

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF FEBRUARY 21, 2024
MINUTES

PRESENT: Dan Cunningham, Ann Cicchiello, Rose Ann Hardy, Candice Carlson, Don MacKenzie and Jason Deeble

ALSO PRESENT: Finance Director Kevin Gervais, Senior Center Director Kristen Caramanica and Parks and Recreation Director Jerry Lokken

Mr. Cunningham called the special meeting to order at 5:00 and led the Pledge of Allegiance.

2. Review Budgets

418 Commission on Aging – Senior Center Director Kristen Caramanica presented her budget and provided a presentation, attached hereto as Exhibit #1. They are asking to increase services as there are more people that could use assistance but the Senior Center is at the maximum with their current resources. There was some confusion on the presented budgets, so Ms. Caramanica will work with the First Selectman and Finance Director to get the numbers in order. They discussed the need for another bus; the 5310 grant bus has not yet been delivered. There was a discussion about leaving random drug testing in the budget, although the Director requested that it be removed. Chairman of the Commission on Aging, Michael Bekech spoke and stated that he is in favor of keeping the random drug testing in the budget. He also reported that East Lyme is made up of 31% senior population; with 50% being 50 or older.

421 Parks and Recreation – Parks and Recreation Director Jerry Lokken presented his budget and provided a presentation, attached hereto as Exhibit #2. Also in attendance were commission members Rob Tukey, Tom Beebe and Todd Donovan. Mr. Lokken explained that they really need to hire another full-time maintainer, but this was cut from the budget. All of the equipment that they are asking for has reached the end of life and is starting to take up too much of the maintenance budget so it is time to replace. Also experienced catastrophic damage to a sea wall this year, so we are working to create a coastal resiliency fund in order to manage these types of expenses going forward. Finance Director Gervais stated that having a coastal resiliency fund could also improve our Moody bond rating. Mr. Bruce Dasinger was present to speak on the abundant wildlife up at Darrows Pond that needs to be protected.

425 Youth Family and Human Services – Director Sarah Firmin was in attendance to speak on this budget and provided a presentation, attached hereto as Exhibit #3. Ms. Firmin explained that this is a new department and the need for services is greater than what she can provide. She has an intern from Southern University on

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staff from the end of January through the end of May. She is looking for all available grants, and is working with Project Courage and currently has a waitlist of twelve people; Juvenile Review Board clients take priority. Referrals come from the schools, the community and the Police Department. Mr. Cunningham asked Ms. Firmin to confirm that there are still twelve people on that waitlist and let him know.

As it is getting close to the start of the scheduled public hearings, the decision was made to table the remaining items to a future meeting.

3. Adjourn

MOTION (1)

Ms. Cicchiello MOVED to adjourn the February 21, 2024, special budget meeting of the Board of Selectmen at 6:57 p.m.

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

Respectfully Submitted By:



Sandra Anderson
Recording Secretary

Fiscal Year 2025 Budget Presentation



KRISTEN CARAMANICA/DIRECTOR

MICHAEL BEKECH/CHAIRPERSON

Exhibit #1

Mission and Goals, Etc.

The East Lyme Senior Center provides services for the 55+ population for the Town of East Lyme

Programs

- Fitness
- Recreational (lunches/parties)
- Art
- Games
- Education
- Trips

Transportation

- East Lyme/ Niantic
- Waterford
- New London
- Lyme/ Old Lyme

Social Services

- Energy Assistance
- Renters Rebate
- Medicare Assistance
- Case Management
- Town Agency Concerns

Senior Resources Area Agency on Aging Focal Point

❖ The East Lyme Senior Center is a designated community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and the community.

❖ Envisioning the Future

❖ Site feasibility conducted, the cost and operation for modernizing the senior center. Envision an environment that will continue to engage and support the healthy aging of East Lyme residents. Expanding the senior center is a necessity to keep of the demand for services and interests in the community for older adults to actively age in place at home.

Senior Population

According to the national council on aging, older adults age 65+ are one of the fastest growing groups in the nation, expected to reach 80.8 million in 2040. There were 55.7 million adults age 65+ living in the U.S in 2020. 30.8 million women and 24.8 men. America's older population has grown by 38% since 2010, compared to an increase of 2% for the under 65.

Surrounding communities of the 60+ population: *Town Profiles 2023*
www.data.ct.gov

Area	Number	Percentage
State of CT	885,046	25%
East Lyme	5,950	31%
Waterford	5,438	28%
Salem	961	23%
Old Lyme	2,462	33%
Lyme	824	34%
New London	5,252	19%
Montville	4,242	23%
Groton	8,737	22%
Ledyard	3,364	22%
Stonington	6,126	34%
Madison	5,649	32%

Statistics are based on the 60+ population

East Lyme Senior Housing

Housing Name	Number of Units	Status
Chapman Farms	62	Complete
Chapman Woods	95	Complete
Spinnaker	103	Complete
Clarks Hollow	25	Complete
Sleepy Hollow Hills	32	Not Complete
Whiting Farm	25	Complete
Twin Haven	40	Complete
AHEAPA 250-I	54	Complete
AHEAPA 250-IV	50	Complete
AHEAPA 250-V	52	Complete
138 Boston Post Rd	18	Not Complete
Total	556	

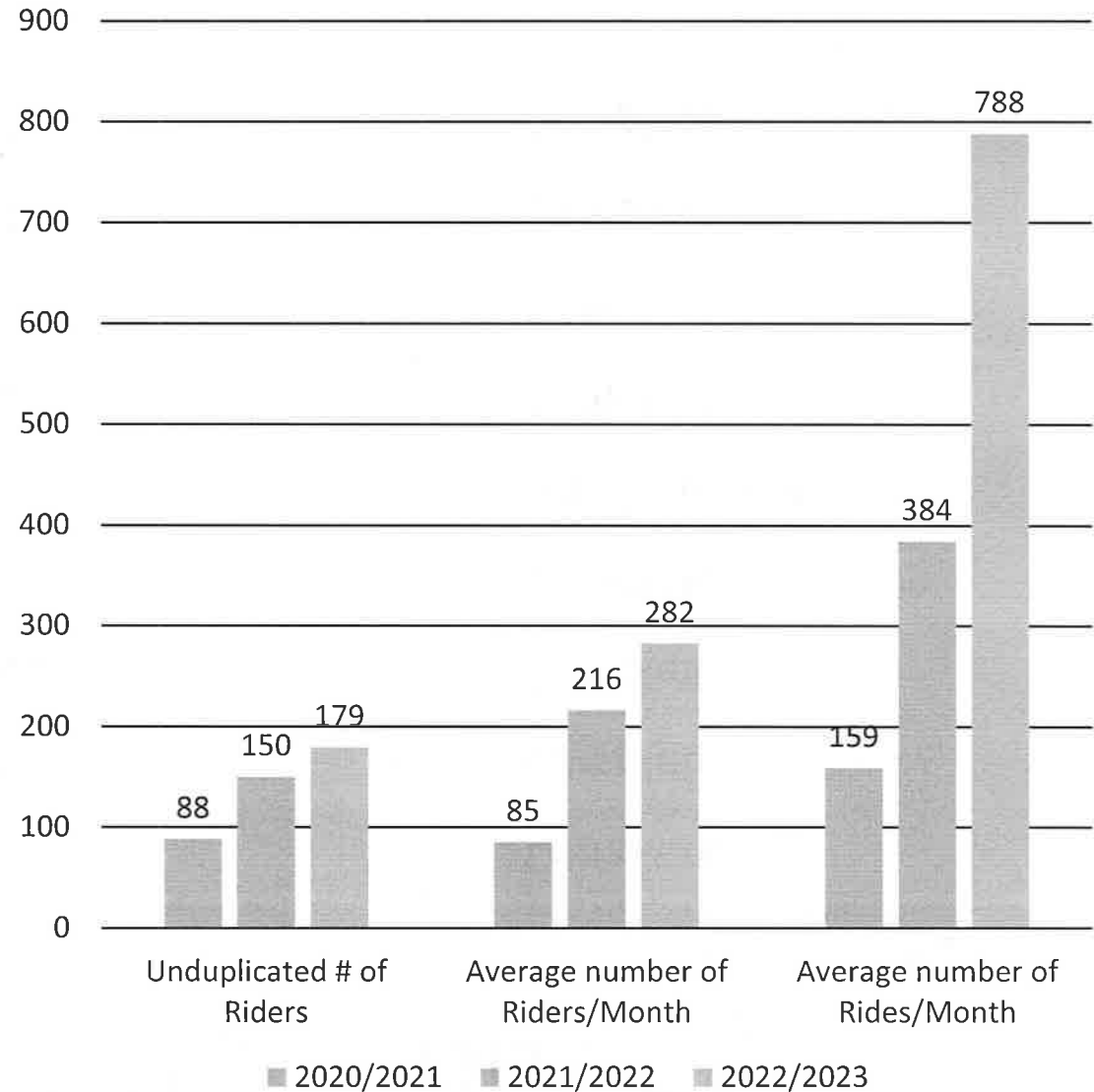
Transportation

Fleet Consists of 2 vehicles

- 2010 with 98,155 miles (Now Retired)
- 2017 with 70,078.5 miles
- 2021 with 26,509 miles

New vehicle was expected summer 2022. It has not been received yet, and is expected Summer 2024.

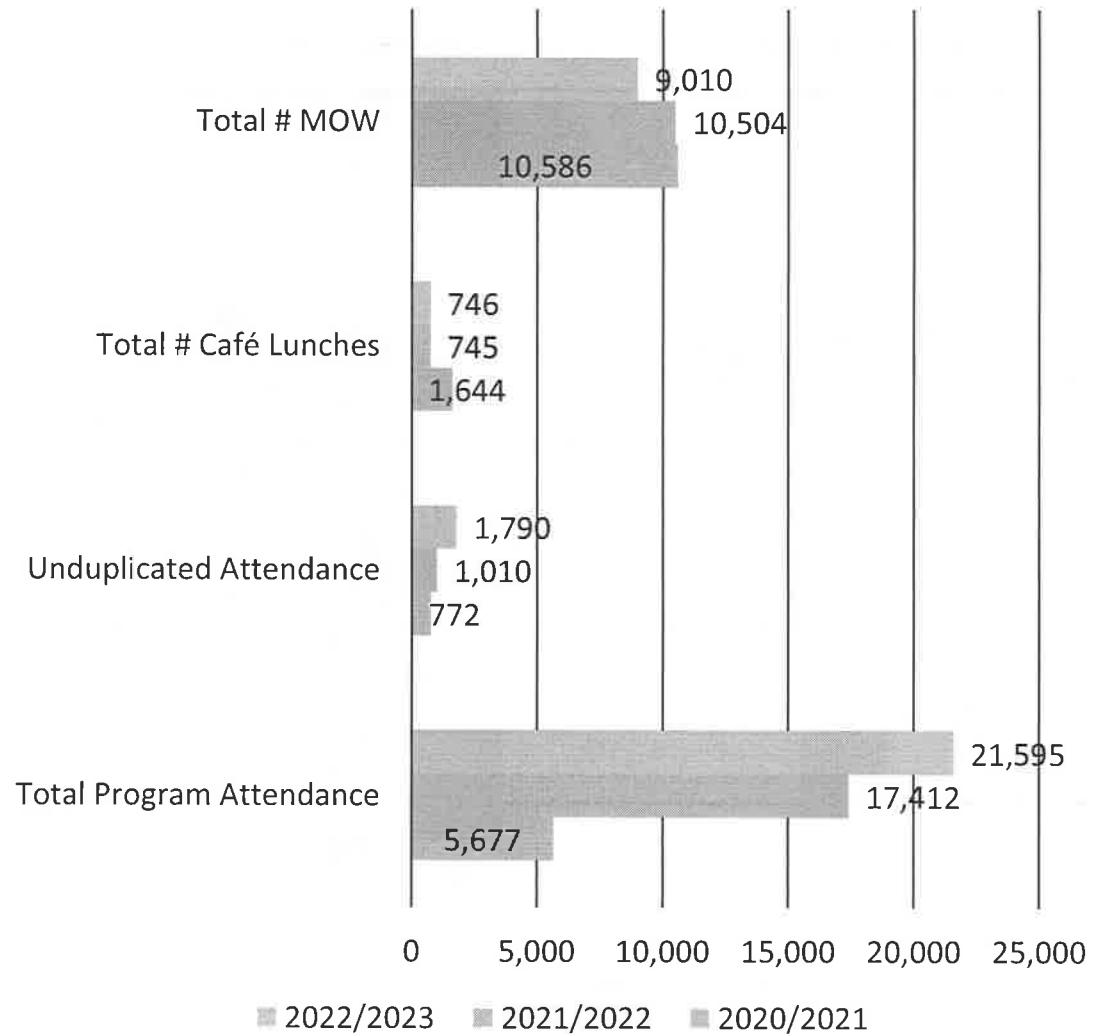
Transportation Needs



Senior Center Programs

- Recreational
- Fitness
- Art
- Games
- Education
- Trips
- Nutrition

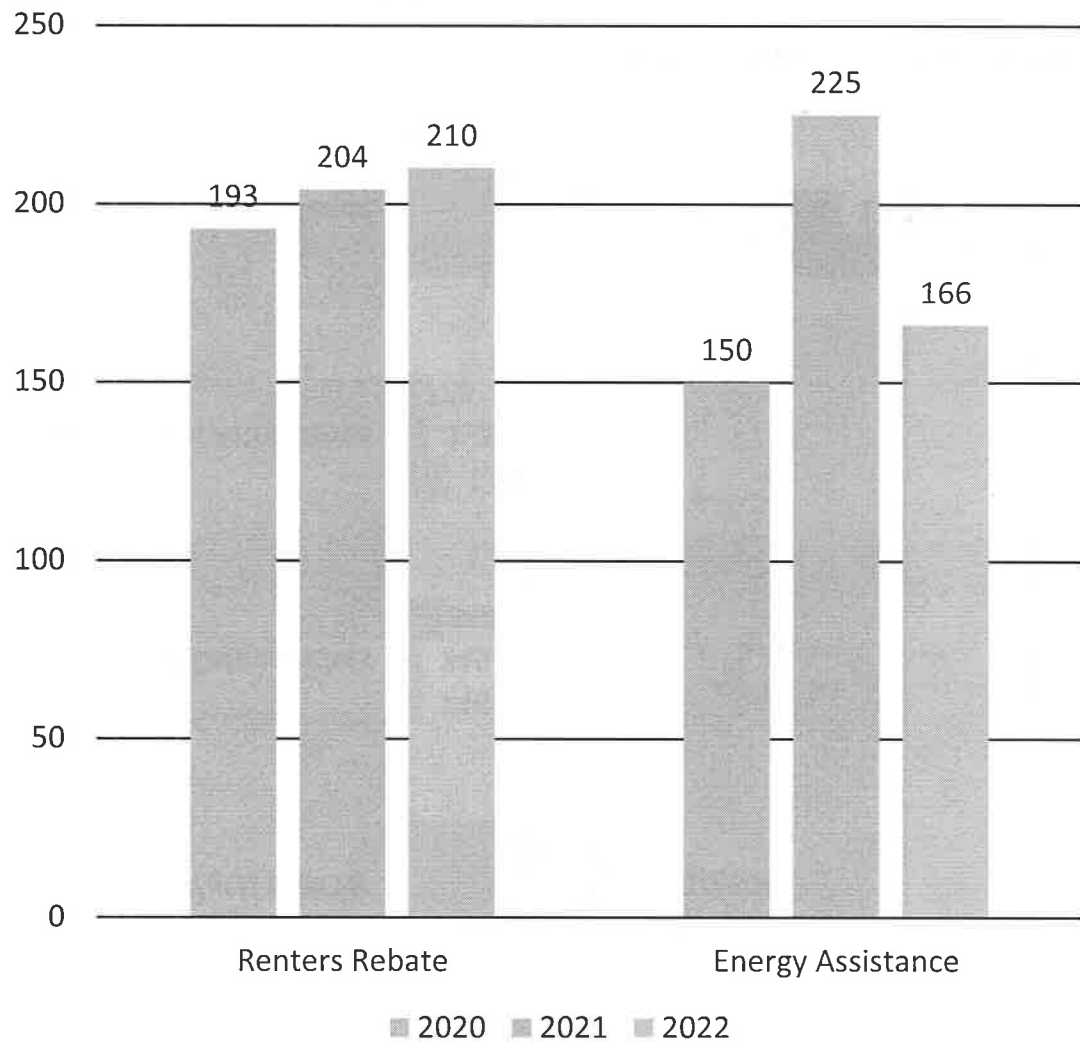
Program Services



Social Services

These two programs help our senior population save hundreds of thousands of dollars on housing and heat/electric. In 2022, renters rebate savings total was \$100,196.89, and energy assistance savings total was 323,756.93.

Number of Applications Processed



Operating Budget

GENERAL FUND BUDGET FY 2024/2025

	2023	2024	2024	2025	2025	2025	2025	
	Actual	Adopted	Amended	Dept Head	1st Selectmen	Bd Selectmen	Bd Finance	
	Expense	Budget	Budget	Requested	Proposed	Proposed	Proposed	Amended
418 - Commission on Aging								
100 Personnel Services								
211 Senior Center Director	77,825	78,000	78,000	78,000	78,000	78,000		0.00%
213 Bus Drivers	26,716	28,781	28,781	55,196	55,196	55,196		91.78%
311 Admin Adr Prog Coord, Rec, SW	145,405	152,375	152,375	175,071	175,071	175,071		14.89%
316 Longevity	350	350	350	200	200	200		-42.86%
412 PT/Seasonal	459	776	776	725	725	725		-6.57%
Personnel Services Total	250,755	260,282	260,282	309,192	309,192	309,192	0	18.79%
200 Services - Contracted/Operations								
215 Maint of Ofc Equip	840	840	840	1,000	1,000	1,000		19.05%
201 Telephone/Internet	2,223	2,148	2,148	3,742	3,742	3,742		74.21%
215 Program Services	2,100	2,400	2,400	2,600	2,600	2,600		8.33%
239 Random Testing	0	300	300	0	0	0		-100.00%
240 Vehicle Inspections	753	540	540	540	540	540		0.00%
241 Fleet Mgmt	253	628	628	523	523	523		-16.72%
Services Contracted/Operations Total	6,170	6,856	6,856	8,405	8,405	8,405	0	22.59%
300 Operating Expenses - Supplies/Fuels								
242 Professional Conv/Conferences	1,158	1,200	1,200	655	655	655		-45.42%
246 Transportation Allowance	373	975	975	1,179	1,179	1,179		20.92%
320 Misc Supplies	2,253	2,400	2,400	2,600	2,600	2,600		8.33%
321 Program Supplies	1,484	2,000	2,000	2,200	2,200	2,200		10.00%
506 Program Subsidy	1,000	4,000	4,000	3,000	3,000	3,000		-25.00%
322 Kitchen Supplies	228	250	250	500	500	500		100.00%
Operating Expenses Total	6,496	10,825	10,825	10,134	10,134	10,134	0	-6.38%
Commission On Aging Total	263,421	277,963	277,963	327,731	327,731	327,731	0	17.90%

10 Year Projection

Wellness

Independence

Quality of Life

Expand/Renovate the Senior Center Facility

- Fitness Center
- Dedicated Health Service Area
- Programs

Increase in Number of Attendees

- Increase innovative quality programming
- Increase services
 1. Community outreach/advocacy
 2. Housing alternatives
 3. Aging in place/livable community

Transportation

- 24 hour notice no longer needed

Staffing


- Evening and weekends

Marketing

- Improve community awareness
- Branding

Expect growth in demand due to growth of population the ELSC serves.

Questions?



Fiscal Year 2025 Budget
Presentation

Jerry Lokken
Parks and Recreation Director

1

Various Budgets

- ▶ General Fund
 - ▶ Parks operation
 - ▶ Full-time staff
- ▶ Special Revenue Fund
 - ▶ Funded by revenues generated not taxes
 - ▶ Beach Operations
 - ▶ Community Events
 - ▶ Recreation Programs
- ▶ Capital Budget
 - ▶ Park and facility improvements
 - ▶ Vehicles

P&R directly contributes to the quality of life in East Lyme and our programs, services and facilities touch everyone in the community.

2

Operating Budget

- ▶ Modest increase in seasonal labor to help maintain various parks.
 - ▶ To meet demand of increased workload – Darrow, Public Safety Building, Town Hall, Main Street, Penn Ave, Brookside Farm, Samuel Smith House
- ▶ The Department request asked for an additional full-time maintainer, but that was eliminated during prior budget discussions.
- ▶ Modest increase in equipment, park and field maintenance
 - ▶ Restroom service, septic pumping, tree work, field repairs
- ▶ Special Revenue Fund
 - ▶ Beach operations, Community events, Recreation programs
 - ▶ Challenge is to build fund balance

3

Capital Projects – Current Year

- ▶ McCook Seawall Repair
- ▶ Beach Erosion Plan
- ▶ Peretz Park at Bridebrook
 - ▶ Basketball / Pickleball lights
 - ▶ Field renovations
 - ▶ Septic
- ▶ Darrow Pond (Phase 1)
 - ▶ Disc golf, educational signage, water platform and outdoor aquatic classroom
 - ▶ Planning and P&R to pursue Rec Trails Grant from CT DEEP for trails
- ▶ Park Improvement Program (annual)
 - ▶ Replacement tent for McCook, fence for youth FB, Irrigation repair at Smith-Harris

4

Capital Projects – Current Year

- ▶ Vehicles
 - ▶ Vehicle for Recreation staff
 - ▶ Replacement Pickup for Parks
 - ▶ Replacement Trailer for Parks
 - ▶ Replacement UTV for Parks and Beaches
 - ▶ Replacement ATV for Lifeguards

5

10 Year Projection

- ▶ Peretz Park at Bridebrook
 - ▶ Additional and upgraded lighting
 - ▶ Restroom/garage replacement
- ▶ Darrow Pond Phase 2
- ▶ McCook facility improvements
- ▶ Department Master Plan
- ▶ Systematic replacement of Parks vehicles

6

Exhibit #3



Fiscal Year 2025 Budget Presentation

Sarah Firmin
Youth and Family Services Director

Mission

- ▶ To foster the positive development of residents by providing and/or coordinating preventive, remediative, educational, social, and service opportunities for people of all ages.

Goals and Objectives

Provide our residents with access to:

- Support groups
- Youth programs, (mentoring, before- and after-school care, etc.)
- Help accessing state resources (food and fuel banks, unemployment, energy assistance, etc.)
- Substance abuse prevention and education
- Clinical mental health support
- Family resources (parenting support, kindergarten readiness, etc.)

Operating Budget - Wages

Positions	FY25	Comments
Director (FT)	\$ 75,000	FY25 salary negotiated by BOS subcommittee
Wellness/Prevention Coordinator (FT)	\$ 57,500	
Case Manager (FT)	\$ 45,500	
Subtotal	\$ 178,000	
PT/Seasonal Labor		
Open Center Supervisor	\$ 15,019	(2 from Sept-June) (1)22.56/hr x 9hrs x 39wks/(1)20.23/hr x 9hrs x39wks
Open Center Leader	\$ 31,250	(5 from Sept -June) (3)16.84/hr x 12hrs x 39wks/(2)16.25/hr x 6hrs x39wks
Counselor 1	\$ 32,396	Counselor
Counselor 2	\$ 32,396	Counselor
Subtotal	\$ 111,061	
Total Wages	\$ 289,061	

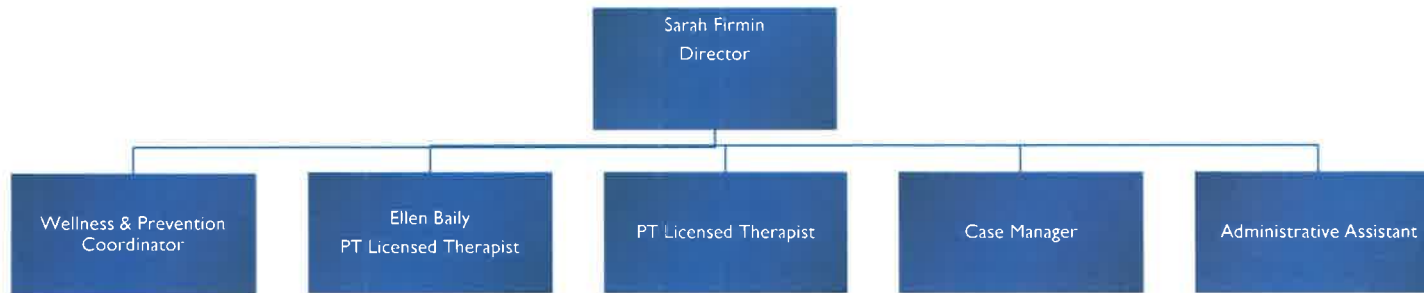
Operating Budget – Operating Expenses

<u>Operating Expenses</u>	<u>FY25</u>
Telephone/Cable/Internet	\$2,953
Dues In Prof Orgs	\$550
Prof. Conventions/Conferences	\$2,965
Misc. Supplies	\$16,950
SUBTOTAL	\$23,418
 <u>Youth Services Program</u>	
Supplies and Services	\$54,255
Contracted Services	\$500
Wages	\$6,536
Services to Community Total	\$61,291

10 Year Projection

- ▶ Department fully staffed

- ▶ Youth & Family Services Organizational Chart



- ▶ Meeting the needs of the community:

- Community Outreach

- ❖ Substance Abuse Prevention & Education
- ❖ Mental Health Support
- ❖ Support Groups
- ❖ Clinical Services
- ❖ Family Resource Center

- Social Services

- ❖ Food Bank
- ❖ Fuel Bank
- ❖ Energy Assistance Program
- ❖ Renters Rebate Program
- ❖ Unemployment

- Youth Services

- ❖ In- and After-School Programs
- ❖ Viking Mentor Program
- ❖ Juvenile Review Program
- ❖ Seasonal Programs

Questions?

Human Services Director salary comparison:

East Lyme – Proposed salary – \$87,500 - population 18,693

Salem population – 4,326

Clinton – \$89,800 - population 13,399

Waterford - \$104,967 – population 19,603

Old Saybrook - \$92,498 (2021) – population 10,535

Madison - \$110,182 (2022) – population 17,565

Guilford - \$96,827 (2022) – population 22,019

Ledyard - \$89,349 – population 15,456