

FILED

March 9 20 20 AT 1:45 AM **Ad Hoc Meeting Minutes**
Cathy Wilson **Thursday February 17, 2020**

EAST LYME TOWN CLERK

PRESENT: Anne Santoro, Ann Cicchiello, Aileen Cahill, Lee Edwards, Rich Steel, Paul Maxfield

EXCUSED: Pandy Wohler and Rita Rivera

The following presentations were made by department heads:

Town Hall - Sandi Anderson

- Requesting a drop box at Town Hall; quote from same company that provided state ballot boxes. Have covers and will be bolted to the cement porch next to ballot box. Paul had a question about safeguards for fishing out deposited items. It can be locked.

Fire Marshal Department - John Way

- Regular budget was focused on "man hours". Could use the following items: Portable lights – use in every inspection and investigation and doesn't require a cord; portable gas detector – gas leaks where a lot of DIY home/small biz improvement; thermal detectors – too cold and too hot \$40/thermometer; surface tablet – portable office, pull up code on site, doing site inspections and can pull up codes to show contractors; Decibel Meter – inspections need to have alarms with certain levels of signal, i.e., to check hotels for verification of alarms; multimeter electrical test kit – open wiring need to tell if it has current or not on fire investigations.

Ad Hoc Agenda Senior Center – Cathy Wilson

- Social Work Request (MSW) – For 18 – 60 not served by school or senior center. Start as a part-time position and then move full time. Committee on aging recommended full-time. Will need a laptop and to be mobile, but cannot be fully remote; will need to host office hours. Working with churches, care & share, etc. After the first 24 hours the Red Cross is out.
 - \$30/hour – contract part time @\$23,400 + laptop + mileage Full time employee \$58,500
 - Waterford funded a similar position. Most other shoreline town have social services as part of their town.
 - Richard Steel believes a full-time position is necessary but start at contract level.
 - Finance director, Anna mentioned that we could fund in diminishing increments phasing it into the town's budget. 100% year 1, 75% year 2, 50% year 3.

Community Center - Lisa Timothy & Cathy Wilson

- Feasibility study on building renovation and expansion, roof needs to be replaced in 5 years and all of the 3 departments are completely out of space. Youth services space isn't fully utilized. 2nd story, expand, **\$30 - \$38K for study**. Building was built in 1989.
- Feasibility study is required for state funding application.
- The community has changed and now the building does too.

- Anne Santoro brought back to life the pre-pandemic tour that the first selectman saw firsthand and how challenging the space limitations are at the community center.
- Couldn't be flexible during the pandemic, use outdoor space, etc. The design and lack of flexibility are an issue; the nooks and crannies don't serve multiuse needs. Had to split time because of desk sharing during pandemic.
- Richard Steel mentioned social distancing and HVAC requirements. Roof >\$1M so let's figure out the use case and human centered design for the space.
- Library, parks and rec and the senior center all want similar things and can use shared spaces with different design.

Library – Lisa Timothy

- Zoom meeting room in library – Owl camera 360 view and focuses on person who's speaking. Up to 6 or 7 people. \$1,200 equip +\$4,665 glass doors for room ~ \$7k

Historical Society/Library – Lisa Timothy

- ADA Compliance for East Lyme History Center on Boston Post Road – Can't open the building until this is addressed.
- During the pandemic they couldn't give people access to the collection because it is scattered throughout town and in resident's homes.

Community Center - Lisa Timothy & Cathy Wilson

- Custodial Hours on weekends - Per Anne Santoro, is this a use question? Town is paying overtime out of two budgets now (Parks & Rec on Saturday & Library on Sunday). Request for \$14,945 is user based.
- Garbage Receptacle – Don't need solar can. We can pick up existing garbage with brown and grey cans.

Chair Update – Anne Santoro

- Draft Budget 2022/2023 is published.
- Infrastructure bill is looming and is starting to be implemented. There are competitive grants that we need to access and may be eligible for; the town is going to need major grant writing assistance.
- Evaluation Forms – Ran by Freedom of Information council (Tom Hennick).
- Goal is to begin deliberations next week.

Respectfully Submitted by:

Aileen Cahill
Subcommittee Member