

EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, DECEMBER 8th, 2021

Members in Attendance: Denise Hall, Chairperson
John Birmingham, Vice-Chairperson
Peter DeRosa
Lauren McNamara
Paul Maxfield
Richard Steel

FILED

Dec 17, 2021 AT 10:10 AM/PM

Broadie Johnson ATC

Also In Attendance: Kevin Seery, First Selectman
Anna Johnson, Finance Director

EAST LYME TOWN CLERK

Absent: No One

A. Call Regular Meeting to Order

Kevin Seery called this Regular Meeting of the East Lyme Board of Finance to order at 7:02 PM.

B. Pledge of Allegiance

Kevin asked the Recording Secretary to lead the assembly in the Pledge of Allegiance; she did.

C. Board of Finance Elections

▪ **Appointment of new member to fill vacancy**

Mr. Seery opened nominations to fill the vacancy on the Board of Finance.

****MOTION (1)**

Mr. Steel nominated Jay Ginsberg to fill the vacancy on the Board of Finance.

Mr. DeRosa seconded the motion.

Mr. Seery asked if there were any other nominations.

****MOTION (2)**

Ms. Hall nominated Laura McNamara to fill the vacancy on the Board of Finance.

Mr. Birmingham seconded the motion.

Mr. Seery asked if there were any other nominations –

Hearing none, he closed nominations and called for a vote on the nomination of Jay Ginsberg

Vote: 2 – 3 – 0. Motion failed

For: Mr. DeRosa, Mr. Steel

Against: Mr. Birmingham, Ms. Hall, Mr. Maxfield

Mr. Seery called for a vote on the nomination of Ms. McNamara

Vote: 3 – 2 – 0. Motion passed

For: Mr. Birmingham, Ms. Hall, Mr. Maxfield

Against: Mr. DeRosa, Mr. Steel

Mr. Seery congratulated Ms. McNamara and swore her in and she was seated on the Board.

▪ **Election of Chairman**

Mr. Seery opened nominations for the position of Chairman of the Board of Finance for 2022

****MOTION (3)**

Mr. Birmingham nominated Denise Hall for the position of Chairman of the Board of Finance for 2022.

Mr. Maxfield seconded the motion.

Mr. Seery asked if there were any other nominations –
Hearing none he closed nominations and called for a vote on the nomination.
Vote: 6 – 0 – 0. Motion passed.
Mr. Seery passed the chairing of the meeting over to Ms. Hall.

▪ **Election of Vice-Chairman**

Ms. Hall thanked everyone and opened nominations for the position of Vice Chairperson of the Board of Finance for 2022.

****MOTION (4)**

Mr. Maxfield nominated Mr. Birmingham for the position of Vice Chairperson of the Board of Finance for 2022.

Ms. Hall seconded the motion.

Ms. Hall asked if there were any other nominations –

****MOTION (5)**

Mr. Steel nominated Mr. DeRosa for the position of Vice Chairperson of the Board of Finance for 2022.
Mr. DeRosa seconded the motion.

Ms. Hall asked if there were any other nominations -
Hearing none she closed nominations and called for a vote on the nomination of Mr. DeRosa -
Vote: 2 – 4 – 0. Motion failed
For: Mr. DeRosa, Mr. Steel
Against: Mr. Birmingham, Ms. Hall, Mr. Maxfield, Ms. McNamara

Ms. Hall called for a vote on the nomination of Mr. Birmingham -
For: Mr. Birmingham, Ms. Hall, Mr. Maxfield, Ms. McNamara
Against: Mr. DeRosa, Mr. Steel

D. Delegations

Ms. Hall called for delegations.
There were none.

E. Minutes

▪ **Regular Meeting – November 10, 2021**

Ms. Hall called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of November 10, 2021.

****MOTION (6)**

Mr. Birmingham moved to approve the Regular Meeting Minutes of November 10, 2021 as presented.
Mr. Steel seconded the motion.

Mr. Maxfield noted that some pages seemed to be missing and that he had read them on-line.
It was decided to table the decision on the minutes until the next meeting.

F. Reports

▪ **First Selectman**

Mr. Seery reported on the following:

- Members of the Board of Selectmen and board of finance will be getting Town email addresses at a nominal extra cost to the Town
- American Rescue Funds – he will form a subcommittee at the next Board of Selectman meeting to work on the dispersement of the funding.
- All four (4) union contracts are up for negotiation this coming year
- Hathaway Farms property – will be heard by the Town

- With respect to the new Public Safety Building – the move-in will be done in a phase-in approach with the full move-in anticipated by the end of January 2022. The Fire Marshal is there already so the network is being worked on, The roof supplies are readily available and they have an okay. The Police will be the last to move in.
- Gas prices are up substantially and Mr., Bragaw is watching them carefully as they will affect the budgets Mr. DeRosa asked about the fuel increase and if we are currently locked in at last year's price. Mr. Seery said yes, we were locked in.

Mr. Steel said that we had approved ARP funds for virtual attendance at meetings – the hybrid package and asked where that stood.

Mr. Seery said that he has asked Ms. Ames to provide him with an update on that for tomorrow. He noted that they may need someone to operate it.

Mr. Steel suggested that a student might be available to operate it.

Ms. Hall asked about reaching out to Mr. Newton for a student to cover it.

▪ **Finance Director**

Ms. Johnson reported on the following:

- Unfortunately the audit will not be completed by the December deadline and they are looking towards the end of February 2022 for it to be completed.
- She reviewed the ARP dollars that have been assigned and explained the sheets that she provides to the Board on a monthly basis.

Mr. Maxfield asked about the audit deadline of December 31st with the State.

Ms. Johnson said that ideally December 31st is what they set.

Mr. Maxfield asked if there is an automatic extension of time.

Ms. Johnson said no, they have to file for it.

Mr. Steel asked about a report on the unassigned fund balance.

Ms. Johnson said that she did not update them this month as there was no significant change. She will have a report for their next meeting.

G. New Business

a. Special Appropriation – NOVA time Automated Time & Attendance System - \$67,392 ARPF

Ms. Johnson explained that our current system is cumbersome and that they feel that an automated system will provide a better attendance system. She said that they reviewed other cities and towns and found that this system was widely used. They also will no longer need time cards; they can use key fobs. It can also provide an auto door opening, keyless entry system. The total implementation cost is \$67,392 and once installed the annual maintenance cost will be \$25,822 which equates to approximately \$125 per employee per year. It will also integrate with the new Munis financial system.

Mr. Birmingham and Mr. DeRosa asked if the \$25,000 per year maintenance cost is locked in.

Ms. Johnson said that you would typically lock in at a rate when the system is purchased.

Mr. Steel asked if Star Computers or IT were involved in this process.

Ms. Johnson said that at an earlier time IT was however it was not with this specific system.

Mr. Steel asked if this automated system will address employees putting in for the time off before they take it.

Ms. Johnson said that you would put that request into the system and it would be rejected if they do not have the time to take.

Mr. Steel asked about access to different buildings (Police) and if that is an additional component of part of the system.

Ms. Johnson said that they did have a conversation with the Chief and that they did not have an answer on if it would be the same system entry.

****MOTION (7)**

Mr. Birmingham moved to approve a Special Appropriation in the amount of \$67,392 for the purchase, installation and implementation of the NOVAtime (Andrews Technology) time and attendance system, source of funding being the America Rescue Program Funds.

Mr. Maxfield seconded the motion.

Vote: 5 – 0 – 1. Motion passed.

Abstained: Mr. Steel

b. Executive Session – Personnel Issues – Human Resources

This item was moved to the end of the meeting.

c. BOF Members Discussion of Proposed Budget Process

Ms. Johnson had provided the Board with an outline of the Budget Process which the board reviewed.

Mr. Birmingham noted that not every department comes before them – which works in with the scheduling of those that you see.

d. BOF Bylaws

Ms. Johnson provided in the packets the BOF Bylaws for review.

Ms. Hall said that in reviewing them that she would like to see the difference between Delegations and Public Discussion made clearer. She said that she understands that it is not meant to be a 'back and forth' between people. She said that she would write up a change on it for review at their next meeting. She would present it and if approved it would go to the following meeting.

Ms. Johnson asked if they would like to add any language on hybrid meeting protocol also.

H. Old Business

None.

I. Public Discussion

There was none.

J. Board Comments

Ms. Hall called for comments from the Board.

Mr. Maxfield said that he is humbled to be here and looks forward to working with his fellow Board members.

Mr. DeRosa welcomed the new members to the Board.

Ms. McNamara said that she looks forward to learning from all of them.

Mr. Steel said that he applauded Mr. Seery for setting up an ARP subcommittee. He also noted that Mr. Putnam had looked for dollars for the boardwalk -

Mr. Seery noted that they still have some FEMA dollars for it.

Mr. Steel additionally welcomed the new Board members.

Ms. Hall said that she was humbled and looks forward to working with everyone. She thanked them for this opportunity.

K. Executive Session – Personnel Issues – Human Resources

****MOTION (8)**

Mr. Hall moved that they move into Executive Session at 8:04 PM for the purpose of Discussion on Human Resources Personnel Issues inviting Ms. Johnson to join them.

Mr. Maxfield seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

****MOTION (9)**

Mr. Maxfield moved to exit Executive Session and return to Regular Session at 8:32 PM with no action taken.
Ms. Hall seconded the motion.
Vote: 6 – 0 – 0. Motion passed

****MOTION (10)**

Mr. DeRosa moved to add to the agenda – Special Appropriation and Transfer from Contingency – HR
Mr. Maxfield seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

L. Special Appropriation and Transfer from Contingency – HR

****MOTION (11)**

Mr. Birmingham moved to approve a special appropriation and transfer in the amount of \$4,164 from account number 01-01-120-200-500 (Contingence) to account number 01-01-106-100-211 (HR Manager).
Mr. Maxfield seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Adjournment

Ms. Hall called for a motion to adjourn.

****MOTION (12)**

Mr. Birmingham moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:35 PM
Mr. DeRosa seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary