

EAST LYME BOARD OF SELECTMEN  
SPECIAL MEETING OF FEBRUARY 15, 2022  
MINUTES

PRESENT: Kevin Seery, Rose Ann Hardy, Dan Cunningham, Bill Weber, Ann Cicchiello and Anne Santoro

ALSO PRESENT: Finance Director Anna Johnson, Building Official Steve Way, Public Works Director Joe Bragaw, Highway Superintendent Justin Porter, Deputy Director of Public Works Bill Scheer, Town Engineer Alex Klose

Mr. Seery called the meeting to order at 7:00 p.m. and Mr. Way led the Pledge of Allegiance.

2. Budget Discussion

104 Building Department

Mr. Seery noted that Mr. Way had requested a full-time assistant building official, and that he did not support that but did support increasing the hours of the part time assistant building officials so that there is always coverage. Mr. Way stated that they must have thirty credit hours of certified training each year, and that they have been able to achieve this mostly through free classes and webinars up to this point. The town vehicle is used on a daily basis by one of them, and that sometimes the others must use their personal vehicle and that is where the mileage reimbursement is used. Mr. Way stated that he spends most of his time in the office taking care of paperwork and that his two assistants do most of the inspections.

317 Public Works

Mr. Bragaw was present to speak on this budget, and he was accompanied by Public Works Deputy Director Bill Scheer, Highway Superintendent Justin Porter and Town Engineer Alex Klose. Mr. Bragaw's notes are attached hereto as Exhibit 1. Mr. Bragaw noted that demand for services and the cost to provide such services has all increased since the onset of the pandemic, and this budget reflects those increases. He stated that the town has five garbage trucks, but that only three are operating at the moment; current pricing and availability of parts is making it difficult to fix those vehicles. He reported that the price of salt has increased by 19% and that fleet fuel has also increased significantly but that we locked in at a lower price, which is about 47% lower than current prices. This line item includes all town vehicles including police and the ACO. Regarding the money put aside in the tree warden budget, he noted that Eversource has been doing a good deal of trimming which has actually kept costs down for the town; he will continue to work with Eversource on this. It was noted that the purchase of a garbage truck may be covered under the American Rescue Plan funds but that is not certain, and he is looking into it with the attorneys.

FILED

Feb 24, 2022 AT 8:26 AM/PM

Breake Horne ATC  
EAST LYME TOWN CLERK

### 105 Engineering

Mr. Bragaw noted a decrease in the salary line item due to a change in how time is charged with an increase in what the Water & Sewer Department pays, as well as a new employee just starting whose salary is less than the person they took over for.

### 113 Building Maintenance

Mr. Bragaw noted that there has been an increase in the hours of custodial services based on the public safety building now being occupied. Mr. Seery noted that the 10% increase to line item 295 is for hydrant flushing, which used to be paid for out of the Water & Sewer budget.

### 109 IT

Mr. Bragaw stated that the town has gotten by with an IT Coordinator and a service contract with an outside vendor, but that a true IT department needs to be developed and an IT Director hired. Now that the police and emergency services departments have been moved into the new building, the Town's IT needs have increased and the overall costs have increased as well. Mr. Bragaw stated that Star Computers has been the Town's contracted IT vendor from the beginning and that we would like to continue using them.

### 3. Adjourn

#### **MOTION (1)**

Ms. Santoro MOVED to adjourn the February 15, 2022, special budget meeting of the East Lyme Board of Selectmen at 8:20 p.m.

Seconded by Mr. Weber. Motion passed 6-0.

Respectfully Submitted By:



Sandra Anderson  
Recording Secretary

DEPT 317 - HIGHWAY

1. Line 100-211 – In this current year, we elevated our General Foreman to Highway Supt at a salary competitive with other neighboring towns. By doing this, he came out of line 311 and into 211, hence the huge increase in that line. Also in that line, I have trimmed my salary allocated to the Town from 75% to 70%.
2. Line 100-212 – Tree Warden
  - a. I am serving the capacity of the Tree Warden as I have the necessary license to do this. I suggested doing this as it can be included in the job description going forward for the PWD position as it makes the most sense as the director has control and oversight of the tree maintenance budget. Benefits to the Town is that 30% of my salary is charged to the utilities so 30% of the \$6,000 will go to the utilities (\$1,800 reduction to the town).
3. Line 100-311 – this went down because of my explanation of why Line 211 went up. Presently we have three open positions in Highway as one of our employees passed away from health issues last month and others have left for higher paying jobs with other towns. Unfortunately, our starting pay for cdl plow drivers is about \$3-4 less than other comparable towns.
4. Line 315 & 317 went down because the general foreman used to be eligible for OT but is now a salaried position and doesn't get a uniform allowance anymore
5. Line 316 - went down because we have had multiple senior people leave and have had to bring in new employees
6. Line 222 – we increased this line by \$3,000 to help pay for rental on a much needed compactor to help consolidate recycling loads
7. Line 210-233 – I included an additional \$9,400 to hire an environmental consultant to help get us out of sampling. We closed the landfill 30 years ago and should be at the end of our sampling requirement but the CTDEP needs us to submit documentation that our consultant would need to fill out
8. Line 210-295- this is the 1<sup>st</sup> tip fee increase in 4 years so I had to increase the budget to cover this
9. Line 210-296 – our bulky waste volume and disposal cost has been going up, especially since COVID. This is a big reason why the landfill deposits are going up as well. Look at 2021 actual was \$132,618 and we are trending that high or higher this year
10. Line 220-221 – the costs of maintaining the garbage trucks and other high maintenance vehicles has been soaring our maintenance costs. We have a garbage truck down right now that could cost \$20k to fix the engine alone. Also, parts costs have been soaring
11. Line 300-440 – storm materials. From fy 20-21 to this FY there was a 19% increase in the cost of salt and I am projecting an additional increase of 10.5% increase for next winter. Plow parts are also way up
12. Line 310-221 – We have a great fuel cost thru the rest of this FY. \$1.6384 and \$1.6717 for unleaded and diesel respectively. We locked in for next year at \$2.4797 and \$2.3959/gallon for unleaded and diesel which caused a 47% increase in this line item.
13. Line 400-210 – I am happy to report that this will be year 7 of 7 in paying off the purchase of our streetlights and subsequent relamping to LED's which has been very successful
14. The revenues lines are up about \$18k total

## DEPT 105 – ENGINEERING

1. Reduction in Town Engineer Salary for 2 reasons
  - a. Charging 5% of salary to Water dept
  - b. Newer employee that had less years of experience
2. Storm Water Mgt
  - a. Although it appears up \$6,500, line item in Highway is reduced by the same amt
  - b. These funds are needed to comply with the Town's MS4 stormwater permit
3. Dues in Prof Org – pays for 3 engineering licenses, PWD, DPWD and Town engineer. I had paid the PWD's PE license out of Highway in the past but should be paid for here

## DEPT 113 – BUILDING MAINTENANCE

1. Line 100-311 – with the new PSB building coming online, we need more custodial hours to keep on top of everything (show matrix of custodial coverage)
2. Line 200-216 & 222 – Service Contracts and Building Maint – is showing an increase to cover the new PSB
3. Line 200-295 reflects the 10% increase to the fire protection line item as requested by the W&S Comm
4. Line 400-213 – the only other line item that is showing a big increase is the heating line due to large projected increases in propane and #2 fuel oil costs

## DEPT 109 – IT

1. Over the last 2 fiscal years, we have greatly modified the IT Department to reflect all the IT costs of the Town.
2. Additionally, we used the term “bridge” over that time to get to the point where the PD and emergency services were moved into their new building. Well, that has now happened.
3. Because of this, we are at the point of restructuring the IT Department more like every other Town in the State. To do this, we are proposing to create a new Director level position for \$105k. I don't believe there is any PW Director in the State of CT that is assigned IT. By having an IT Director, that person will be able to stay on top of the IT direction for the two will keeping up will all of the sophisticated technology equipment that the emergency services need as part of the dispatch, car and building cameras and all the firewalls and requirements of a law enforcement agency.
4. In your package should be a detailed breakdown of all of the sub lines in the IT budget
5. Some items of note
  - a. The copier maintenance line is showing an increase as we are adding a new copier in the new PSB
  - b. Line 200-216 had some minor increases in the annual security wall and hosting costs along with a new equip pm contract for the meeting room av equip
  - c. Line 200-218 had some increases to needed IT training and a backup internet system for Town Hall just in case the VOIP went down
  - d. Line 200-219 – the vendor changing their billing model so the \$6900 is a perpetual license that costs \$3,100 more this year but going forward I am being told the \$6,900 will drop to \$1,500 annually thereafter
  - e. Line 200-211
    - i. Axon body and in car camera service went up \$4,183
    - ii. New software packages as requested by the Chief (IDEMA, Netmotion & Everbridge)
    - iii. We are also carrying an amount of \$6,450 for proper licensing of all of the PD computers for exchange and MS Office
    - iv. Star support – since we are already proposing a new IT Director -we are showing a reduction in Star's support contract from \$117k to \$50k
    - v. It is still critical to have Star involved as they are most familiar with all of the intricate dispatch and PD networks and systems

**TOWN OF EAST LYME**

**PW ORGANIZATIONAL CHART**



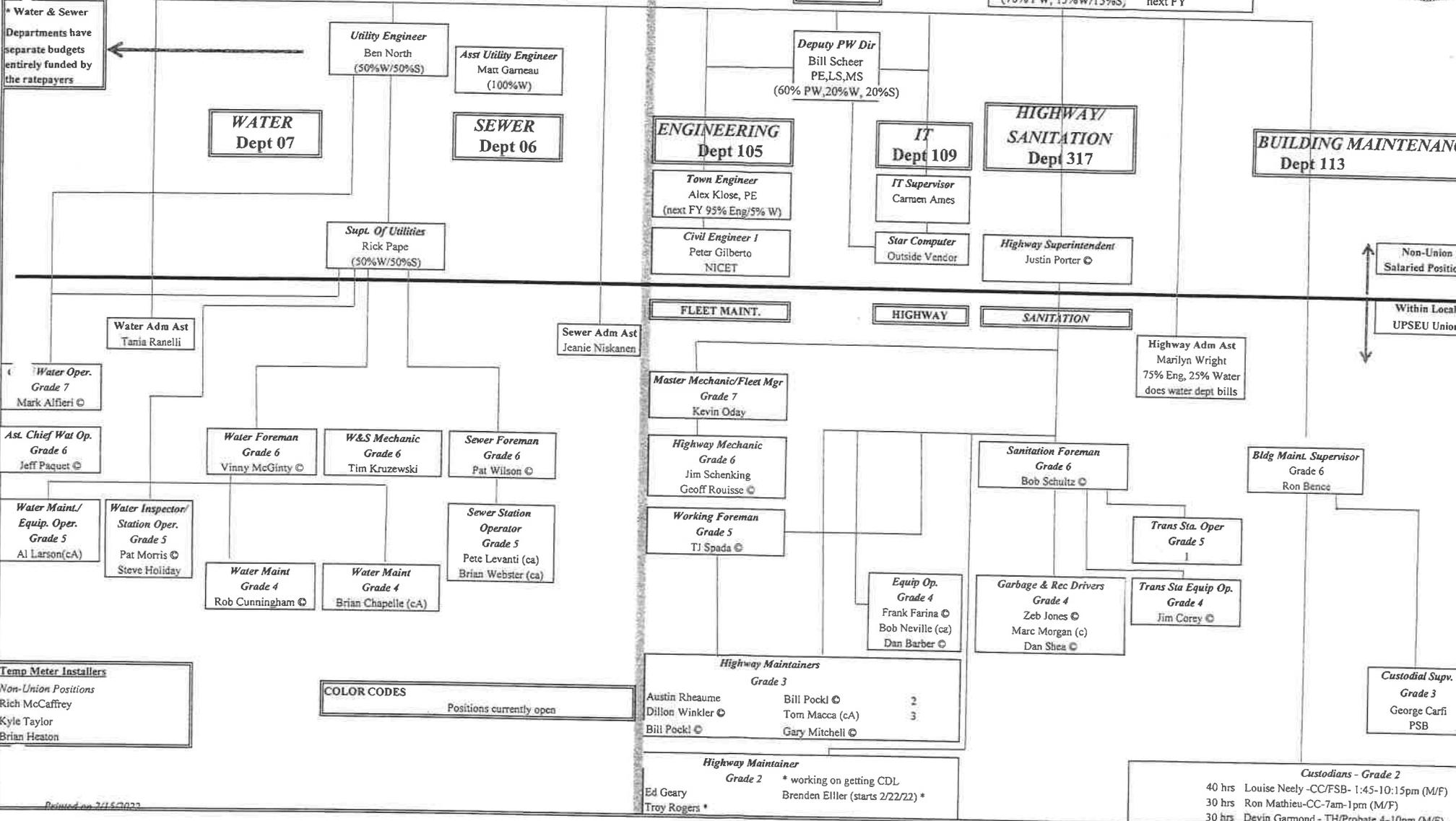
**Finance Director**  
Anna Johnson  
(60% T, 20%W/20%S)

**Public Works Director**  
Joe Bragaw, PE,MBA  
(75% PW, 12.5%W/12.5%S) this FY  
(70% PW, 15%W/15%S) next FY

**WATER & SEWER BUDGET \***

**TOWN BUDGET**

\* Water & Sewer Departments have separate budgets entirely funded by the ratepayers



**COLOR CODES**  
Positions currently open

**Temp Meter Installers**  
Non-Union Positions  
Rich McCaffrey  
Kyle Taylor  
Brian Heaton

# COMPARISON OF PUBLIC WORKS BUDGETS

## DEPARTMENTS 105, 109, 113 & 317

FROM ACTUALS FY 19/20 & 20/21, CURRENT FY 21-22 & PROPOSED FY 22-23

### EXPENDITURES

DEPARTMENT	DEPT #	ACTUAL FY 19-20	ACTUAL FY 20-21	ADPTD BUDGET FY 21-22	PROP BUDGET FY 22-23	DIFF \$	DIFF %
Engineering	105	\$ 229,444	\$ 233,153	\$ 240,414	\$ 228,740	\$ (11,674)	-4.86%
Maint Town Bldgs	113	\$ 689,338	\$ 658,912	\$ 782,376	\$ 833,265	\$ 50,889	6.50%
Highway/Sanitation	317	\$ 3,601,957	\$ 3,617,368	\$3,733,968	\$ 3,907,831	\$ 173,863	4.66%
<b>TOTALS</b>		\$ 4,520,739	\$ 4,509,433	\$4,756,758	\$ 4,969,836	\$ 213,078	4.77%

### REVENUE

DEPARTMENT	DEPT #	ACTUAL FY 19-20	ACTUAL FY 20-21	ADPTD BUDGET FY 21-22	PROP BUDGET FY 22-23	DIFF \$	DIFF %
Build Maint (reimb from Probate)	113	\$ -	\$ -	\$ -	\$ 9,622	\$ 9,622	
Town Aid Rd	317	\$ 340,837	\$ 340,837	\$ 338,656	\$ 337,458	\$ (1,198)	-0.35%
annual comm fees	317	\$ 300	\$ 700	\$ 500	\$ 500	\$ -	0.00%
sw cans	317	\$ 7,845	\$ 12,304	\$ 7,500	\$ 7,500	\$ -	0.00%
trans subsidy	317	\$ 40,269	\$ 41,317	\$ -	\$ -	\$ -	
comm hauler tip fee	317	\$ 213,469	\$ 184,905	\$ 205,000	\$ 182,000	\$ (23,000)	-11.22%
rec- other	317	\$ 38,529	\$ 60,632	\$ 45,000	\$ 62,125	\$ 17,125	38.06%
landfill deposits	317	\$ 166,294	\$ 211,988	\$ 195,000	\$ 220,000	\$ 25,000	12.82%
single stream	317	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>		\$ 807,543	\$ 852,683	\$ 791,656	\$ 819,205	\$ 27,549	3.48%

<b>Net Budget - Highway/Eng/Bldg Maint</b>		\$ 3,713,196	\$ 3,656,750	\$3,965,102	\$ 4,150,631	\$ 185,529	4.68%
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### IT BUDGET - DEPT 109

TPE	DEPT #	ACTUAL FY 19-20	ACTUAL FY 20-21	ADPTD BUDGET FY 21-22	PROP BUDGET FY 22-23	DIFF \$	DIFF %
Expenses	109	\$ 141,022	\$ 236,368	\$ 314,294	\$ 425,163	\$ 110,869	35.28%
Revenue from ELA for IT support	109	\$ -	\$ -	\$ -	\$ 41,921	\$ 41,921	
<b>Net Budget - IT</b>		\$ 141,022	\$ 236,368	\$ 314,294	\$ 383,242	\$ 68,948	21.94%

**TOWN OF EAST LYME  
GENERAL GOVT - BUILDING MAINTENANCE**

**PROPOSED CUSTODIAL COVERAGE WITH THE NEW PUBLIC SAFETY BUILDING**

BUILDING	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	SUNDAY
	Morning	Afternoon										
PROJECTS/ BLDG MAINT	Ron Bence 7am-3:30pm											
TOWN HALL (1)		2-10:30pm Devin Germond	No Coverage	No Coverage								
PROBATE (2)			1 1/2 hr Ron Mathieu				1 1/2 hr Ron Mathieu				No Coverage	No Coverage
ELCC	7am-2pm Ron Mathieu	2-10:30pm Louise Neely	(8am-4:30pm) OT paid by P&R	(12-4pm) OT paid by Library								
New Public Safety Bldg (3)		8 hrs 2-10:30pm George Carfi	No Coverage	No Coverage								
	available btwn 7am-2pm for emergencies Ron Mathieu		available btwn 7am-2pm for emergencies Ron Mathieu		available btwn 7am-2pm for emergencies Ron Mathieu		available btwn 7am-2pm for emergencies Ron Mathieu		available btwn 7am-2pm for emergencies Ron Mathieu			
				4 hrs (2-6pm) Devin Germond				4 hrs (2-6pm) Devin Germond				
FSB (5)		2 hrs (4-6pm) Devin Germond				2 hrs (4-6pm) Devin Germond				2 hrs (4-5pm) Devin Germond	No Coverage	No Coverage

**PROPOSED HOURS FOR CUSTODIAL STAFF**

EMPLOYEE	Building & Grounds Supervisor - Full Time w/	# HRS/ WEEK
Ron Bence	Building & Grounds Supervisor - Full Time w/Benefits	40
George Carfi	Custodian Supv./Building Maintainer - Full Time w/Benefits	40
Louise Neely	Custodian - Full Time w/Benefits	40
Ron Mathieu	Custodian - Full Time w/Benefits (currently 30 hrs)	35
Devin Germond	Custodian - Full Time w/Benefits (currently 30 hrs)	40
Fill in	Custodian - Part Time - No Benefits	5

3 of which would be charged to Probate  
hr/wk average