

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING MINUTES
DECEMBER 7, 2022

RECEIVED FOR RECORD
EAST LYME, CT

2022 DEC 14 P 12:19

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

Ann Cicchiello
TOWN CLERK

Mr. Seery called the meeting to order at 7:16 p.m. and he stated that the Pledge of Allegiance was performed at the Town Meeting.

1b. Additional Agenda & Consent Items
There were none.

1c. Delegations

Mr. Nick Menapace, 38 Hope Street, spoke regarding the news that the Niantic Cinemas will be closing permanently, and stated that he hopes that the new owners or whomever rents will preserve the building's character and maintain the aesthetics.

1d. Approval of Minutes

DISCUSSION: Ms. Cicchiello stated that on page three, the second bullet point should read, "there was training on the Online Mooring computer software program for commission members. This will be discussed further at the December meeting". Also, on page four, the sixth bullet should reference the date, November 26th. Anne Santoro stated that on page three under Mr. Weber's comments, it should state ". . . November 29th public hearing is scheduled regarding affordable housing". On page one regarding the presentation by SCORE, Ms. Santoro stated that both she would be working with Mr. Cunningham to schedule future meetings with the group.

MOTION (1)

Ms. Santoro MOVED to approve the Regular Meeting Minutes of November 16, 2022 as amended.
Seconded by Mr. Cunningham. Motion passed 6-0.

1e. Consent Calendar

MOTION (2)

Ms. Santoro MOVED to approve the consent calendar for the regular meeting of December 7, 2022, in the amount of \$7,597.65.
Seconded by Ms. Cicchiello. Motion passed 6-0.

2a. Harbor Management – Online Mooring Services

DISCUSSION: Mr. Seery stated that the current process is outdated and very time consuming for the Harbor Master, Ron Johnson, who has communicated his desire to leave the position because of this manual process. The Commission, as well as the Town Attorney, have reviewed and recommend this contract for approval. The Commission has also discussed hiring a staff person to process all of the permits, but that will be discussed further and presented at a future meeting.

MOTION (3)

Ms. Santoro MOVED to authorize the First Selectman to execute the Memorandum of Understanding between the Town of East Lyme and the Online Mooring Company for the installation and administration of on-line mooring services from December 8, 2022, until July 1, 2024, as submitted.

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

2b. Shoreline Traffic Accident Reconstruction Team (START) Agreement

DISCUSSION: Mr. Seery stated that this agreement has been reviewed by our Town Attorney to form, as well as has been approved by the Waterford RTM and Board of Selectmen. He stated that he and First Selectman Brule will meet later in the week to sign this document together.

MOTION (4)

Ms. Santoro MOVED to authorize the First Selectman to sign the Shoreline Traffic Accident Reconstruction Team agreement with the Town of Waterford, as presented.

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

2c. 2023 NSEF Grant Allocation

DISCUSSION: Mr. Seery reported that this expense was approved at a Town Meeting in February of 2022, and that this is the remaining balance of an annual grant that Emergency Management receives.

MOTION (5)

Ms. Santoro MOVED to approve a special appropriation in the amount of \$19,176.20, to cover the cost of purchasing the below listed equipment for the Emergency Operations Center, and forward to the Board of Finance for action. NOTE: This requires a Town Meeting. Max Standard Dispatch Laptop completer w/install, setup, software and card printer - \$19,176.20.

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

2d. Probate Operating Expenses

DISCUSSION: Mr. Seery stated that the \$420.39 is East Lyme's portion of the four towns that Probate covers. He noted that the Probate office follows a calendar year of January thru December, versus a fiscal year of July through June.

MOTION (6)

Ms. Santoro MOVED to approve a special appropriation in the amount of \$420.39 from Account 01- 01-104-100-212 (Building Official Salary) to Account 01-01-111-150-295 (Probate - Services) and forward to the Board of Finance for approval.

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

2e. Fiscal Year 2022/2023 Town Budget Update

DISCUSSION: Mr. Seery stated that he received this information from the Finance Director, who is not able to attend tonight's meeting. He reported that as of December 1st, we have a tax collection rate of 56.78%.

- Back Taxes - Anticipated \$475,000 Received \$287,500 = ~60.57%
- Conveyance Taxes - Anticipated \$285,000 Received \$214,000 = ~ 75%
- Municipal Revenue Sharing - None Anticipated Received \$589,171
- Building Permits - Anticipated \$455,000 Received 277,800 = ~61%
- Zoning Permits - Anticipated \$25,000 Received 27,000

We will have some savings in some of our salary contingency lines. Challenges lie with part-time firefighters and police officers; salary lines are down but overtime and expenditures are up

in these line items. 65% expended in our legal line item; planning and zoning is trending high and is being addressed.

2e. Town Ethics Policy

DISCUSSION: Mr. Seery stated that as per Ms. Hardy's request, we will review the Ethics policy. He stated that he would like to consider having this policy be reviewed and signed off on by all new employees, as well as all elected officials. Ms. Hardy was interested in reviewing the gift value policy amount of \$25, stating that this is too low for the present economy. Ms. Santoro noted that the Ethics Code is printed into the Town's Purchasing Policy, which is codified; the Purchasing Policy applies all Town departments, including the Board of Education.

3a. Ex-Officio Reports

Ms. Santoro reported:

- Board of Education discussed the results of a youth survey sent out to students seven to twelve years old.
- The Superintendent reported that there is a current deficit in the budget of approximately \$677,000; he noted that this deficit does not include the expenses incurred for the recent IT issues and server replacement.

Ms. Cicchiello reported:

- Inland Wetlands Agency reported that the application for a car wash on the corner of Rte. 161 and Industrial Park Road will go to public hearing.
- 190, 196 and 202 Flanders Road application was approved and will include a new 4,200 square foot convenience store, and related appurtenances.
- Application on Scott Road for a residential subdivision on 6.7 acres was approved.

Mr. Weber reported:

- The Board of Education elected their officers for 2023.
- Planning Commission public hearing was held on November 29th regarding Affordable Housing; Donald Poland, PhD, AICP, presented. The public can find all of the information and supporting documentation online.

3b. First Selectman's Report

- The Charter Revision Subcommittee has been meeting as a group, and then again broken out into subcommittees; all agendas and minutes are online.
- Couple of items discussed:
 - Making Town Clerk and Tax Collector positions employees of Town versus elected officials.
 - Resignations on Board and Commissions will be filled for the remainder of the term versus until the next election.
- Currently training Finance, Human Resources and Department Heads on the new Novatime software.
- He anticipates that the Board of Education budget will be discussed at the second meeting of the Board of Selectmen in January.
- Eversource will be coming in to discuss the upcoming season and what will be done in the event of power outages.

- The Cinemas announcing their closure is sad news and we all have great memories. The business owner will decide how to proceed with the property.
- Yale Charrette Study is ongoing downtown; he is working with Niantic Main Street on this.
- There was a presentation on possible usage of the Dominion building, suggesting a for profit community activity center or similar business.
- The annual tree lighting and holiday stroll went great.
- Saturday, December 10th is the annual Jingle Bell 5K in the morning in support of the Brian Dagle Foundation, as well as the annual Niantic Light Parade in the evening.

4. Communications

There were none.

5. Public Comment

There was none.

6. Selectman's Response

There was none.

7. Executive Session

MOTION (7)

Ms. Santoro MOVED to enter into executive session for the purpose of discussing real estate matters, East Lyme Land Trust Oswegatchie Hills property.

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

The Board entered into executive session at 8:08 p.m. They returned at 8:50 p.m. and it was stated that no formal votes were taken.

8. Adjourn

MOTION (8)

Mr. Cunningham MOVED to adjourn the regular meeting of December 7, 2022, at 8:50 p.m.

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

Respectfully Submitted By:



Sandra Anderson
Recording Secretary