

EAST LYME BOARD OF FINANCE  
REGULAR MEETING OF MAY 11, 2022  
MINUTES

PRESENT: Denise Hall, John Birmingham, Peter DeRosa and Paul Maxfield  
EXCUSED: Richard Steel and Lauren McNamara  
ALSO PRESENT: First Selectman Kevin Seery, Finance Director Anna Johnson, Tax Collector Christine Dixon, Deputy Director of Public Works Bill Scheer and Director of Public Works Joe Bragaw.

Ms. Hall called the meeting to order at 7:00 p.m. and Mr. DeRosa led the Pledge of Allegiance.

III. Delegations  
There were none.

IV. Approval of Minutes

**MOTION (1)**

Mr. Maxfield MOVED to approve the special meeting minutes of April 4, 2022, as submitted.

Seconded by Mr. Birmingham. Motion passed 4-0-0.

**MOTION (2)**

Mr. Maxfield MOVED to approve the special meeting minutes of April 11, 2022, as submitted.

Seconded by Mr. DeRosa. Motion passed 4-0-0.

**MOTION (3)**

Mr. Maxfield MOVED to approve the regular meeting minutes of April 13, 2022, as submitted.

Seconded by Mr. Birmingham. Motion passed 4-0-0.

**MOTION (4)**

Mr. Maxfield MOVED to approve the public hearing minutes of April 25, 2022, as submitted.

Seconded by Mr. DeRosa. Motion passed 4-0-0.

**MOTION (5)**

Mr. Maxfield MOVED to approve the special meeting minutes of April 25, 2022, as submitted.

Seconded by Mr. DeRosa. Motion passed 4-0-0.

V. Reports

a. Board of Education - Superintendent Jeff Newton was not in attendance and will have a report at the June meeting.

FILED

May 25 2022 AT 8:15 AM/PM  
*[Signature]*  
EAST LYME TOWN CLERK

b. First Selectman – Mr. Seery reported on the following:

- The Parks and Recreation Director will be presenting to the Board of Selectmen at the June meeting on the use of compost bathrooms at the beaches. Approximate cost is \$75,000 per unit and they would be available to the public year-round.
- The Town Engineer Alex Klose is working on a sidewalk rehabilitation grant specifically for a portion of East Pattagansett Road. Grant is offered through the SCCOG (Southeastern CT Council of Governments). Preliminary request needs to be submitted by the 22<sup>nd</sup> of May; letters have been sent out to the affected property owners. We are hopeful that the application will be approved and that the process will continue. Another sidewalk project that is scheduled for the fall located on route 1 between the Flanders school entrance to Flanders four corners.
- May 29<sup>th</sup> at 7:30 p.m. is the annual candlelight vigil at Liberty Green to honor all those that lost their lives defending our freedom; Memorial Day parade is at 2pm on Monday, May 30<sup>th</sup>.
- May 28<sup>th</sup> - Vintage Market with vendors on Methodist Street; maps will be available soon.
- The Miracle League is starting their season this weekend; please sign up to help out if you are available.
- The town's Fire Marshal has resigned and the interim Fire Marshal, William Bundy III, started today; we are seeking a new full-time Fire Marshal.
- Tax Collector Christine Dixon will present information on the recent tax auction sale.
- Discussions will begin in June regarding charter revision, and the Board of Selectman will have a presentation from the Town Attorney on the process; a subcommittee will be appointed to oversee the project. It requires 15% of the electorate vote, so the plan is to hold it in conjunction with the general election in 2023.
- The budget referendum is on May 19<sup>th</sup> from 8:00 a.m. to 8:00 p.m. at the East Lyme Community Center.
- Touch A Truck will be on Saturday, May 21<sup>st</sup> from 9:00 a.m. to 2:00 p.m. at McCook's Park; quiet hour is from 9am to 10am, and shuttle bus is available from Niantic Center School.

c. Director of Finance Ms. Johnson reported on the following:

- Currently the unassigned fund balance actual is 14.8%. Number changing constantly, estimated additional \$670,000; as of today, the total is \$542,000. Between today and June 30<sup>th</sup>, need additional \$128,000 to reach \$670,000.
- Tax sale check was recorded on May 4<sup>th</sup>.
- Will have another tax sale coming up to auction off one property that was left over from the April auction; might yield an additional ~\$68,000 towards that \$128,000 goal to reach 15%.
- Trending high in the legal account and she anticipates needing to transfer approximately \$50,000 to get through the end the of fiscal year. In addition, she noted that union negotiations are just beginning and will be active for all four unions coming up. The town also had a couple Land Use legal matters.

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- Currently have a deficit in the health insurance fund and anticipate ~\$115k-\$120k left over in this account; recommend transferring this in to eliminate some of that deficit.
- Total deficit is ~\$926,000.

## VI. New Business

a. Approve Tax Collection Suspense List in the amount of \$268,108.54

DISCUSSION: Tax Collector Christine Dixon presented the suspense list of \$267,165, and also are incorporating a tax service that is helping with the 2010-2017 suspense list. The previous Tax Collector met with them and started collaborating with them last June, so the new Collector picked up from there; has not looked into any other firms. Ms. Dixon stated that she receives regular reports from Tax Serv; they are a very reputable firm and is used by many other municipalities. A fifteen percent fee is taken from the taxes collected.

### **MOTION (6)**

Mr. Birmingham MOVED to approve the tax collection suspense list in the amount of \$267,165.06, spanning the years 2010 - 2017.

Seconded by Mr. Maxfield. Motion passed 4-0-0.

b. Special Appropriation \$25,000 CNRE Police Computer JAG Grant

### **MOTION (7)**

Mr. DeRosa MOVED to approve a special appropriation in the amount of \$25,000 to CNRE fund 32 and establish an account titled, "JAG Grant Projects," and authorize said purchase from Star Computers. Note, a town meeting is required.

Seconded by Ms. Hall. Motion passed 4-0-0.

c. Special appropriation \$70,000 CNRE Niantic Bay Boardwalk repairs

### **MOTION (8)**

Mr. Maxfield MOVED to approve a special appropriation in the amount of \$70,000 from CNRE Fund 32 account number 32-70-300-500-999 (Town-wide Projects) and establish an account titled, "NBB Concrete Repairs" more specifically for the structural and cosmetic repair of the concrete cracks on the Niantic Bay Boardwalk. Note, a town meeting is required.

Seconded by Mr. DeRosa. Motion passed 4-0-0.

d. Special Appropriation \$15,200 Public Safety Building Masonry Repair Source of Funding: Premium Dollars

### **MOTION (9)**

Mr. Maxfield MOVED to approve a special appropriation in the amount of \$15,200 for the evaluation of the permeability of the exterior of the new public safety building, provide solution options, a cost estimate, and the production of construction plans and specifications to an account to be established in the project Fund 57 titled, "PS Building Masonry Repair" source of funding to be from Bond and Note Sale Premium Funds. Note, this requires a town meeting.

Seconded by Mr. DeRosa. Motion passed 4-0-0.

e. Special Appropriation \$23,000 CNRE Trash Truck Engine Repair

**MOTION (10)**

Mr. Birmingham MOVED to approve a special appropriation in the amount of \$23,000 from CNRE Account 32-30-400-700-999 PWD – Reserve to replace the existing engine in one of the Town’s garbage trucks (76EL). Note, this requires a town meeting. Seconded by Mr. Maxfield. Motion passed 4-0-0.

f. Special Appropriation \$30,489 CNRE PWD Storm Isais

**MOTION (11)**

Mr. DeRosa MOVED to approve a special appropriation in the amount of \$30,489 in CNRE Fund 32 to account 32-30-400-700-999 titled, PWD Reserve for future allocation for Publics Works Department equipment. Note, this requires a town meeting. Seconded by Mr. Birmingham. Motion passed 4-0-0.

g. Special Appropriation \$15,000 Affordable Housing Consultant Grant

**MOTION (12)**

Mr. Maxfield MOVED to approve a special appropriation in the amount of \$15,000 in CNRE Fund 32 to an account to be established titled, “Affordable Housing Planning Grant” for the grant awarded by the State Department of Housing for professional consulting and technical services to update the Plan of Affordable Housing. Note, this requires a town meeting. Seconded by DeRosa. Motion passed 4-0-0.

h. Special Appropriation \$70,284 CNRE Sr Center/COA Van 5310 Grant

**MOTION (13)**

Mr. DeRosa MOVED to approve a special appropriation in the amount of \$70,284 in CNRE Fund 32 for the purchase of a new 16 passenger and 2 wheelchair bus to be utilized at the Senior Center – Delivery expected late 2022 / early 2023 - to account number 32-40-400-700-702 “COA DOT 5310 Bus”. Note, this requires a town meeting. Seconded by Ms. Maxfield. Motion passed 4-0-0.

i. Special Appropriation \$12,421 CNRE Surcharge 581037

**MOTION (14)**

Mr. Birmingham MOVED to approve a special appropriation in the amount of \$12,421 in CNRE Fund 32 to an account to be established titled “Surcharge – SB 1037”, for the purpose of setting aside funds collected for the 5-cent surcharge on 50ml “nip” liquor bottles in accordance with SB 1037 – AN ACT CONCERNING SOLID WASTE MANAGEMENT. Seconded by Mr. Maxfield. Motion passed. 4-0-0.

j. Special Appropriation - Ratify Department Transfers - \$526,210

**MOTION (15)**

Mr. DeRosa MOVED to ratify department transfers in the amount of \$526,210.50 processed for the Fiscal Year 2022.

Seconded by Maxfield. Motion passed 4-0-0.

**MOTION (16)**

Ms. Hall MOVED to schedule a special meeting for May 24, 2022 at 5:30 p.m. at Town Hall to set the Mil Rate.

Seconded by Mr. Maxfield. Motion passed. 4-0-0.

VII. Old Business

There was none.

VIII. Public Delegations

There were none.

IX. Board Comments

There was none.

X. Adjourn

**MOTION (17)**

Mr. Birmingham MOVED to adjourn the May 11, 2022, regular meeting of the East Lyme Board of Finance at 8:13 p.m.

Seconded by Mr. Maxfield. Motion passed 4-0-0.

Respectfully Submitted By:

*Sandra Anderson*

Sandra Anderson  
Recording Secretary