

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF MARCH 5, 2024
MINUTES

PRESENT: Dan Cunningham, Ann Cicchiello, Rose Ann Hardy, Don MacKenzie and Jason Deeble. Candice Carlson arrived at 6:00 p.m.

ALSO PRESENT: Finance Director Kevin Gervais, Superintendent Jeff Newton, Board of Education Chairman Eric Bauman, Board of Education Finance Director Maryanna Stevens and Assistant Superintendent Annaliese Spaziano

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

2. Board of Education Budget Presentation

Mr. Bauman reported the following:

- A majority of the increases result from contractual increases in salaries, utilities, healthcare and service contracts.
- They have put some expense controls in place and have created a fund with a starting balance of \$250,000 in order to start saving for much needed renovations to the high school.

Mr. Newton reported the following:

- Mr. Newton's presentation is attached hereto as Exhibit #1.
- The Board of Education held their first budget workshop on November 20, 2023, and then held another on December 14, 2023.
- The budget that the Board of Education is presenting represents a 5.77% increase from current budget.
- 96% of the board of education budget is fixed expenses.
- They have received \$1,012,998 in grant funding.
- Collaborating on a regional remote learning project involving seven districts to offer less popular classes, such as Latin, as a regional class choice.
- Roofs are the top priority for capital improvements.
- High School priority projects are locker rooms, library and auditorium.
- Per student cost for K-12 is approximately \$19,500.
- They are three years into a 20 year contract with Salem, which increases 5% yearly.
- Working with the Public Works Director Joe Bragaw, we collaborated on electricity which is why the rates are so low.

3. Review Budgets

Finance Director Kevin Gervais was in attendance to speak on the following items.

RECEIVED FOR RECORD
EAST LYME, CT
MAR 13 P 2:53
Candice Carlson
TOWN CLERK

115 Services to Community – Mr. Gervais reported the following:

- The line item for Beautification will be reduced by \$200 to \$1,500, and those funds will be rolled into the Niantic Main Street line item in next year's budget.
- Proposed additional organizations to add are East Lyme Youth Coalition Scholarship and East Lyme Police Cadets.

118 Finance

- Mr. Gervais' presentation is attached hereto as Exhibit #2.
- Working together with his Deputy Finance Director, Mitch Nixon, they have successfully implemented new processes such as Novatime, purchasing cards and MUNIS.
- Modified the way we bank and how we handle investment earnings.
- Currently working to get caught up on previous years' audits; working on 2022. They hired someone to assist them in getting caught up with audits.
- Two important goals are to set up an OPEB (Other Post Employment Benefits) fund and a Coastal Resilience Fund. Setting up these funds now will secure a more stable financial future for the Town and keep our bond rating down.

120 Contingency

- A majority of this is non-affiliated salaries, which will be adjusted as of July 1, 2024.

114 General Government

- Additional insurance that we have acquired; cyber security insurance and active assailant insurance.

4. Budget Discussion / Deliberations

This matter has been tabled.

5. Adjourn

MOTION (1)

Ms. Cicchiello MOVED to adjourn the March 5, 2024, special budget meeting of the Board of Selectmen at 6:54 p.m.

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

Respectfully Submitted By:

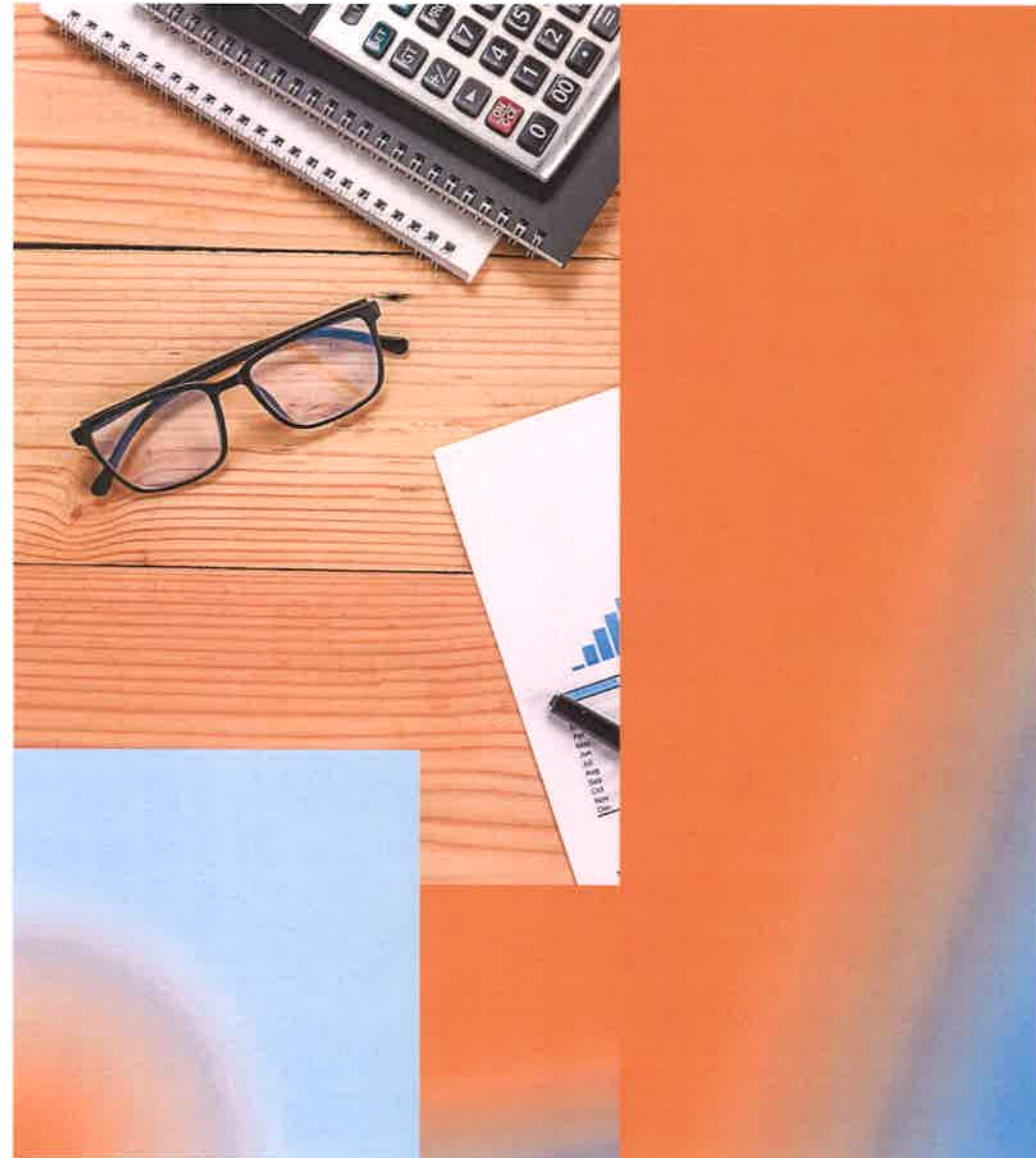


Sandra Anderson
Recording Secretary

Exhibit #1

**ELPS BUDGET
PRESENTATION
Fiscal Year 2024-2025**

MARCH 5, 2024

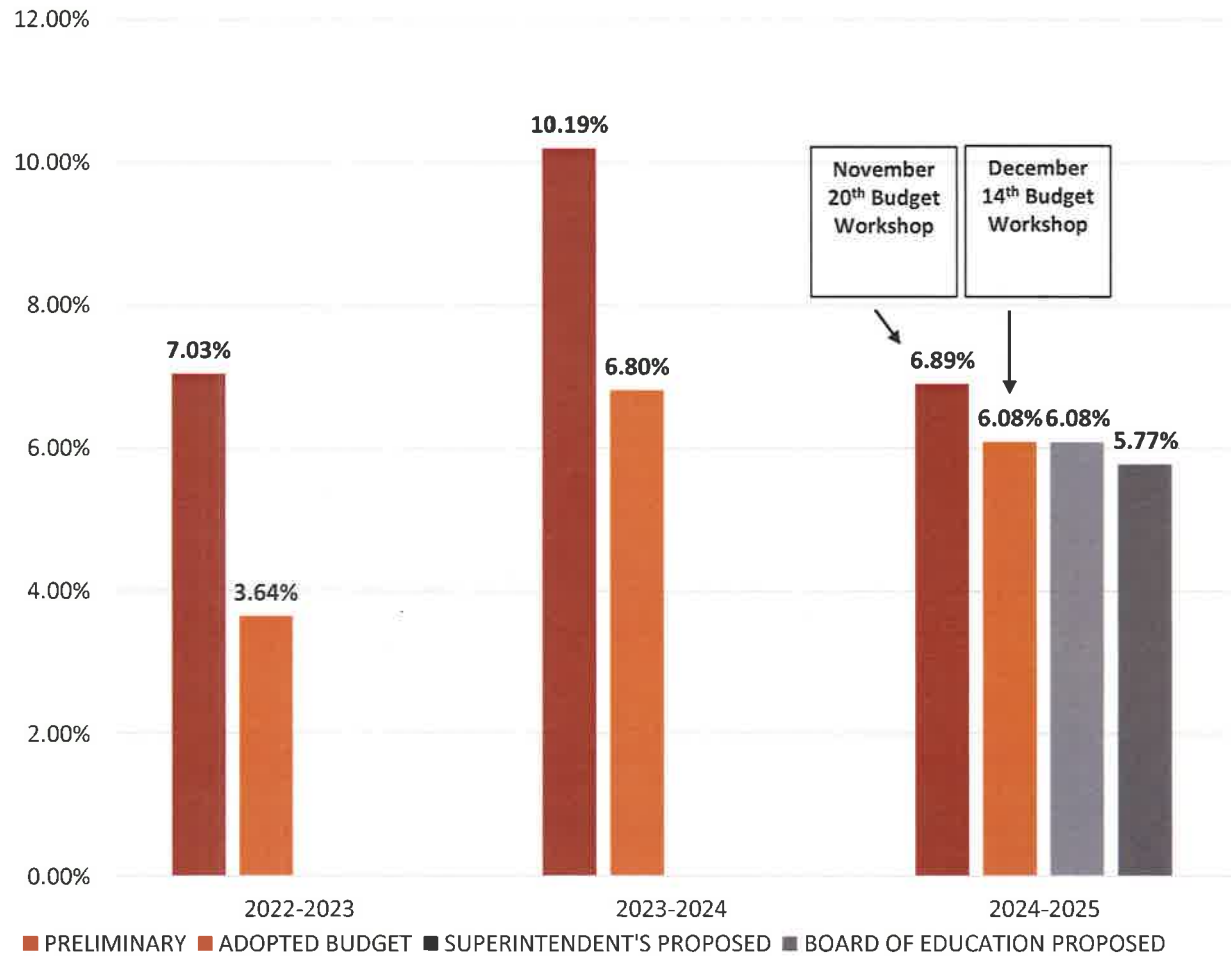


Budget Discussion and Preparation for '24-'25

- Budget Workshop #1: November 20, 2023
- Budget Workshop #2: December 14, 2023



Preliminary Budgets 3 Year History



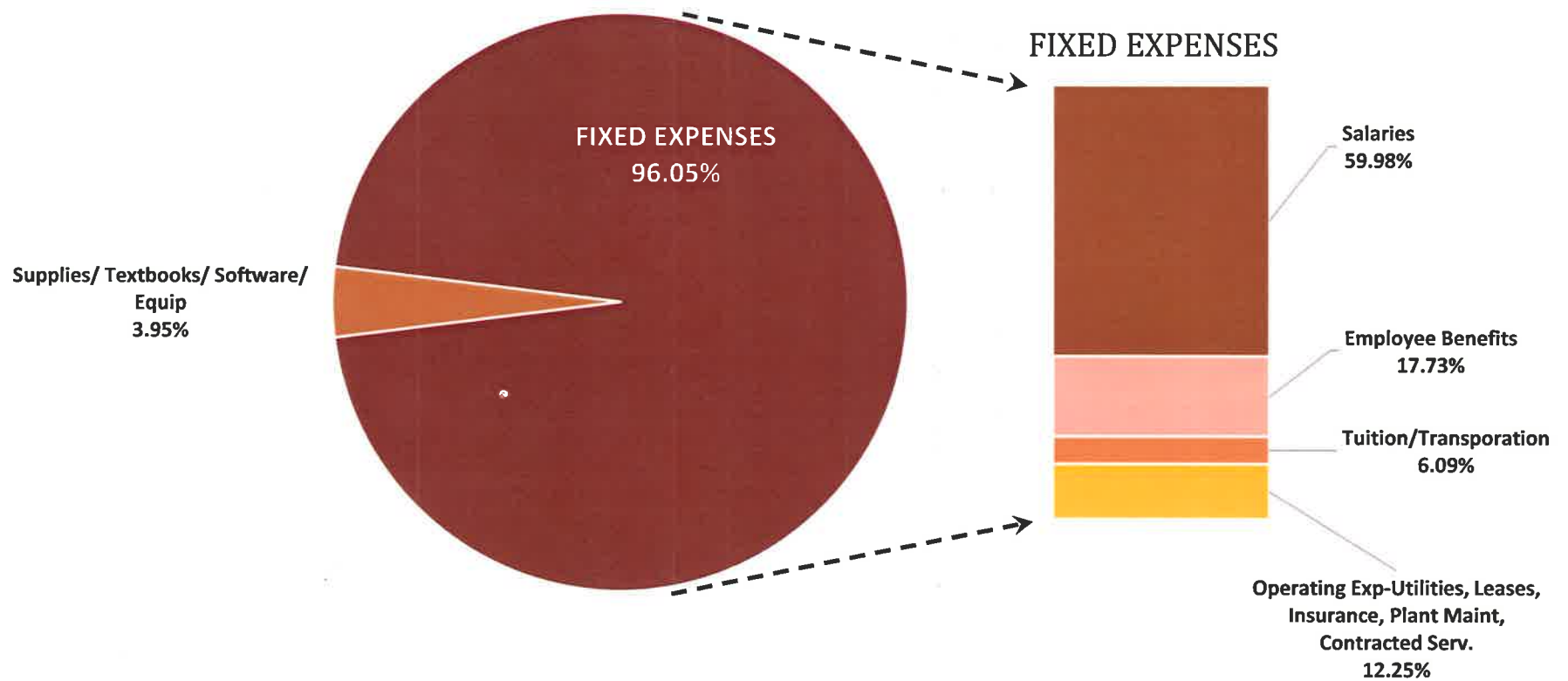
ELPS 2024-2025 Budget

- Current Year Operating Budget:
\$57,789,852
- Proposed Superintendent's Budget FY2024-25
\$61,301,559
- Proposed Superintendent's Budget - **6.08%** Over
Current Fiscal Year
- Proposed Board of Education Budget
 - \$61,124,675
- Proposed Board of Education Budget – **5.77%** over
current Fiscal year

PROPOSED BOARD OF EDUCATION BUDGET ADJUSTMENTS

2024-2025 Superintendent's Proposed Budget	\$ 61,301,559	6.08%		
	ADJUSTMENTS	AMENDED PROPOSED BUDGET	INCREASE OVER PRIOR YEAR	PERCENT INCREASE
Health Insurance adjustment - 6% increase over prior year	\$ (288,000)	\$ 61,013,559	\$ 3,223,707	5.58%
Salaries and Benefits (2 Positions as a result retirements)	\$ (191,884)	\$ 60,821,675	\$ 3,031,823	5.25%
Middle School Sports	\$ 10,000	\$ 60,831,675	\$ 3,041,823	5.26%
Estimated increase - School Nurses	\$ 60,000	\$ 60,891,675	\$ 3,101,823	5.37%
Savings in Contracted Services	\$ (17,000)	\$ 60,874,675	\$ 3,084,823	5.34%
Building Improvements	\$ 250,000	\$ 61,124,675	\$ 3,334,823	5.77%

Fixed Expenses



East Lyme Public Schools Class Size Guidelines

Size	15	18	19	20	21	22	23	24	25
Grade									
K									
1									
2									
3									
4									

- At the middle school level (grades 5-8), the Board of Education will make every effort to provide class sizes between 20-24 students to support a diverse curriculum.
- At the high school level (grades 9-12), the Board of Education will make every effort to provide appropriate class sizes for a diverse curriculum maintaining 10 students or above.

Elementary Enrollment
 Projected Fiscal Year 2024-2025
 Adjusted for Teacher Retirements (-2.0 FTE)

School	Grade	24-25 Enrollment Count	Current Number of Teachers	Proposed Number of Teachers	Change	Average Class Size
Niantic Center School	K	36	2	2	No change	17.50
	1	31	2	2	No change	15.50
	2	31	2	2	No change	15.50
	3	37	3	2	-1	18.50
	4	47	3	3	No change	15.70
	Total		182	12	11	-1
Lillie B. Haynes	K	60	4	4	No change	15.00
	1	73	4	5	+1	14.60
	2	65	5	4	-1	16.30
	3	82	4	5	+1	16.40
	4	59	4	3	-1	19.70
	Total		339	21	21	0
Flanders	K	35	3	3	No change	11.00
	1	42	3	3	No change	14.00
	2	59	3	3	No change	19.70
	3	54	3	3	No change	17.70
	4	51	4	3	-1	17.00
	Total		241	16	15	-1

NOTES:

Kindergarten Projections Based On:

- Children w/ DOB 9/2-12/31 (possible waivers)
- Children currently enrolled preschool-aged programs
- Children currently attending Local Daycares
- Children listed as a sibling or DOB matches kindergarten enrollment age
- Children of parents who have reached out about moving into district or have an incoming kindergarten aged child

Middle School & High School Enrollment Projected Fiscal Year 2024-2025

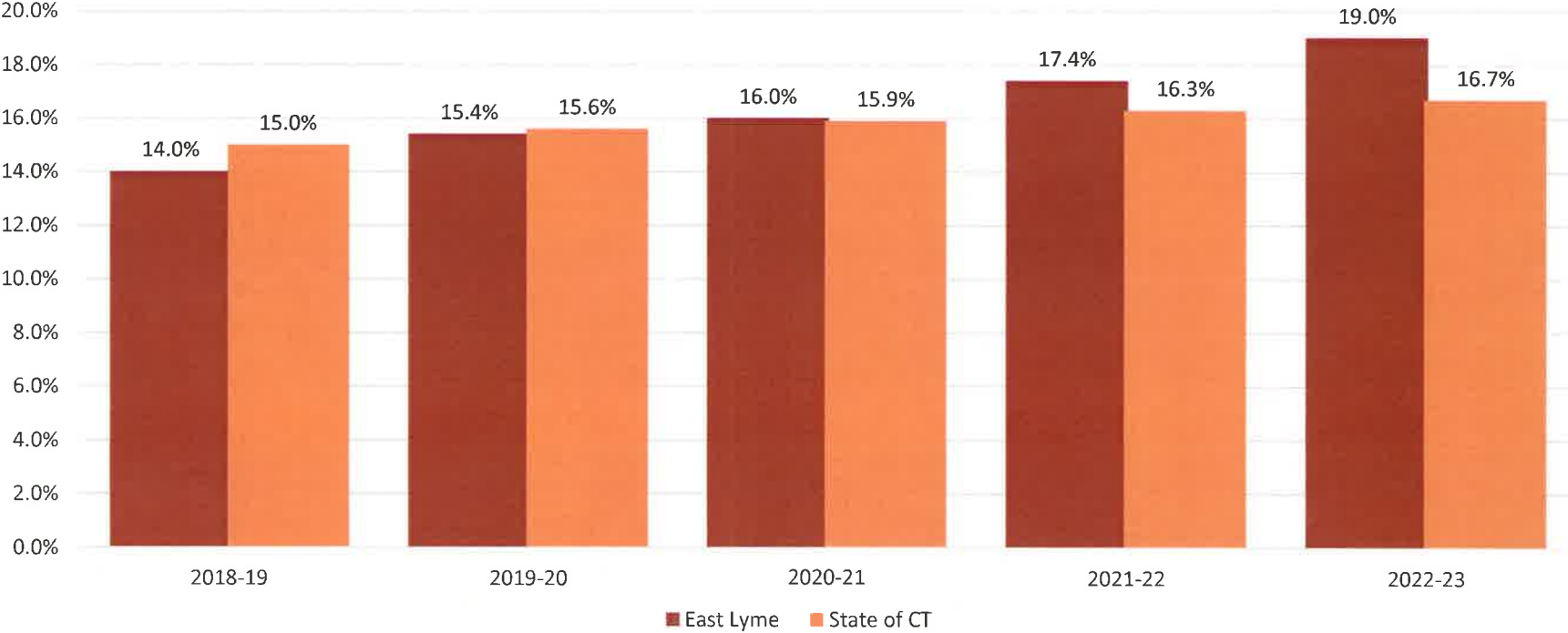
	Grade	23-24 Current Enrollment Count	24-25 Projected Enrollment Count
East Lyme Middle School	5	175	179
	6	160	175
	7	183	160
	8	177	183
	Total	695	697

	Grade	23-24 Current Enrollment Count	24-25 Projected Enrollment Count
East Lyme High School	9	215	219
	10	247	215
	11	222	247
	12	246	222
	Total	930	903

Preliminary Requests Fiscal Year 2024-2025

DESCRIPTION	AMOUNT
Special Education Teacher - 1.0 FTE Middle School	\$68,442
Board Certified Behavioral Analyst (BCBA) - Stipend	\$10,000
Board Certified Behavioral Analyst (BCBA) - .50 FTE	\$50,000
Contracted Services (SPED) – offsets additional BCBA FTE	(\$50,000)
English Language Learner/Multi-Language (ELL/ML) Teacher – Salary and Benefits	\$93,442
Team Leader Stipends (Social Worker, School Psychologist, Speech Pathologist)	\$ 8,787
Middle School Coach Stipends (Cheerleading, Soccer, Volleyball)	\$10,644
High School Stipends (2 Marching Band Instructors)	\$ 5,316
TOTAL	\$ 196,631

Special Education Prevalence Rates



New Grant Fund Awards Supporting Students and Programs

FY2024 - FY2026



Shared Services/ Cost Mitigation Efforts

Utilities-Electricity
Joint Bid with Town

Nursing Supervisor
Shared position with
Waterford

Financial Software
Joint project with Town

Mail Courier

**Regional Remote
Learning Project**

**Regional HS Course
Collaboration**
EMT Certification
Course

CAPITAL IMPROVEMENT PROJECTS FISCAL YEAR 2024-2025

PROJECT NAME	PROPOSED BUDGET AMOUNT
ELHS - AQUATICS CENTER - ROOF REPLACEMENT	\$ 1,000,000
ELHS - TRACK AND TURF REPLACEMENT	\$ 1,250,000
ELHS - EXTERIOR A-WING WINDOW & DOOR REPLACEMENT - PHASE 3	\$ 150,000
ELHS - A- WING INTERIOR DOOR REPLACEMENTS - PHASE 2	\$ 50,000
ELHS – HVAC RECAPITALIZATION – PHASE 4	\$ 200,000
ELMS - ROOF LIFE EXTENSION/ RESTORATION - PHASE 4	\$ 325,000
ELMS - BUILDING ENVELOPE REPAIRS/ SEALANT - PHASE 3	\$ 125,000
ELMS - HVAC RECAPITALIZATION - PHASE 3	\$ 200,000
LILLIE B. HAYNES -ROOF REPLACEMENT	\$ 4,362,500
NIANTIC CENTER SCHOOL - ROOF REPLACEMENT	\$ 1,265,000
TOTAL CAPITAL PROJECTS	\$ 8,927,500

Thank You

Exhibit #2



FY2025 Budget Presentation

Kevin Gervais Jr, Finance Director

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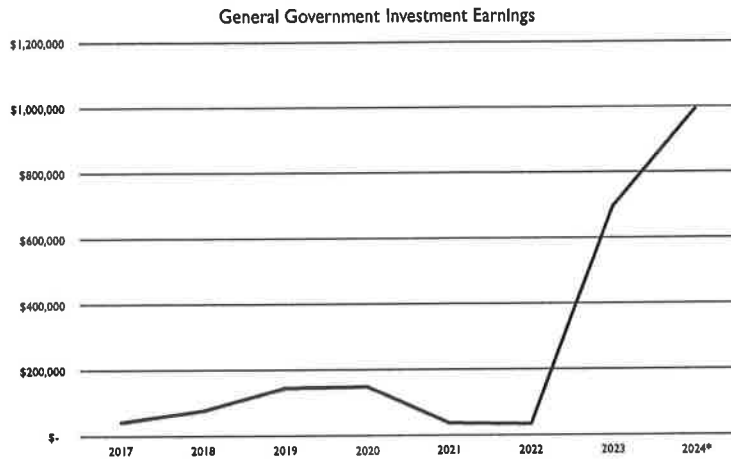
Finance Dept - Accomplishments

- ▶ Implemented NovaTime
 - ▶ Prior to implementation, carbon copy time sheets
 - ▶ Electronic Time off requests
 - ▶ Geo-Fencing capabilities
- ▶ Banking
 - ▶ Positive Pay on all accounts
 - ▶ Restructured accounts
 - ▶ Zero-balance accounts utilized
 - ▶ Most money collecting interest
- ▶ Purchase Cards Implemented
- ▶ Tyler MUNIS Implementation
 - ▶ Collaboration with BOE

▶ 2

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Investment Earnings



▶ 3

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Ongoing Discussions

- ▶ **Coastal Resiliency Fund**
 - ▶ Evidenced by McCook Beach Wall
- ▶ **Establishing a grant fund**
 - ▶ Saves time and money
 - ▶ Best practice to track grants through multiple years
- ▶ **Capital Committee**
 - ▶ Finance Internship Project
 - ▶ Balancing what we can afford vs. capital needs in the next 5-10 years
 - ▶ Important factor in our 5-10 year operating budget plan
- ▶ **OPEB Trust**

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Prior Audits

Fiscal Year Audit	Date	Timeline/Comments
Fiscal Year 2013 Audit	12/30/2013	Last Audit completed without extension request
Fiscal Year 2014 Audit	2/27/2015	
Fiscal Year 2015 Audit	5/9/2016	
Fiscal Year 2016 Audit	7/14/2017	
Fiscal Year 2017 Audit	5/11/2018	
Fiscal Year 2018 Audit	5/22/2019	
Fiscal Year 2019 Audit	3/4/2020	
Fiscal Year 2020 Audit	5/20/2021	

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Updated FY2022 Timeline

Projected Timeline		
Fiscal Year 2022 Audit	12/22/2023	TOEL submits requested information to CLA
	1/5/2024	CLA and TOEL follow up on open items
	2/5/2024	CLA and TOEL finalize open items on request list
	3/15/2024	CLA has completed its field work for the audit and has moved the audit to technical review team
	3/22/2024	CLA and TOEL meet and discuss any issues posed by Technical Review
	3/31/2024	Audit is finalized and published on the OPM EARS website

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Finance Office Staffing

- ▶ Finance Director
- ▶ Deputy Finance Director/Purchasing Agent (NEW)
- ▶ PT Senior Accountant*
- ▶ Accounts Payable Clerk
- ▶ Payroll Clerk
- ▶ Accounts Receivable Clerk
- *PT Accountant position converted to DFD, however PTA still employed to train and on-board new DFD
- ▶ External Staff – 24 hours/Week until caught up on Audits
 - ▶ External Accountant
 - ▶ Reconciliations and audit preparation
- ▶ Total Staffing: 5.25 FTE + External Accountant

▶ 7