

EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, JANUARY 12th, 2022

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

Also In Attendance: Kevin Seery, First Selectman
Jeff Newton, Superintendent of Schools
Dave Putnam, Director, Parks & Recreation
Chief Barone - Niantic Fire Chief
Anna Johnson, Finance Director

Absent: No One

A. Call Regular Meeting to Order

Chairperson Hall called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM.

B. Pledge of Allegiance

Ms. Hall led the assembly in the Pledge of Allegiance.

Ms. Hall asked that they motion to add agenda item d. under New Business – Appointments from BOF to the ARP Ad Hoc Committee.

****MOTION (1)**

Mr. Birmingham moved to add agenda item d. under New Business – Appointments from BOF to the ARP Ad Hoc Committee.

Mr. Maxfield seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

FILED

Jan 18 20 22 AT 10:05 AM/PM

C. Delegations

Ms. Hall called for delegations.

There were none.


EAST LYME TOWN CLERK

D. 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. She recalled from the last meeting that some pages had been missing.

****MOTION (2)**

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

Mr. Maxfield seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

▪ **Regular Meeting – December 8, 2021**

Ms. Hall called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of December 8, 2021.

Mr. Steel asked on Page 4 where he is speaking under Board Comments that the line in reference to dollars for the boardwalk be changed to read that He also asked if Mr. Putnam had been asked about any dollars left for the boardwalk.

Ms. Hall asked that the motion under Executive session where she is named be changed to Ms. Hall.

****MOTION (3)**

Mr. Maxfield moved to approve the Regular Meeting Minutes of December 8, 2021 as amended.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

E. Reports

▪ **Board of Education**

Mr. Newton reported on the following:

- With regard for Social Emotional Learning – he said that there has been a greater impact on it this year than in the last year
- He has presented a budget with a 4.59% increase for the upcoming year - citing factors that relate to recovery efforts as contributing to this increase with - Inflation (4-5%); wages with contracts calling for 3 to 3.5% increases; commodities such as gas, electric and natural gas and extra nursing and health care costs
- He noted that all of the BOE budget information is on the website. He invited them to attend their meetings on the budget.

▪ **First Selectman**

Mr. Seery reported on the following:

- He noted that with respect to speaking with Mr. Putnam on some dollars for the boardwalk that Mr. Putnam had indicated that there are some FEMA dollars that could be put towards the boardwalk.
- Members of the Board of Selectmen and Board of Finance will be getting Town email addresses soon – however that they would be set up as: @eltownboard.com so as not to conflict with the existing email structure.
- He updated the Covid numbers reporting that a year ago at this time they had 361 positive cases and that this year they have 440 positive cases but they are much less severe
- He said that he has been asked about a town-wide mask mandate and that he has spoken with the Police and LLHD and it was deemed that enforcement would be impossible
- He said that town hall had 17 positive cases and that most had little or no symptoms. They have been handing out N-95 masks at Town hall. Also, they received 1300 test kits instead of the 2300 that they were supposed to get. They have been handing out 1100 test kits at one per car with proof of residency to people who have not received one before.
- The Public Safety Building roof is in progress and if the weather holds it could be done by the end of the week. Dispatch will be moving in next week and they should be fully operational by early February.
- American Rescue Funds – the ARP subcommittee has Anne Santoro and Ann Cicchiello from the BOS; needs two reps from the BOF; has two reps from the community and the Board of Selectmen has the final authorization on what moves forward
- He noted that Ann Santoro is the Deputy First Selectman and that Dan Cunningham is the Second Deputy
- All four (4) union contracts are up for negotiation this coming year
- Hathaway Farms property – the Town Attorney has asked for a detail sheet on the details of the property
- On Saturdays from 2pm to 5pm at Smith Acres there is an inside Farmer's Market
- Lastly he said that the budget moves to the BOS to begin budget reviews on February 2, 2022

▪ **Finance Director**

Ms. Johnson reported on the following:

- They are looking at the end of February 2022 for the audit to be completed.
- She reviewed the Budget Summary for the month of December 2021, noting what they received from the State and what is still due from the State during the next half year

Ms. Hall asked Ms. Johnson if she had any areas of concern.

Ms. Johnson said that she watches the Public Safety accounts for the Police, Fire and Fire Marshal.

Mr. Maxfield asked about the estimated February 2022 audit completion date.

Ms. Johnson said that she was aiming for that date but it could be a bit later.

F. New Business

a. Special Appropriation – Fund 18 – Special Revenue Fund – P & Rec Tent - \$9609

Mr. Putnam explained that when they utilize dollars out of the special revenue fund that they require approvals. He said that they had provided three (3) bids and that coincidentally the lowest bid was the tent that they really wanted. The tent is 30' x 60' and will be rented out to patrons at McCook Point Park.

Ms. Hall asked about the rental fees.

Mr. Putnam said that they charge \$185 for a full day and that it is rented on a regular basis. The Parks & Rec Commission reviews the fees each year and they will be reviewing them this week at their meeting. He noted that it is a very popular rental item.

****MOTION (4)**

Mr. Birmingham moved to approve a Special Appropriation in the amount of \$9609 in Parks & Recreation Special Revenue Fund 18 to account #18-45-421-600-101 Tent – McCook's source of funds being Passport Sales receipts within the fund.

Mr. Maxfield seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

b. Special Appropriation & Transfer Contingency - \$6,934 Assessor Dept.

Mr. Seery noted that the Assessor has been out for quite some time and is hoping to be back in a fairly short period of time. They are short in that department and have two people who are very new; one was promoted from inside and the other came from outside. They have the opportunity to have someone come in to provide some training for the new people in the department. These people are Assessors and they can provide training through the end of March.

Mr. Birmingham noted that he has noticed people coming in to help that department; he asked what happens after March.

Mr. Seery said that the Assessor is expected to be back then in a capacity that will help the department.

****MOTION (5)**

Mr. DeRosa moved to appropriate and transfer \$6,934 from account 01-01-120-200-500 (Contingency) as follows: \$2,300 to 01-01-102-200-216 (Contract Services); \$4,146 to account 01-01-102-100-412 (PT Clerical); \$488 to account 01-01-102-100-311 (Assessment Aides).

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

c. Special Appropriation & Transfer Contingency - \$23,906 NFD

Mr. Seery explained the circumstances under which the repair was made to Engine No. 3. There were motor issues that resulted in the need for major repairs. A PO was cut from their existing funds to pay for the repair; they are now seeking those additional funds to their operating budget to replace what was spent on the major repair. The money is needed to be able to maintain the rest of their equipment throughout the rest of the fiscal year.

Chief Barone said that the money was in their budget for repairs and that they need it back so that they can do maintenance as necessary on their equipment.

Ms. Hall asked what a new truck would cost.

Chief Barone said that \$680,000 was the price that they were just given.

Ms. Hall asked how many years they expect to get from this vehicle.

Chief Barone said that it is a 2011 vehicle and that hopefully they will get another 15 years from it.

Ms. Johnson noted that she had reviewed the past five years history for that budget account and that it has been consistent and typically expended each year on vehicle maintenance.

****MOTION (6)**

Mr. Steel moved to appropriate and transfer \$23,906 from account 01 -01-120-200-500 (Contingency) to account 01-25-217-200-220 (Vehicle Maintenance).

Mr. Birmingham seconded the motion.
Vote: 6 – 0 – 0. Motion passed.

d. Appointments from BOF to the ARP Ad Hoc Committee

Ms. Hall said that she had asked Mr. Maxfield and Mr. Steel to be on this Committee and they had accepted. She said that she would make the motion to appoint them.

****MOTION (7)**

Ms. Hall moved to appoint Paul Maxfield and Richard Steel from the Board of Finance to the ARP Ad Hoc Committee.

Mr. DeRosa seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

G. Old Business

a. BOF By-Laws

Ms. Hall noted that they had a copy of the by-laws with her suggested changes.

There was no discussion.

Ms. Johnson said that they could vote to adopt the changes at their next meeting.

H. Public Discussion

There was none.

I. Board Comments

Ms. Hall called for comments from the Board.

Ms. Hall noted that she has heard and seen some incorrect information on the assessment and reval process and subsequent property taxes on Facebook and felt that the process should be clarified as they do not at this time have any idea on what the taxes will be as they have not gone through the new budget process for the next fiscal year. It would be sometime in very late May to early June before they would set a mil rate by which anyone would be able to determine what their taxes would be. There are also appeals once all has been determined. She urged people to go to the Town website for information rather than Facebook.

J. Adjournment

Ms. Hall called for a motion to adjourn.

****MOTION (8)**

Mr. Maxfield moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:00 PM

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary