

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF FEBRUARY 23, 2022
MINUTES

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

ALSO PRESENT: Finance Director Anna Johnson and Parks and Recreation Representative Tom Beebe

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

2. Budget Discussion

421 Parks and Recreation

Mr. Tom Beebe and Ms. Jacqueline Curry, members of the Parks and Recreation Commission, were in attendance to speak on this budget; Mr. Putnam and Mr. McDowell were not able to attend tonight's meeting. Mr. Beebe spoke from a presentation, attached hereto as Exhibit 1, and outlined the budget and noted a slight increase of 1.82%.

3. Budget Discussion / Deliberations

The Board commenced their Fiscal Year 2022/2023 budget discussions / deliberations at this time, beginning at the front of the budget book and working towards the back. The following department budget requests were discussed.

Revenues - Ms. Johnson review the projected revenues and noted an increase in building permits, as well as an increase in conveyance taxes, which is due to the sale of Gateway. She noted reductions in Tuition-other districts and tipping fees-commercial, stating that the Public Works director indicated that is mostly due to businesses in town dropping their commercial haulers and using the town provided garbage and recycling pickup. Ms. Johnson reported that the town is holding a tax auction sale on April 21st to try and recoup some of the outstanding taxes; she stated that over the past two years we have used the lesser collection rate of 98.2% and that the Grand List will be filed by the end of the month. She stated that the unassigned fund balance should be approximately fifteen percent of the operating budget balance, and that the Board of Finance makes the final decision when setting that number.

101 First Selectman – Ms. Hardy stated that Mr. Seery is unaware of what she and Mr. Weber have been working on, but they would like to bring forth the conversation of the First Selectman's salary. She summarized that when Mr. Formica was First Selectman it was decided that the salary for that position would be incrementally

FILED

March 4, 2022 AT 2:38 AM/PM

Brooke Horner AC
EAST LYME TOWN CLERK

increase each year, which would have put the salary at about \$132k annually at this point. It was done at that time because it was evaluated and decided that the salary was not competitive enough. She explained that when Mr. Nickerson took office, he made a personal decision to reduce his annual salary. Ms. Hardy stated that his decision was made on a personal level, but that it has now carried over to the current First Selectman and will affect future interest if not raised. It was agreed by all that this matter would be discussed further at a future meeting.

103 Tax Collector – Mr. Seery stated that the new Tax Collector, Christine Dixon, has taken over and is getting acclimated. Ms. Johnson noted that the line item for tax bills has increased because that office will start outsourcing January's invoices, as well as July's which is currently outsourced. It was discussed that the town should consider giving the taxpayers an option to go to electronic invoicing if they do not need a paper copy.

104 Building Department – This department had requested a full-time Building Official Assistant, but that is not feasible at this time, so it is recommended that we increase the part-time assistants budget as well as increase the administrative assistant's hours. There was discussion about investigating the possibility of getting all of the code books electronically instead of in printed form. Currently they will ask what the customer is specifically looking for and print off those particular sections to avoid printing the entire book.

106 Human Resources – Mr. Seery noted that this is a new position that has been adjusted along the way since Ms. Santos came on board and has been building up and organizing that department. An assistant has been requested on a full-time basis, but it was discussed that the position be twenty-five hours per week and also that this person would function as a shared floater to support the Town Clerk and First Selectman's Assistant as well.

107 Town Clerk – Ms. Santoro inquired if proceeds from dog licenses are reflected in revenues, and Ms. Johnson confirmed that the State receives the money received for dog licenses.

108 Ledge Light Health District – Ms. Seery stated that this is a set amount and that we are grateful for and fully support Steve Mansfield and his Team at LLHD. They have been extremely supportive and communicative during the pandemic.

109 Information Technology – Mr. Seery explained that like Human Resources, this is a department that needs to be built up and organized. We currently have an IT Coordinator and now we need to supplement that department with an IT Director position. It was discussed that IT should provide a person to assist with the technology, especially if we move into hybrid meetings. Mr. Seery stated that he has been investigating different options, such as a student from the high school or an intern from one of the local colleges; they will continue to research this. Line item

221 is for the STAR Computer contract services and covers all emergency management; East Lyme Ambulance Service's contribution to this line item shows up in the revenue account.

110 Registrars – Mr. Seery stated that we should expect to have a primary this year and fund for that to be safe. He noted that line item 402 includes extra funds in case the State chooses us for an election audit, but that it is not certain if the town will be picked.

MOTION (1)

Ms. Cicchiello MOVED to reduce the requested amount of \$20,000 in line item 110-500-402 Referendum/Primary in the Registrars budget by \$5,000, making the total department head request \$15,000.

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

113 Maintenance of Town Buildings – There was a brief discussion about the request for ARP funds for weekend custodial services, which currently the Library and Parks and Recreation split the cost in their budgets because they have patrons in the building on weekends.

114 Gen Govt Misc. & Benefits – Ms. Johnson stated that around sometime in April is when we will receive final word on the amount for payroll increases, which is being estimated at eight percent.

115 Services to Community – It was discussed that some of these organizations have applied for funding under the American Rescue Plan, so this will be discussed at a future meeting.

118 Finance – Ms. Johnson stated that line item 118-200-215 is up because of the cost of transitioning from the current Edmonds system to the MUNIS system.

120 Contingency – Mr. Seery stated that all four union contracts are up for negotiation this year, so they are currently working with two of them to see if they would agree to hold off a year in order to stagger them and work with only two at a time. Currently, the estimate for payroll is \$427,000, and that this will be re-addressed at an upcoming meeting.

214 Public Safety / Emergency Management – Ms. Johnson stated that the two main grants that this department applies for annually are the NSEF and EMPG grants; we will find out in the June timeframe if we will be receiving funds again this year.

215 Dispatch – There was discussion at how important all board members feel about having two dispatchers on every shift, but there was not agreement on whether to fund both for the full year or start one in July and the second in January. Mr. Weber

suggested that the approximate \$28,000 to make the second position a full year could be found and moved from somewhere else within the police budget.

216 Police Department – Ms. Hardy inquired if two officers are approved, could we stagger the start dates so that one starts in July and the second in January. She also inquired if the board could reach out to our state representatives to see if they can assist in us getting approved for the DUI grant this year; we did not qualify last year. It was noted that the eligibility for this grant is based on the dui activity, which was lower during the pandemic. Ms. Johnson suggested leaving that line item in and active as we do not know if we will receive it or not.

Ms. Hardy made note of a couple of items to consider. Can we find a spot for a grant writer to be added to the staff, and can we look into adding a project into the ARP funds to enhance the public restrooms at the parks? She inquired where in the budget will the receipt of ARP funds impact the most; Ms. Johnson stated that most of the impact will be in the CIP account, of which a number of proposed projects could fall under the American Rescue Plan funding.

4. Adjourn

MOTION (2)

Ms. Santoro MOVED to adjourn the February 23, 2022, special budget meeting of the East Lyme Board of Selectmen at 9:24 p.m.

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

Respectfully Submitted By:

A handwritten signature in blue ink that appears to read "Sandra Anderson".

Sandra Anderson
Recording Secretary

Exhibit #1

Where Play Happens!



East Lyme Parks and Recreation

Budget Review Board of Selectmen

Date: Wednesday, February 23

Budget Highlights:

- Recommended Increase is 1.82%
- Director's Line reduction is due to the retirement of our present Director as of September 9, 2022. Starting salary for new Director budgeted at \$85,000 per year. One week overlap of current and future Director.
- Decrease in the longevity line is attributed to the Director's retirement.
- Maintenance Payroll increase is related to the 4th F/T Maintainer being added to our staff as of January of 2022. This relates to a full year of funding for 22-23.
- Uniforms increase is for the F/T Maintainers clothing and boot allowances. It is being properly moved to this line item.
- Increases in Equipment Maintenance, Park and Field, Materials, Miscellaneous Supplies and Utilities is based on an inflation percentage of 6%.
- If asked about the % of budget remaining for the rest of this fiscal year, I have encumbered most of the funds with Purchase Orders based on historical purchases.

Upcoming Challenges:

- Seasonal Maintainers 4 P/T is a challenge to fill so far this year.
- Facility/Restroom over usage at Hole in the Wall and Peretz Park, Peretz Park is requested in our CIP program. We need to look at future options to take pressure off the HIW facility.
- Increase in the Minimum Wage effective June 1, 2023, \$15.00/hour.
- Garbage removal at all park locations.

Fees/Revenue:

- Parks and Recreation Commission has set modest increases in the McCook fees for 2022. \$2.00/hour wage increase over the next 18 months is the main driver of the increase.

Beach Enterprise Fund:

- Revenues for 2021 totaled \$242,057 compared to \$152,768 in 2020, difference is related to no Non-Resident fees being collected in 2020 because of COVID restrictions.

- Non-resident season passes last summer totaled \$78,000.
- In 2020 Beach Enterprise Fund lost approximately \$44,000, this was offset by a one contribution by the State of CT during bridge renovations on the Niantic River Bridge and our impact on parking during that time. 2022 Beach enterprise fund was in the black approximately \$8,000.00

Capital Improvement Budget:

- \$25,000 requested for Master Plan Study for Darrow Pond, this item is also being requested in our ARPA request.
- \$80,000 requested to replace a Mason Style Dump Truck to replace our existing 2011 Mason Truck
- \$750,000 Peretz Park renovations, park opened 33 years ago and is in need of upgrades to the restrooms and garage expansion for our equipment.

Special Revenue Fund:

- We continue to make a \$10,000 contribution to the Operating Budget.
- All program related expenses and revenues are managed through the SRF which is a revolving account.

GENERAL FUND BUDGET FY 2022/2023								
			2021	2022	2022	2023	2023	2023
			Actual	Adopted	Amended	Dept Head	Bd Selectmen	Bd Finance
			Expense	Budget	Budget	Requested	Proposed	Proposed
								Adopted
421/422 - Parks and Recreation Commission/Youth Services								
100 Personnel Services								
211	Director		112,676	115,309	115,309	93,059		-19.30%
311	Prog Coord/Secretarial/Admin		227,083	212,194	212,194	217,002		2.27%
316	Longevity		1,650	1,250	1,250	700		-44.00%
412	PT Seasonal Labor		106,143	73,194	73,194	75,000		2.47%
311	Maintenance Payroll		168,499	194,938	194,938	215,904		10.76%
314	Overtime		16,198	19,394	19,394	19,830		2.25%
316	Longevity		750	900	900	1,000		11.11%
317	Uniforms		750	2,000	2,000	2,000		0.00%
Personnel Services Total			633,750	619,179	619,179	624,495	0	0.86%
200 Services - Contracted/Operations								
239	Random Testing		0	500	500	750		50.00%
344	Equipment Maintenance		14,105	16,450	16,450	17,500		6.38%
350	Park/Field Maintenance		31,364	35,770	35,770	37,900		5.95%
Services Contracted/Operations Total			45,469	52,720	52,720	56,150	0	6.51%
300 Operating Expenses - Supplies/Fuels								
201	Telephones/Cable/Internet		1,956	5,750	5,750	6,100		6.09%
241	Dues in Professional Organizations		1,140	1,400	1,400	1,400		0.00%
242	Professional Conventions/Conf		1,040	1,800	1,800	1,800		0.00%
320	Miscellaneous Supplies		10,239	11,000	11,000	11,660		6.00%
335	Materials		44,644	51,290	51,290	54,370		6.01%
Operating Expenses Total			59,019	71,240	71,240	75,330	0	5.74%
400 Utilities								
210	Utilities - Electricity		15,821	17,500	17,500	18,550		6.00%
211	Athletic Lighting Estimate		3,341	1,500	1,500	1,500		0.00%
Operating Expenses Total			19,162	19,000	19,000	20,050	0	5.53%
Parks and Recreation Commission Total			757,400	762,139	762,139	776,025	0	1.82%

Department Total	776,025		
TOWN OF EAST LYME		FY 2022/2023	
Dept No.	421/422	Budget Input	
Dept	Parks & Rec Comm	2-Feb-22	
	Youth Services		
	Account	22/23	
Acct.	Description	Budget	Supporting Description of Activity
100 Personnel Services			
211	Director/Asst. Director	93,059	Director: David Putnam, 11 weeks=\$24,389, retirement 9/9/22. New Director 43 weeks=\$70,305
311	Prog Coord/ Secretarial/Admin	217,002	Recreation Supervisor = \$62,581, Program Coordinator = \$54,990, Adminstrative Assistant \$50,271, Administrative Secretary = \$49,160
316	Longevity	700	Arlene Wilbur \$350.00 16 years, Robin Grandieri \$250.00 10 years, Mike McDowell \$100.00 8 years
412	PT/Seasonal Labor	75,000	Seasonal Maintainers (4) 2 from April 1-Nov. 30, 2 from May 1- Oct. 31 and 1 from May 15-Sept. 1, Park Security nightly closing of parks and bathrooms off season, Recording Secretary for Parks and Recreation Commission meetings.
311	Maintenance Payroll	215,904	Parks Foreman/Turf Specialist, Maintanier V, (2) Maintainer II.
314	Overtime	19,830	Overtime for Full-time Parks and Recreation Maintainers
316	Longevity	1,000	Mike Rak - 39 years \$650, Jason Alves 13 years \$250, A. Grouten 5 years \$100
317	Uniforms	2,000	Uniform and Boot allowance for 4 full-time maintainers per UPSEU contract
Personnel Services Total		624,495	

	Account	22/23	
Acct.	Description	Budget	Supporting Description of Activity
200 Services - Contracted/Operations			
239	Random Testing	750	CDL Drug testing for Maintenance Employees
344	Equipment Maintenance	17,500	Routine maintenance for vehicles (5), lawn mowers (6), tractors (4), trailers (5) and various small equipment (Chain Saws, Grass Trimmers, Blowers, etc.)
350	Park/Field Maintenance	37,900	Daily and Seasonal maintenance of our non-beach facilities and contracted services which includes; Infield Laser Grading, Septic Services, Locksmith Services, Electrical work, Plumbing work, Vehicle GPS Monitoring and Deep Tine Aeration.
		56,150	
Services/Contract/Oper Total			
300 Operating Expenditures			
201	Telephone/Cable/Internet	6,100	Phones and Internet Access for the Parks and Recreation Department
241	Dues in Professional Organizations	1,400	Memberships to the Connecticut Recreation and Parks Assoc., Connecticut Parks Assoc., New England Turf Managers Assoc., New England Parks Assoc., and the Connecticut Youth Services Assoc.
242	Professional Conventions/Conf	1,800	Attendance at local, state and regional conferences
320	Misc Supplies	11,660	Office supplies for Parks and Recreation, Youth Services and Maintenance staff
335	Materials	54,370	Fertilizers, grass seed, sod, infield material, Field paint for lining of athletic fields, Lime for lining of Infields, top dressing materials, top soil and other related materials needed for the upkeep and safety of our park facilities.
		75,330	
Services/Contract/Oper Total			

	Account	22/23	
Acct.	Description	Budget	Supporting Description of Activity
400 Utilities			
210	Utilities - Electricity	18,550	Electrical and other related utility cost for park facilities (Veterans Memorial Park, Town Green, Park on Penn and Main and Peretz Park @ Bridebrook).
211	Estimated Athletic Lighting	1,500	Expense is off-set entirely by revenues from user groups using lights at Vets Memorial Park and Peretz Park @ Bridebrook.
		20,050	
Utilities Total			
Parks and Rec. Comm			
	Revenue		Revenue Items:
	Net Budget	776,025	
		01-05-500-523	Peretz Park Vendor - 1,000
		01-05-500-525	Athletic Lighting Reimbursements - 1,500
		01-08-800-839	Special Revenue Fund Contribution - 10,000
		01-03-300-321	Youth Services State of CT Grant - 19,004
		01-03-300-321	Youth Services Enhancement Grant - 5,798
			Total Revenue = 37,302

2/2/2022