

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF FEBRUARY 16, 2022
MINUTES

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

ALSO PRESENT: Finance Director Anna Johnson, Traci Santos, Cathy Wilson, and Lisa Timothy

Mr. Seery called the meeting to order at 5:32 p.m. and Mr. Dave Jacobs led the Pledge of Allegiance.

2. Budget Discussion

106 Human Resources

Traci Santos, HR Director, was present to speak on this budget and outlined the progress that she has made in the department since being hired, and also explained why she is asking for additional support. Prior to Ms. Santos starting last year, there was no organized human resources department, but she has gotten the department up to speed and in compliance. She requires daily assistance for routine matters such as answering phone calls, filing, drafting letters, scheduling physicals and background checks, to name a few. Mr. Seery stated that he envisions that this would be a 25 hour per week position, no benefits included, and will be dedicated to the Human Resources department for 15 hours with the additional 10 hours being utilized as a floater position. It is recommended that this position also be cross trained to be back up coverage in the Town Clerk's and First Selectman's offices.

420 Library

Lisa Timothy, Library Director, and Dave Jacobs, President of the Library Board of Trustees, were present to speak on this budget. Mr. Jacobs stated that half of the libraries in Connecticut are part of Town government, and the other half are non-profit organizations. East Lyme's library is an organization separate from the Town, but ninety-five percent of the budget is funded by the Town. He thanked the Board of Selectmen and Board of Finance and community for the support throughout the years. Ms. Timothy stated that the increase is small and is primarily due to contractual salary increases. She reported that they are recovering from the pandemic and that they are up to one hundred percent circulation, but only back to sixty percent of people coming in person. The library in conjunction with the Historical Society has put a request in to the ARP subcommittee for funds to do a feasibility study on the former emergency operations center building to be used as a historical museum. Ms. Timothy stated that they are doing some strategic planning for this museum and have hired a grant writer on an hourly basis; that person has already worked on one grant. Ms. Santoro noted that the library has already

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EAST LYME TOWN CLERK

received approximately \$18,000 in American Rescue funding for updates to the library; Ms. Timothy acknowledged receipt of funds which were used to update the furnishings in the children's room, replace all of the water fountains, and replace all of the air filters in the HVAC system.

418 Commission on Aging

Senior Center Director Cathy Wilson was in attendance to speak on this budget. Ms. Wilson reported that they are slowly getting back into a normal routine after the pandemic forced closure of the center. She stated Zoom programming was not very well received by her patrons and that they are relieved to be getting back to in person activities. They are busy booking in person programming, offering social services such as rental and heating assistance, and providing transportation for grocery shopping, banking, doctors appointments, etc. They are requesting an increase in part-time driver hours in order to accommodate the increase in medical appointments; she noted that they are also talking with surrounding towns to see if they can regionalize these transportation services. Ms. Wilson explained what the Parahus Account is and explained that the funds are approved for expenditure by first the Commission on Aging and then it requires approval of the Board of Selectmen. Ms. Wilson stated that in the 2018/2019 fiscal year, they served approximately 25,000 people; estimated to be 1,691 different people at an average of 105 people per day. She reported that we currently have three vehicles with the new van being delivered this summer; the oldest van will then be replaced.

421 Parks and Recreation

Mr. Seery stated that this budget will be reviewed at a special meeting on February 23rd.

115 Services to Community

The Board reviewed the list of organizations in this account, and they discussed that after this budget cycle they will review the process of how organizations get on this list. Ms. Hardy stated that volunteers manage the cemeteries alone and the \$2,500 allotted would not cover the full cost of restoring just one of the historical headstones. She noted that although the volunteers throughout the years have acted in good faith, some of the damage has been done by inexperienced upkeep.

118 Finance

Ms. Johnson explained that there are three staff members in the finance department; payroll, accounts receivable and accounts payable. They are requesting to bring the accounts receivable position up to 37.5 hours per week. The substantial increase in the Maintenance Office Equipment line is due to the two new systems being implemented, MUNIS and NOVAtime.

120 Contingency

Ms. Johnson stated that this account has all of the salaries included as all four union contracts are up for negotiation this year. Mr. Seery stated that he is in communication with the unions and is hopeful that two of them will agree to a one-year extension in order to stagger them so as not to have to negotiate all four in one year going forward.

3. Adjourn

MOTION (1)

Mr. Cunningham MOVED to adjourn the February 16, 2022, special budget meeting of the East Lyme Board of Selectmen at 7:41 p.m.

Seconded by Ms. Santoro. Motion passed 6-0.

Respectfully Submitted By:



Sandra Anderson
Recording Secretary