

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING OF MARCH 17, 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

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.

FILED

1c. Delegations

There were none.

Apr 5 20 21 AT 2:40 AM/PM
Kenneth Gallo
EAST LYME TOWN CLERK

1d. Approval of Minutes

MOTION (1)

Mr. Seery MOVED to approve the Special Budget Meeting Minutes of February 17, 2021, as submitted. Seconded by Mr. Dagle. Motion passed 5-0.

MOTION (2)

Mr. Seery MOVED to approve the Regular Meeting Minutes of February 17, 2021, as submitted. Seconded by Mr. Cunningham. Motion passed 5-0.

MOTION (3)

Mr. Seery MOVED to approve the Special Budget Meeting Minutes of February 22, 2021, as submitted. Seconded by Mr. Cunningham. Motion passed 5-0.

MOTION (4)

Mr. Seery MOVED to approve the Special Budget Meeting Minutes of February 24, 2021, as submitted. Seconded by Mr. Dagle. Motion passed 5-0.

1e. Consent Calendar

MOTION (5)

Mr. Seery MOVED to approve the Consent Calendar for the meeting of March 17, 2021, in the amount of \$6,685.71. Seconded by Mr. Dagle. Motion passed 5-0.

2a. Transfer Funds – Dispatch Overtime - \$30,000.00

MOTION (6)

DISCUSSION: Lt. Macek reported that there have been two full time dispatchers out for extended medical leave. Since we currently have a limited number of part-time dispatchers available, the empty shifts must be filled with full-time employees on overtime. He noted that because the department has had a couple of retirements recently, there is a little extra funds in the salary account so that is where the money will be transferred from.

Mr. Seery MOVED to approve a transfer in the amount of \$30,000.00 from Police Officers account 01-25-216-100-511 to Dispatch Overtime account 01-25-215-100-214 effective April 1, 2021 and forward to the Board of Finance for approval.

Seconded by Ms. Hardy. Motion passed 5-0.

2b. Special Appropriation – Building Dept - \$21,800

MOTION (7)

DISCUSSION: Mr. Way was present to discuss this item. Ms. Hardy inquired if any new employees would be hired, and Mr. Way stated that no new employees are being hired and the existing building inspectors will be increasing their hours by one day per week each. He noted that they are non-union, unbenefited employees. The additional funds for the Admin/Clerical will be to increase the part-time clerical assistant's hours. Ms. Hardy asked if the increase in workload is due to new construction or renovations to existing structures, and Mr. Way stated that it is a combination of new construction, such as the Gateway project, and a lot of home renovations being done since the pandemic started.

Mr. Seery MOVED to approve a special appropriation in the amount of \$21,800 as follows to the following expenditure accounts: \$3,000 to 01-01-104-100-311 (Admin/Clerical) and \$18,800 to 01-01-104-100-212 (Building Official) and, \$21,800 to revenue account: 01-05-500-501 (Building Permits) and forward to the Board of Finance for approval. This resolution is passed under the guidance of Executive Order 7S with no town meeting and being less than 10% of the current budget.

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

2c. Special Appropriation/Contingency Transfer – Niantic FD - \$27,470

MOTION (8)

DISCUSSION: Niantic Fire Chief Barone stated that they currently have a full-time fire fighter out on medical leave, and by contract the other full-time fire fighters have the right of first refusal to fill those shifts before they ask a part-time employee. The overtime account will need to be funded to cover the cost of these overtime shifts.

Mr. Seery MOVED to approve a special appropriation and transfer in the amount of \$27,470 from account 01-01-120-200-500 (Contingency) to account 01-25-217-100-614 OT NFD and forward to the Board of Finance for approval.

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

2d. 2021/2022 Long Range CIP Plan

MOTION (9)

DISCUSSION: Mr. Nickerson stated that before they begin the discussion on the CIP, he wanted to share some preliminary information about the American Rescue Plan. He reported that both the Town and the Board of Education are each expected to receive approximately \$1.8 Million to be distributed in two waves; 50% allocated in about 90 days, with the remaining 50% to be distributed in a year from now. The Town will also receive an additional \$3 Million to be paid in two installments also; this is allocated as "county" funds and is divided per capita, per person. He stated that he wanted to throw that out there so that the Board might consider these available, unexpected funds whilst discussing the Capital Improvement Plan.

The Capital Improvement Plan was reviewed line by line, making note of the following items.

Department 102 Assessor –The Town puts money away yearly to prepare for the next revaluation; we are present in the middle of the current revaluation.

Department 104 Building – The current, hard copy filing system that the Town is using is outdated and requires an upgrade to a digital system in the next fiscal year.

Department 105 Engineering – The Town puts money away yearly for the CAD software and survey equipment.

Department 109 IT – The Town puts money away yearly for the continual upkeep and replacement of Town computers and servers.

Department 110 Registrars – For the purchase of laptop computers for electronic voting check-in, as required by state and federal regulations.

Department 113 Building Maintenance – Mr. Bragaw explained that LoCIP funds will be set aside in next year's budget for some town wide parking lot repairs/resealing: specifically, Bridebrook Park, the upper driveway and parking area of Cini Park, and the employee parking lot of the Field Services Building (FSB). We also put money away yearly for town-wide roof and HVAC pump replacement.

Department 214 Emergency Management – Mr. Nickerson stated that the Town's microwave radio communication system needs to be upgraded in a couple of years, so we are planning for that expense.

Department 216 Police – Lt. Macek explained that last year they replaced the motor on the 21' skiff and that this year they are working with Waterford to try to secure grant money to replace the motor on the larger regional boat. We will continue to put the full funds aside just in case, but the hope is that we receive the grant at which time the Town's responsibility of 25% would be around \$8,000.

Department 217 Niantic Fire Department – Chief Barone reported that the listed expenses are needs and not wants; the engine truck is over 29 years old and needs to be replaced as soon as possible and he will be back once he has narrowed down the exact vehicle they would like to purchase. It was noted that both fire departments have a standard replacement schedule for equipment, which is clearly outlined in the plan.

Department 224 Fire Marshal – Mr. Way explained that there are over 200 knox boxes around town that allows the Fire Marshal and fire department personnel to access town buildings as well as commercial buildings throughout town in the case of an emergency. The Fire Marshal and his staff will replace these boxes themselves over time.

Department 317 Public Works – Mr. Bragaw reported that the line item for vehicles/equipment is for two vehicles, a garbage truck and a dump truck. Both trucks are used daily and are in desperate need of being replaced for a total of \$429,500. We need to replace our supply of recycling carts or cans, which are sold to residents at \$110 per unit; our current supply needs being replenished. The cost of town-wide sidewalk replacement is being allotted for in the CNRE account, and the major road work that is scheduled to be performed this season is estimated at \$850,000 and he has a detailed schedule on how that work will be performed, starting with Dean Road and other smaller neighborhoods in that area, and Grassy Hill Road to the Montville town line. He reviewed the LoCIP fund projects and noted that these need to be listed in our capital projects list for us to be eligible for the funds should they become available.

Department 421 Parks & Recreation – Mr. Putnam noted that the only expense for this year's budget is the request to replace the pickup truck with a lift gate and snowplow package, which is a 2008 model and needs to be replaced.

Department 999 Board of Education – Mr. Newton and Mr. Lund were present to review the Board of Education's proposed capital plan, which is attached hereto as Exhibit 1. Mr. Dagle inquired about the windows and doors replacement costs, and Mr. Lund stated that the windows replacement estimate of \$30,000 is a good estimate, but the doors may come in a little higher than the projected \$50,000 depending on the outcome of their investigation of materials used. Mr. Nickerson noted that there is \$500,000 proposed is the technology acquisition plan, and this will need to stay in place even though we increased our technology over the pandemic as the existing equipment will need to continue to be replaced and upgraded. Mr. Newton stated that a big chunk of the technology to be replaced with this money are the smart boards. Mr. Nickerson stated that we may be able to use some of the American Rescue Plan funds for some of these technology needs and that this will be discussed more as we learn more about this plan.

Mr. Seery MOVED to approve the 2021/2022 Capital Improvement Plan, as submitted, and forward to the Board of Finance.

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

2e. American Rescue Plan

Mr. Nickerson stated that he has gotten word that East Lyme is expected to receive the first installment of \$900K in approximately 90 days of the \$1.8M allocated to us under the American Rescue Plan. He is recommending that this Board begin reviewing the parameters on how these funds can be used, and that we possibly create a subcommittee or investigate workshops to be thorough in the discussion. He stated that he would like to schedule a special meeting for next week to begin the discussion; he noted that this money cannot be used to reduce the mil rate or reduce operating expenses. It was agreed that a special meeting would be held on Wednesday, March 24th at 7pm.

3a. Ex-Officio Reports

Ms. Hardy reported that the Senior Center vans were vandalized for a second time, and the catalytic converters were stolen again. Fortunately, the new van did not have any parts stolen as it is a newer vehicle, and the parts are different; and Mr. Nickerson stated that they are looking for a more secure place to keep the vehicles going forward. She reported that they have programs lined up for the spring and are waiting for the word that they can go ahead and resume normal programing. Ms. Hardy reported that at their last meeting the Zoning Commission unanimously approved an application on Boston Post Road to modify the former rectory building. The Commission on Natural Resources is working on getting information out on the proper plants to put in to encourage the work of the Pollinator Pathway. Ms. Hardy stated that she is concerned that there does not appear to be any money put away for future purchases of open space.

3b. First Selectman's Report

Mr. Nickerson stated that the Niantic River Bridge is scheduled to re-open by 8am tomorrow morning, with one more scheduled closure during the project for just a couple of days. He stated that at an upcoming meeting they will hear from SCORE, the Southeastern Connecticut Organization for Racial Equality, as well as another group organized through the Sustainability CT program to discuss racial equality and inclusion in our community. He stated that we will have a special meeting next week to include a discussion on the American Rescue Plan, as well as a legislative update by Senator Paul Formica and State Rep Holly Cheeseman.

4. Public Comment

Mr. Joe Mingo, 394 Boston Post Road, East Lyme, stated that he would like to see the Board of Selectman go back to doing the Pledge of Allegiance at the beginning of each meeting. Mr. Mingo would like to see the Tree Warden evaluate more trees in town for removal.

5. Selectman's Response

There was none.

MOTION (10)

Mr. Seery MOVED to adjourn the March 17, 2021, regular meeting of the East Lyme Board of Selectmen at 9:11 p.m.

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

Respectfully Submitted By:



Sandra Anderson
Recording Secretary

Exhibit 1

EAST LYME PUBLIC SCHOOLS

PRELIMINARY

CAPITAL IMPROVEMENT PLAN

SPANNING FISCAL YEARS 2022-2032



East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.

Adopted by:



EAST LYME PUBLIC SCHOOLS

P.O. Box 220 • East Lyme, Connecticut 06333 • (860) 739-3966 • Fax (860) 739-1215

Jeffrey R. Newton
Superintendent of Schools

Amy Drowne
*Assistant Superintendent of
Curriculum, Instruction and Assessment*

Kimberly Davis
*Director of
Student Services*

Maryanna Stevens, CPA
*Director of Finance, Marketing,
and Growth Management*

December 7, 2020

To: Superintendent

From: Director of Facilities

Subject: Forwarding of Preliminary Facilities Capital Improvement Plan FY22 – FY32

Attached please find the updated ten-year Capital Improvement Plan (CIP) and the Capital Project Request Forms for projects recommended for funding during FY21-FY22.

By their nature, CIPs are flexible documents subject to frequent modifications due to changing priorities, variable funding levels, unanticipated repairs, and a variety of unexpected situations and circumstances, such as the current COVID-19 pandemic. This document was developed using available information such as asset age, asset condition, staff knowledge, previous experience, engineer's judgment, and facilities and engineering industry guidelines and best practices. This document will be updated annually during the budget development cycle.

Project Cost Estimates

During my twenty-three years of project management and CIP development and execution, I have found cost estimates developed or provided during the initial planning process are inaccurate, cannot anticipate all the issues associated with a project planned for years in the future, and significantly underestimate the total cost of a final project. When this occurs, project planners must return to the funding authority to obtain additional funds, often at the expense of another programmed project. In the public sector, low estimates also can lead to accusations of intentional underestimating because the project may not have been approved by the public or decisionmakers at a higher estimated cost.

To avoid these problems, I have adopted an approach to project/cost uncertainty that schedules all the design, engineering, permitting, and estimating costs in year one. Upon completion of year one deliverables, I can return in year two or three to the planning and funding authorities with a final design and an accurate project cost estimate to seek funding and authorization. In the attached plan, you will find a variety of TBD (to be determined) entries that represent future costs that will be developed during the design development portion of year one. Not all projects need to follow the multi-year track; excluded projects may be low cost, low difficulty, have a well-established cost, or be repetitive in nature, among other characteristics.

Annual CIP Funding Level

There is always lively debate determining how much money should be allocated to operating and maintaining facilities assets. A review of the nation's infrastructure report card demonstrates the impacts of repetitive underfunding of maintenance and repair on assets such as roads, public buildings, utilities, and the other major systems that provide the backbone necessary to transact business, conduct operations, provide education to individuals of all ages, and to enable every other activity undertaken during a day.

Percentage of Plant Replacement Value (PRV) – one of the most used methods for determining appropriate facilities operating budgets is the percentage of PRV model. This method determines the budgeted amount by first calculating

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the total value of facilities assets to be maintained and then applying a percentage (typically 3%) to obtain the funding amount. The total PRV can be approximately determined for educational facilities by multiplying square footage times \$350 per square foot.

$$\text{PRV} = 662,778 \text{ sqft} \times \$350/\text{sq ft} = \$232,098,300 \quad \text{Funding} = 3\% \times \$232,098,300 = \$6,962,949$$

In general, this total is then allocated approximately 1/3 to personnel, 1/3 to O&M and 1/3 to CIP.

At current staffing levels, the Facilities department may have difficulty executing a \$2.3M CIP budget made up of many smaller projects. Given available resources and commencing in FY22-23, the Facilities Director recommends an annual CIP allocation of \$2Million. This value should enable us to fund and manage most typical CIP projects on a recurring basis. Major renovations or new construction, when encountered, would continue to follow the major project bonding process.

With the completion of the Elementary School Renovation projects, I look forward to tackling the age-related CIP issues starting to manifest at the HS and MS. Proper project management and funding will ensure the facilities effectively and efficiently serve staff, faculty, and students now and in the future.

Respectfully,

C. R. Lund, PE

Projects/Requests	Proposed Funding Source	Justification Rating	PRIORITY	2021-2022	Comment
High School					
ELMS - Air Handlers (RTU'S, AHU'S, REFS)	CIP	1, 3, 7	2	150,000	FY21 initial design, engineering and cost estimating. HVAC install 2001 RTU Life expectancy is 15 years per ASHRAE. Approximate installed cost -20 Ton RTU - \$30K per unit; Packaged Heat Pumps - \$10K per unit; AHU Life expectancy is 20 years per ASHRAE AHU Replacement #13 - \$98,000 & #14 - \$19,995
Sidewalk, Archways, Exterior Concrete Repairs	CIP	1, 3, 7	1	25,000	Various trip & fall hazards throughout the campus exterior
ELMS - Building Exterior Masonry & EIFS Repairs	CIP	3, 7	10	25,000	Year 1 -Investigate, Design, Engineering & Estimating, Permit for Exterior Masonry Repairs. Follow on cost is repairs
Parking Lots and Driveways Selective Repaving, Maintenance & Repair	CIP	3	11	75,000	Central Office/High School/Athletics/Flanders Complex Selective repave, seal, crack seal, replace catch basins. Excludes senior parking
ELMS - A-Wing Windows Replacement	CIP	3, 7, 8	7	30,000	Investigate, Design, Engineering & Estimating, Permit for Window Replacement Replace single pane windows. Abatement issues may be present. Investigate
ELMS - Exterior Door Replacement Plan	CIP	3, 7, 8	8	50,000	Investigate, Design, Engineering & Estimating, Permit; A-wing & athletic wing. Energy savings
ELMS - Gym Parapet Wall Replacement	CIP	3	12	27,000	Prep, prime & paint East & South faces. Repaint est. cost for all sides is \$53K.
ELMS - Roof Life Extension - EPDM	CIP	3, 7	6	185,000	Roof is 22 years old. Apply 20 year warranty life extension coating. Coating cost is approx ~1/3 cost of replacement of roof. (Solar panels on A wing)
ELMS - Roof Life Extension - Built Up Roof	CIP	3, 7	9	88,000	Roof is 23 years old. Apply 20 year warranty life extension coating. Coating cost is approx ~1/3 cost of replacement of roof. (Solar panels?)
TOTAL HIGH SCHOOL				655,000	
Middle School					
ELMS - HVAC Air Handlers	CIP	1, 3, 7	3	200,000	2021 -initial design, engineering and cost estimating RTU#6 needs to be replaced- coils failed.
ELMS - Roof Life Extension - Gym Roof	CIP	3, 7	4	90,000	Roof is 20 years old. Apply 20 year warranty life extension coating. Coating cost is approx ~1/3 cost of replacement of roof
ELMS - Roof Life Extension - Cafeteria	CIP	3, 7	5	72,000	Roof is 20 years old. Apply 20 year warranty life extension coating. Coating cost is approx ~1/3 cost of replacement of roof.
TOTAL MIDDLE SCHOOL				362,000	
Total CIP				1,017,000	
TECHNOLOGY					
2021-2022 Technology Acquisition Plan	AQN			500,000	See Technology Acquisition Plan
TOTAL TECHNOLOGY				500,000	