

EAST LYME BOARD OF FINANCE
SPECIAL MEETING OF MONDAY, APRIL 4, 2022
MINUTES

PRESENT: Denise Hall, Chairperson; John Birmingham, Vice Chairperson; Richard Steel, Peter DeRosa, Paul Maxfield and Lauren McNamara
ALSO PRESENT: First Selectman Kevin Seery, Finance Director Anna Johnson and Human Resources Director Traci Santos

Ms. Hall called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. She explained that tonight's special meeting was called to continue the budget discussion with department heads and wrap up the reviews to move into deliberations next week. Projected timeline is deliberations begin on April 11th at a special meeting, with continued deliberations to be had at the regular meeting of April 13th if necessary. The public hearing is scheduled for April 25th; and the annual town meeting is scheduled for May 9th, to be adjourned to a referendum to be held on May 16th.

III. Delegations
There were none.

APR 12 20 22 AT 11:15 AM/PM
Lauren McNamara
EAST LYME TOWN CLERK

IV. Budget Reviews

Human Resources #106

- Traci Santos, Human Resources Director, was in attendance to speak on this budget, and she read a statement, attached hereto as Exhibit #1.
- Ms. Santos has been tasked with bringing the Human Resources (HR) department into compliance, and has worked on creating compliant, individual employee files, as well as creating processes for onboarding new employees.
- Working to implement an automated time and scheduling system, which will streamline the process from its current manual process.
- Mr. Seery echoed Ms. Santos accomplishments to date and stated that these advancements have had a positive impact on the employees and the HR process overall, and that we are bringing a better quality of service to our employees.
- There is currently a temporary assistant who is helping Ms. Santos with the file creation and new process implementation, but that temporary position will run out sometime in June.
- This position is set up to share time with the Town Clerk; twenty-five hours per week total: fifteen hours to HR and ten hours to the Town Clerk.
- Two big upcoming projects that she will require assistance on is updating the employee handbook, which has not been done since October of 2005; and updating/creating job descriptions for each position. Ms. Santos stated that currently she is dealing with individual job descriptions as the positions become available to fill, either reviewing and updating, or creating new ones when necessary.

Building #104

- Mr. Seery reported that the process has begun to search for a replacement building official.
- Both the part-time assistant building official and the administrative assistant accounts have gone over budget due to an increase in workload.

- Building permits increased over the pandemic and have yet to slow down.
- #216 building permits should be \$2,500 and will be reduced to reflect such.

Contingency #120

- Ms. Johnson stated that this line item covers two accounts; payroll and overall budget.
- The budget requests come in throughout the year and are managed as they occur.
- The payroll will move out of Contingency as the new contracts are agreed upon.
- All four union contracts come up for renewal this year; they are working with the unions in hopes that two of the unions will agree to a one-year extension in order to stagger the negotiations. The negotiations were staggered prior to the pandemic.
- Any funds leftover in the General Contingency fund will be rolled over into the 2022/2023 budget.

Gen Govt and Misc. #114

- Ms. Johnson stated that this budget includes payroll related items, insurances and legal services.
- Payroll is a calculation including a provision for outside police jobs, taking into consideration those costs.
- Used a standard 5% increase for workers compensation
- Following an experience study initiated by the Pension Board, it was recommended that the Town decrease contributions into the plan; this will be monitored, and adjustments made if needed.
- Ms. Hall noted that the Pension Board will be presenting to the Board of Finance in the near future with a "state of the pension" review.
- Currently enrolled in State of Connecticut health plan; projected to have an 8% increase. We typically have a final number by the Board of Finance public hearing on the budget.
- Starting to see a lot of retirements of employees, so it has been important to put money aside in the Retirement Liability account. This is an estimate because most employees do not give a lot of notice.
- Town and BOE both have shared policies with CIRMA and the State Health plan.

Finance #118

- Primarily wages, including the Treasurer, which is an elected position.
- Line 311 covers three employees; accounts receivable, payroll and accounts payable. Previously had reduced the hours of the accounts payable position from 37.5 to 30 hours and the workload warrants that position to go back up to 37.5. It is noted that this position already has benefits, so this is just an increase in hours.
- The increase to Line 215 is due to moving into the MUNIS system and the start up fees for that project.

Board of Finance #126

- This is the Town's share of the audit services; both Board of Education and Water & Sewer also pay a share of the total cost.

Debt Service Interest #522

- Ms. Johnson stated that they keep a close eye and when possible, will do refunding of prior years' debt.
- When refunding is done, take the interest saved to pay down existing debt; the goal being to stay level from year-to-year.

Capital #724

- Municipal CNRE is the subsidy from general fund that is put into general fund, spreadsheet attached hereto as Exhibit #2.
- Ms. Johnson noted that there is a garbage truck on the capital list, and it is also an item that may be funded by ARP funds; this line item will be reduced by \$63,800.

CNRE

- Ms. Johnson reviewed this list, attached hereto as Exhibit #3.

Revenues

- Ms. Johnson stated that there have been no changes, and that the legislature is scheduled to finish their work on May 4th.
- Supplemental motor vehicle taxes are included in the Tax Collector's budget.
- Currently using 98.2% for a collection rate; was 98.4% but reduced slightly during the pandemic.
- Tax sale auction is scheduled for April 21st so the town expects to collect some more of those past due taxes; this revenue will be reflected in the current fiscal year.
- Mr. Steel stated that taking more than the proposed \$500,000 from the undesignated fund balance would reduce the impact on the mil rate.

V. Public Discussion

There was no public discussion.

VI. Board Comments

There were no comments.

VII. Adjourn

MOTION (1)

Mr. Steel MOVED to adjourn the April 4, 2022, special budget meeting of the East Lyme Board of Finance at 8:17 p.m.

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

Respectfully Submitted By:



Sandra Anderson
Recording Secretary

Exhibit #1

Budget Presentation Notes

Intro:

Good evening. My name is Traci Santos. I am the HR Director for the Town of East Lyme. Since my arrival to the Town this past July, many positive improvements have occurred. By increasing the hours of the position, from 33 to 37.5 hours per week and approving funding for a part time temporary assistant, we have been able accomplish a lot of good things. A few things being:

1. Compliance issues regarding personnel files, I9 forms, and our employment application.
2. Organized and created necessary employee personnel & confidential files
3. Created & streamlined the onboarding process for new hires (creating checklists for hiring and resigning/retiring employees to be sure all necessary tasks are completed)
4. Established an employee background check process for new hires.
5. Going through the State of CT Records Retention Process to properly dispose of documents that no longer need to be kept.

However, there is so much more to be done:

1. Automate our employee time and attendance records which are currently being done on paper timecards, 3-part carbon time off request forms and a tremendous amount of manual data entry.
2. Update our Employee Handbook dated 2005.
3. Update job descriptions
4. implement a process for employee performance evaluations.

Objective: To continue to create and maintain a fully operational Human Resources department for the Town and its employees.

Need for assistance:

1. Secretarial & Administrative support work of confidential, complex, and responsible nature.
 - a. Types letters, documents, reports
 - b. Greets visitors. Screens incoming phone calls, maintains personal files, employee confidential files.
 - c. Assist with the new hire process scheduling physicals, background checks, etc.
 - d. Assist with recruiting process: arrange for advertising positions, maintaining application files, scheduling interviews, and employment records.
 - e. Assist with setting up trainings for departments/employees
 - f. May fill in as support for other offices: first selectman, town clerk, finance office.
 - g. Assist with report WC claims
 - h. Assist with FML paperwork.
 - i. Assist with ACA data entry, filing.

Comparable Information:

Town of East Lyme: 1 Director \$75k
Staff count 245; 125 FT and 120 PT

Town of Waterford: 1 Director \$90k, 1 Admin Asst \$61,700
Staff count 273; 153 FT and 120 PT

Town of Stonington: 1 Director of Administrative Services \$
1 Human Resources Coordinator \$71,680K
1 Administrative Assistant \$55,525
Staff count 135 total (includes PD).

**TOWN OF EAST LYME
PROPOSED 2022/23 CAPITAL PROJECTS**

U:\Proposed Budget\2022-23\Misc\Capital Proj List 2022-23.xls\3-9-22

01-70-724-700-100	CNRE-Municipal Proj	First			Notes
		Selectman Requested	Board of Selectmen	Board of Finance	
	CAD Software & Survey Equipment	4,000	4,000		Balance: \$12,084
	Town Projects (Roofs)	10,300	10,300		Balance: \$42,183
	HVAC Replacement Town-wide	15,500	15,500		Balance: \$9,766
	Sidewalk Repair - Town-wide	-	-		Balance: \$74,315
	Town Projects - Various	25,000	25,000		Balance: \$245,278
	Townwide Servers	5,000	5,000		Balance: \$22,748
	Revaluation	45,000	45,000		Balance: \$186,207
	East Lyme/Waterford Boat	8,500	8,500		Balance: \$24,717 enc
	AED Defibrillators	2,000	2,000		New Account
	TOTAL	115,300	115,300		Balance Date: 3/4/22
01-70-724-700-NEW	Town - CIP				
	Engineering Vehicle (Acquisition)	5,051	5,051		GF
01-70-724-700-415	Town Computer Equipment				
	Technology Upgrade/Town-wide computers	10,300	10,300		GF
01-70-724-700-421	Town P & R Acquisition Program	56,143	56,143		GF
01-70-724-700-461	Turn-out Gear 4-full sets @ \$4,000 each	16,000	16,000		GF
	Six (6) SCBA 45 Minute Cylinders (\$1,320 each)	7,920	7,920		GF
	Assorted Fire Hose	5,000	5,000		GF
	Thermal Imaging Camera	11,000	11,000		GF
	TOTAL	39,920	39,920		
01-70-724-700-462	PS-FFD Equip				
	FFD Acquisition Chiefs Vehicle	7,366	7,366		GF
	SCBA 45 minute cylinders (5 @ \$1,320 each)	6,600	6,600		GF
	Assorted Fire Hose	6,000	6,000		GF
	Turn-out Gear 4-full sets @ \$4,000 ea	16,000	16,000		GF
	TOTAL	35,966	35,966		
01-70-724-700-465	PS - Emergency Mgt - Acquisition Program	1,260	1,260		GF
01-70-724-700-466	PS - Fire Marshal (Vehicle payment)	7,401	7,401		GF
01-70-724-700-708	PWD - Trucks Acquisition Program	429,319	429,319		GF
01-70-724-700-	PWD - MSW Recycling Carts				GF
	TOTAL	700,660	700,660	-	

39,123 Existing
17,020 2022/23
56,143 Total

New Police Vehicles now
purchased with CNRE Funds

Existing Vehicle Lease

329,328 Existing
99,991 2022/23
429,319 Total

Exhibit # 2

EXHIBIT # 3
Town of East Lyme
Analysis of CNRE Fund

Updated: 3/31/2022

Account Id	Description	Amended Budget	Transfers	Encumbered	Expd/Reimb YTD	Balance	Status
32-00-000-000-000	EXPENDITURES	0	0	0	0	0	
32-01-102-500-001	Revaluation Project 10/1/2011	863,241.00	0	31,117.97	645,915.92	186,207.11	Ongoing & carry-forward
32-01-104-500-001	Vehicle - Building Official	0	5,370.17	0.00	5,230.17	0.00	Complete
32-01-105-200-215	CAD Software & Survey Equipment	33,000.00	0	0.00	20,916.36	12,083.64	Reserve for as needed
32-01-113-700-701	Bldg Maint 81 EL Utility Body	0.00	1,713.95	0.00	1,713.95	0.00	Complete
32-01-115-500-002	Samuel Smith - Town Matching Grant	10,000.00				10,000.00	Matching Town Funds
32-01-117-500-001	Les Mehrhoff Plant Biodiversity	1,000.00	0	0.00	1,000.00	0.00	Complete
32-01-117-500-004	Niantic 8-Mile River Watershed Trail	49,785.00	-1,904	0.00	47,880.57	0.00	Complete
32-03-300-300-315	PEGPETIA Grant	85,307.44	0	0.00	85,307.44	0.00	Enc for work to be done
32-03-300-300-316	EL Transfer Station Improvements	128,205.00				128,205.00	Scheduled Spring 2022
32-25-200-000-000	CNRE - Public Safety	0	0	0	0	0	
32-25-200-700-461	NFD Equipment-Ladder Truck	590,400	-175	0.00	590,224.66	0.00	Complete
32-25-200-700-463	FM Vehicle	66,000	0	0.00	65,562.79	437.21	Complete
32-25-200-700-464	NFD Pumper 2006	350,000	0	0.00	353,551.40	-3,551.40	Complete
32-25-200-700-471	ACO Vehicle	25,000	20,000.00	0.00	45,000.00	0.00	Complete
32-25-200-700-472	PS - Police Patrol Vehicle Equipment	93,500.00	4,581.95	0.00	98,081.95	0.00	Complete
32-25-200-700-477	Wtfd/East Lyme Police Boat	33,000.00	0	24,717	8,283	0.00	Town Share w/Waterford
32-25-200-700-478	PS - Computer Aided Dispatch (CAD)	34,000.00	136,000	0	169,945	54.51	
32-25-200-700-479	PS - Police Motor Boat		11,721	0	11,721	0.00	Complete
32-25-200-700-480	NFD-FFD - Multiband Radios	0.00	211,176	6,133	205,043	0.00	
32-25-200-700-481	PS - Radio Tower Infrastructure		19,118	19,117		0.60	In process
32-25-200-700-482	PS - FM Respiratory Protection Equip		2,412		2,021	390.74	Complete
32-25-200-700-483	PS - FM Knox Box	0.00	8,370	8,370	0	0.00	In process
32-25-216-700-001	Independent Police Start-Up	0.00	49,800.12	0.00	49,719.12	81.00	Complete
32-25-224-700-001	Enhanced 911 Phone System	16,278.00	5,701.21	0.00	21,979.21	0.00	Complete
32-25-224-700-002	Harbor Master Boat	85,553.00	12,485.20	0.00	98,038.20	0.00	Complete
32-30-000-000-000	CNRE - Public Works	0	0	0	0	0	
32-30-400-700-702	PWD - Dump Truck	774,856.00	-57,681	0.00	717,175.00	0.00	Complete
32-30-400-700-703	PWD Broom Sweeper	175,000	-19,685	0.00	155,315.00	0.00	Complete
32-30-400-700-704	PU Truck	146,240.00	-90	0.00	146,150.00	0.00	Complete
32-30-400-700-705	Recycling Truck	545,895.00	-12,653	0.00	533,242.00	0.00	Complete
32-30-400-700-706	Mason Dump Truck	154,000.00	-7,095	0.00	146,904.94	0.00	Complete
32-30-400-700-707	MSW Truck	219,000	-3,318	0.00	215,682.00	0.00	Complete

Exhibit #3

**Town of East Lyme
Analysis of CNRE Fund**

Updated: 3/31/2022

Account Id	Description	Amended Budget	Transfers	Encumbered	Expd/Reimb YTD	Balance	Status
32-30-400-700-715	PWD - ICE Grapple Truck	0.00	17,208.30	0.00	17,208.00	0.30	Complete
32-30-400-700-716	2019 PWD Equipment		15,742.00	0.00	15,330.83	411.17	Complete
32-30-400-700-999	PWD - Reserve	0.00	58,641.06	3,550.00	3,479.00	51,612.06	Available to appropriate
32-40-400-700-702	COA DOT 5310 Bus	104,800.00	26,200.00	0.00	124,000.00	7,000.00	2022 Grant Application
32-45-400-700-704	P & R Gator	0.00	12,000.00	0.00	11,585.33	414.67	Complete
32-45-400-700-705	P & R Directors Vehicle		25,000.00	0.00	25,000.00	0.00	Complete
32-60-045-100-001	LoCIP Reserve - Town Clerk	162,943.00	-136,000			26,943.00	Available to appropriate
32-60-000-000-000	Available for Appropriation	0	0	0	0	0	
32-60-120-100-002	Proceeds from the Sale of Vehicles	123,675.90	-99,272.54	0.00	10,172.14	14,231.22	Available to appropriate
32-60-120-100-003	Police Vehicles & Equip from Fees	376,772.53	0	0	356,000.40	20,772.13	Ongoing acquisition pmts
32-70-045- -	LoCIP Projects	0	0	0	0	0	
32-70-045-000-045	LoCIP Project Allocation Funds	291,676.44	-207,450	0	0	84,226.48	Available for LoCIP Project
32-70-045-016-020	Seal Town Brick Buildings	8,500.00				8,500.00	LoCIP to be done
32-70-045-019-010	NFD Parking Lot & Septic System	70,000.00	-19,309	0	49,456	1,234.69	Complete
32-70-045-019-020	FFD Parking Lot	55,000.00	0	0	55,000	0.00	Complete
32-70-045-019-030	Reseal Parking Lots EL Town Hall & ELCC	30,000.00	-1,175		28,825	0.00	Complete
32-70-045-019-040	ELCC Entry Way	10,000.00	-260	0.00	9,740	0.00	Complete
32-70-045-019-050	EL Transfer Station Improvements	102,000.00	0	0	2,200	99,800.00	Scheduled Spring 2022
32-70-045-020-010	ELTH BAS - TMTg 10/2/19		43,194.00	0.00	43,194.00	0.00	Complete
32-70-045-020-020	TH Ceiling Replacement		25,000.00	0.00	24,984.14	15.86	Complete
32-70-045-020-030	Darrow Pond Dam Project		15,000.00	2,123.56	9,588.44	3,288.00	LoCIP in process
32-70-045-020-110	Replace Air Handlers & Town Hall		85,000.00	85,000.00		0.00	LoCIP to be done
32-70-045-021-010	TH Ceiling II	0.00	60,000.00	25,368.70	33,474.43	1,156.87	LoCIP in progress
32-70-300-000-001	CNRE \$129,000 - 6/20/12	0	0	0	0	0	
32-70-300-500-001	CAD Software & Survey Equipment	8,000.00	3,000.00	0.00	11,000.00	0.00	Complete
32-70-300-500-002	Town Computers - Dept Replacement	10,000	2,000.00	0.00	12,000.00	0.00	Complete
32-70-300-500-003	Carpet & Related Improvements	0	34,646.39	0.00	34,646.39	0.00	Complete
32-70-300-500-005	HVAC Pump Replacement - Town-wide	216,000.00	20,000.00	0.00	209,960.19	26,039.81	Ongoing
32-70-300-500-006	Various Town-wide Roof Replacement	325,000.00	0	0.00	268,570.93	56,429.07	Reserve for projects
32-70-300-500-007	Sidewalk Repair	310,000.00	0	27,585.72	208,099.04	74,315.24	Ongoing, reserve for proj
32-70-300-500-008	Grand Street Boat Repair	70,000.00	69,825.00	0.00	139,825.00	0.00	Complete
32-70-300-500-009	McCook Park Playscape Enhancements	20,000	-20,000	0	0	0.00	Closed
32-70-300-500-010	Servers	25,000.00	40,000.00	0.00	42,252.00	22,748.00	Reserve for replacements

**Town of East Lyme
Analysis of CNRE Fund**

Updated: 3/31/2022

Account Id	Description	Amended Budget	Transfers	Encumbered	Expd/Reimb YTD	Balance	Status
32-70-300-500-100	Town Project Allocations	316,119.00	-316,119.00	0	0	0.00	Closed
32-70-300-500-102	Sidewalks - Townwide Repair & Replace	100,000.00	0	0.00	100,000.00	0.00	Closed
32-70-300-500-103	Parking Lots - ELCC/EOC/McCooks/Various	48,015.00	-1,302	0.00	46,712.74	0.00	Complete
32-70-300-500-105	Cini Park Restrooms	0.00	35,000.00	0.00	14,990.00	20,010.00	Complete
32-70-300-500-345	Pine Grove Project Roads	246,900	-246,900	0.00	0.00	0.00	Closed
32-70-300-500-361	BOE Proj-Doyle Prop	15,000	-1,112	0.00	13,888.27	0.00	Closed
32-70-300-500-999	Town-wide Projects	278,526.00	-33,248.34	0	0	245,277.66	Available to appropriate
32-70-700-724-702	Archaeological Reconnaissance Survey	39,300.00	0	0.00	36,787.80	2,512.20	Grant no activity - close
32-70-700-724-703	Brownfield Assessment 224 Main	200,000.00	0	0.00	200,000.00	0.00	Complete
32-94-999- -	BoE Projects	0	0	0	0	0	
32-94-999-700-	CNRE - \$221,487 - 9/18/2013	0	0	0	0	0	
32-94-999-700-001	ELHS A-Wing Sprinkler Installation/Ext	15,028.00	-1,394	0.00	13,634.12	0.00	Complete
32-94-999-700-002	ELHS Hot Water Gas Conversion	45,500.00	0	0.00	45,500.00	0.00	Complete
32-94-999-700-003	ELHS Athletic Wing Hallways	27,607.00	0	0.00	27,608.00	-1.00	Complete
32-94-999-700-004	ELHS Bleachers North Gym	102,800.00	0	0.00	102,800.00	0.00	Complete
32-94-999-700-005	LBH Electric Upgrade	18,138.00	0	0.00	18,138.20	-0.20	Complete
32-94-999-700-006	Contingency	12,414.00	-213	0.00	12,200.00	1.20	Complete
32-94-999-701-001	2013 School Security Grant Program	183,247.00	0	0.00	183,247.00	0.00	Complete
32-99-000-000-000	CNRE - BOE Projects	0	0	0	0	0	
32-99-094-900-001	ELHS Pool Roof Reserve	129,898		1,560	15,450	129,898	Designated Pool Roof
32-99-094-900-002	LEARN Reserve	189,729	-35,500			154,229	Available BoE appropriate
32-99-400-700-701	BOE - Vehicles	107,750.00	-13,630.00	0.00	94,120.00	0.00	Complete
32-99-900-500-361	Senior Pool Parking Lot	36,748	0	0.00	36,938.00	-190.00	Complete
32-99-900-500-362	BOE-LBH Projects	69,236	0	0	0	69,236.00	TBD
32-99-900-500-363	ELMS - HVAC System	49,450.00	0	0.00	49,450.00	0.00	Complete
32-99-900-500-364	ELHS - Boiler System	457,865.00	-6,650	0.00	451,214.83	0.00	Closed
32-99-900-500-366	Architect - EL Elementary Schools	54,800	-6,200	0.00	48,600.00	0.00	Closed
32-99-900-500-367	ELHS Dugouts	26,360.00	0	0.00	26,360.00	0.00	Complete
32-99-900-500-368	ELHS Turf Field Replacement	25,000.00	14,457	0	0	39,456.85	Reserve ELHS Turf
32-99-900-500-369	BOE - ELHS Energy Saving Initiatives	0.00	25,100.00			25,100.00	Complete \$ not needed
32-99-900-500-368	BOE - ELMS Building Envelope Study	0.00	10,400.00	8,000.00	2,400.00	0.00	In process
	Final Totals per Report	9,076,945	-109,973	244,674	7,053,410	1,448,212	
	Fund Totals	13,816,528.69	0	246,334.25	12,314,086	1,256,108.24	