

EAST LYME BOARD OF FINANCE  
REGULAR MEETING OF APRIL 13, 2022  
MINUTES

PRESENT: Denise Hall, John Birmingham, Richard Steel, Peter DeRosa, Paul Maxfield and Lauren McNamara

ALSO PRESENT: First Selectman Kevin Seery and Finance Director Anna Johnson. Board of Education representatives; Jeff Newton, Maryanna Stevens, Annaliese Spaziano, Eric Bauman and Chris Lund.

Ms. Hall called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. She stated that all of the departmental reviews have taken place, and tonight they will begin deliberations.

III. Delegations

Mr. Mike Schulz, Lovers Lane, East Lyme, thanked the Board for their service to the Town, and stated that it is the Board of Finance's responsibility to determine what the Town can afford to spend. He feels that the Board of Education's budget is excessive in this current financial climate, and he would like to be provided with what the actual per pupil cost is after including additional expenses such as transportation.

IV. Approval of Minutes

Regular Meeting of March 9, 2022

DISCUSSION: Mr. Maxfield made the following corrections: under New Business a. should be April 1<sup>st</sup> not August 1<sup>st</sup>; his name is wrong in two motions, should be "Maxfield" not "Mayfield".

**MOTION (1)**

Mr. Maxfield MOVED to approve the regular meeting minutes of March 9, 2022, as amended.

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

Special Meeting of March 15, 2022

DISCUSSION: Mr. Steel stated that on the second page, "Mr. Steel asked if the "IT Director" would be hands on . . .", not the "Star contract".

**MOTION (2)**

Mr. Maxfield MOVED to approve the special meeting minutes of March 15, 2022, as amended.

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

Special Meeting of March 21, 2022

DISCUSSION: Mr. Steel noted that the last sentence of the first paragraph of the Budget Review section should note that the 2.5% increase is an average.

**MOTION (3)**

Mr. Maxfield MOVED to approve the special meeting minutes of March 21, 2022, as amended.

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

FILED

April 22, 2022 AT 12:19 AM/PM  
*Brooke H. [Signature]* ATC  
EAST LYME TOWN CLERK

Special Meeting of March 28, 2022

**MOTION (4)**

Mr. Maxfield MOVED to approve the special meeting minutes of March 28, 2022, as submitted.

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

Reports

a. First Selectman – Mr. Seery thanked Mr. Schulz for consistently coming to meetings to share his input and suggestions; his feedback is greatly appreciated. Mr. Seery reported that someone stole some equipment from a town building and that the police are investigating. A tax sale auction is scheduled for April 21<sup>st</sup>, and the Tax Collector has reported that approximately \$700,000 in back taxes has already been collected in advance of said auction. The demolition of the two properties connected with the Exit 75 State DOT project, the Mobil station and the motel, is scheduled to begin in late June / early July. Mr. Seery reported that it has been discovered that the materials used on the exterior of the new public safety building is a porous surface that should be treated with a sealant; this will be on the upcoming agenda of the Board of Selectmen.

b. Director of Finance – Ms. Johnson stated that the Board had all of the current reporting in their packets; there was no additional discussion.

VI. New Business

a. Proposed 22/23 Budget Deliberations

Ms. Hall stated that although we had the salary numbers, Ms. Johnson has now computed the associated insurance and benefit number to go along with the reductions made to the half police officer and half fire fighter, totaling \$25,408, which is in addition to the salaries for these two half positions. Ms. Hall thanked the two Chiefs for their understanding of the needs of the Town and their willingness to work with the Board.

**MOTION (5)**

Ms. Hall MOVED to amend the budget for 2022/2023 to reflect the reduction of \$25,408 to coincide and reflect the savings associated with the elimination of the two half positions.

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

Ms. Hall stated that this wraps up their deliberations of the Town budget. It was discussed and agreed that the use of the undesignated fund balance to reduce the budget is not an appropriate use of the funds at this time. She stated that they would revisit the deliberations on the Board of Education (BOE) budget.

Mr. Maxfield stated for the record that his wife is an employee of the East Lyme Public Schools system, but that she is not in an administrator position, and he does not feel that there is a conflict of interest.

Ms. Hall took a poll of all of the Board members of what the suggested reduction should be for the BOE budget; this number came in at \$500,000 - \$625,000. Mr. Newton stated that they have been working extremely hard to reduce their numbers, but that if they must reduce more than it will affect staff and sports. He stated that special education numbers are rising, and that they are trying extremely hard to keep those students in house as the cost to outplace those students is much higher. He reported that they are starting to invite volunteers, such as parents and other family members, to assist in the classrooms; but he noted that due to the secretaries' contract, they are unable to bring in volunteers for a lot of activities as the contract give those employees first right of refusal. Mr. Newton reported that they did add two sports teams to the Middle School based on parents surveyed, but that they have also closed a KIVA. He stated that the makeup of support for these teams is a combination of paid staff and volunteers. He noted that these two sports are on the list to be cut should the need arise. It was discussed that maybe all sports should be "pay to play".

It was discussed that the addition of mental health employees has increased significantly, and Mr. Seery stated that this is a community problem not just a school problem. There was brief discussion of the possibility of creating a social services department within our town to concentrate better on these community issues, at the community level. Mr. Seery inquired if the schools will be bringing back the volunteer mentoring program; Ms. Annaliese Spaziano confirmed that they do have twelve volunteer mentors waiting and ready to go once the BOE gives the go ahead.

**MOTION (6)**

Mr. Steel MOVED to recommend a reduction to the Board of Education budget in the amount of \$500,000.

Seconded by Ms. McNamara. IN FAVOR; Hall, McNamara, DeRosa, Maxfield and Steel. OPPOSED; Birmingham. Motion passed 5-1-0.

**MOTION (7)**

Ms. Hall MOVED the 2022/2023 budget as follows:

General Government	\$20,220,004
Debt Service	\$ 5,674,292
Capital	\$ 636,860
Board of Education	<u>\$54,108,478</u>
TOTAL	<u>\$80,639,634</u>

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

b. 2022/2023 Capital Improvement Plan

**MOTION (8)**

Ms. Hall MOVED to reduce the Public Works line 317 by \$340,000 for the trash truck which will be purchased using American Rescue Plan funding.

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

**MOTION (9)**

Mr. Maxfield MOVED to set the Town of East Lyme 2022/2023 Capital Improvement Plan, as amended.

c. American Rescue Plan Appropriations

**MOTION (10)**

Mr. Steel RESOLVED to approve the ARP Ad Hoc Subcommittee recommendations for appropriations of East Lyme's American Rescue Plan (ARP) funds on hand in the amount of \$1,060,417.84 in the following amounts and for the following purposes:

\$461,945—small business and nonprofit requests as per Exhibit 9A of the Subcommittee's Report dated March 16, 2022, provided each recipient execute an Agreement with the Town that the funds shall be used only for its stated purpose and that those entities which have received prior ARP funds verify in writing the use of said funds before receiving any additional funds.

\$340,000—garbage truck (Public Works)

\$150,000—air handler Town Hall (Public Works)

\$12,800—software for emergency planning (Emergency Management)

\$25,000—Darrow Pond recreation area Master Plan (Parks & Recreation)

\$2,659.90—Town Hall drop box (Building Maintenance)

\$5,225—fire safety equipment (Fire Marshal)

\$5,865—glass doors and owl camera for (Zoom)meeting space (Library)

\$25,000—Contingency--ARP administrative costs and attorney's fees

\$31,922.94—Contingency--Emergency Management pandemic needs

NOTE: This action requires a Town Meeting.

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

Mr. Seery stated that the Board of Selectman will hold a special meeting on April 14<sup>th</sup> to set the call for a Town Meeting to be hold on April 20, 2022, at 7 p.m. at Town Hall.

**MOTION (11)**

Mr. Maxfield MOVED the following: RESOLVED to approve the ARP Ad Hoc Subcommittee recommendations for appropriations of East Lyme's American Rescue Plan (ARP) funds, subject to receipt of said funds, in the total amount of \$2,726,713.40 in the following amounts and for the following purposes:

TOWN DEPARTMENT	REQUEST	AMOUNT
Public Works	Upgrades to HVAC at Field Services Building (FSB)	\$270,000
Police Dept.	Switch to State Radio Communications system	\$466,161.34
Parks and Rec	Continue PT Prevention/Mentoring Coordinator position-began 10/21	\$55,000
Parks and Rec	Continue PT Counselor Position at Youth Services-begins 2/22	\$20,000
Parks and Rec	Playscape improvements to McCook Point Park and Peretz Park	\$150,000
Parks and Rec	Replace all water fountains in parks	\$75,000
Parks and Rec	Restroom enhancements In parks	\$200,000
Sen. Ctr./COA	FT Social Worker	\$59,475
Lib./Sen. Ctr./P&R	Feasibility Study	\$38,000
Water & Sewer	Upgrade Niantic Sewer Pump Station	\$600,000
Water & Sewer	Recoat Boston Post Rd. Water Tank	\$750,000
Contingency for Emergency Management pandemic needs		\$43,077.06

NOTE: this action requires a Town meeting.  
 Seconded by Mr. Steel. Motion passed 6-0-0.

d. Special Appropriation and Transfer – Week 53 Payroll

**MOTION (12)**

Ms. McNamara MOVED to approve a special appropriation and transfer from account 01-01-120-200-500 (Contingency) in the amount of \$24,740.79 per the attached wage analysis schedule to fund the additional pay week in various accounts.

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

e. Special Appropriation and Transfer – Building Department Wages

**MOTION (13)**

Mr. DeRosa MOVED to approve a special appropriation and transfer in the amount of: \$17,459 from account 01-01-120-200-500 (Contingency) as follows: \$11,579 to account 01-01-104-100-212 (Building Official) and \$5,880 to account 01-01-104-100-311 (Admin/Clerical) and forward to the Board of Finance for approval.

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

VII. Old Business

There was no Old Business.

VIII. Public Delegations

Mr. Mike Schulz, Lovers Lane, East Lyme, thanked the Board for a good meeting and for doing the best they can with the budget. He would like to see the Board of Education budget separated completely from the Town budget. Mr. Schulz respects the great education that is provided by our school system, but he feels that our schools do too much for the students and do not require the parents to get involved as much as they should. He stated that for the Public Hearing, the Town Charter states that only taxpayers are allowed to speak on the budget, and he would like the town to enforce this rule.

IX. Board Comments

Ms. Hall thanked everyone for their dedication and arduous work on this budget process. She would like to have seen a bigger cut, but she feels they did their best with what they have to work with. She is hopeful that the Board of Education will be able to come to the budget session next year with a much lower number.

X. Adjourn

**MOTION (14)**

Mr. Birmingham MOVED to adjourn the April 13, 2022, regular meeting of the East Lyme Board of Finance at 8:37 p.m.

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

Respectfully Submitted By:



Sandra Anderson  
Recording Secretary

**Town of East Lyme  
Wage Analysis Schedule  
Week 53  
FYE 6/30/22**

Account Id	Description	Adopted Budget	Expd/Reimb YTD	Weekly/MO PR	14 Weeks	Balance
01-01-101-100-111	First Selectman	102,250.00	76,601.11	1,966.35	27,528.90	-1,880.01
01-01-101-100-211	Executive Assistant	57,001.00	44,788.15	1,096.18	15,346.52	-1,048.27
01-01-109-100-211	IT Supervisor	67,916.00	50,879.25	1,306.07	18,284.98	-1,248.23
01-01-113-100-311	Custodians	227,076.00	165,916.26	4,560.00	63,840.00	-2,680.26
01-01-116-100-211	Zoning Official	103,691.00	77,679.82	1,994.04	27,916.56	-1,905.38
01-01-117-100-211	Planning Director	74,775.00	56,017.81	1,437.97	20,131.58	-1,374.39
01-01-118-100-211	Finance Director	84,103.00	63,005.47	1,617.35	22,642.90	-1,545.37
01-01-118-100-311	Fiscal Assts	147,765.00	110,682.97	2,783.26	38,965.64	-1,883.61
01-01-132-100-212	Conservation Officer	18,694.00	14,004.42	359.50	5,033.00	-343.42
01-25-214-100-211	Director	10,000.00	7,500.09	192.31	2,692.34	-192.43
01-25-217-100-611	Firefighters	325,508.00	241,001.36	6,295.20	88,132.80	-3,626.16
01-25-224-100-211	Director	88,868.00	66,575.82	1,709.00	23,926.00	-1,633.82
01-25-224-100-213	PT Fire Marshal	65,032.00	58,645.62	599.40	8,391.60	-2,005.22
01-45-421-100-211	Director	115,309.00	86,384.51	2,217.49	31,044.86	-2,120.37
01-45-421-110-311	P&R Maintenance	194,938.00	138,063.85	4,152.00	58,128.00	-1,253.85
		1,682,926.00	1,257,746.51	32,286.12	452,005.68	-24,740.79