOB	271,450	(83,887)	187,563	78,765,645	More favorable rate environment	
							- 78,765,645		
							- 78,765,645		
							- 78,765,645		
							- 78,765,645		
							- 78,765,645		
			Total Decrease		(263,990)		78,765,645	BoS Proposed Budget	
								BoS Meeting	

Exhibit # 2