

EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS – FY 2022-2023
Tuesday, MARCH 15th, 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
Joe Bragaw, Public Works Director
Mike Finkelstein, Chief of Police
Cathy Wilson, Senior Services Director
Lisa Timothy, Library Director
Dave Putnam, Parks & Recreation Director

Absent: No One

A. Call Special Meeting to Order

Chairperson Hall called this Special Meeting of the East Lyme Board of Finance to order at 7 PM. She introduced the members and said that this was a budget review meeting.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

There were no delegations.

D. New Business

a. Budget Reviews – FY 2022 - 2023

♦ **IT (109) – Joe Bragaw, Director of Public Works**

Mr. Bragaw noted that Bill Scheer, Deputy Director of Public Works, Carmen Ames, IT and Chief Finkelstein were also present this evening as they all play an active role in the administration of IT Services. He noted that all types of items are budgeted through IT and that over the last 2 fiscal years they have greatly modified the IT department to reflect all the IT costs of the Town. They also have Star Computers who were instrumental with setting up the PS Building with Chief Finkelstein.

He noted the following:

- Because of this, they are at the point of restructuring the IT Department more like every other Town in the State. To do this, they are proposing to create a new Director level position for \$105k. By having an IT Director, that person will be able to stay on top of the IT direction for the Town (in particular 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.)
- Some other 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

FILED

March 28 20 22 AT 9:15 AM/PM
(Signature)
EAST LYME TOWN CLERK

- 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 (ESRI – for the GIS system the Town uses)
- e. Line 200-211
 - Axon body and in car camera service went up \$4,183
 - New software packages as requested by the Chief (IDEMA, Netmotion & Everbridge)
 - We are also carrying an amount of \$6,450 for proper licensing of all of the PD computers for exchange and MS Office
 - 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 (also noted that the EL Ambulance Association chips in on this)
 - It is still critical to have Star involved as they are most familiar with all of the intricate dispatch and PD networks and systems

Mr. Steel asked if the Star contract would be hands on as well as visionary –
Mr. Bragaw said yes.

Mr. Steel asked if the proposed dollars for the director would be enough –

Mr. Bragaw said that he has checked with the neighboring towns and some are a bit less and some a bit more and this falls in-between. He noted that the budget does not start until July and that if they have to, they could hire for a bit later start date.

Mr. Steel asked if the department would consist of the Director and Ms. Ames.

Mr. Bragaw said that Ms. Ames is the database supervisor.

Ms. Hall said yes, it is a department of two.

Mr. Steel asked about wage increases.

Mr. Bragaw said that all lines are flat as all groups are up for negotiations – so they will see that at a later time. That information would come from Ms. Johnson.

Mr. Steel asked if there could be some synergies with the school system at some point.

Mr. Bragaw said that he always says yes to this however security is always a concern for the both of them.

Mr. Maxfield asked where the data center is located.

Mr. Bragaw said that it is in this building.

Mr. Maxfield asked if it is backed up.

Mr. Bragaw said that it is backed up nightly and that Star is also involved in this process.

Ms. Hall asked about the Everbridge system.

Chief Finkelstein said that it was originally the State Emergency System and just for emergencies. But Everbridge allows for an opt-in with the intent of getting the news to the people. People can go to the Town website and opt in with their information. Everbridge is being paid for this year off of a grant for Millstone.

◆ **Building Maintenance (113) – Joe Bragaw, Director of Public Works**

Mr. Bragaw explained that the biggest item here is staffing – he passed out a sheet on how this is done (Copy attached). He said that the custodian matrix shows an increase of 15 hours but this is just adding to people who are already working 30 hours and who are fully benefitted.

He also noted the following:

1. Line 200-216 & 222 – Service Contracts and Building Maintenance – is showing an increase to cover the new PSB (which is much larger than the old building on Main St.)
2. Line 200-295 reflects the 10% increase to the fire protection (hydrants) line item as requested by the Water & Sewer Commission
3. 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

Mr. Birmingham asked about the custodians – recalling that last year they anticipated that it would be a 'wash' as they would be closing the downtown building along with the dispatch center on Boston Post Road.

Mr. Bragaw said that if anything it is a much larger building and requires its own 40-hr per week custodian.

Mr. Birmingham asked about telephones going up 12%.

Mr. Bragaw said that all cell phones are paid on that line and that the VOIP system went up significantly.

Mr. Maxfield asked if down the road - they would need weekend coverage at the PSB.

Mr. Bragaw said that probably not weekends but more so during the day as now if there is an issue – they move someone from the Community Center to take care of the issue.

Mr. Maxfield asked if the fuel was locked in.

Mr. Bragaw said that the fuel costs are found in the 317 – Public Works budget.

Mr. Steel asked about fire protection and the hydrants and if it is a set charge whether they get used of not - or if there is a reduction if they are not used.

Mr. Bragaw said that those hydrants are not metered and that there have been many fires in Town. He added that it really benefits everyone in the Town in terms of property insurance – all of which is based on the 830 hydrants within the Town.

Mr. Hall asked Mr. Bragaw if he is comfortable with this as the PSB is now up and running.

Mr. Bragaw said that he thinks this is the right thing to do for now.

◆ **Public Works (317) – Joe Bragaw, Director of Public Works**

Mr. Bragaw explained that this is his biggest budget. He explained that his and the Deputy PW Director salaries have a portion that is paid for by Water & Sewer.

He provided the following points with respect to this budget -

1. Line 100-211 – In the current year, they elevated our General Foreman to Highway Supt at a salary competitive with other neighboring towns. By doing this, that position came out of line 311 and into 211, hence the huge increase in that line. Also in that line, they trimmed the DPW Director's salary allocated to the Town from 75% to 70%. (the 30% comes from W & S)
2. Line 100-212 – Tree Warden
 - a. The DPW Director is serving in the capacity of the Tree Warden as he has the necessary license to do this. We are suggesting that this 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. Benefit to the Town is that 30% of the Director's 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 the explanation of why Line 211 went up (see #1). 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 also does not 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 at starting level rates
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 – We 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 CTDEEP needs us to submit documentation that the environmental consultant would need to fill out
8. Line 210-295- this is the first tip fee increase in 14 years so we 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. A look at 2021 shows the 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 causing our maintenance costs to soar. 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 we are 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 – We are happy to report that this will be year 7 of 7 in paying off the purchase of our streetlights and subsequent re-lamping to LED's which has been very successful
14. The revenues lines are up about \$18k total

Mr. Steel asked about traffic common measures.

Mr. Bragaw said that they have four (4) devices that cost \$4300 each and that UConn also gave them one plus another one for a total of six. This line item is to try to get one per year.

Ms. Hall asked for an overview of what the Town has spent in trying to comply with unfunded mandates.

Alex Klose, Town Engineer said that it will cost around \$20,000 to get caught up with wet sampling as they just do not have the manpower to dedicate to this. And, while they so far have been able to keep up with it, it has been with the help from other areas in the Town.

◆ **Commission on Aging (418) – Cathy Wilson, Director**

Ms. Wilson provided an overview of the various services that the Senior Center provides.

She noted that they do not have any room to add other services or events and in fact, she worked with Ms. Timothy and Mr. Putnam to submit a request for a feasibility study for more room for the building (for all of them) to be funded through the ARPA funds.

They also made a request for a full time social worker through the ARPA funds.

She noted that her Special revenue Account is similar to that of Parks & Rec however some of the items that they offer are not at all like what Parks & Rec offers. She explained how she comes up with the respective fees that are charged for the classes that they offer.

Ms. Hall asked is there is an overlap in staffing between the departments.

Ms. Wilson said that while they may be similar they attract different audiences and that they could not cut either area due to the respective items that they cover.

Mr. Steel asked what they do if someone cannot afford the cost of the class and if they help them out.

Ms. Wilson said that it can sometimes be offset by other classes – so in a nutshell yes – they do help. She noted that during the pandemic that they did not charge for anything and that classes were sometimes held outside.

◆ **East Lyme Library (420) – Lisa Timothy, Director**

David Jacobs said that he is the President of the Board of Trustees for the Library and that roughly half of the libraries in the State are agencies within the Town. The other 50% - such as with the Town of East Lyme; which is a 501c3 non-profit organization – 90-95% of the budget comes from a Town appropriation. He noted to them that he was also a BOF member many years ago and understands what they go through. He said that over the last several years he appreciates how supportive the BOS and BOF have been with the library.

Lisa Timothy, Library Director thanked Mr. Jacobs as he has been active with the Library for over 30 years. She said that she has been with the library for 19 years now. They have found that their door counts are at about 60-65% but the eBooks are way up. The weekend hours are coming back and they will go back to full in-person programming this summer. The budget is actually flat; pension and health insurances costs have come down and they are asking for \$4000 less. They have saved a bit in staffing. She reiterated that just as Ms. Wilson has said, they are out of space in the Community Center and are in a waiting pattern with the planning and talking and the study.

Mr. Birmingham asked her to explain the Annual Fund Drive for the new members of the Board.

Ms. Timothy said that they get receive \$30,000 to \$35,000 from their annual fund drive request. They also have a foundation that they get a subsidy from each year. They have been averaging \$40-\$45,000 from this which they use to buy books. They also have several much smaller streams of funding that they use.

Ms. Hall asked if the endowment loses dollars are they guaranteed something.

Ms. Timothy said yes adding that they have been very good about funding them.

Ms. Hall asked if they offer book deliveries to the home.

Ms. Timothy said yes noting that they work primarily with volunteers and that they also have people who help others with computers – both at home and in the library.

Ms. Hall asked if they have any equipment for the sight impaired.

Ms. Timothy said that many with such impairments use the eBooks as they can blow up the type considerably. She added that this is done on a case by case basis.

Ms. Hall asked if they had any ARPA funding for this.

Ms. Timothy said that she understands that they were not allowed to use the ARPA funds for eBooks.

♦ **Parks & Recreation (421) – Dave Putnam, Director**

Mr. Putnam said that he is responsible for Parks & Recreation and Youth Services. He has three (3) beaches and many athletic areas that they are responsible for. He has a 1.82% recommended increase which he thinks is a reasonable budget increase. He noted that he will be retiring as of early September so a new person will come in at a lesser rate which shows a savings. He noted that the 10.7% for maintenance is due to hiring a person to go back to full staffing. The 6% inflation is based on materials and supplies increases.

Mr. Seery said that this is the last time that Dave will come before them as he will be retiring on September 9, 2022.

Ms. Hall said that they are very fortunate with the resources that they have in this Town. She thanked Mr. Putnam and said that they appreciate the 1.82%.

E. Public Discussion

There was no public discussion.

F. Board Comments

Mr. DeRosa said that there are no surprises here and that this was pretty straight forward – even with the challenges.

Ms. Hall said that the presentations are going smoothly.

She noted that their next meeting is March 22, 2022 where the BOE would present their budget to them.

G. Adjournment

Ms. Hall called for a motion to adjourn.

****MOTION (1)**

Mr. Birmingham moved to adjourn this Special Meeting of the East Lyme Board of Finance at 9:02 PM.

Mr. DeRosa seconded the motion.

Vote: 6 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,

Recording Secretary, Pro-Tem

**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	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon		
PROJECTS/ BLDG MAINT	Ron Bence 7am-3:30pm		Ron Bence 7am-3:30pm		Ron Bence 7am-3:30pm		Ron Bence 7am-3:30pm		Ron Bence 7am-3:30pm			
TOWN HALL (1)		2-10:30pm Devin Germond		2-10:30pm Devin Germond		2-10:30pm Devin Germond		2-10:30pm Devin Germond		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	7am-2pm Ron Mathieu	2-10:30pm Louise Neely	7am-2pm Ron Mathieu	2-10:30pm Louise Neely	7am-2pm Ron Mathieu	2-10:30pm Louise Neely	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		8 hrs 2-10:30pm George Carfi		8 hrs 2-10:30pm George Carfi		8 hrs 2-10:30pm George Carfi		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 (4-6pm) 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

Attachment B07 3/15/22 Budget Mtg.