

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, AUGUST 11th, 2021
Via Zoom**

Members in Attendance: Ann Cicchiello, Acting Chairperson
John Birmingham
Anne Santoro
Richard Steel

Also In Attendance: Mark Nickerson, First Selectman
Joe Bragaw, Director of Public Works
Mike Finkelstein, Chief of Police
Dave Putnam, Parks & Rec Director
Anna Johnson, Finance Director

Absent: Camille Alberti, Chairperson, Peter DeRosa

A. Call Regular Meeting to Order & Pledge of Allegiance

Acting Chairman Cicchiello called this Regular Meeting of the East Lyme Board of Finance to order at 7:02 PM. She led the assembly in the Pledge of Allegiance.

FILED

B. Delegations

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

Aug 17, 2021 AT 10:02 AM PM

Brianne Stearns ATC
EAST LYME TOWN CLERK

C. Minutes

▪ **Regular Meeting – July 14, 2021**

Ms. Cicchiello called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of July 14, 2021.

****MOTION (1)**

Ms. Santoro moved to approve the Regular Meeting Minutes of July 14, 2021 as presented.

Mr. Steel seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

▪ **Special Meeting – July 28, 2021**

Ms. Cicchiello called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of July 28, 2021.

Mr. Birmingham asked that on page 4 where he is speaking in the fifth paragraph down on the page that the first four lines are changed to read: *'Mr. Birmingham said that he agrees that we all want a good product. He said that when he saw the room in PSB where it was said to have mold because the AC was turned off for a while, it looked more like mildew. Mold is different, it has black spots in patches that can penetrate into sheet rock whereas mildew stays on the surface and is white or light gray that comes off on your hand like powder when you rub your hand across it, which I did. Also the initial costs that we all new would be between 6 to 7 million dollars was passed for 5 million and eventually ended up being approved for approximately 7 million.'*

He also asked that on the top of Page 5 in the second paragraph where he is also speaking that the sentence be changed to read: *'Mr. Birmingham said that their job as the Board of finance is to determine if the Town can afford this and the Federal Government has handed us the money to do so thru the Am Rescue Plan – so they can afford it.'*

****MOTION (2)**

Ms. Santoro moved to approve the Special Meeting Minutes of July 28, 2021 as amended.

Mr. Birmingham seconded the motion.
Vote: 4 – 0 – 0. Motion passed.

D. Reports

▪ First Selectman

Mr. Nickerson reported the following:

- The TBC meets tomorrow evening on the roof and the issue of the 20 year vs. 30 years.
- There are concerts on Wednesday and Friday evenings and plays in the band shell. They are also working on painting some art on the sides of some buildings downtown.
- The Board of Selectmen will be forwarding ARP funding requests in September.
- Neither CCM nor LLHD receive funding through ARP, they are depending on the county government for it. So – 1% of the funding can be forwarded to each of them from the municipalities.
- LLHD did recommend a mask mandate again. So – in Town Hall and all Town buildings this Friday at 8 AM they will require wearing masks again.

Ms. Cicchiello asked when they would get a comprehensive plan on how the BOS wants to spend the ARP funds. She said that she would like to get it out to the public.

Mr. Nickerson said that he would expect some time in September.

▪ Finance Director

Ms. Johnson noted that the reports went out with the packets. She noted that taxes were the largest collection for the month and that they had received the CIRMA distribution which was the largest amount that they have ever received – some \$63,000. Building permits and conveyance fees all remain healthy. She said that she did not have any items of concern. She had emailed them the undesignated fund balance update and the update on the audit action plan where she had also added a column for what was being worked on.

Ms. Cicchiello asked under number five what the meaning of 'doubtful' was.

Ms. Johnson explained that every year they have taxpayers that do not pay their bills so they come up with a reasonable estimate of what may not be collected.

E. New Business

a. Special Appropriation – NSEP Grant - \$48,846

Chief Finkelstein explained that this was being used for the purchase of new EOC equipment for the new building at 277 W Main St. It includes a command IQ workstation, Optiplex 7080 Tower Computer systems, outfitting the EOC kitchen, an Everbridge upgrade for notifying the residents and Town staff of important information, a portable trailer mounted message sign for traffic and event management and 10-36" reflective roll-up traffic directional signs for traffic management.

****MOTION (3)**

Mr. Birmingham moved to approve a special appropriation in the amount of \$48, 846.00 from the Nuclear Safety Emergency Program (NSEP) to account #01-70-725-224-006 (NSEP Equipment), to cover the cost of purchasing the equipment noted on the July 29,2021 request for the new EOC and forward to the legal voters of the Town at a Town Meeting for approval.

Ms. Santoro seconded the motion.

Vote: 4 – 0 – 0. Motion passed,

b. Special Appropriation – CNRE Fund 32 - \$7,029 – 2021/2022 PWD CIP vehicles price increase

Mr. Bragaw explained that this represents the additional funding necessary for the new garbage and dump trucks purchase this fiscal year. He said that they have gone through the bidding process for the vehicles and they received slightly higher pricing on each of the vehicles in large part due to the price increases due to Covid and the supply chain issues that have been a problem for everyone. The garbage truck came in \$3,479 higher and the dump truck came in \$3,550.higher. He noted that they are already late in ordering these vehicles and would like to take the \$7,029 from the PWD Reserve account which has funds that come from the sale of old, used and retired vehicles.

****MOTION (4)**

Mr. Steel moved to approve a special appropriation in the amount of \$7,029 from CNRE Fund 32 account 32-30-400-700-999 (PWD Reserve) for the purpose of covering the cost of pricing increases from the original estimates of the Public Works Department 2021/2022 CIP Vehicles.

Mr. Birmingham seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

F. Old Business

a. Special Appropriation – American Rescue Plan Funds - \$280,557

Ms. Johnson and Mr. Nickerson noted the items that were included in this for funding.

- **\$5,129 – WIFI improvements at EL Town Hall**

Mr. Bragaw said that in the basement the Wi-Fi does not work at all. These dollars are for the conduit – the work will be done by Star Computers for the whole building.

- **\$14,428 – Virtual Meeting Package @ EL Town Hall (hybrid system)**

Mr. Nickerson said that this is for the hybrid system so that they can integrate zoom with the public.

Mr. Steel asked if this would help with the school system also.

Mr. Nickerson said that the school is already on it as their technology is far beyond ours.

Mr. Bragaw said that it is largely for the town Hall Meeting Room and not something to share.

Ms. Cicchiello asked about the warranty.

Mr. Bragaw said that it does have a first year warranty.

- **\$132,000 – Microwave Dishes for Emergency Public Safety Management**

Mr. Nickerson explained that they would use these to reach areas in Town for the buses, Public Works, etc and not just for Emergency Mgmt. It is eligible as it is directly related to Public Safety.

- **\$44,000 – Security Cameras at various Town locations for Public safety**

Mr. Nickerson said that they are looking to have all the cameras uniform throughout the Town.

Chief Finkelstein said that they have a robust video management system in the PSB so they are looking to have a uniform video feed platform. The Hole in the Wall camera was struck by lightning and is off; they will also be enhancing Wi-Fi inside McCook's for video signal enhancement.

- **\$55,000 – Wellness/Prevention/Mentoring Coordinator for EL Youth Services and**
- **\$20,000 – Clinical therapist/Counselor for EL Youth Services**

Dave Putnam, P & R Director said that this was for the Town.

Mr. Nickerson said that typically the Town's use their Youth Services areas for counseling for Town residents and not necessarily just 14 year olds. A good portion of this will be for drug/alcohol counseling in conjunction with the Dagle foundation. This will also be for off-hours needs of people.

Mr. Putnam said that they looked at the ARP funds for the two (2) positions – one for prevention programs and the other for a FT person. The Clinical therapist would be for 8 to 10 hours per week to start to see where it goes. They may also be able to offer night and weekend hours when some people might not want to go during the daytime. Both positions would be contractual through 2024 or 2026 with the funding. He said that he hopes to expand this area.

Mr. Steel asked if there were age limitations.

Mr. Putnam said that it is for all ages as they would not want to see it limited by an age cap.

Mr. Birmingham said that they have counselors for youth services and the schools also have them – so who would decide where people would go.

Mr. Putnam said that they can bridge the gap between the ages. The counselors would all have to work together on this.

- **\$10,000 – Shoreline Kitchen & Food Pantry – Regional Refrigerated Truck**

Mr. Nickerson said that this came from the BOS of East Lyme as a suggestion. This is to be able to help the soup kitchen purchase a refrigerated truck to better work with the multiple Towns that they serve. This amount is in conjunction with the multiple Towns who would each donate \$10,000 to make it possible to purchase this refrigerated truck.

Mr. Birmingham asked if they know if they are eligible for ARP funding.

Mr. Nickerson said that it is not saying that they can't apply for other types of funding out there but this would come from the Towns ARP funds.

Ms. Cicchiello asked if these appropriations had gone through the Town Attorney.
Mr. Nickerson said that they have information from the Town Attorney on them.

****MOTION (5)**

Ms. Santoro moved to approve a special appropriation in the amount of \$280,557 for the following items with the source of funds being American Rescue Funds:

- \$5,129 – WIFI improvements at EL Town Hall
- \$14,428 – Virtual Meeting Package @ EL Town Hall (hybrid system)
- \$132,000 – Microwave Dishes for Emergency Public Safety Management
- \$44,000 – Security Cameras at various Town locations for Public safety
- \$55,000 – Wellness/Prevention/Mentoring Coordinator for EL Youth Services
- \$20,000 – Clinical therapist/Counselor for EL Youth Services
- \$10,000 – Shoreline Kitchen & Food Pantry – Regional Refrigerated Truck

Mr. Birmingham seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

(Town Meeting Approval Required)

b. Appoint Auditor for 6/30/2021.

Ms. Johnson noted that the BOF is the contracting authority for the Auditor. The CLA Auditors RFP was for a three (3) year term; this is the second year of that term; there is an option for another two (2) years after the three (3) years.

Ms. Santoro asked if there was anything in our processes that might affect the contract price.

Ms. Johnson said not at this time – we are working on new software but it is not live yet.

Ms. Santoro said that she was looking for some start and end audit dates – especially having an audit completed much earlier.

Ms. Johnson said that the goal is to have the audit completed by December 31, 2021.

Mr. Steel noted that one letter had a July 26, 2021 start date.

Ms. Santoro said that should be attached.

Ms. Cicchiello asked Ms. Johnson if that could be added.

Ms. Johnson said that is a required communication from the Auditor. She noted that she and the BOF Chair sign the engagement letter.

****MOTION (6)**

Ms. Cicchiello moved that CLA LLP has been engaged to complete the Town of East Lyme Audit for fiscal year ended 6/30/2021. (The services under this agreement will begin on or about August 12, 2021 and are expected to be completed on or about December 29, 2021 in accordance with the terms of the agreement.)

Mr. Steel seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

G. Public Discussion

There was none.

H. Board Comments

There were none.

I. Adjournment

Ms. Cicchiello called for a motion to adjourn.

****MOTION (7)**

Mr. Birmingham moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:31 PM

Mr. Steel seconded the motion.

Vote: 4 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,

Recording Secretary