

EAST LYME BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MAY 1, 2024

IN ATTENDANCE: Dan Cunningham, Ann Cicchiello, Candice Carlson, Rose Ann Hardy, Don MacKenzie and Jason Deeble.

ALSO IN ATTENDANCE: Finance Director Kevin Gervais, Parks and Recreation Director Jerry Lokken, and Finance Intern Scott Galbo

Mr. Cunningham called the regular meeting of the East Lyme Board of Selectmen to order at 7:00 p.m. and led the pledge of allegiance.

1b. Additional Agenda & Consent Items

MOTION (1)

Ms. Cicchiello MOVED to add an agenda item 2G – Special Appropriation - \$3,104.81 - ACO Uniforms.

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

MOTION (2)

Ms. Cicchiello MOVED to add an agenda item 2H – Special Appropriation - \$15,000 – Brookside Farm Homegrown National Park grant.

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

1c. Delegations

There were none.

1d. Approve Minutes

MOTION (3)

Ms. Cicchiello MOVED to approve the Regular Meeting Minutes of April 17, 2024, as submitted.

Seconded by Mr. Deeble. IN FAVOR; Cunningham, Cicchiello, Deeble and MacKenzie. ABSTAINED; Carlson and Hardy. Motion passed 4-0-2.

1e. Consent Calendar

MOTION (4)

Ms. Cicchiello MOVED to approve the Consent Calendar for May 1, 2024, in the amount of \$170.03.

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

2a. Capital Improvement Presentation

A presentation was given by Finance Intern Scott Galbo; presentation attached hereto as Exhibit #1.

2b. Special Appropriation CNRE – Parks and Recreation Equipment

MOTION (5)

Ms. Cicchiello MOVED to approve a special appropriation in the amount of \$7,996.48 from CNRE fund 32 account 32-08-800-805 to purchase the listed equipment, and forward to the Board of Finance for approval.

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

2c. Special Appropriation from Eversource for Paving Project

DISCUSSION: Mr. Cunningham explained how the funds were allocated from Eversource, included here as Exhibit #2.

MOTION (6)

Ms. Cicchiello MOVED to approve a special appropriation in the amount of \$157,000 to the FY23-24 Highway Road Reconstruction account 01-30-317-200-224 to offset utility pavement restoration costs and forward to the Board of Finance for approval. **NOTE: This requires a town meeting.**

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

RECEIVED FOR RECORD
EAST LYME, CT
MAY -1 P 2:11
Cunningham, Ann

2d. Departmental Transfers

This item was tabled.

2e. Appoint Town Moderator

DISCUSSION: Mr. Cunningham explained that Gene Cushman has been the Town's Moderator for a very long time, and he has stepped down. Thank you, Gene, for your many years of service. Marc Salerno is currently the Deputy Town Moderator, so he will move into the Moderator position.

MOTION (7)

Ms. Cicchiello MOVED to appoint Marc Salerno, 8 Bobwhite Lane, East Lyme, as the Town Moderator for the Town of East Lyme with a term to expire on 05/01/2026.

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

2f. Appointments

DISCUSSION: Mr. Vilcheck was in attendance and gave a brief summary of his background and stated that he looks forward to giving back to the community.

MOTION (8)

Ms. Cicchiello MOVED to appoint John Vilcheck, 4 Meadow Street, Niantic, as an alternate member of the Inland Wetlands Agency for the Town of East Lyme with a term to expire on January 5, 2026.

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

2g. Special Appropriation ACO Uniforms

MOTION (9)

Ms. Cicchiello MOVED to approve a special appropriation in the amount of \$6,431.46 from revenue account 28-00-000-001 ACO Donations to account 28-01-000-000-010 ACO Uniforms and send to the Board of Finance for approval.

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

2h. Brookside Farm Museum Grant

MOTION (10)

Ms. Cicchiello MOVED to authorize the First Selectman, in the name and on behalf of the Town, to execute and deliver a grant agreement with the Community Foundation of Eastern Connecticut for \$15,000, and to do all things necessary to effectuate said grant agreement and send to the Board of Finance for approval. **NOTE: This requires a town meeting.**

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

3a. Cini Fishing Dock Leases

DISCUSSION: Mr. MacKenzie reported that he met with the Captains, and they agreed to a 3-year lease with yearly increases. He reported that they secured a separate lease and rent payment for the fourth dock. Town attorney is preparing new leases for them to sign. Mr. MacKenzie stated that they need two things from the Town; better bathrooms all year round with better cleaning and maintenance, and they are requesting fresh water be provided. Mr. Cunningham stated that he would look into this further. It was discussed that the Town should really put more into the development of that area.

4a. Ex-Officio Reports

Jason Deeble reported:

- Stars to Stem Spring series has started.
- Brookside Farm Museum is hosting their 19th annual Victorian spring tea on May 2nd.

Ann Cicchiello reported:

- Zoning Commission meeting on April 18th; request by Attorney William Sweeney for a pre-application review of 200 Pennsylvania Avenue aka Trakas property. Proposed project is a 55 and older community with condos, assisted living and memory care. Concerns raised were traffic and the height of the buildings abutting Dodge Pond. Lots of people attended.
- Debbie Jett-Harris was nominated to fill their open vacancy.
- Water & Sewer – water meter replacement project is about finished.
- Moving to quarterly billing soon.

4b. First Selectman's Report

Dan Cunningham reported:

- Board of Finance held their public hearing on the budget on Monday night.
- Sad to report of the passing of Benn Bullock, long time supporter of the Town and the Sameul Smith Farmstead.
- Recent vandalism occurred at the McCook's bathrooms; approximately \$5,000 worth of damage at least. Emergency repairs will be made this week in preparation of the upcoming Touch-A-Truck event that is scheduled for this weekend. There are security cameras, and the vandals are being identified.
- He and Deputy First Selectwoman Cicchiello participated in an emergency operations drill. Thank you to Chief Finkelstein and Julie Wilson for putting together these important drills.

5. Communications

There were no communications.

6. Public Comments

There were none.

7. Selectman's Response

There was none.

MOTION (11)

Ms. Cicchiello MOVED to adjourn the May 1, 2024, regular meeting of the Board of Selectmen at 8:03 p.m.

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

Respectfully Submitted,



Sandra Anderson
Recording Secretary

Exhibit #1

**TOWN OF EAST LYME
PROPOSAL FOR A CAPITAL IMPROVEMENT PROGRAM COMMITTEE
May 1, 2024**

The Town (inclusive of the Board of Education) would like to consider establishing a formal Capital Improvement Program Committee following the Best Practices for such a committee as detailed by the Government Finance Officers' Association (GFOA) and others. The Boards of Selectmen, Finance and Education would:

- Establish the Administrative Structure for the CIP Process
- Establish the Policy Framework for the CIP, and
- Formulate Evaluation Criteria to Determine Capital Spending Levels and to Guide Capital Project Selection

The Committee would:

- Prepare a Capital Needs Assessment
- Determine the Status of Previously Approved Projects and Identify New Projects
- Assess the Financial Capacity of the Government to Undertake New Capital Projects
- Evaluate Funding Options
- Compile, Evaluate and Rank Project Requests and Undertake Financial Programming
- Propose a Capital Program and Capital Budget for the budget process
- Implement and Monitor the Capital Budget and Projects

The Boards and the Committee would:

- Evaluate the CIP Process

This is adapted from the Government Finance Officers' Association Capital Improvement Programming – A Guide for Smaller Governments by Patricia Tighe. This publication would be used as a base to guide the committee along with any other best practices considered necessary.

Exhibit #1



Capital Improvement Committee Presentation

Scott Galbo
Finance Intern

About Me

- Graduated East Lyme High School in 2020
- Currently studying Finance and Business Analytics at Eastern Connecticut State University
 - Expected Graduation Date May 2024

Foundation of Capital Improvement

Capital Improvement Planning is the process of identifying, prioritizing, and budgeting for infrastructure projects and long-term investments to enhance community facilities, services, and economic development

History of Capital Improvement Committee – East Lyme

- Capital Improvement Plan(CIP) was previously overseen by a subcommittee
 - Unelected
 - Multiple department heads often attended meetings
- GOAL : Establish an official Capital Improvement Committee including
 - Policies, multi-year plan, master plan, etc.

GFOA Best Practices

Capital Planning should contain the following components:

- Identification of needs
 - Develop capital asset life cycle
- Determine financial impacts
 - Develop capital project and associated life cycle costs
- Prioritization of capital requests
 - Legal requirements, health and safety, service, asset preservation
- Comprehensive financial plan
 - Develop a multi-year financing plan to ensure the proposed capital plan is achievable

More information can be found: [Capital Planning and Infrastructure \(gfoa.org\)](http://gfoa.org)

GFOA – Capital Planning Policies

- Assure sustainability of infrastructure
 - Establishing a process for addressing maintenance, replacement, and proper fixed asset accounting over the full life of capital assets
- Strengthen a governments borrowing position
 - Demonstrating sound fiscal management and showing the jurisdictions commitment to maximizing benefit to the public within its resource constraints
- GFOA recommends that governments develop and adopt capital planning policies that take into account their unique organizational characteristics including services they provide, how they are structured, and their external environment

For more resources: [Capital Planning Policies \(gfoa.org\)](http://gfoa.org)

GFOA – Capital Planning Policies(Continued)

Policies should provide,

1. Description of organizations approach to capital planning, how stakeholder departments will collaborate
2. Clear definition of what constitutes a capital improvement project
3. Establishment and identification of members in capital improvement review committee
4. Describes the role of the public and other stakeholders in process
5. Identify how decisions will be made with a structured process for prioritizing need and allocating limited resources
6. Assessment of governments fiscal capability so plan is realistic and not a wish list of unfunded needs

For more resources: [Capital Planning Policies \(gfoa.org\)](http://gfoa.org)

GFOA – Capital Planning Policies(Continued)

Policies should provide,

1. Procedure for accumulating necessary capital reserves for both new and replacement purchases
2. Policy linking funding strategies to the useful life of the asset including when debt can be issued
3. Requirement that a multi-year capital improvement plan be developed and that it include long term financing considerations and strategies
4. Ensure that capital project funding is consistent with legal requirements regarding funding
5. Requirement that plan include significant capital maintenance projects
6. Provisions for monitoring oversight of CIP program: reporting requirements and how to handle changes and amendments to the plan

For more resources: [Capital Planning Policies \(gfoa.org\)](http://gfoa.org)

GFOA – Multi year Planning

A properly prepared capital plan is essential to the future financial health of an organization and continued delivery of services to citizens and businesses

- Identify Needs
 - Infrastructure improvements, projects with revenue-generating potential, analyze environmental impacts on the community
- Determine Financial Impacts
 - Full extent of the capital project/asset and associated life cycle costs should be determined when developing the multi-year plan
- Prioritize Capital Requests
 - Health and safety, asset preservation, necessary infrastructure improvements
- Develop a Comprehensive Financial Plan
- Integrate Environment, Social and Governance(ESG) in planning

For more resources: [Multi-Year Capital Planning \(gfoa.org\)](https://www.gfoa.org)

GFOA – Master Plan (CIP)

Governments should consider multiple important elements of master plans during its capital improvement planning

- Master Plans provide a vision for capital project plans and investments
 - Supported by realistic planning documents, solid financial policies, stated goals, and trends on accomplishments and progress towards goals
- Capital project investment decisions should align with governments long-range master plan
 - CIP should be viewed as a financial blueprint that helps prioritize needs to achieve implementation
- Finance officer should play an active role in the early planning process
 - Consider financial implications during the development phase of the Master Plan
- Financial factors should be considered during development of master plan
 - In-depth analysis incorporating the financial factors that bridge the gap between planners and finance officials

For more resources: [Master Plans and Capital Improvement Planning \(gfoa.org\)](http://gfoa.org)

GFOA – More Resources

More information can be found:

[Capital Planning and Infrastructure \(gfoa.org\)](http://gfoa.org)

Recommendations

Establish a Capital Improvement Plan

- Components
 - Identify needs
 - Develop capital asset life cycle
 - Determine financial impacts
 - Prioritize capital requests
 - Comprehensive financial plan
- Policies
 - Organizational approach
 - Fiscal capability assessment
 - Review committee establishment
 - Define roles of public, stakeholders, and review committee
 - Structured process for resource allocation
 - Multi-year planning and monitoring

Recommendations (Continued)

Importance and Integration

- Importance of Capital Planning
 - Identify needs, prioritize, financial planning
 - ESG integration
- Master Plans
 - Vision for projects and investments
 - Supported by realistic documents and policies
 - Align with long-term goals
 - Active finance officer involvement
 - Consider financial implications

Questions?

Exhibit #2

Board of
Selectmen

MAY 1 24

Agenda Item
20

Request for Board of Selectmen Action

TO: Board of Selectmen
FROM: Joe Bragaw, Director of Public Works
CC: Dan Cunningham, First Selectman
Kevin Gervais, Director of Finance

DATE: May 1, 2024

SUBJECT: Appropriating Eversource Reimbursement

Summary of Agenda Item:

A few years ago, Eversource extended their gas main from the Middle School area to the prisons. By doing this, they had to dig a continuous 9,000 long trench along the way across Society, Riverview and Roxbury Roads. The Town Engineering Department required Eversource to get a Right of Way Permit for this work and made them responsible for the permanent pavement restoration. After the temporary pavement restoration, the Department negotiated with Eversource to release them from responsibility in exchange for a Payment in Lieu of restoration so the Town could do the work when we were planning on doing the rest of these roads. It took another year to schedule the work, but we finally did the work in the Summer of 2023, and we used funds out of our regular road work budget to get it done. At this point, we are looking for the Board to make a special appropriation into the Highway Department's Road Reconstruction FY 23-24 account to offset the costs of the restoration work.

Action Needed:

Move to approve a special appropriation in the amount of \$157,000 to the FY 23-24 Highway Road Reconstruction account 01-30-317-200-224 to offset utility pavement restoration costs and forward to the Board of Finance for approval.

Note: This requires a town meeting.

Attachments:

None

Selectmen's Agenda Item No. 20 Date: 5/1/24
