

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
w/FY 21-22 Budget Reviews
Monday, APRIL 19th, 2021
Via Zoom Meetings**

Members in Attendance: Camille Alberti, Chairperson
Ann Cicchiello, Vice-Chairperson
John Birmingham
Peter DeRosa
Anne Santoro
Richard Steel

Also In Attendance: Mark Nickerson, First Selectman
Lisa Timothy, Library Director
Cathy Wilson, Senior Services Director
Dave Putnam, Parks & Rec Director
Anna Johnson, Finance Director

FILED

Apr 26, 2021, AT 10:01 AM PM
Brooke Stewart ATC
EAST LYME TOWN CLERK

Absent: No One

A. Call Special Meeting to Order

Chairman Alberti called this Special Meeting of the East Lyme Board of Finance to order at 6:30 PM. She said that this is a continuation of budget presentations and no a decision evening.

B. New Business

a. Budget Reviews – FY 2021-2022

♦ **Commission on Aging (418) – Cathy Wilson, Senior Services Director**

Ms. Wilson explained that line 311 relating to salaries due to the person who left almost two years ago now (October 2019). She said that they advertised and interviewed and then Covid hit and they did not fill the position so they contacted those people who had made the cut to see if they were interested in August 2020 and then re-advertised and interviewed and finally hired the replacement in October 2020. So this reflects that full time position and basically adds on the three months that they did not hire from last year plus the 2.25% general increase.
There were no questions.

♦ **Health & Welfare (419) – Anna Johnson**

Ms. Johnson said that there is a small increase here. This is the Shoreline VNA. They do several clinics in our Town and they bill quarterly.

Mr. DeRosa asked how this works when they do in-home services – do they bill the Town rather than the insurance.

Ms. Johnson said that they do go to the insurance for a portion of the cost of the services.

♦ **Library (420) - Lisa Timothy, Library Director**

Ms. Timothy said that they are giving \$20,000 back as they trimmed way back during Covid so this has enabled them to deliver a smaller budget this year. She thanked Ms. Borden explaining that she has done an amazing job this year helping her out during her illness.

Ms. Alberti thanked Ms. Timothy.

♦ **Parks & Recreation (421) – Dave Putnam, Parks & Rec Director, Tim Beebe, P&R Comm. Chair**

Mr. Putnam said that they have a retirement coming up on June 30, 2021. Carolyn Rossiter who is their Program Director and who has been with them for 49 years will be retiring. He said that they are requesting the reinstatement of a FT Maintainer for January 2022 as their responsibilities keep growing. With Carolyn retiring they are saving 9% and they will hire someone in at entry level. He said that they would be interviewing in the next few weeks. He said that while Covid put them back with programs that they are looking to ramp up their programming this year.

Mr. Birmingham asked him about the baseball field.

Mr. Putnam said that he has no jurisdiction over that as it is the schools.

Mr. Birmingham asked him to explain the special revenue account.

Mr. Putnam said that it was started in 2010 and that it is where all of the revenues go. It is used for the programs that generate those revenues. The Beach Enterprise Fund is for all of the items that relate to the beaches only. This year will be the third year for that. They did very well the first year but were down by \$40,000 last year due to the pandemic. But, he recalled that a few years ago the state used Cini Park for a staging area and paid them \$50,000 to use it so that saved the Beach Enterprise Fund.

Ms. Cicchiello asked about the programs.

Mr. Putnam said that they did not run them due to Covid so they did not have those expenses which helped pull them through.

Capital – Parks & Rec

Mr. Putnam said that for Capital he is looking for replacement of a 2007 pick-up truck with a new one with a plow and lift gate.

♦ Registrars (110) – Wendy Sims (D) & Mary Smith (R)

Ms. Sims said that the proposed budget of \$99,077 they would like increased to \$101,709 as postage and their duties have all gone up. The voter canvas has gone up and takes a lot of time.

Ms. Smith said that she expects an increase of some \$700 in that alone.

Ms. Alberti said that she would make sure that the Board received the information that Ms. Sims sent to her regarding their responsibilities. She asked what Ms. Sims was alluding to with regard to a raise.

Ms. Sims explained that they are working extra hours during elections without compensation as it is a part of their job. They requested an additional \$3,886 to cover this extra time but it was reduced by the First Selectman.

Mr. Birmingham commented that having seen first hand what they do for the primary and referendum day – they are there from 4 AM to easily 10 PM that evening. He said that he thinks that they deserve the extra that they are looking for.

Ms. Cicchiello asked Ms. Smith if they could get a better rate on bulk mailing for the voter canvas.

Ms. Smith said that they do – they use the Town postage machine and it is taken from their budget.

Ms. Cicchiello asked if they are required to send this out to all new voters.

Ms. Smith explained that the list is generated and compiled through the State Registrars – they are also now required to send canvas letters to those who have not voted in the last four (4) years

Ms. Cicchiello asked what they are canvassing.

Ms. Smith said that this is how they clean the lists of people who have moved, are deceased, etc.

♦ Zoning (116) – presented by Mark Nickerson

Mr. Nickerson said that there is not a whole lot of change – just the 2.25% general wage increase. There were no questions.

♦ Planning (117) – presented by Mark Nickerson

Mr. Nickerson said that this is also a 2.25% general wage increase.

Ms. Johnson noted that contracted services have been moved to the IT department and zeroed out here. There were no questions.

♦ **ZBA (130) – presented by Mark Nickerson**

Mr. Nickerson said that this Board meets only as necessary and that they do not see a lot of appeals. There were no questions.

♦ **Inland Wetlands (132) – presented by Mark Nickerson**

Mr. Nickerson said that there is \$25,000 in here for an Asst. Environmental Planner. They have a number of uses for this throughout the Town and the various departments. He noted that changing the upland review area from 100 feet to 300 feet is under appeal. These services would be provided by the SECT Council of Governments – they are looking for the most efficient way through this for now as the appeal is in process.

Ms. Cicchiello asked with regard to the change if it is in effect or being appealed.

Mr. Nickerson said that it is in effect for right now but is being appealed.

Ms. Cicchiello asked if most of it could be done at the administrative desk level rather than with the Commission.

Mr. Nickerson said that probably 75% could be done administratively.

Mr. Steel asked about revenues.

Ms. Johnson said it comes from permits.

Mr. DeRosa asked how they came up with the \$25,000.

Mr. Nickerson said that he thinks that it will work out for them.

Ms. Cicchiello asked how the COG person would work – remotely.

Mr. Nickerson said that he thinks that it will be remotely except for site reviews as necessary with Mr. Goeschel.

♦ **Waterford/East Lyme Shellfish Commission (133) – presented by Mark Nickerson**

Mr. Nickerson said that this is a shared Town Commission chartered by the State. We are responsible for \$2500 for the pump out boat.

There were no questions.

♦ **Brookside Farm (Smith Harris) (134) – presented by Mark Nickerson**

Mr. Nickerson said that there is very little change here – the utility bills are going up a bit and they are asking for the reinstatement of the curator as they did not use one during Covid.

Ms. Santoro asked if the Curator could be reduced as they currently do not have one and by the time they get one perhaps that could be reduced.

Mr. Nickerson said that he asked Mr. Lakowsky who indicated that he still needs the \$6180.

♦ **Town Building Committee (135) – presented by Mark Nickerson**

Mr. Nickerson said that the Committee meets when there are Town Projects being worked on such as the Elementary Schools project and now the Public Safety Building. They have been busy meeting regularly but expect to wind down once the Public Safety Building is closed out.

Ms. Alberti said that it is remarkable what this all volunteer committee does for the Town. She extended a Board of Finance 'Thank You' to all of them.

♦ **Harbor Management (136) – presented by Mark Nickerson**

Mr. Nickerson said that this is basically a flat budget.

There were no questions.

♦ **Conservation of Natural Resources (138) – presented by Mark Nickerson**

Ms. Alberti noted that this is a zero increase.

Mr. Nickerson said that they do much of their work behind the scenes – such as at Darrow Pond etc.

Ms. Alberti said that she had noticed an increase in use of the Goodwin Trail and Darrow Pond and a great deal of litter left from this. She asked Mr. Nickerson what he envisioned using to take care of this.

Mr. Nickerson said that Parks & Rec takes care of a lot of this and that volunteers also do a lot to help. He said that there has been talk about doing other things up there but there are only 10 parking spaces there which make things difficult. They will have to give it some attention and Parks & Rec is looking to take care of that area.

♦ **Historic Properties Commission (139) – presented by Mark Nickerson**

Mr. Nickerson said that perhaps this commission could be eligible for use of some of the Covid dollars to finish the building to be able to have it as a destination. He noted that they reduced their building maintenance line item by \$1000.

Mr. Birmingham said that if you go in the main door of the library there is a model of the Samuel Smith House & Barn. He said that his neighbor made it during the winter.

Ms. Santoro asked if this Commission has come to the Board of Selectmen meetings on Covid dollars. Mr. Nickerson said that there are many groups making pleas. He said that they first need to get started with what would be allowed and what would not be.

Ms. Alberti said that they had prior discussions on this and because the Town owns it – can or can't they accept donations.

Mr. Nickerson said that they can accept donations – they have a 'Friends of Samuel Smith' group that can accept donations for them.

Ms. Alberti noted the farmstead website and suggested that they have an area for donations to the Friends group.

♦ **Capital (724)**

Ms. Alberti noted that this was addressed after each department that it related to.

♦ **CIP – Mark Nickerson, Anna Johnson**

This is a rolling 10-year outlook plan.

Ms. Cicchiello asked if any of the items in the CIP Plan could use some of the American Rescue dollars so that those dollars could come out of the budget.

Mr. Nickerson said that there are some areas that could perhaps qualify however; for tonight he said that he thinks that they have to look at it as it is as they do not have any direction on the American Rescue dollars at this time. He continued and noted the CIP colors and what they represented. He also said that it looks like they could be back to regular meetings for May 20 when the Governor's Orders expire.

Ms. Alberti said that she does not really have any questions on the most recent items and the longer term items she sees as place holders. There were no further questions.

b. Review of Projected Revenues

Ms. Johnson noted that at their last meeting she had said that the projected tax deficit was approximately \$738,000 and that she projected it would go down to \$400,000 at the end of the year. They would probably use \$629,000 of the \$900,000. She reviewed the rest of the revenues.

Ms. Santoro asked about the TAR funds and the difference.

Ms. Johnson said that it is based on the Governor's information and that she would look into it.

Ms. Alberti asked about the Ambulance fund subsidy for the Firefighters and if this is the last year that it would be coming.

Ms. Johnson said that there is information in the contract that it would continue until one party tells the other party that it won't.

Ms. Alberti said she thought that it was a three (3) year phase in/out.

Mr. Nickerson and Ms. Johnson said that they were quite sure that it would continue on the way that it is.

(Note: A short break was taken here)

c. CNRE – Anna Johnson

Ms. Alberti noted that Ms. Johnson had provided them with an update.

Ms. Johnson explained the CNRE fund and the projects where there are remaining funds. She noted that the grant for the Samuel Smith House just went in 30-60 days ago and that it would require matching funds. She said that one item in the ten year plan was the Knox box for the Fire Marshal.

Ms. Alberti asked if perhaps Ms. Johnson could add another column here stating if the project is open or complete so that they would know the status and be better able to determine where the funds might be.

d. Audit Update 6/30/2020 – Anna Johnson

Ms. Johnson said that she has an April 7 draft; reviewed it and thought that it would be filed by the end of the month but the auditors have a process of review so it will probably run into the first weeks of May before it can be filed. The unassigned fund balance in the audit is \$8.2M which is consistent with what they have been given.

Ms. Alberti asked when they will schedule a presentation to the Board with the auditor – for their June meeting or at a special meeting.

Ms. Johnson said that she thinks that would make the most sense so that they would have the time to review it.

Ms. Santoro asked if they would have the presentation at their June meeting or a special meeting.

Ms. Alberti suggested June for the subcommittee to review it first; and then presented to the entire Board for the June regular meeting.

Ms. Johnson said that typically in June they do special appropriations. The BOE has about \$500,000 in the plan and they like to order while school is out. There is also the NFD apparatus and the road projects.

Ms. Alberti asked that she try to have the subcommittee meet in early June if possible.

Ms. Alberti asked about revenues and the property tax bills that went out in January where there was an extension of time for another 90 days to April 1 – perhaps they could see a rush in the end of April.

Ms. Johnson said that there actually was no grace period to the end of April; so if they did not pay it by April 1, they were charged interest all the way back to January.

Mr. Nickerson said that he thinks that they will pick up revenue.

Ms. Johnson said that she would provide an update at their next meeting as it constantly changes.

C. Board Comments

Mr. Birmingham asked about the format for Wednesday night deliberations.

Ms. Alberti said that she would like to open with discussion on revenues and then the operating budgets for the BOE and the Town – she said that she would like to keep it open on both ends until they can crunch the numbers. She said that she would call on each of them to provide a statement with their concerns on how they feel the taxpayers are faring. Then, after discussion they can throw out some numbers and motions.

Ms. Santoro said that she took a look at the agenda for Wednesday and it does not mention the BOE but does mention the Town.

Ms. Johnson said that she is filing an amended agenda so she will add the BOE and General Govt. to make it clearer.

Ms. Santoro recalled that Ms. Drowne had indicated that there might be other info on revenues.

Ms. Alberti asked if anyone thought that information that they had requested was missing. There were no comments.

D. Adjournment

Ms. Alberti called for a motion to adjourn.

****MOTION (1)**

Ms. Cicchiello moved to adjourn this Special Meeting of the East Lyme Board of Finance at 9:05 PM

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

**East Lyme Parks and Recreation Department
Parks/Amenities/Maintenance Responsibilities**

PARKS

McCook Point Park (21.32 Acres)

8-10 Atlantic Street, Niantic

Amenities:

- Band Shell
- Pavilion
- Tent (Seasonal)
- Walking Path
- Restrooms (2)
- Playgrounds (3)
- Beach (Seasonal Lifeguards and Gate Attendants)
- Garden Areas
- Book Exchanges (2)
- Bocce Court
- Picnic Areas/Tables
- Gatehouse
- Parking Lot (210 spaces)

Hole in the Wall (1.83 Acres)

4 Baptist Lane, Niantic

Amenities:

- Storm Water classroom
- Restroom (1)
- Bike Repair Station
- Book Exchange (1)
- Garden Areas
- Beach (Seasonal Lifeguards and Gate Attendants)
- Walking Path
- Boardwalk Entrance
- Gate House
- Parking Lot (85 spaces)

Cini Memorial Park (2.57 Acres)

22 Main Street, Niantic

Amenities:

- Fishing Pier
- Canoe/Kayak Launch (Niantic River)
- Picnic Areas/Tables

Attachment BO7 Budget Reviews 4/19/21 P&R supplied pgs. 1-5

- 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)

Samuel Peretz Park @ Bridebrook: (23 Acres)

221 West Main Street, Niantic

Amenities:

- Regulation Baseball Field (90' bases)
- 2 Softball Fields (1 lighted)
- 3 Multi-purpose Fields (Lacrosse and Soccer 1 lighted)
- 2 Basketball Courts (lighted)
- 3 Pickle Ball Courts (lighted)
- .8 Mile Walking Path
- Pavilion
- Playground
- Restroom/Maintenance Building (1)
- Throw/Kick Wall
- Parking Lot (194 spaces)

Liberty Green (.26 Acres)

231 Main Street, Niantic

Amenities:

- Gazebo
- War Memorials (2)
- Commemorative Pavers
- Public Announcement Banner Poles

Park on Penn and Main (.36 Acres)

224 Main Street, Niantic

Amenities:

- Commemorative Bricks
- Benches
- Gardens

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.

Town Owned Properties

Rotary Park:

Main Street, Niantic

Amenities:

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

East Lyme Police Department (.68 Acres)

278 Main Street, Niantic

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

Community Parking Lot Methodist Street (.41 Acres)

Main Street and Methodist Streets, Niantic

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

Community Parking Lot Hope Street (1.0 Acre)

11 Hope Street, Niantic, CT

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

Niantic Fire Department Station 2 (.92 Acres)

227 West Main Street, Niantic

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

Field Services Building (3.84 Acres)

8 Capitol Drive, East Lyme

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

East Lyme Library and Community Center (10.78 Acres)

33-45 Society Road, Niantic

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

Town Hall (3.03 Acres)

108 Pennsylvania Avenue, Niantic

Amenities:

- Seebeck Picnic Pavilion
- Electronic Message Board
- Gardens
- Parks and Recreation Maintenance Crew cuts and trims all grass areas.

Public Safety Complex (17.05 Acres)

277 West Main Street

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

Yearly HOURS		REGISTRAR OF VOTER'S RESPONSIBILITIES
		Compilation and maintenance of enrollment lists and list of unaffiliated electors. (§ 9-19, 9-20, 9-21, 9-23, 9-24, 9-26, 9-31, 9-35, 9-40, 9-42, 9-45, 9-46, 9-54, 9-56, 9-57, 9-59, 9-60, 9-64)
15	10	Add new voters to Voter List (§ 9-20, 9-23a, 9-23g, 9-23L, 9-23r, 9-24, 9-26, 9-31a, 9-56, 9-57) Change Voter information (per voter request)(§ 9-35e, 9-42, 9-59), Canvass(§ 9-35b), DMV instructions (§ 9-19i), etc (§9-51, 9-60, 9-64)
15	10	Remove Voters from Voter List (§ 9-21) per SOS, voter(§ 9-35b&o), DMV(§ 9-19i), duplication(§ 9-21a), death(§ 9-35b),etc(§ 9-43))
6	6	Death Notices-Electors listed on Town Clerk's death notices & Obituaries are removed from voter list.(§ 9-35b)
8		Removal from inactive list-when elector is placed on the inactive registry list for four years. At the expiration of such period of time on the inactive registry list, such name shall be removed from the registry list(§ 9-35e) and added to the "off" list
4		Removal of names for failure to vote. Electors absent from town due to service of this state or of the U.S.(excluding Military) must make a written application for continuance on the registry list before each state election. (§ 9-40a)
6		Felons -Removal from registry list of convicted felons who are committed to custody of Commissioner of Correction. The ROV receives lists of convicted persons from the SOTS. The ROV compares the felon with the list of electors upon their registry lists and, after written notice mailed by certified mail to each of the persons named at the last-known place of address of such person, shall erase such names from the registry lists in their respective towns or voting districts. (§ 9-45, 9-46) No person shall be deemed to have lost such residence in any municipality by reason of his absence there from because of imprisonment on conviction of crime (§ 9-40a)
		Discretionary erasure or exclusion from enrollment list for lack of good-faith party affiliation; citation and hearing. (§ 9-60, 9-61, 9-62, 9-63, 9-64)
		Restoration to Registry List (§ 9-19)
3		Reinstate elector - If elector is listed on the inactive list and applies to restore the elector's name to the active registry list or votes during such period, the elector's name shall be restored to the active registry list (§ 9-35e)
2		Restoration of names to active registry list under certain circumstances. (§ 9-42, Felon § 9-46, 9-232a)
16		Duplicate Voters-Investigate, communicate with other town's ROVs involved and resolve (§ 9-21a)
		Record Retention
25	25	Permanent voter registration records--All applications for enrollment shall be arranged in alphabetical order and shall be preserved by the registrars as a permanent record open to public inspection (§ 9-58)
25	25	Record all voter registration changes to voters' registration application(§ 9-58). A paper trail of all changes made to an elector's voter registration are to be filed with voters' registration application.
		Confirmation of Voter Residence Records (9-32)
5	5	Maintain a record of all Canvass CVR letters sent and responses. Anyone that does not respond is removed from the Active Registry list and added to the Inactive Voter Registry list (§ 9-35e).
5	5	In June & October remove from Inactive Registry List (and enrollment list) all electors who were sent a CVR notice during canvass held 4 years ago and did not respond within thirty days after it was sent (and were never restored to the active list) (§ 9-35) Voter status changes from Inactive to Off and is filed in a separate file.
5	5	Purge from the "OFF" file all records that have been in "OFF" status for one year or more. Delete records from ConnVerse (SOTS computer system)
12		Maintain a record of all Property Transfer induced letters sent to confirm voter's residence & their responses. Changes are made to voter record according to their response and document is attached to record. Anyone that does not respond to the letter is added to the next canvass list.
4		Retain copy of elector's application to restore elector's name to active registry list. Registrars shall retain a duplicate copy or record of each such notice in their office and shall note on such duplicate copy or record the date on which such notice was mailed. (§ 9-35e)
6		Felon convictions and releases are kept on file (§ 9-45, 9-46)
8		DMV record of changes are kept on file.(§ 9-19i). (NEW) The DMV has created a directory server for Suffield's ROV & Tax Dept. At this time the ROV collects & records the data provided and give the Tax Dept. a copy.
4		Record Disposal in the manner provided in section 7-109, by registrars.(§ 9-58)
25	25	Canvass - Organize and conduct annual canvass of voters(§ 9-32,9-35 & Conn.Reqs. 9-32-1 to 9-32-9)
15	15	Create and send out Canvass Notices(§ 9-32c)
		Update voter files according to canvass responses on SOS computer system and Manual card file(§ 9-32)
15	15	Create and send out CVR letters to all canvassed voters that did not respond to the canvass notices (§ 9-35) Update voter files according to CVR responses (§ 9-32)
1		Prepare inactive registry & enrollment lists of (1) any person whose notice of approval was returned undeliverable & who did not respond to CVR.(§ 9-23g,9-35 & 9-42(c))

BOZ Budget Reviews 4/19/21 Registrars submitted pg 1-3

2		of the armed forces of the United States or their auxiliaries, or a spouse or dependent of such member, whose name has not been checked as having voted in at least one election, primary, referendum or town meeting during the four preceding calendar years. If such elector does not return the card within thirty days, the registrars of voters shall place the name of such elector on the inactive registry list (§ 9-40b)
		Education & Training
16		Instruction of Polling Place Officials Training Sec.9-242a-7) election officials/poll workers (§ 9-249) Run Moderator/Poll Worker Training Sessions
12		Voter Education
		Registrar's education (§ 9-192)
16		Attend meetings called by SOS to keep current on impending & new legislation which impacts the Office.
80	40	ROV elections training program (§ 9-192b) Attend ROVAC conferences
12	12	Attend meetings of the Registrars of Voters Association of Connecticut. (§ 9-6)
		Elections, Primaries, Audits & Referendum - Coordinate and Run (§ 9-164,9-168,9-174, 9-237a, 9-438)
128	128	ROV work hours day of (1) elections, (1) primary, (1) referendum & (1) Audit (5am to 10pm) (§ 9-376 & 9-423)
50	20	ROV work hours on day before (1) elections, (1) primary (1) audit and (1) referendum(9am to 5pm)(§ 9-238 & 9-247)
18		Inspection & test voting the tabulator(sec.9-242a-5) create test deck, run through each tabulator testing all memory cards.
10		Ensuring proper maintenance of voting machines and battery back up units in preparation for their use at elections (9-244)
10	10	Town Meetings - working town meeting when requested
		Election Officials - Registrars must find and appoint Election Officials(§ 9-233, 9-235d, 9-249, 9-436d)
		Appointment of moderator (9-47c, 9-150b,d, 436e)
8		Appointment of absentee ballot counters and moderator.(§9-47c, 9-229)
		Absentee Ballots (§ 9-140c & 9-140c(b), 9-148, 9-150)
16	16	Supervised Balloting mandated in nursing homes & rest homes with 20 or more electors (§ 9-159g, rest)
	30	Absentee Ballot Check-Off - ROV shall check without opening the outer envelopes the names of such absentee voters on the official check list to be used at such primary/election by indicating "A" preceding such name. Town Clerk seals unopened ballots for Primary/Election Day delivery. Ballots shall be checked not later than the last weekday before the primary or election.(§ 9-140c & 9-140c(b))
		Presidential & Overseas Ballots - (§9-47c)
5		Provisional Ballots - Within 6 days following an election or primary the ROV determines whether or not applicant is eligible to vote. Following determination ballot will be rejected or counted and reported. (§9-232n)
10	5	Who Voted Data Input per SOTS instruction
2		Voting machines required(§9-247, 9-436). Periodic examination of voting machines (§9-240a, 9-241). Notification to SOTS of purchase or discontinuance of use (§9-238), location of machines (§9-257)
		Mandatory Office Hours:(§ 9-17)(§ 9-23),
2		Make Primary Petition forms available the day following the making of the party's endorsement of candidates for municipal office or beginning on the day following the final day for the making of such endorsements, whichever comes first. (§9-372(5) & 9-409)
18		Office open for Primary Petition Filing - 14th day following the making of a party's endorsement the office must be open from 1pm to 4pm (§ 9-400) [for town committee (§ 9-405 & 9-406)]. [for state or district office § 9-400)]. [for municipal offices (§ 9-405, 9-406, 9-412)]
2	2	Primary Petitions are to be made available to persons desiring to oppose candidates of major party for municipal offices on the day following the making of the party's endorsement.(§ 9-408)
		Registration & Enrollment Sessions
4	4	Admission of electors at Public High School (§ 9-17(c))(§ 9-23g)
8	8	Enrollment Sessions-14 days before Primary an enrollment/registration session must be held for at least 2 consecutive hours between 12noon and 9pm for the purpose of registration and/or enrollment of electors entitled to vote ...[for town committee, for state, district or municipal primary (§ 9-51)]
4	4	Registrar's Sessions. Registrars must hold one or more sessions during period between Saturday of fifth week & Saturday of fourth week before election. (§ 9-37)
6	4	Tuesday of 5th week before Election Day Registrars' Session to Complete Preliminary Registry List. Hours between 9am and 5pm(§9-32 & 9-35)
4	4	Saturday of 3rd week before Election Day Registration Session. 10am to 2pm (§ 9-17)
11	11	Seventh Day Before Election Day Registration Session-Registration Cut-Off--Hours 9am to 8pm SOTS instruction
3	3	Limited Registration Session the last weekday before election. To admit those seeking to vote in election whose qualification as to age, citizenship or residence was attained since cut off date. Hours:9am to 12pm(§ 9-31a)

4	4	Discretionary enrollment sessions. The ROV in each municipality may hold additional discretionary enrollment sessions for the purpose of making an enrollment of the electors who are entitled to vote in any primary or caucus in such municipality at such other times as all such registrars in such municipality deem necessary; but no such session shall be held on the day when a caucus or primary is held or during the fourteen days preceding a primary or the day before a caucus. (§ 9-52)
4	4	Special Registration Session - 25 or more persons who attend same school, rest home, employment, etc. in town, may request a registrar to go to their place of employment, school or residence in order to take and act upon applications for admission as electors. (§ 9-19c & 9-19d) Suffield Academy
8		WEB SITE Maintenance
		REPORTS and LISTS
8		Monthly change detail reports are created & distributed. Monthly compilation of changes to active and inactive registry lists. The ROV shall, on a monthly basis, compile a list of (1) all persons whose names were added, restored, removed or erased from the active & inactive registry lists during the preceding month, (2) all electors who changed either their names or addresses during such period. Such list shall include, but not be limited to, each elector's (A) name, (B) former name, if changed during such period, (C) address, including zip code, (D) former address, including zip code, if changed during such period, (E) voting district and (F) party affiliation, if any. The registrars shall make each such list available to the public in accordance with the provisions of section 1-210. (§ 9-50a) Monthly Updated Voter Registration Lists are created and distributed. Active, Inactive & Off status lists (§ 9-46)
4		Disk created monthly for IT department to download into the Town Clerks voter registration data base. This is Suffield's method of updating the TC's computer system.
1		Create and post names and addresses of electors removed from registry list and post remedies (5 weeks before election). (§ 9-35, 9-35a & 9-64a)
1		Create and print an Official Voter List for use at the polls (Active, Inactive & OFF)(§ 9-23g(c), 9-35 & 9-42(c), 9-54)
1		Enrollment Lists printed: (for town committee primary, state, district and municipal primary). (§ 9-54, 9-55)
1		Preliminary Registry List is created, printed, certified & posted in TC's office for public inspection on or before the Saturday of the fifth week before each regular election, and copies shall be made available for distribution by the registrars. (§ 9-36)
1		Corrected Registry List-must file certified corrected final registry list in municipal clerk's office 2 weeks before election. Such final registry list and supplementary or updated list deposited in the town clerk's office shall be on file for public inspection for a period of two years, and any elector may make copies thereof. (§ 9-37, 9-38, 9-172a,b)
1		Distribution of copies of final registry list. ROV shall print copies of the final registry list for distribution in such municipality. With each printing registrars shall make such lists available for public use in the office of the registrars for a period of two years. The registrars shall, upon request, give to a candidate for election to the General Assembly a copy of the final registry list for each voting district included in the General Assembly district for which such person is a candidate. (§ 9-39)
		Misc. reports are created and distributed upon public request (Freedom of Information)
		Notices (§ 9-16, 9-53) and Letters
25		Letters to confirm voter residence sent to voters listed on monthly Property Transfer List as selling their homes
12		Voter info. packets sent to new Suffield home owners listed on the Property Transfer List (§ 9-23o) (§ 9-31d)
1		Notice to Town Clerk that Primary is to be held following the filing of a valid petition for Municipal office, and after checking the same. Clerk publishes registrar's notice. (§ 9-147 & 9-435)
1		Notice of lottery to determine order of names for multiple Opening Office (§ 9-253 & 9-453r)
38		Notice of Acceptance or Rejection-When an application for registration is received registrar must send by first class mail a notice of acceptance or rejection to all applicants (§ 9-35c & 9-43)
5		If a notice of approval is later returned undelivered, registrars must proceed with CVR notice under CGS §§ 9-35 or 9-43 and may challenge applicant at polls. §9-23(c) & (d)
1		Notice of Rights- to all candidates to submit a list of designees for primary officials. for town committee primary or for state, district or municipal primary (§ 9-436)
1		Notice of Rights - to all candidates to submit a list of designees for unofficial checkers for town committee primary or for state, district or municipal primary (§ 9-436)
0.5		Notice of 14th day before primary day enrollment session (§ 9-37 & 9-53) (for town committee primary or for state, district or municipal primary) & registration session (§ 9-16)
0.5		Notice of Tuesday of the 5th week before Election corrections session. Must publish in newspaper as legal notice and post (§9-35)
0.5		Notice of Session for Revision of Preliminary Registry List. Notice must be published and posted (§9-37)
0.5		Notice of Saturday of 3rd week before Election Day Registration Session. Publish at least once a week before session. (§9-16)
0.5		Notice of limited Registration Session to be held on the Last weekday before Election. Notice to be published at least once the week before session (§ 9-16 & 9-17)

0.5		admitted as an elector, within thirty days after the date on which such person is admitted, shall notify the ROV of the municipality wherein such person resided at the time of such person's conviction that such person's electoral rights have been so restored. (§9-46c)
1		Notice of voting machine inspection by party watchers, party chairpersons, candidates & officials (§9-244).
1		Lottery held to choose positions on ballot for primary and election (§ 9-253 & 9-453r)
20		Miscellaneous requests-ROVs receive various information requests
		Certifications
		Certify & File Primary Petitions with SOTS. within 7 days after receipt of the page [for State and District primary petitions (§ 9-404c, 9-453L, 9-468)] (verify that all names on the petition are electors enrolled in the political party)
		Certify & File Primary Petition with SOTS [for municipal office (§ 9-147 & 9-435)]
8		Registrar's receipt and verification of petitions for candidacies for nomination to municipal office or election as town committee members. Filing with clerk. (§ 9-412)
0.5		Certificate of canvass completion-File with Sec of the State a certificate signed under penalties of false statement stating that the annual canvass of voters was completed (§ 9-32)
8		Budget preparation
0		Appointment of Deputy, Assistant & Special Assistant ROV (§9-37, 9-234)
		Suffield ROVs use the State-wide centralized voter registration system (CVRS) which means a computerized system designed and maintained by the Secretary of the State which includes: (1) Voter registration information prescribed by the Secretary, (2) information contained in applications for admission as electors described in section 9-20, (3) information needed to compile registry lists and enrollment lists under sections 9-35 and 9-54, (4) information required by section 9-50a, and (5) other information for use in complying with the provisions of this title. (c) This does not prohibit the ROV of any municipality from maintaining a registry list for such municipality that is separate from the state-wide centralized voter registration system, provided such separate registry list includes the same information as the registry list for such municipality in the state-wide centralized voter registration system (§ 9-50b(a&c))
Total ROV Hours	Total Assist./ Deputy Hours	
846.5	455 hours	
(S:\Registrars\General\ROV INFO\10-11 Registrars Duties)		

$$\frac{846.5 \text{ hr/yr}}{50 \text{ wks}} = 16.93 \text{ hrs}$$

$$\text{Deputy Budget} = \$2,500 @ \$20/\text{hr}$$

$$= 125 \text{ hrs/yr}$$

330 non-budgeted deputy hrs

Town of East Lyme
Analysis of CNRE Fund

Updated: 4/15/2021

Account Id	Description	Amended Budget	Transfers	Encumbered	Expd/Reimb YTD	Balance
32-00-000-000-000	EXPENDITURES	0	0	0	0	0
32-01-102-500-001	Revaluation Project 10/1/2011	777,861.00	0	176,900.48	494,309.41	106,651.11
32-01-104-500-001	Vehicle - Building Official	0	5,370.17	0.00	5,230.17	0.00
32-01-105-200-215	CAD Software & Survey Equipment	29,000.00	0	0.00	20,916.36	8,083.64
32-01-113-700-701	Bldg Maint 81 EL Utility Body	0.00	1,713.95	0.00	1,713.95	0.00
32-01-115-500-002	Samuel Smith - Town Matching Grant	10,000.00				10,000.00
32-01-117-500-001	Les Mehrhoff Plant Biodiversity	1,000.00	0	0.00	1,000.00	0.00
32-01-117-500-004	Niantic 8-Mile River Watershed Trail	49,785.00	-1,904	0.00	47,880.57	0.00
32-03-300-300-315	PEGPETIA Grant	85,307.44		0.00	79,665.57	5,641.87
32-03-300-300-316	EL Transfer Station Improvements	128,205.00				128,205.00
32-25-200-000-000	CNRE - Public Safety	0	0	0	0	0
32-25-200-700-461	NFD Equipment-Ladder Truck	590,400	-175	0.00	590,224.66	0.00
32-25-200-700-463	FM Vehicle	66,000	0	0.00	65,562.79	437.21
32-25-200-700-464	NFD Pumper 2006	350,000	0	0.00	353,551.40	-3,551.40
32-25-200-700-471	ACO Vehicle	25,000	20,000.00	9,220.65	35,763.19	16.16
32-25-200-700-472	PS - Police Patrol Vehicle Equipment	93,500.00	4,581.95	0.00	98,081.95	0.00
32-25-200-700-477	Wtfd/East Lyme Police Boat	24,500.00	0	0	0	24,500.00
32-25-200-700-478	PS - Computer Aided Dispatch (CAD)	34,000.00	136,000	35,000	135,000	0.00
32-25-200-700-479	PS - Police Motor Boat		11,721	0	11,721	0.00
32-25-200-700-480	NFD-FFD - Multiband Radios	0.00	211,176	6,133	205,043	0.00
32-25-200-700-481	PS - Radio Tower Infrastructure		19,118	19,117		0.60
32-25-216-700-001	Independent Police Start-Up	0.00	49,800.12	0.00	49,719.12	81.00
32-25-224-700-001	Enhanced 911 Phone System	16,278.00	5,701.21	0.00	21,979.21	0.00
32-25-224-700-002	Harbor Master Boat	85,553.00	12,485.20	0.00	98,038.20	0.00
32-30-000-000-000	CNRE - Public Works	0	0	0	0	0
32-30-400-700-702	PWD - Dump Truck	774,856.00	-57,681	0.00	717,175.00	0.00
32-30-400-700-703	PWD Broom Sweeper	175,000	-19,685	0.00	155,315.00	0.00
32-30-400-700-704	PU Truck	146,240.00	-90	0.00	146,150.00	0.00
32-30-400-700-705	Recycling Truck	545,895.00	-12,653	0.00	533,242.00	0.00
32-30-400-700-706	Mason Dump Truck	154,000.00	-7,095	0.00	146,904.94	0.00
32-30-400-700-707	MSW Truck	219,000	-3,318	0.00	215,682.00	0.00
32-30-400-700-715	PWD - ICE Grapple Truck	0.00	17,208.30	0.00	17,208.00	0.30
32-30-400-700-716	2019 PWD Equipment		15,742.00	0.00	15,330.83	411.17

Bot Budget Reviews

4/19/21

CNRE
Submitted

**Town of East Lyme
Analysis of CNRE Fund**

Updated: 4/15/2021

Account Id	Description	Amended Budget	Transfers	Encumbered	Expd/Reimb YTD	Balance
32-30-400-700-999	PWD - Reserve	0.00	58,641.06	0.00	0.00	58,641.06
32-40-400-700-702	COA DOT 5310 Bus	104,800.00	26,200.00	0.00	124,000.00	7,000.00
32-45-400-700-704	P & R Gator	0.00	12,000.00	0.00	11,585.33	414.67
32-45-400-700-705	P & R Directors Vehicle		25,000.00	0.00	25,000.00	0.00
32-60-045-100-001	LoCIP Reserve - Town Clerk	153,664.00	-136,000			17,664.00
32-60-000-000-000	Available for Appropriation	0	0	0	0	0
32-60-120-100-002	Proceeds from the Sale of Vehicles	123,675.90	-99,272.54	0.00	10,172.14	14,231.22
32-60-120-100-003	Police Vehicles & Equip from Fees	326,944.25	0	0	214,784.88	112,159.37
32-70-045- -	LoCIP Projects	0	0	0	0	0
32-70-045-000-045	LoCIP Project Allocation Funds	291,676.44	-147,450	0	0	144,226.48
32-70-045-016-020	Seal Town Brick Buildings	8,500.00				8,500.00
32-70-045-019-010	NFD Parking Lot & Septic System	70,000.00	-19,309	0	49,456	1,234.69
32-70-045-019-020	FFD Parking Lot	55,000.00	0	0	55,000	0.00
32-70-045-019-030	Reseal Parking Lots EL Town Hall & ELCC	30,000.00	-1,175		28,825	0.00
32-70-045-019-040	ELCC Entry Way	10,000.00	-260	0.00	9,740	0.00
32-70-045-019-050	EL Transfer Station Improvements	102,000.00	0	0	0	102,000.00
32-70-045-020-010	ELTH BAS - TMTg 10/2/19		43,194.00	0.00	43,194.00	0.00
32-70-045-020-020	TH Ceiling Replacement		25,000.00	0.00	24,984.14	15.86
32-70-045-020-030	Darrow Pond Dam Project		15,000.00	2,511.56	9,588.44	2,900.00
32-70-045-020-110	Replace Air Handlers & Town Hall		85,000.00			85,000.00
32-70-300- -	CNRE \$310,000 - 8/3/2011	0	0	0	0	0
32-70-300-000-000	CNRE - Town Projects	0	0	0	0	0
32-70-300-000-001	CNRE \$129,000 - 6/20/12	0	0	0	0	0
32-70-300-500-001	CAD Software & Survey Equipment	8,000.00	3,000.00	0.00	11,000.00	0.00
32-70-300-500-002	Town Computers - Dept Replacement	10,000	2,000.00	0.00	12,000.00	0.00
32-70-300-500-003	Carpet & Related Improvements	0	34,646.39	0.00	34,646.39	0.00
32-70-300-500-005	HVAC Pump Replacement - Town-wide	201,000.00	20,000.00	72.48	209,960.19	10,967.33
32-70-300-500-006	Various Town-wide Roof Replacement	315,000.00	0	475.00	268,570.93	45,954.07
32-70-300-500-007	Sidewalk Repair	300,000.00	0	9,407.76	175,592.24	115,000.00
32-70-300-500-008	Grand Street Boat Repair	70,000.00	69,825.00	0.00	139,825.00	0.00
32-70-300-500-009	McCook Park Playscape Enhancements	20,000	-20,000	0	0	0.00
32-70-300-500-010	Servers	20,000.00	40,000.00	0.00	42,252.00	17,748.00
32-70-300-500-100	Town Project Allocations	316,119.00	-316,119.00	0	0	0.00

**Town of East Lyme
Analysis of CNRE Fund**

Updated: 4/15/2021

Account Id	Description	Amended Budget	Transfers	Encumbered	Expd/Reimb YTD	Balance
32-70-300-500-102	Sidewalks - Townwide Repair & Replace	100,000.00	0	0.00	100,000.00	0.00
32-70-300-500-103	Parking Lots - ELCC/EOC/McCooks/Various	48,015.00	-1,302	0.00	46,712.74	0.00
32-70-300-500-105	Cini Park Restrooms	0.00	35,000.00	0.00	14,990.00	20,010.00
32-70-300-500-345	Pine Grove Project Roads	246,900	-246,900	0.00	0.00	0.00
32-70-300-500-361	BOE Proj-Doyle Prop	15,000	-1,112	0.00	13,888.27	0.00
32-70-300-500-999	Town-wide Projects	102,060.00	-12,378.34	0	0	89,681.66
32-70-700-724-702	Archaeological Reconnaissance Survey	39,300.00	0	0.00	36,787.80	2,512.20
32-70-700-724-703	Brownfield Assessment 224 Main	200,000.00	0	0.00	200,000.00	0.00
32-94-999- -	BoE Projects	0	0	0	0	0
32-94-999-700-	CNRE - \$221,487 - 9/18/2013	0	0	0	0	0
32-94-999-700-001	ELHS A-Wing Sprinkler Installation/Ext	15,028.00	-1,394	0.00	13,634.12	0.00
32-94-999-700-002	ELHS Hot Water Gas Conversion	45,500.00	0	0.00	45,500.00	0.00
32-94-999-700-003	ELHS Athletic Wing Hallways	27,607.00	0	0.00	27,608.00	-1.00
32-94-999-700-004	ELHS Bleachers North Gym	102,800.00	0	0.00	102,800.00	0.00
32-94-999-700-005	LBH Electric Upgrade	18,138.00	0	0.00	18,138.20	-0.20
32-94-999-700-006	Contingency	12,414.00	-213	0.00	12,200.00	1.20
32-94-999-701-001	2013 School Security Grant Program	183,247.00	0	0.00	183,247.00	0.00
32-99-000-000-000	CNRE - BOE Projects	0	0	0	0	0
32-99-094-900-001	ELHS Pool Roof Reserve	129,898				129,898
32-99-094-900-002	LEARN Reserve	189,729	-35,500			154,229
32-99-400-700-701	BOE - Vehicles	107,750.00	-13,630.00	0.00	94,120.00	0.00
32-99-900-500-361	Senior Pool Parking Lot	36,748	0	0.00	36,938.00	-190.00
32-99-900-500-362	BOE-LBH Projects	69,236	0	0	0	69,236.00
32-99-900-500-363	ELMS - HVAC System	49,450.00	0	0.00	49,450.00	0.00
32-99-900-500-364	ELHS - Boiler System	457,865.00	-6,650	0.00	451,214.83	0.00
32-99-900-500-366	Architect - EL Elementary Schools	54,800	-6,200	0.00	48,600.00	0.00
32-99-900-500-367	ELHS Dugouts	26,360.00	0	0.00	26,360.00	0.00
32-99-900-500-368	ELHS Turf Field Replacement	25,000.00	14,457	0	0	39,456.85
32-99-900-500-369	BOE - ELHS Energy Saving Initiatives	0.00	25,100.00			25,100.00
32-99-900-500-368	BOE - ELMS Building Envelope Study	0.00	10,400.00			10,400.00
	Final Totals	8,900,479	-109,973	465,510	7,053,410	1,271,746