

EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, FEBRUARY 9th, 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  
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.

FILED

**C. Delegations**

Ms. Hall called for delegations.  
There were none.

Feb 15, 20 22 AT 10:14 AM/PM

*Brooke L. Thomas ATC*

EAST LYME TOWN CLERK

**D. Minutes**

- Regular Meeting – January 12, 2022

Ms. Hall called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of January 12, 2022.

**\*\*MOTION (1)**

Mr. Maxfield moved to approve the Regular Meeting Minutes of January 12, 2022 as presented.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**E. Reports**

- First Selectman

Mr. Seery reported the following:

- He had lifted the mask mandate as of 4:30 PM in all Town public buildings – for the fully vaccinated a mask is not required but recommended; for those not fully vaccinated or not vaccinated masks are required.
- He noted that prior to this meeting that the Board of Finance had taken a tour of the new Public Safety Building. He said that Paul Kramm would do a video virtual tour of it that could be viewed and that a ribbon-cutting would be held in the near future.
- In an update on the Governor's Budget of money to East Lyme – it was increased by \$5400.
- The drawbridge – Hole in the Wall is going to be worked on – Amtrak will install an 8 foot high black fence – he noted that it would obstruct the view and he has received many complaints about it and is speaking to Amtrak about it.
- The Tax Collector is having a tax sale on Thursday April 21<sup>st</sup> at the Community Center – this involves some 20 properties; in an effort to collect on long time back taxes.
- With regard to the National Infrastructure there will be some dollars from Safe Streets and Roads for bike paths, electric charging and some water & sewer items.
- Regarding the hybrid camera system – the viewing would be on the sides of the room by large TV's.

- A week ago Monday there was a significant fire in Town – 51 calls came in on it and there was a lot of good cooperative aid from other Towns, no one was hurt and it was knocked out. Businesses below suffered water damage.

- **Finance Director**

Ms. Johnson reported on the following:

- That while she had said that the Audit would be completed in the end of February 2022; she regrets that they would not make that date as the trial balances will not go to the auditors until next week and then they will let her know when they can come out and when the audit will be completed.

Ms. Hall said that she can appreciate the work that Ms. Johnson does and hopes that they can work together to support getting it done earlier in the future.

Mr. Maxfield asked if she thought that the auditors could come out as they are in their busiest time.

Ms. Johnson said that the audit team has worked on it before so it is not totally unfamiliar and they know that they have to be back.

Mr. Maxfield asked about the healthcare owed.

Ms. Johnson said that she and Ms. Stevens are working on it and that the breakdown is that the BOE will pay 75% and the Town the rest over four years time.

- She noted the upcoming Tax sale and said that it should help with some revenues.

Mr. Maxfield asked if all of the properties in the Tax sale get taken care of.

Ms. Johnson said that she did not have an answer for that and they would have to wait and see.

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

Ms. Johnson said that she is watching the Police overtime and additional funding for the Waterford lock-up which would end at the end of this month.

## **F. New Business**

### **a. Special Appropriation and Transfer wages - \$40,347.74 – Contingency**

Mr. Seery explained that Mr. Nickerson had sat down with the Police Chief last year and negotiated a new multi-year contract to bring the Police Chief more in-line with the Chiefs in the area. Chief Finkelstein is a great asset to the Town. The Deputy EMD position was re-established; the Police Chief also serves as the Emergency Management Director. The Deputy EMD was a union hourly position making in the high \$50's and the union agreed to it going back to the non-union position that it was. This is a pay bump up but there is no overtime with this position so it would have probably amassed some \$20,000 in overtime. With regard to the Assessor, she was brought in at a lower rate so Mr. Nickerson worked out an adjustment to put her more in line with the other Assessors in the area.

### **\*\*MOTION (2)**

Mr. Maxfield moved to appropriate and transfer \$40,347.74 as follows: \$29,570 from account 01-01-120-100-500 (Payroll Contingency) and \$10,777.74 from account 01-01-120-200-500 (Contingency) to the following accounts: \$11,349.00 to account 01-01-102-100-211 (Assessor), \$4,683.43 to 01-25-214-100-311 (Deputy Emergency Management Director) and \$24,315.31 to account 01-25-216-100-211 (Police Chief).

Mr. Birmingham seconded the motion.

Mr. Steel asked how long the contract for the Chief was.

Mr. Seery said three (3) years.

Mr. Steel asked if the previous contract was for three (3) years.

Mr. Seery said no – it was a four (4) year contract (2017-2021).

Vote: 6 – 0 – 0. Motion passed.

### **b. Special Appropriation Fund 32 CNRE - \$12,500 Pump Out Boat**

Mr. Seery said that this is East Lyme's contribution to the pump out boat and that Waterford's is the same. They also received federal funding so they could not put other federal funds to it. Waterford has already acted on their half. The first \$12,500 that was from the ARP funds was done in error and was returned and does not require a motion.

**\*\*MOTION (3)**

Ms. McNamara moved to appropriate and transfer \$12,500 from CNRE Fund 32 account 32-70-300-500-999 (Town-wide Projects) to an account to be established titled, "Pump-out Boat". A Town Meeting will be scheduled at a later date.

Mr. Maxfield seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**c. Discuss proposed 2022/2023 Budget Meeting Schedule**

Ms. Hall reviewed the process and suggested the following dates for budget meetings: March 15, 21, & 28; and April 4 for reviews. April 11 and April 13 (if needed) for deliberations.

She asked if they were good with those dates and called for a motion to accept them.

**\*\*MOTION (4)**

Ms. Hall moved to accept the budget meeting schedule dates as presented.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Ms. Hall suggested that they be mindful of the Department heads time with respect to those that they want to see. The following departments were suggested to bring in for review: #'s 104, 106, 109, 114, 120, 126, 214 thru 317 (see all), 418, 420, 421, BOE and Debt Principal and Interest. Others could be filled in by Ms. Johnson and Mr. Seery.

**\*\*MOTION (5)**

Ms. Hall moved that they see the departments as noted above and set up the dates on which they would be seen.

Mr. Birmingham seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**d. Update from - ARP Ad Hoc Committee**

Ms. Hall noted that Mr. Maxfield and Mr. Steel were on this committee.

Mr. Steel reported that they have a six member subcommittee and the intent was to have an announcement at the top of the website but that has not worked. They developed a form for members to put their opinions on it and the intent is that this is a fair and transparent process.

Mr. Maxfield noted that Mr. Seery gave a deadline to the various Managers that has passed so the new final cut-off is February 22, 2022.

**G. Old Business**

**a. Approve BOF By-Laws as Amended**

Ms. Hall noted that they had a copy of the amended by-laws and called for a motion.

**\*\*MOTION (6)**

Mr. Steel moved to approve the Board of Finance By-Laws as amended. (Copy attached to Minutes)

Mr. DeRosa seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

**H. Public Discussion**

There was none.

**I. Board Comments**

Ms. Hall called for comments from the Board.

Mr. DeRosa said that it was impressive to see the new Public Safety Building and have the tour.  
Mr. Seery noted that the Chief knows about everything and can also answer questions on everything.

Ms. Hall noted that their Recording Secretary, while still working for the Town, after 23 years had chosen to resign her position as the Board of Finance Recording Secretary. She said that while not having worked with her for that many meetings that she appreciated her work.

**J. Adjournment**

Ms. Hall called for a motion to adjourn.

**\*\*MOTION (7)**

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

Mr. DeRosa seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary

**TOWN OF EAST LYME, CONNECTICUT  
BOARD OF FINANCE  
BYLAWS**

**ARTICLE I**

**Name**

The board shall be known as the Town of East Lyme Board of Finance.

**ARTICLE II**

**Purpose and Authorization**

The purpose of the Board of Finance (the Board) shall be to provide oversight and guidance in all financial matters relating to the Town of East Lyme, CT. The Board shall have full authority to act as set forth in Chapter 106 of the Connecticut General Statutes, and in accordance with the Town of East Lyme Charter, Ordinances and Special Laws.

The General Statutes give the Board specific responsibility for:

1. Reviewing, revising, and approving the town budget prior to voter referendum.
2. Setting the property tax rate.
3. Approving deficiency and special appropriations and transfers between appropriations.
4. Determining how Town financial records are to be kept.
5. Arranging for an annual audit of town accounts.
6. Publishing the annual town report.

FILED

Feb 10, 2022 AT 9:11 AM/PM

Breanne Stearns, ATC  
EAST LYME TOWN CLERK

**ARTICLE III**

**Office of The Board of Finance**

The office for the East Lyme Board of Finance will be located at East Lyme Town Hall (Town Hall), where all Board records will be maintained. Communication sent to any member of the Board at Town Hall will be copied and maintained in the Board's office, and distributed to all Board members, by a designated municipal employee.

**ARTICLE IV**

**Election of Officers**

At the first meeting following the bi-annual Town elections, the Board shall convene with the First Selectman as acting Chair. The Chair will take nominations for the office of the Chair of the Board of Finance from the members of the Board. After all nominations are complete, the Board members will vote on the Chair of the Board of Finance in the order the nominations were made. The first nominee to receive more than 50% of the vote shall be elected Chair.

Attachment Best meeting of 2/9/2022

**TOWN OF EAST LYME, CONNECTICUT  
BOARD OF FINANCE**

**BYLAWS**

Once a new Chair has been elected, he or she will conduct the election for the office of the Vice Chair in the same manner as the Chair.

**ARTICLE V**

**Officers and Their Duties**

The officers of the Board shall consist of a Chair, and a Vice-Chair. The position of Secretary will be filled by a paid municipal employee, and referred to as the Recording Secretary.

The Chair shall preside at all scheduled Board of Finance meetings and hearings. The Chair may from time to time, call special meetings in order to properly and efficiently transact Town business. He or she shall have the duties normally conferred by parliamentary usage on such officers, and generally perform other duties as may be prescribed by these bylaws. The Chair shall have the authority to appoint members to committees, and certify expenditure of funds within the budget for the Board of Finance up to \$300.00 without prior approval of the Board.

The Chair shall be a Board member, having all the discussion and voting rights afforded to all Board members.

The Vice-Chair shall have the authority and assume the responsibilities of the Chair in the Chair's absence. The Vice-Chair shall be a Board member, having all the discussion and voting rights afforded to all Board members.

In the interest of expediency, the Chair may, at his or her discretion, poll the Board members to determine whether a majority of the Board can be achieved for a scheduled meeting. In the known absence of both the Chair and Vice-Chair, the Chair shall have the authority to appoint a remaining Board member to assume the responsibilities of the Chair for that meeting, and will communicate such decision to the remaining Board members. In the absence of both the Chair and Vice-Chair, where no Board member has previously been appointed by the Chair, the First Selectman will call the meeting to order, and entertain a motion to nominate a Board member as acting Chair for that meeting.

The Recording Secretary shall not be a Board member, and have neither discussion nor voting rights. He or she shall be responsible for keeping meeting minutes and records of the Board, filing same with the Town Clerk, and distributing same to Board members.

**TOWN OF EAST LYME, CONNECTICUT  
BOARD OF FINANCE**

**BYLAWS**

**ARTICLE VI**

**New Member Orientation**

Newly elected members of the Board of Finance will be furnished with printed materials, or directed to on-line sources, dealing with information about the municipality, including, but not limited to:

1. East Lyme Board of Finance Bylaws
2. Printed list of names and contact information for Board members and key Town personnel
3. Town of East Lyme, CT Charter
4. Chapter 106 of State Statutes
5. Current Financial Reports
6. Current Year Approved Budget
7. Most recent Audit Report
8. Annual Calendar

With the assistance of the Finance Director, the Chair of the Board of Finance shall insure delivery of these materials to newly elected members as soon as possible following their election. The Chair shall also determine and appoint current Board members who wish to mentor newly elected members. Mentors shall arrange for at least one orientation session before new members are seated. The orientation shall focus on identifying agenda items and documentation expected to typically come before the Board. Mentors shall thereafter make themselves available to new members whom they are assisting on an as needed basis through the ensuing budget season.

**ARTICLE VII**

**Meetings of the Board of Finance**

The regular meetings of the Board shall be held on the second Wednesday of each month, called at 7 p.m., and be conducted at Town Hall, unless otherwise specified by notice.

All regular and special meetings conducted by the Board shall be deemed public meetings and recorded, when available. Said recording shall be filed in the office of the Town Clerk and shall remain there, available for listening by a member of the public, for ninety days, after which, the medium used for the recording may be erased and reused. Best efforts will be made to post the link for the recording on the following page of the Town's website:

<http://eltownhall.com/government/town-hall-meeting-videos/eltownhall-videos-finance>. A transcript of a recording of any meeting will be made upon a majority vote of the Board.

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BOARD OF FINANCE  
BYLAWS**

Meetings may be closed to the public for executive sessions, subject to the Freedom of Information Act, as recorded in the Connecticut General Statutes, after stating publicly the reasons for executive sessions.

Unless otherwise specified in these bylaws, the Board will follow procedures in accordance with Robert's Rules of Order when conducting meetings.

**ARTICLE VIII**

**Agenda**

The agenda for each meeting shall be approved by the Chair prior to publication. Board action will take place only on those items specifically listed as part of the written agenda for that particular meeting, except that items may be added to the agenda of any regular meeting by a two-thirds vote of those present and voting.

A motion from the Board must be made and passed in order to dispense with any item on the agenda.

The Board of Finance recognizes the value of public comment on Town issues and the importance of allowing members of the public to express themselves on matters of community interest. In an effort to assure the regular agenda of the Board is completed, and to recognize the nature of the Boards' time and to use that time efficiently, the Board reserves the right to limit comments during Public Delegations to five minutes per speaker. Public Delegations should not be interpreted as an opportunity to discuss on-going business with the Board, but rather, as an opportunity to express an opinion on an item listed on that evening's agenda. The Board may ask a question of the speaker for clarification purposes, but should refrain from engaging in an ongoing discussion.

It shall be the policy of the Board to acknowledge e-mails or other correspondence received by a member of the general public and addressed to a majority of the Board. The correspondence may be read aloud at the discretion of the Chair, but nonetheless, shall become part of the public record. All correspondence should be attached and made part of the minutes of the meeting.

The Board reserves the right to limit speakers during Public Comments to five minutes per speaker. This is an opportunity for the public to exercise their 1<sup>st</sup> Amendment rights and make their opinions known regarding subjects that come under the purview of the Board of Finance, but are not on the agenda for that evening's meeting. This is not the appropriate time for the Board to engage in "back and forth" discussion with the public speaker. If a Board member desires to address an issue raised during "Public Comments", he or she should first move to add



**TOWN OF EAST LYME, CONNECTICUT  
BOARD OF FINANCE  
BYLAWS**

that item to the agenda. If that motion passes by an affirmative vote of two thirds of the Board members present and voting, it may be added to the agenda and then be discussed.

The Board Comments agenda item is intended to provide each member of the Board an opportunity to address comments and opinions made during Public Delegations and Public Comments, to exercise his or her own 1<sup>st</sup> Amendment rights and make known his or her opinions, to request an item be added to the agenda for the next meeting, or simply to make an announcement of general or community interest.

**ARTICLE IX**  
Amendments

The Board of Finance may suspend any and all provisions within these bylaws when it deems necessary, except where required by law, by reaching a majority vote on the suspension.

These bylaws may be amended by a majority vote of the entire voting membership of the Board, only after the proposed change has been read and discussed at a previous regular meeting.

Prepared: December 14, 2016  
Revised: January 11, 2017  
Adopted: February 8, 2017  
Amended: October 9, 2019 (*by electronic vote per September 11, 2019 motion*)  
Amended: February 9, 2022