

EAST LYME BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
OCTOBER 1, 2025

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PRESENT: Board of Selectmen Members Dan Cunningham, Ann Cicchiello, Rose Ann Hardy, Candice Carlson, Jason Deeble and Don MacKenzie  
ALSO IN ATTENDANCE: Town Clerk Karen Galbo, School Superintendent Jeff Newton and BOE Finance Director Maryanna Stevens.

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  
There were none.

1c. Delegations

Wendi Sims, Registrar, offered praise to Acting Emergency Management Director Julie Wilson on her revised Election Emergency Plan, which is thorough and impressive.

1d. Approve Minutes

**MOTION (1)**

Ms. Cicchiello MOVED to approve the Public Hearing Minutes of September 17, 2025, as submitted.

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

**MOTION (2)**

Ms. Cicchiello MOVED to approve the Regular Meeting Minutes of September 17, 2025, as submitted.

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

1e. Consent Calendar

**MOTION (3)**

Ms. Cicchiello MOVED to approve the Consent Calendar for October 1, 2025, in the amount of \$3,508.50.

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

2a. Appointment to Pension Board

DISCUSSION: Mr. Cunningham stated that this is an important Board, so he has worked with the Human Resources Director to prepare a process for appointment to this board. The proposed process is attached hereto as Exhibit #1. All eligible and union employees that are eligible will be notified of the appointment. This matter is tabled.

3a. Historic Preservation Grant

DISCUSSION: Town Clerk Karen Galbo reported that this is a yearly grant that she utilizes for various document preservation projects. This year she will take digitized documents and print them on preservation paper and catalogued in books. This is a yearly grant which is the same each year except for the amount available, which is \$5,000 this year.

**MOTION (4)**

Ms. Cicchiello MOVED the following: RESOLVED to appropriate to sum of \$5,000 received from a grant from the State of Connecticut Library for preservation of historic documents in the Town Clerk's office, including Reformatting and Microfilming projects for public records. NOTE: This action does not require Board of Finance nor Town Meeting approvals.

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

3b. Appoint CIP Members

DISCUSSION: Mr. Cunningham stated that the Finance Director submitted a proposed process and timeline for the CIP committee and appointing CIP members attached hereto as Exhibit #2. Mr. Cunningham asked the Board to review the information and be prepared for a discussion at the next meeting. It was discussed that no appointments would be made until after the election, but discussion will continue at the next meeting. This matter is tabled.

3c. Grant – Roof Replacement Niantic Center School

**MOTION (5)**

Ms. Cicchiello MOVED the following: RESOLVED, that the East Lyme Board of Selectmen authorizes the East Lyme Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Roof Replacement Project at Niantic Center School.

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

3d. Prepare Schematics – Roof Replacement Niantic Center School

**MOTION (6)**

Ms. Cicchiello MOVED the following: RESOLVED, that the East Lyme Board of Selectmen hereby authorizes at least the preparation of schematic drawings and outline specifications for the Roof Replacement Project at Niantic Center School.

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

3e. Schedule Public Hearing – Amend School Building Committee Ordinance

**MOTION (7)**

Ms. Cicchiello MOVED the following: RESOLVED, that the East Lyme Board of Selectmen hold a public hearing at 7 p.m. on Wednesday, October 15, 2025 at the East Lyme Town Hall, 108 Pennsylvania Avenue, Niantic, Connecticut to consider the proposed ordinance titled "Ordinance Establishing the School Building Committee", and that the Board of Selectmen cause a public notice of this public hearing to be published in accordance with the requirements of the Town Charter and State Law.

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

4a. Ex-Officio Reports

Mr. MacKenzie Reported:

- He met with Mr. Spakowski after he spoke at a recent meeting during delegation regarding the Leaves Dropoff fees. Mr. Spakowski is disappointed that the discounted fees that the Board of Selectman approved have since reverted back to the same drop off fee as everyone else.
- WELSCO held a special meeting to approve the transport of clams from the Guilford / Branford area to the Niantic Bay. The process is closely monitored by the DEEP.

Ms. Cicchiello Reported:

- Regarding the discussion about a Town appointed Poet Laureate, she found that there is no record of there ever being one. There is, however, a Library Laureate at the High School.

Mr. Deeble Reported:

- Stars to Stems has been very successful since its opening, and they are starting to think about expanding.
- For their First Friday performance, they will have a performance by Second Chance Acoustic band from 7pm – 9pm; tickets are \$10 at the door and online.

- Historic moment for tenants of the Bay Point Apartments (formerly Windward Village). The tenants formed a Tenants Union to assist them; this is only the 20<sup>th</sup> of such unions in the state of Connecticut. The residents and others gathered for a press conference on Friday.

4b. First Selectman's Report

Mr. Cunningham Reported:

- Chief Kevin Glenn is keeping very busy and getting up to speed at the police department.
- The department is currently down three officers, so although everyone understands the importance of the Security Resources Officer (SRO), he has yet to really sit down with all of the players to come up with a plan. There is a vacant SRO position due to Officer Hull retiring to take the Director Security Position at the schools, and there is a request for a second SRO. They will all be meeting soon and he will report back at an upcoming meeting.
- The Americans with Disabilities Act (ADA) project at Town Hall is moving along and nearing completion.
- The recently restored fire boat was needed and responded to a second incident since being put back in service.
- The Rt. 161/Exit 74 project is moving along, with them being almost ready to close down the off ramp of Exit 74. This will take about two weeks, then the new exit ramp will open. Southbound traffic will be switching over to the newly constructed bridge soon.

5. Communications

There was none.

6. Public Comments

There was none.

7. Selectman's Response

**MOTION (8)**

Ms. Cicchiello MOVED to adjourn the October 1, 2025, regular meeting of the Board of Selectmen at 7:47 p.m.

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

Respectfully Submitted,



Sandra Anderson  
Recording Secretary

# Exhibit #1

I would like to take a moment to inform you that a seat on the Pension Board has recently become vacant. This particular seat is designated for an employee who is also an active participant in the pension plan.

Active members of our pension plan span several union groups including Police, Dispatch, UPSEU (United Public Service Employees Union), as well as a few unaffiliated employees, certain employees of the Board of Education and one active member from the Fire Service. This diverse representation underscores the importance of ensuring that the open seat on the Pension Board reflects the interests of all participating groups.

To ensure transparency and fair representation, we will be following a structured process to fill the vacancy:

1. Union and Eligible Employee Notification

All union presidents and eligible employees will be notified this week of the opening to serve on the Pension Board.

2. Interest Form Submission

Interested individuals will be asked to complete a standardized interest form, which includes basic employment information, confirmation of pension plan participation, and a brief statement of interest.

3. Eligibility Review

We will verify that each applicant is a pension participant and in good standing with their union, if applicable.

4. Candidate Selection

Selection will be made by executive decision after interviews are conducted with the 1<sup>st</sup> Selectman, Finance Director and Human Resources Director.

## Proposed Timeline

Date	Milestone
October 1	Notification sent to union presidents/ eligible employees
October 1-8	Interest forms accepted until 10/8
October 9-15	Interviews held for eligible employees
October 15	Final candidate selected and announced

We will keep the Board updated as the process moves forward. Thank you for your attention and support in ensuring a fair and timely appointment to the Pension Board.

Board of  
Selectmen

OCT 01 25

Agenda Item  
# 36

Town of East Lyme

CIP Committee

24-Sep-25

Capital Improvement Program Timeline

Expected Date	Board/Dept	Activity
10/1/2025	BOS	Discussion and possible action from BOS - 2 members and 1 resident representative
10/6/2025	BOE	Discussion and possible action from BOE - 2 members and 1 resident representative
10/8/2025	BOF	Discussion and possible action at Board of Finance meeting to appoint members and resident representative
10/15/2025	BOS	Announce full committee with 9 members (2+1 BOS, 2+1 BOF, 2+1 BOE)
10/15/2025	TOWN DEPT HEADS	Submit current year capital and 5-10 year Capital Improvement Plan to Finance Director
11/13/2025	CIP Committee	Week of 11/14- CIP Committee meets and votes chair and schedule for meetings
11/24/2025	CIP Committee	Receive 1st draft of Capital Improvement Plan (Current and 10 Year)
12/1/2025	CIP Committee	Finalize parameters and review documents
December/January	CIP Committee	Public Safety - Fire, Police, Dispatch, Fire Marshal, EOC - Meeting at Town Hall
December/January	CIP Committee	Public Works + Parks and Recreation - Meeting at Field Service Building Tentatively
December/January	Facility Tour - 2PM	Park and Recreation
December/January	Facility Tour - 3PM	Public Works - Highway Department
January	CIP Committee	General Government (COA, Library, Assessor, Zoning, Planning, IT, Finance, etc.) - Meeting at Community Center
January	CIP Committee	Open Discussion - Deliberations
Jan/Feb?	CIP Committee	BOE Meeting
Beginning of February	CIP Committee	Discussion and possible recommendation to Board of Selectman and Board of Finance

Exhibit #2