

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF FEBRUARY 8, 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, Paul Dagle and Dan Cunningham

EXCUSED: Marc Salerno

ALSO PRESENT: Finance Director Anna Johnson, Public Works Director Joe Bragaw, Town Engineer Victor Benni, Tax Assessor Diane Vitagliano, and Parks & Recreation Director Dave Putnam

Mr. Nickerson called the meeting to order at 6:01 p.m.

2. 2020 Grand List

Diane Vitagliano, Tax Assessor, presented an overview of the final 2020 Grand List for the town and reported an increase of 2.14%. She stated that motor vehicle taxes are up 7.76% and personal property is up 14.36%. She reported that the Town is doing well, and it is great to see all of the investment into our community.

3. Budget Review

421 Parks & Recreation – Mr. Putnam spoke on this budget and started by introducing the Commission’s recently elected Chairman, Tom Beebe. Mr. Putnam reported that Carol Rossiter, Program Coordinator, will be retiring at the end of June after 49 years with the Town, and he stated that he and the Commission are recommending that the department be restructured at this time. Mr. Putnam is suggesting that they eliminate one program coordinator position and create a new position in its place entitled Assistant Director. Currently one coordinator oversees all of the general programming and the other one concentrates on youth services and special events. Mr. Putnam stated that the Assistant Director would create and oversee the budget, parks and special events, and the program coordinator would oversee all programming. He stated that the First Selectman is not supportive of these changes, so it was decided to present the budget without the proposed restructuring. Mr. Nickerson stated that Mike McDowell has done a great job in his role as Program Coordinator, but he just does not support the creation of an elevated position. He does not think this is necessary, and it would also require other changes that cannot be made at this time. Mr. Nickerson wanted this presented to the rest of the Board for everyone to weigh in, and none of the other Selectmen had any questions or comments. Mr. Nickerson stated that they are adding a full-time maintainer and reminded everyone that one maintainer was cut from the budget last year so now it is restored to four full-time maintainers; this position will be filled January 2022. There will also be a reduction of one seasonal maintainer. Mr. Dagle inquired if there are any other Assistant Directors within the Town; there is a Deputy Director of Public Works. The Library is a separate entity, but there is an Assistant Director. The fire departments are also structured with an Assistant Chief, but they are not Town employees. Mr. Nickerson reported that overall, the budget presented is a 0.90% decrease from last year. Mr. Seery stated that this department has taken on much more responsibility, and Mr. Putnam provided a list which is attached hereto as Exhibit 1. Ms. Johnson stated that the UPSEU union contract is currently under review

FILED

Feb 22 2021 AT 8:40 AM/PM

(Handwritten signature)

EAST LYME TOWN CLERK

BOS Special Budget Meeting

February 8, 2021

1 of 3

Mr. Nickerson stated that regarding the UPSEU contract, he is currently in communication with the union and they are considering an extension of the current contract for one year because of the current climate of the pandemic. He will continue those talks and bring more information to a future meeting.

Mr. Dagle inquired as to the \$250 difference in the line item 317 Uniform Allowance, and Mr. Bragaw stated that this occurred because a new employee did not complete the probation period but had already been provided the uniform allowance. They had a second person come on board to fill that vacancy, and again needed to provide the \$250 allowance hence the overage. Regarding roadwork, Mr. Dagle stated that only 31% of this budget has been expended to date and inquired if the scheduled work will be completed for the fiscal year. Mr. Bragaw assured Mr. Dagle that they are right on schedule and have the bulk of the scheduled work coming up in the spring. Mr. Dagle commended Mr. Bragaw on having the foresight to lock in the fuel prices when they were at such a low rate.

105 Engineering – Mr. Bragaw explained that this budget is basic, with the increase coming from contractual salary increases.

113 Building Maintenance – Mr. Bragaw stated that this proposed budget is showing an increase of 10.85% because of the new public safety building coming online, as well as the need for better coverage at all of the existing buildings. This proposal involves hiring one additional full-time custodian to work exclusively at the new public safety building. Mr. Nickerson stated that building maintenance is something that we have discussed a lot in the past year or two, and everyone agrees that keeping up with the maintenance is imperative, especially moving into a new building. It was discussed that the expenses tied to the new public safety building are an estimate and may need to be adjusted as we go.

115 Services to Community – Mr. Nickerson stated that all of the funds that were cut from this department last year have been restored for the 21/22 fiscal year, and one additional line item has been added to support the SECT Cultural Coalition.

101 First Selectman – Mr. Nickerson stated that the only increase in this budget is for salary.

114 General Government Misc & Benefits – Mr. Nickerson stated that this budget has a 3.81% increase. Ms. Johnson reported that they will continue to watch and there may be opportunity to make reductions, especially in healthcare which she will watch closely. She noted that there will be negotiations with all union groups in the upcoming year. She noted that legal fees have increased, primarily due to the newly created Police Accountability law that went into effect in 2020.

MOTION (1)

Mr. Seery MOVED to adjourn the February 8, 2021, regular meeting of the East Lyme Board of Selectmen at 7:39 p.m.

Seconded by Mr. Cunningham. Motion passed 5-0.

Respectfully Submitted By:



Sandra Anderson
Recording Secretary

EXHIBIT 1

- Restroom (1)
- Volleyball Courts (2)
- Beach (Seasonal Lifeguards and Gate Attendants)
- Boardwalk Entrance
- Gate House
- Parking Lot (167 spaces)

Niantic Bay Boardwalk (1.1 Miles long)

Main Street, Niantic

Amenities:

- Concrete Walkway
- Benches (200)
- Plaques
- Informational signage

Veterans Memorial Park: (8.5 Acres)

10 Memorial Park Road, Niantic

Amenities:

- Regulation Baseball Field (90' bases)
- Softball Field (lighted)
- Press Boxes (2)
- Concession Stands (2)
- Batting Cages (2)
- Restroom Building (1)
- Trailhead for Oswegatchie Hills Nature Preserve
- Overflow Parking along Memorial Drive
- Parking Lot (92 spaces)

Smith-Harris Park: (10 Acres)

31 Society Road, Niantic

Amenities:

- Little League Baseball Fields (4, 1 lighted)
- Youth Football Field (lighted)
- Multi-Purpose Field (Soccer and Football)
- Storage Building/Concessions/Restrooms (2)
- Batting Cages (2)

EXHIBIT 1

OPEN SPACE AREAS

Roxbury Road (25.51 Acres)

Roxbury Road, Niantic

Amenities:

- Open Space (Parks and Recreation Maintenance mows open field area 2-3 times per year).

Darrow Pond (300 Acres)

16 Mostowy Road, East Lyme

Amenities:

- Hiking Trails (Goodwin Trail)
- Picnic Tables
- Kiosk
- Parking Lot (10 spaces)

Historic Houses/Grounds (Grounds Maintenance)

Brookside Farm (4 Acres)

Society Road, Niantic

- Parks and Recreation Maintenance Crew cuts and trims all grass areas.

Samuel Smith House (10.09 Acres)

82 Plants Dam Road, East Lyme

- Parks and Recreation Maintenance Crew cuts and trims all grass areas.

Bridebrook Wedding Rock (.03 Acres)

West Main, Niantic

- Parks and Recreation Maintenance Crew cuts and trims all grass areas.

Request for Board of Selectmen

TO: Board of Selectmen
FROM: Anna M. Johnson, Director of Finance
DATE: February 26, 2021
SUBJECT: Refunding Opportunity up to \$16,000,000

Summary of Agenda Item:

Another bond refunding is available to the town. We 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.

Action Needed:

Move 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.

Attachments:

- Refunding Resolution

Prepared By: Anna M. Johnson, Director of Finance

**RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND
SALE OF NOT EXCEEDING \$16,000,000 TOWN OF EAST LYME,
CONNECTICUT GENERAL OBLIGATION REFUNDING BONDS**

RESOLVED:

Section 1. Not exceeding \$16,000,000 General Obligation Refunding Bonds (the "Refunding Bonds") of the Town of East Lyme, Connecticut (the "Town") or so much thereof as the First Selectman and the Town Treasurer shall determine to be necessary, are hereby authorized to be issued to refund all or any portion of any one or more series of the Town's outstanding general obligation bonds, including, without limitation, Clean Water Fund Obligations of the Town issued under the State of Connecticut Clean Water Fund Program (collectively, the "Refunded Bonds"), to achieve net present value savings and/or to restructure debt service payments of the Town. The Refunding Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering, and at such time or times as the First Selectman and the Town Treasurer shall determine to be most opportune for the Town. If the Refunding Bonds are sold in a negotiated underwriting, the First Selectman and the Town Treasurer shall approve and designate the underwriter. Each series of Refunding Bonds shall mature in such amounts and on such date or dates as shall be determined by the First Selectman and the Town Treasurer in accordance with the provisions of the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "General Statutes"), as amended and shall bear interest payable at such rate or rates, including taxable rates, as shall be determined by the First Selectman and the Town Treasurer. The issuance of Refunding Bonds the interest on which is included in gross income for federal income tax purposes is determined to be in the public interest. The Refunding Bonds shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the First Selectman and the Town Treasurer, bear the Town seal or a facsimile thereof, and be approved as to their legality by Robinson & Cole LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the Town and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the terms of any rights of redemption and redemption prices, the designation of the certifying, paying, registrar and transfer agent, shall be subject to the approval of the First Selectman and the Town Treasurer in accordance with the General Statutes. The net proceeds of the sale of the Refunding Bonds, after payment of underwriter's discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The First Selectman and the Town Treasurer are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The First Selectman and the Town Treasurer, are authorized to prepare and distribute preliminary and final Official Statements of the Town for use in connection with the offering and sale of the Refunding Bonds, and they are hereby authorized to execute and deliver on behalf of the Town a Bond Purchase Agreement, a Continuing Disclosure Agreement, a Tax Regulatory Agreement and such other documents necessary or desirable for the issuance of the Refunding Bonds and the payment of Refunded Bonds. The Town may issue taxable bonds as the issuance of such taxable bonds is hereby determined to be in the public interest.

Section 2. This resolution shall be effective until June 30, 2022.

Agenda Item No. 2b
Request for Board of Selectmen Action

TO: Board of Selectmen
FROM: Mark C. Nickerson, First Selectman
DATE: February 26, 2021
SUBJECT: Fiscal Year Transfers made within departmental budgets

Summary of Agenda Item:

Various transfers within departmental budgets have been necessary for various reasons. Attached is the documentation for transfers made for a total amount of \$215,235.43 information presented includes: from account number, description of the budget line item, amount – to account number, description of the budget line item, amount.

These requests are forwarded to you in accordance with section 6.3.4 of the charter.

Action Needed:

A motion to ratify departmental transfers in the amount of \$215,235.43 processed for fiscal year end June 30, 2021 and to forward to the Board of Finance for approval.

Attachments:

Supporting Documentation for departmental transfers

Prepared By: Anna M. Johnson, Finance Director

**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
--------------	----------------------

BoS
