

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF FEBRUARY 26, 2026
MINUTES

PRESENT: Dan Cunningham, Ann Cicchiello, Rose Ann Hardy, Candice Carlson, Cindy Collins and Jason Deeble

ALSO PRESENT: Finance Director Kevin Gervais, Parks and Recreation Director Jerry Lokken and Youth Family and Human Services Director Sarah Firmin

Mr. Cunningham called the special meeting to order at 5:34 p.m. and led the Pledge of Allegiance.

2. Budget Review

General Government

Finance Director Kevin Gervais reviewed the General Government budget line by line, which consists of personnel, legal, contractual and operating expenses.

Services to Community

The Finance Director handed out the policy for allocating funds to services to community applicants, as well as the applications received to date. He noted that the overall amount to be disbursed amongst all of the applicants is \$22,500. He requested that the Board review said documents, attached hereto as Exhibit #1, and that they would discuss this more during deliberations at an upcoming budget meeting.

Contingency

The Finance Director stated that the contingency account holds salaries for Dispatch, Fire Fighters and Police until the contracts are finalized, then will move to salaries.

Finance Department

The Finance Director outlined the responsibilities, accomplishments and other relevant information regarding the Finance Department operations, attached hereto as Exhibit #2.

Parks and Recreation

Jerry Lokken, Parks and Recreation Director, reviewed his budget presentation, attached hereto as Exhibit #3.

Youth Family and Human Services (YFHS)

Sarah Firmin, YFHS Director, reviewed her budget presentation, attached hereto as Exhibit #4.

Debt Service

The Finance Director reviewed Debt Services, attached hereto as Exhibit #5.

RECEIVED TOP RECORD
EAST LYME, CT
MAY 2 10 26
COUNCIL CLERK

3. Public Comment

Dawn Griswold, Dodge Court, Niantic had the following questions regarding the budget:

- Why don't we use state traffic controllers for state projects to save the town money.
- Why doesn't the town utilize an investment broker to assist the town in reducing debt.
- Should the town consider changing the Town Attorney firm; she feels that the current town attorney might be a conflict of interest as one of them sits on the Planning Commission in Waterford.
- Can we get the State and the Navy to pay taxes on various properties they own in town.

Jaime Barr-Shelburn, 31 McElaney Drive, spoke on the following:

- Regarding the past audits that were late and recently filed, was there money in the budget each year that we might be able to recoup now since the audits weren't done within their budget year.
- Would like to see a reporting system for grants showing each one's progress from application to completion.
- She is against the dispensary and reports an increase in marijuana usage in teenagers since the dispensary opened.

4. Adjourn

MOTION (1)

Mr. Deeble MOVED to adjourn the February 26, 2026, special budget meeting of the Board of Selectmen at 7:55 p.m.

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

Respectfully Submitted By:



Sandra Anderson
Recording Secretary

Exhibit #1

East Lyme Board of Selectman Policy / Procedure Regarding Allocations to Services to Community Applicants

The Town of East Lyme budget Section 115 provides for an annual amount to be to be allocated to various non-governmental entities that contribute services to and promote the well-being of the residents of East Lyme. In the interest of transparency and accountability, the Board of Selectmen adopts the following principles and procedures to be followed in the allocation of financial support to the subject entities.

- 1) Entities requesting a contribution from the Services to Community budget allocation must submit the Services to the Community Funding Request Form to the Finance Director (Kgervais@eltownhall.com) each year for the upcoming budget deliberations and submission to the Board of Finance. (Deadline for FY2027 Budget is January 21, 2026).
- 2) The Board of Selectmen members shall review the Community Funding Request Forms submitted by the various applicants.
- 3) The Board of Selectmen shall take up the applicants' requests during their budget deliberations meetings and deliberate first on whether an applicant should receive an allocation; and if so, the specific amount to be awarded to the individual applicant.
- 4) The Board of Selectmen may request a presentation by an applicant if a majority of the members of the Board believe it is necessary to make an informed assessment with respect to a particular applicant.
- 5) The Board of Selectmen may choose to utilize a scoring sheet to assist in its deliberations, however this is not mandatory.
- 6) The Board of Selectmen shall vote on a final schedule of allocations to the applicants that will be incorporated into the final Town budget for approval. The total contributions may not exceed the total for Section 115 as proposed by the Board of Selectmen.

Account	Account Description	FY2024 Actual	FY2025 Amended	FY26 Dept Requests	1st Sel Adjusts	1st Sel Budget	BoS Adjusts	BoS Budget	BoF Adjusts	BoF Budget	ADOPTED BUDGET	
1054199	Services to Community											
	Services to Community											
	Services to the Community (AI	\$ 1,700	\$ 20,324	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ (2,500)	\$ 22,500	\$ 22,500	10.7%
	EL Beautification - Moved to N	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Family Service Association	\$ 6,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Homeless Shelter/ NL Hospital	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	EL Cemeteries	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	TVCCA	\$ 1,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	EL Student Government Schol	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Giving Garden	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Blue Door	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	EL Vets Council- Memorial Day	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Veteran's Rep- Mileage and Ex	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Women's Center of SECT	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	EL Historical Society	\$ 2,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Main Street Program	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	SACCEC	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Brian Daigle Foundation	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	SE CT Cultural Coalition	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Operating Exp- Supplies Total	\$ 28,451	\$ 20,324	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ (2,500)	\$ 22,500	\$ 22,500	10.7%
1054199	Services to Community Total	\$ 28,451	\$ 20,324	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ (2,500)	\$ 22,500	\$ 22,500	10.7%

Town of East Lyme
 Services to the Community Budget
 FY2026-27 Operating Budget Request

	FY2023	FY2024	FY2025	FY2026 Budget		FY2027		
	Allocated	Allocated	Allocated	Requested	Approved	Requested	BOS Approved	BOF Approved
Brian Daigle Foundation	\$ 1,000	\$ 1,000	\$ 400	\$ 1,000	\$ 675			
Blue Door Foundation		\$ 2,500	\$ 1,100	\$ 2,500	\$ 2,250			
Care and Share				\$ 3,000	\$ 2,250			
Giving Garden		\$ 2,500	\$ 1,100	\$ 2,500	\$ 2,250	\$ 2,500		
New London Homeless Hospitality Center	\$ 3,000	\$ 3,000	\$ 1,100	\$ 5,000	\$ 4,500			
Niantic Main Street	\$ 2,000	\$ 2,000	\$ 880	\$ 2,500	\$ 2,250	\$ 2,500		
EL Beautification	\$ 1,700	\$ 1,700	\$ -	\$ -	\$ -			
EL Police Cadets			\$ 1,100	\$ 4,800	\$ 1,440	\$ 6,540		
Pollinators Pathway			\$ 660	\$ 3,000	\$ 1,350			
Safe Futures	\$ 1,000	\$ 1,000	\$ 440	\$ 1,000	\$ 900	\$ 1,000		
Sexual Assault Crisis Center of Eastern CT	\$ 650	\$ 650	\$ 286	\$ 650	\$ 585			
Shoreline Soup Kitchens and Pantries				\$ 500	\$ 450			
Thames Valley Council for Community Action (TVCCA)	\$ 1,650	\$ 1,815	\$ 824	\$ 4,976	\$ 900			
United Community and Family Services	\$ 6,301	\$ 6,301	\$ 2,772	\$ 21,715	\$ 1,800	\$ 2,000		
EL Student Government Scholarship	\$ 1,000	\$ 2,000	\$ 880	\$ 1,000	\$ 900	\$ 1,000		
SE CT Cultural Coalition	\$ 500	\$ 500	\$ 220	\$ -	\$ -			
16	\$ 18,801	\$ 24,966	\$ 11,762	\$ 53,141	\$ 22,500	\$ 15,540		

Previously budgeted here but since moved:

Veterans Council	\$ 3,200	\$ 3,200	\$ 1,408	MOVED TO FIRST SELECTMAN'S BUDGET				
Veteran's Rep Mileage and Expenses	\$ -	\$ 6,000	\$ 2,640	MOVED TO FIRST SELECTMAN'S BUDGET				
EL Cemeteries	\$ 2,500	\$ 3,500	\$ 1,540	MOVED TO HISTORIC PROPERTIES (\$3,500)				
EL Historical Society	\$ 2,250	\$ 2,250	\$ 990	MOVED TO HISTORIC PROPERTIES (\$2,500)				

Town of East Lyme
 Services to the Community Funding Request Form 2026-27
 Organization Name

PLEASE SUBMIT TO TOWN HALL NO LATER THAN JANUARY 21, 2026

Safe Futures, Inc.

Yes No

1 Are you a not for profit organization?

If yes, please provide a copy of your last tax filing (IRS Form 990)

Please describe the purpose of the Funding Request (What is it, where will it be, who will use it, etc.):

Please see attached.

Requested Funding Amount

Requested Amount of Funding:

	Requested Funding Uses	Amount
1	Crisis Intervention Services	\$ 1,000
2		
3		
4		
5		
6		
Subtotal Funding Request		\$ 1,000

Requested Funding Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5
1,000				

Describe the future costs of this request

Please see attached.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 2 Do we need to do this for HEALTH and SAFETY reasons?
- 3 Is this required under LAWS or REGULATIONS?
- 4 Is this ABSOLUTELY CRITICAL to the functioning of the organization?
- 5 Can this funding WAIT FOR ANOTHER YEAR if we had to?
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Define the Benefit:

7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Please see attached.

8 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Please see attached.

Supplemental Information:

- 9 What are the ALTERNATIVES to funding this request? Or describe why none.
- 10 Are there ADDITIONAL DETAILS that should be known? Describe

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please see attached.

Town of East Lyme

PLEASE SUBMIT TO TOWN HALL NO LATER THAN JANUARY 21, 2026

Services to the Community Funding Request Form 2026-27

Organization Name

Mantec Main St

Yes No

1 Are you a not for profit organization?

Yes No

If yes, please provide a copy of your last tax filling (IRS Form 990)

Please describe the purpose of the Funding Request (What is it, where will it be, who will use it, etc.):

The funding will be used for beautification: Farmers Market, Holiday stroll, vintage market, car shows, and promoting business downtown

Requested Funding Amount

Requested Amount of Funding:

	Requested Funding Uses	Amount
1	See Above	2,500 -
2		
3		
4		
5		
6		
Subtotal Funding Request		\$2,500 - -

Requested Funding Operation and Maintenance costs (Any future costs associated with this request)

Year 1	Year 2	Year 3	Year 4	Year 5

Describe the future costs of this request

Some each year

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 2 Do we need to do this for HEALTH and SAFETY reasons?
- 3 Is this required under LAWS or REGULATIONS?
- 4 Is this ABSOLUTELY CRITICAL to the functioning of the organization?
- 5 Can this funding WAIT FOR ANOTHER YEAR if we had to?
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes *last year*

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Define the Benefit:

7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how

Greatly help with all events.

8 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

Supplemental Information:

9 What are the ALTERNATIVES to funding this request? Or describe why none.

10 Are there ADDITIONAL DETAILS that should be known? Describe

Fundraising

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Town of East Lyme

PLEASE SUBMIT TO TOWN HALL NO LATER THAN JANUARY 21, 2026

Services to the Community Funding Request Form 2026-27

Organization Name

East Lyme Giving Garden

Yes No

1 Are you a not for profit organization?

If yes, please provide a copy of your last tax filing (IRS Form 990)

Please describe the purpose of the Funding Request (What is it, where will it be, who will use it, etc.):

The funding requested will be utilized for the operating costs of growing vegetables for the food insecure. All vegetables produced are donated to Gemma Moran for distribution.

Requested Funding Amount

Requested Amount of Funding:

	Requested Funding Uses	Amount
1	Garden growing costs	\$ 2,500
2		
3		
4		
5		
6		
Subtotal Funding Request		\$ 2,500

Requested Funding Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5

Describe the future costs of this request

There are no future costs that will result from this funding.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 2 Do we need to do this for HEALTH and SAFETY reasons?
- 3 Is this required under LAWS or REGULATIONS?
- 4 Is this ABSOLUTELY CRITICAL to the functioning of the organization?
- 5 Can this funding WAIT FOR ANOTHER YEAR if we had to?
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Define the Benefit:

7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how

8 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

With food insecurity growing in southeastern CT, supporting the sustainability of garden operations will help reduce the overall cost of social services.

Supplemental Information:

- 9 What are the ALTERNATIVES to funding this request? Or describe why none.
- 10 Are there ADDITIONAL DETAILS that should be known? Describe

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Garden is an integral part of the Gemma Moran food supply. We supplied 14,000 lbs of vegetables in 2025, equating to roughly \$40,000 in value vs our operating expenses of approx \$15,000.

Services to the Community Funding Request Form 2026-27

Organization Name

East Lyme Police Cadets, Inc.

Yes No

1 Are you a not for profit organization?

If yes, please provide a copy of your last tax filing (IRS Form 990)

Please describe the purpose of the Funding Request (What is it, where will it be, who will use it, etc.):

Funding received through this grant will be utilized to send youth to a week long summer camp where they learn teamwork, discipline, and different aspects of the Law Enforcement field. They work with Police officers and civilian staff throughout their respective programs during the week.

Requested Funding Amount

Requested Amount of Funding:

Requested Funding Uses	Amount
1 Summer Camp (4 Youth)	\$ 2,880
2 Three camp advisors	\$ 2,160
3 Short Sleeve Uniforms	\$ 400
4 Long Sleeve Uniforms	\$ 800
5 Utility Belts	\$ 300
6	
Subtotal Funding Request	\$ 6,540

Requested Funding Operation and Maintenance costs (Any future costs associated with this request)

Year 1 Year 2 Year 3 Year 4 Year 5

6,540	6,540	6,540	6,540	6,540
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Describe the future costs of this request

Future costs will be reevaluated each year and utilized toward summer camp programs.

Please Answer Yes, No or Not Applicable. If you are including an attachment, check "more".

Y N NA More

Define the Need:

- 2 Do we need to do this for HEALTH and SAFETY reasons?
- 3 Is this required under LAWS or REGULATIONS?
- 4 Is this ABSOLUTELY CRITICAL to the functioning of the organization?
- 5 Can this funding WAIT FOR ANOTHER YEAR if we had to?
- 6 Has all or part of this been requested IN THE PAST? Provide details if Yes

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Define the Benefit:

7 Will this IMPROVE PRODUCTIVITY or REDUCE COST? Describe how

Youth that attend annual summer camps have grown and learned discipline where they eventually move on to become leaders within the program and also within their personal lives. Several have become police officers and firefighters.

8 Will funding this now help to avoid A MORE COSTLY EXPENDITURE?

Cadets conduct fundraisers throughout the year as they receive no other monies from TOEL currently. Fundraisers do not always cover the cost of camp and competitions and other equipment.

Supplemental Information:

- 9 What are the ALTERNATIVES to funding this request? Or describe why none.
- 10 Are there ADDITIONAL DETAILS that should be known? Describe

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

January 26, 2026

Daniel R. Cunningham
First Selectman
Town of East Lyme
108 Pennsylvania Avenue
Niantic, CT 06357
*sent via email

Dear Mr. Cunningham,

On behalf of East Lyme residents in need, UCFS Healthcare is requesting that the Town of East Lyme include **\$2,000** in its FY 2026-2027 budget to help subsidize the services we will provide to East Lyme residents.

During the fiscal year ending June 30, 2025, UCFS provided dental, medical, behavioral health, and adult day center services to **155 East Lyme residents at a total cost of \$183,780.**

UCFS provided:

- 66 dental visits to 35 East Lyme residents
- 119 primary care medical visits to 59 East Lyme residents
- 6 Women's Health visits to 6 East Lyme residents
- 740 behavioral health visits to 53 East Lyme residents
- 101 Ross Adult Day Center visits to 2 East Lyme residents

Based on conservative growth projections, we anticipate the cost to provide services to East Lyme residents to be approximately \$189,293 for the fiscal year ending June 30, 2027.

On average, the amount of uncompensated care provided to our clients is 10% of our total costs to provide these services. Annually we request the cities and towns we serve to assist us in paying for uncompensated care provided to their residents. For the fiscal year ending June 30, 2027, East Lyme residents' amount is projected to be \$18,929.

Many of the people that UCFS serves have nowhere else to turn for the essential professional care they need and deserve. UCFS provides services regardless of ability to pay, accepts all insurance types, including Medicaid and Medicare, and provides an income-based sliding fee scale for low-income uninsured and underinsured clients.

EAST LYME SCHOLARSHIP ASSOCIATION

Donor information Form

Name of Scholarship:	East Lyme Board of Selectman Government Studies Award
Donor's Name:	East Lyme Board of Selectman
Address:	P.O. Drawer 519 Niantic, CT 06357
Telephone:	
Email:	
Amount of Scholarship:	\$1,000
Present Balance:	\$0

Scholarship Criteria

Government/political science major; career in public service; East Lyme resident with financial need

If you would like to change or correct any of the above information, please indicate changes and return form.

If you would like all future communications to be electronic – please enter your email address here:

Annual scholarship must be funded by: April 1, 2026

Please make checks payable to:
East Lyme Scholarship Association, Inc.

Mail To:
East Lyme Scholarship Association, Inc.
P.O. Box 190
Niantic, CT 06357



Board of Selectman Budget Presentation
February 26, 2026

Kevin Gervais Jr.
Finance Director

1

Responsibilities of the Finance Department

- ▶ **General Fund - Accounting**
 - ▶ Accounts Payable, Accounts Receivable, Treasury Management
 - ▶ Payroll
 - ▶ Capital Projects – Multi-year accounting
 - ▶ Grant/Project Accounting
 - ▶ Budget Management
 - ▶ Ensure Purchasing Policy is followed
- ▶ Annual Bond Ratings and Offering Statement Compilations
- ▶ Debt Issuance and Debt Service Management
- ▶ Grants Management and Reporting
- ▶ Pension Administration
- ▶ Annual Financial Statement Audits
- ▶ CIP Committee Advisor
- ▶ Annual Capital and Operating Budgets
- ▶ Insurance Point of Contact/Risk Manager
- ▶ Probate Court Regional Municipal Administrator
- ▶ Water and Sewer Funds

▶ 2

2

Accomplishments of the Finance Office

- ▶ Implemented Purchase Cards
- ▶ Established a Grants Fund
- ▶ Upgraded from carbon-copy time sheets (2022) to electronic Time and attendance system (Novatime/UKG) (2023) to full payroll integration with ADP (July 2025)
- ▶ Upgraded accounting software from MCSJ to MUNIS
 - ▶ General Accounting as of July 1, 2024
 - ▶ Payroll will be imported into MUNIS from ADP starting 7/1/25
 - ▶ Utility Management and Billing currently being implemented by Water and Sewer Department for July 1 2025 migration

▶ 3

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Accomplishments (Continued)

- ▶ Established a Fund Balance Policy – BOF
- ▶ Capital Assets Policy and Software – Updates
 - ▶ Board of Selectman adopted Capital Asset Policy
 - ▶ Updated to Sage Fixed Assets from antiquated system that failed
- ▶ Spearheaded the re-establishment of the Capital Improvement Committee initiative
 - ▶ College student interned in Finance to develop and outline a CIP committee based on GFOA best practices
 - ▶ Collaboration from BOS, BOF, BOE and members of the public
 - ▶ Through multiple meetings, CIP requests reduced from:

▶ Department Head Requested:	\$11,739,721
▶ CIP Committee Recommendation to BOS/BOF:	\$6,999,720
▶ Reduction of \$4,740,001	

▶ 4

4

FY25 & FY26 Accomplishments

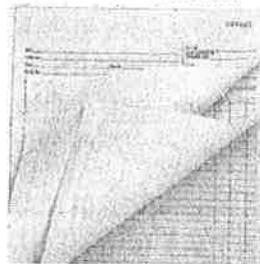
- ▶ Congratulations Mitch Nixon, Deputy Finance Director/**CERTIFIED PURCHASING AGENT**
 - ▶ Purchasing Policy Acknowledgement Form
 - ▶ Developing month, quarter and year end close out procedures
- ▶ Coastal Resiliency Reserve Fund Established – May 13, 2025
 - ▶ Fund allows East Lyme to set aside funds to address coastal resilience projects
 - ▶ Hazard Mitigation Committee Established
- ▶ Banking Services RFP
 - ▶ Successfully met with and interviewed multiple banks.
 - ▶ Town will continue its relationship with Chelsea Groton and expand its relationship with JP Morgan.
 - ▶ Goal of FY26/27 – Streamline AP/check disbursement processing

▶ 5

5

Payroll – Where we were

- ▶ August 2022 – Carbon Copy Time Sheets
- ▶ January 1 2022 – TOEL contracted with Novatime for Time and Attendance (5 Year Contract)
 - ▶ Implementation over Winter 2022/Spring 2023 for February 2023 GO LIVE
 - ▶ Time and Attendance would be imported to MCSJ
 - ▶ Discovered – one way bridge
 - ▶ Accruals showing differently in Novatime vs. MCSJ (one way communication)
 - ▶ Weekly reconciliation of every employee not feasible

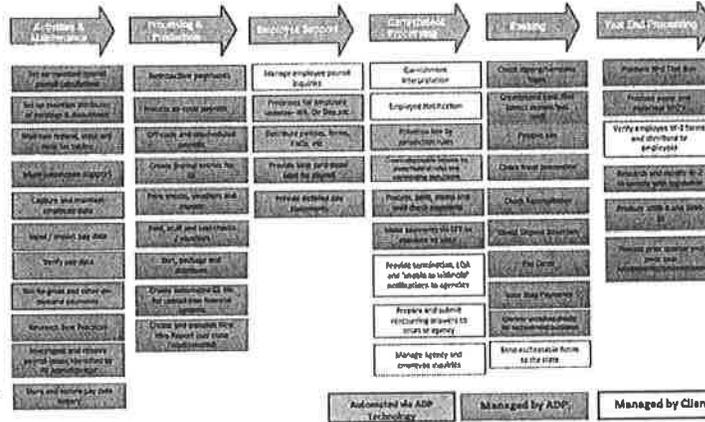


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Payroll/HRM – ADP (Live as of July 2025)

- ▶ Prior system was not a long term solution for town.
- ▶ Town needed to streamline to an all-in-one processor.
- ▶ November 2024 – Signed with ADP under OMNIA contract



▶ 7

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Opportunities for Streamlining

- ▶ Payroll Clerk position to be transitioned to Accounting Coordinator role. Still in UPSEU, full-time benefitted.
 - ▶ ADP/Payroll will be main priority, but with new ADP/HRM system, additional responsibilities including bank reconciliations, etc.
- ▶ PROPOSED - Accounts Receivable Clerk – reduced from 37.5 hours to 24-28 hours/weekly as of July 1st 2026.
 - ▶ Current employee (20+ years of service) will remain on with benefits until retirement per MOA with UPSEU union.
- ▶ Part time accountant will not be filled once employee retires.

Investments in newer/modern systems = increases town operation effectiveness and creates efficiencies. Reduction of nearly 1 FTE projected in the next 18-24 months.

▶ 8

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Head Count

- ▶ Finance Director – 37.5 Hours
 - ▶ 60% General Fund
 - ▶ 20% Water
 - ▶ 20% Sewer
- ▶ Deputy Finance Director – 37.5 Hours
- ▶ Treasurer and Deputy Treasurer
- ▶ Accounts Payable – 37.5 Hours
- ▶ Accounts Receivable – 37.5 Hours REDUCED TO 28
- ▶ ~~Payroll~~ Accounting Coordinator – 37.5 Hours
- ▶ PT Accountant(s) – ~24 Hours – Position closed upon retirement
 - ▶ Outside accountant to assist in audit preparation budgeted also

▶ 9

9

Tasks to Complete

- ▶ OPEB Trust
 - ▶ Establish an OPEB Trust
 - ▶ Continue to fund OPEB Contribution
- ▶ Pension Board Ordinance Revision
 - ▶ Include oversight of fund selection for defined contribution plans
 - ▶ Include OPEB Trust in revision
- ▶ Develop Strategic Plan (10 year?) East Lyme 2036?
 - ▶ Combined with 10 Year CIP – Debt projections, cash management, capital project timing to reduce tax impact

▶ 10

10

Projects down the Pipe (Pun Intended)

- ▶ Consolidation of Revenue Collection
 - ▶ Tax Collector's Office becomes Revenue Collector
 - ▶ Consolidation collections of payments of taxes AND Water and Sewer payments.
 - ▶ Could open the door for potential beach pass sales?
 - ▶ Centralize revenue collection in the appropriate office
 - ▶ Certified
 - ▶ Bonded
- ▶ Update to Purchasing Policy (and other policies)
- ▶ Streamlining Accounts Payable and Disbursements
 - ▶ Modernize to ACH/wire capabilities (no lost checks)

▶ 11

11

Finance Department - Software

- ▶ NEW
 - ▶ ADP Payroll and HRM Software
 - ▶ W&S will pay proportionate to employee count
 - ▶ Discussions with Park and Rec's Special Revenue Fund over costshare
 - ▶ Novatime Time and Attendance (Sunsetting)
 - ▶ SAGE Fixed Assets
 - ▶ MUNIS – Enterprise ERP Software
 - ▶ Split between BOE, W&S, and Town
 - ▶ MCSJ Accounting Software (sunsetting TBD)
 - ▶ Split between W&S, and Town

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For more Budget Details...

- ▶ See the link below for more budget information
[Budget - Fiscal Year 2026-2027 - Town of East Lyme](#)



▶ 13

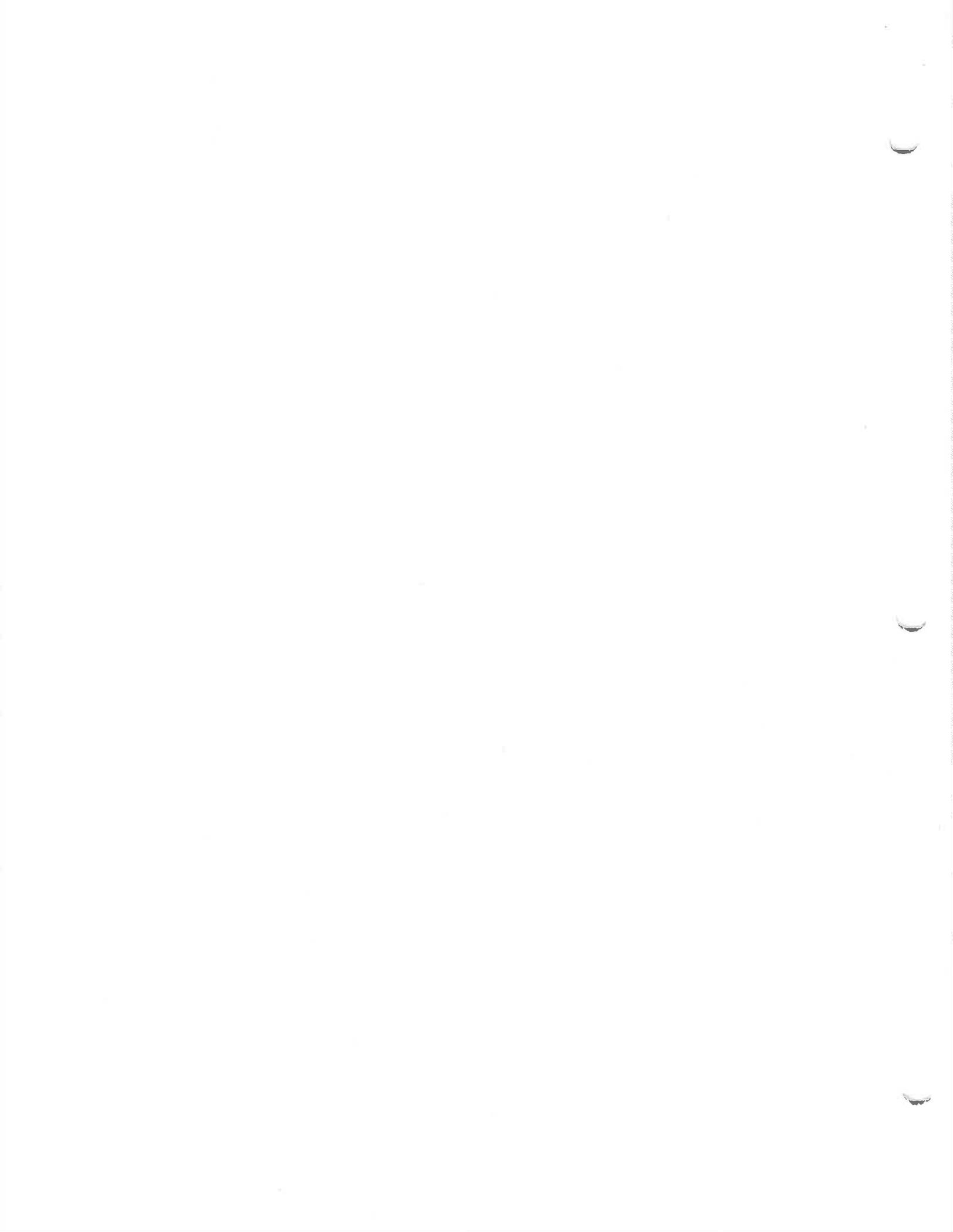


Exhibit #3



Fiscal Year 2027 Budget

Jerry Lokken
Parks and Recreation Director

Parks and Recreation



Our mission is to provide programs, events and spaces where people can be happy, healthy, and connected.

By the Numbers

20

Properties

300

Irrigation heads

\$739,000

Annual Revenue Generated by SRF

40,000

Visitors to CEL

3

Beaches

6

Restrooms

16

Sport Fields and Courts

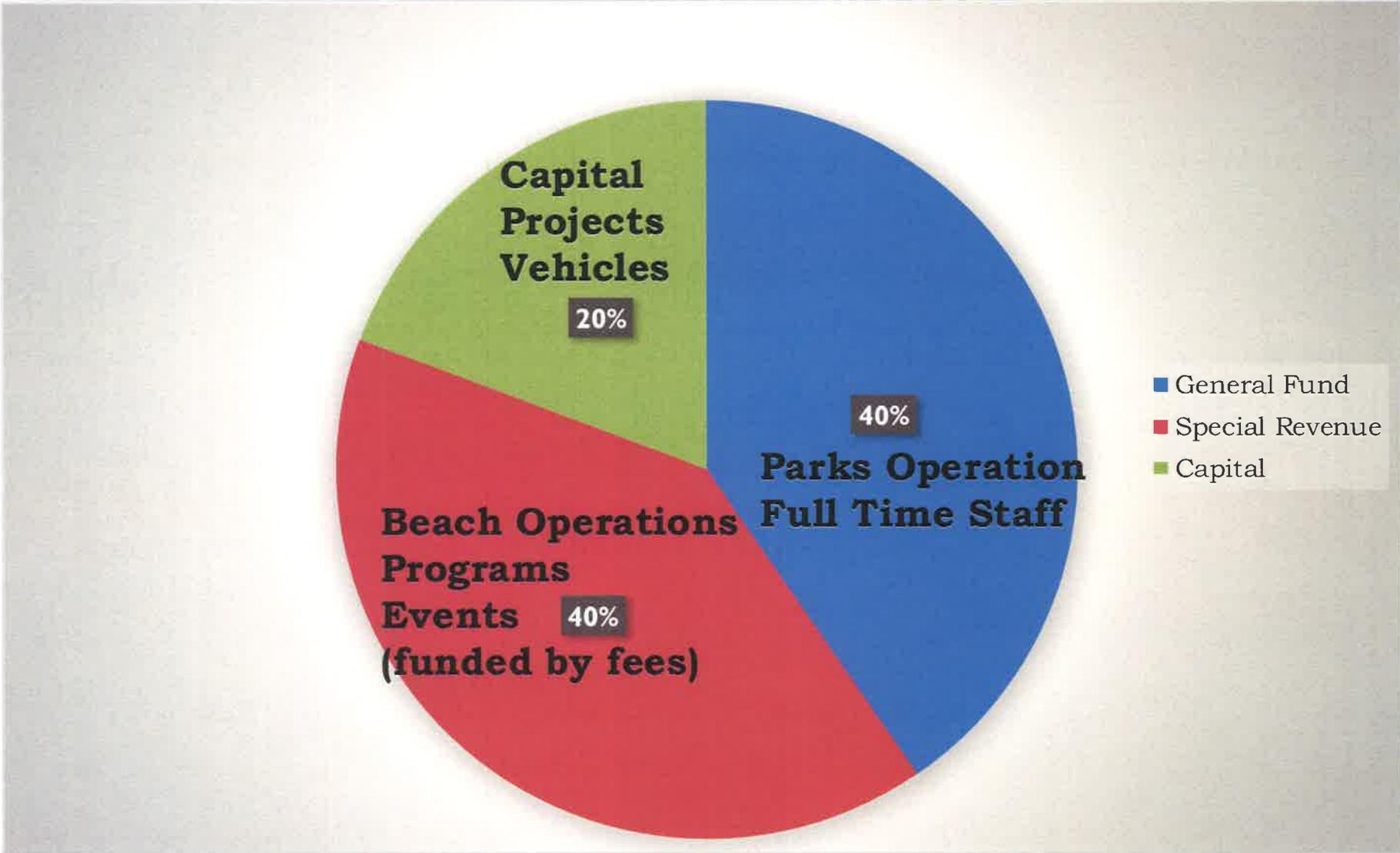
150

Seasonal employees

875

Summer Camp enrollments

Various Budgets



Operating Expenses

This is a bare-bones budget – only increases are due to personnel charges. Other line items are at or below prior year budget.



Salary Increase
(including ½ Maint.
position)
Overtime



Seasonal Staff
Equipment
Maintenance
Park Maintenance

Current Year Impacts

- ▶ Due to hiring and spending freeze, the Parks staff is only operating at 60% of budgeted staffing.
- ▶ We have 3 full-time parks maintenance employees and 2 vacancies as we are coming into our busiest season.
- ▶ We will focus on health and safety over aesthetics
 - ▶ Restrooms, trash removal and athletic fields will take priority over beach grooming, mowing lawns, landscaping, and improvement projects

Capital Projects – Current Year

- ▶ McCook Seawall Repair
- ▶ Peretz Park Field Restroom + Garage
- ▶ Trails Grant Matching Funds - Darrow
- ▶ **Park Improvement Program (annual)**
- ▶ **Smith-Harris Field Irrigation**
- ▶ **Smith Harris Bleacher Replacement**
- ▶ Smith Harris Field Renovation

Capital Vehicles – Current Year

- ▶ Replacements
 - ▶ Self-Propelled Blower
 - ▶ **Contour Rotary Mower**
 - ▶ **Beach Groomer**
 - ▶ Utility Vehicle

10 Year Projection

- ▶ McCook Playscape Replacement
- ▶ Peretz Park at Bridebrook
 - ▶ Additional and upgraded lighting
 - ▶ Playscape Replacement
- ▶ Darrow Pond Improvements
 - ▶ Disc Golf, Trail Improvements, Parking Lot Expansion, Playscape, Aquatic Education Center, etc.
- ▶ Systematic replacement of Parks vehicles
- ▶ Multi-Sport Field Construction
- ▶ Dog Park Construction
- ▶ Athletic Field Renovations

Exhibit # 4

Town Budget Presentation

Youth, Family & Human Services provides essential, no-cost mental health and substance-use counseling for individuals, couples, and families of all ages—no insurance required. The department also offers a wide range of prevention and enrichment programs, including Girls Circle, Ski Club, Mountain Bike Club, Preschool Playgroup, Sitter Survival, Home Alone, and holiday assistance.

In addition, the Youth Diversion Team, known as the Juvenile Review Board—supports restorative responses for youth, and manages truancy cases to strengthen school engagement. The department partners with community organizations and other town departments to support major events such as Touch-A-Truck and National Night Out. Together, these services promote youth development, family stability, and accessible support for residents across East Lyme.

Social Services:

Our full-time Social Services case manager meets the increasing community needs and ensures residents receive timely, coordinated support.

Community Need

- **Growing demand for assistance:** More residents are requesting help with housing, food security, energy assistance, and crisis intervention (i.e. eviction, homelessness, urgent utility assistance, limited access to food).
- **Complex service systems:** State and federal programs require detailed navigation that many residents struggle to manage alone.
- **Rising vulnerability:** Seniors, individuals with disabilities, and low-income families need consistent follow-up and advocacy.

Role Responsibilities

- **Comprehensive case management** for residents seeking social, financial, or emergency assistance.
- **Coordination with community partners** including schools, nonprofits, healthcare providers, and regional agencies.
- **Crisis prevention and intervention** through early identification of risk factors.
- **Application support** for state and local programs to reduce delays and errors.
- **Data tracking and reporting** to support planning and compliance.

Expected Outcomes

- **Faster response times** for residents seeking help.
- **Improved stability** for at-risk households through ongoing support.
- **Reduced emergency service usage** by addressing issues before they escalate.
- **More efficient service delivery** across town departments and partner agencies

Energy Assistance Program Overview

Through the Energy Assistance Program, East Lyme and Niantic residents received significant support during the 2024–2025 season.

- **Niantic:** 338 households served **Expenditures:** \$181,116.81
- **East Lyme:** 107 households served **Expenditures:** \$61,067.12

These figures reflect all residents of each town, regardless of where their intake appointment occurred.

At the East Lyme Community Center intake site alone, **195 households** completed their applications, resulting in **\$90,350** in awarded assistance.

This program continues to play a critical role in helping households maintain safe, stable housing during the winter months.

A Social Services Case Manager strengthens the town's safety net, improves resident well-being, and enhances the efficiency of local government. This position is a proactive investment in community stability and responsible fiscal management.

Wellness and Prevention Coordinator

A Wellness and Prevention Coordinator meets a very real and growing community need, especially when youth mental health concerns, family stress, and substance-use risks continue to rise, creating a strong need for coordinated prevention efforts. A Wellness & Prevention Coordinator connects schools, families, community organizations, and town departments so prevention work is unified rather than fragmented. This role ensures parents receive timely education, youth have access to positive development opportunities, and early warning signs—whether related to mental health, bullying, substance use, or safety—are addressed before they escalate. The position also manages data, grants, and partnerships that bring additional resources into East Lyme and Salem. Overall, the Coordinator strengthens the town's ability to respond proactively and build a healthier, more resilient community.

Key Responsibilities and Impact

Youth Coalition Leads the East Lyme Youth Coalition in partnership with teachers, students, school administrators, police, and parents to advance mental health and prevention initiatives. This includes:

- Parent education programs such as Parents' Nights, offering research-based prevention information and practical communication tools, supported by materials from CT Clearinghouse, SAMHSA, Operation Parent, and others.
- Sharing local assessment data from the Bonnie Smith Consulting Survey to help families understand youth trends and strengthen collaboration with town staff.
- Direct support to families when bullying or safety concerns arise, coordinating problem-solving strategies and connecting them with appropriate professional resources.

Community Prevention

Suicide Prevention & Narcan Training

- **QPR suicide prevention training** for town staff and residents
- **Narcan emergency response sessions**, often paired with QPR
- **Manage Narcan distribution and replenishment** for local police and fire departments
- Coordinates with the **CT Department of Mental Health & Addiction Services**

Wellness & Prevention Club – East Lyme High School

- Supports **youth-driven prevention and wellness projects**
- Current initiatives include:
 - Student-created **public service announcements**
 - **Wellness & Hygiene Bags** for individuals in recovery (grant-funded)
- Building a **Prevention Library** at the Youth Center
- Continued **growth in youth leadership opportunities**

Viking Mentorship Program

- Supports **18 adult mentors** working with ELPS students
- **Recruitment, onboarding, training, and ongoing support**
- Ensure **safe, professional mentor–mentee relationships**
- Allows for **expanded programming and enrichment**

Grant Writing & Management

- Key grants supporting prevention and wellness include:
 - **Local Prevention Council grant** – \$6,417.95 (East Lyme & Salem)
 - **SOR grant** – \$5,000
- Secure **supplemental funding** from partners such as Charter Oak Credit Union
- Continue to **pursue new grant opportunities** to strengthen community initiatives



**Fiscal Year 2026 Budget
Presentation**
 Sarah Firmin, Director
 Don Hull, Commission Chair

1

Youth, Family & Human Services

Department Staffing Overview

The Youth Family & Human Services Department is staffed to provide comprehensive support to residents across a wide range of social, emotional, and community needs. The department includes:

Director – Oversees all departmental operations, strategic planning, budgeting, youth diversion, and community partnerships.

Full-Time Social Services Case Manager – Provides direct support to individuals and families, including case management, resource navigation, benefits assistance, and crisis intervention.

Full-Time Wellness & Prevention Coordinator – Leads prevention programming, community education, and wellness initiatives. This position's wages are fully funded through the Youth Service Bureau grant and the Opioid Settlement funds.

Part-Time Therapist – Offers therapeutic support, counseling to all ages, and interventions to meet growing community needs.

Together, our team delivers essential services that strengthen youth, support families, and enhance the overall well-being of the community.

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Community Impact

Direct community impact: the staffing expands prevention, mental health, and substance-use education and services for all ages

Stronger partnerships: improved capacity to collaborate with schools and community organizations

Support for youth and families: the investment bolsters youth mental health and family stability as demand continues to rise

Long-term benefits: early intervention lowers long-term costs and leads to better outcomes

Building resilience: strengthened staffing creates a more robust, sustainable support system for the community

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Operating Budget

- ▶ **2.25% operating budget increase**
Emphasis on maintaining essential youth, family, and community support services
- ▶ **DEPARTMENT PRIORITIES**
 - **Maintain essential services** to ensure consistent, high-quality support for residents
 - **Support community well-being** through responsive programs and accessible resources
 - **Strengthen staffing stability** so departments have the personnel needed to meet rising demand
 - **Plan for long-term sustainability**
- ▶ **Grant Funding**
 - **\$6,417 – Local Prevention Council Grant** Supports local prevention programming and youth wellness initiatives
 - **\$37,483 – Youth Service Bureau Grant** Portion earmarked for the Wellness & Prevention Coordinator
 - **\$5,000 – SOR Grant Funds** Supports substance-use prevention and recovery initiatives
 - **Total Annual Grant Funding: \$48,900**
 - **Does not include additional annual funding from the Opioid Settlement**

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Capital Projects – Current Year

- ▶ **Youth Center Improvements & Upgrades**
- Purpose:** Modernize the Youth Center to create a **safe, inclusive, engaging** environment that supports learning, wellness, and community connection.
- ▶ **Why It Matters:**
 - Lower maintenance + energy costs
 - Improved program quality & outcomes
 - Higher youth & community engagement
 - Better staff efficiency & morale
 - Supports cross-department collaboration
 - Cost estimates informed by Building Maintenance Supervisor & JAMCO Electric
- ▶ **If We Do Nothing:**
 - Safety hazards
 - Outdated spaces & technology
 - Reduced participation
 - Staff burnout
 - Widening inequities
 - Higher long-term costs
 - This project focuses on essential upgrades

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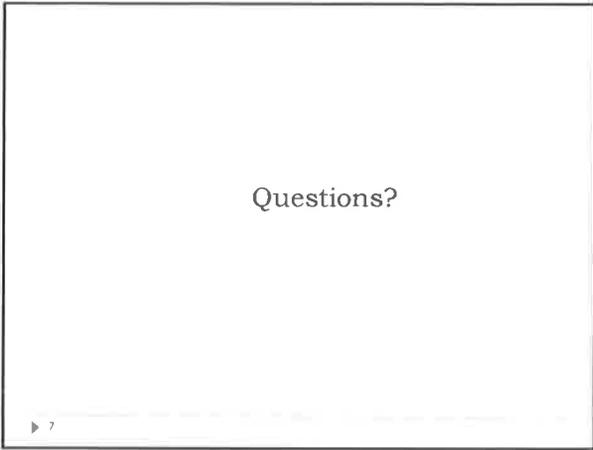
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10 Year Projection

- ▶ **Structural & Facility Upgrades**
- ▶ **Interior Enhancements**
 - Dedicated rooms (art, music, gaming, tutoring)
 - Soundproofing
 - Modular furniture
 - LED & natural lighting
- ▶ **Safety & Accessibility**
 - Security cameras & keycard access
 - Improved signage/wayfinding
- ▶ **Outdoor & Recreation**
 - Basketball courts
 - Community gardens
 - Playground equipment
 - Shaded seating/picnic areas
- ▶ **Technology & Digital Infrastructure**
 - Computer access areas
 - Charging stations & device lockers

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7



Debt Service Disclaimer: Debt Schedule only captures interest on fixed rate debt service. Interest on Variable Rate Bonds.
 From Date : 07/1/2026 To Date :
 As of Date : 01/19/2026

Account Name	Debt Service Date	Ending Balance	Interest Due	Principal Due	Total Payment
East Lyme CT GOB 8.10.2023	08/01/2026	\$ 3,685,000	\$ 98,000	\$ 235,000	\$ 333,000
East Lyme CT GOB 8.10.2023	02/01/2027	\$ 3,685,000	\$ 92,125	\$ -	\$ 92,125
East Lyme CT GOB dated 07.21.16	07/15/2026	\$ 2,795,000	\$ 47,056	\$ 755,000	\$ 802,056
East Lyme CT GOB dated 07.21.16	01/15/2027	\$ 2,795,000	\$ 31,956	\$ -	\$ 31,956
East Lyme CT GOB dated 08.31.17	08/15/2026	\$ 1,760,000	\$ 26,200	\$ 160,000	\$ 186,200
East Lyme CT GOB dated 08.31.17	02/15/2027	\$ 1,760,000	\$ 24,600	\$ -	\$ 24,600
East Lyme, CT GOB C 8.12.21	08/01/2026	\$ 8,695,000	\$ 107,200	\$ 450,000	\$ 557,200
East Lyme, CT GOB C 8.12.21	02/01/2027	\$ 8,695,000	\$ 95,950	\$ -	\$ 95,950
East Lyme, CT GOB dtd 8.13.2020	07/15/2026	\$ 12,280,000	\$ 224,575	\$ 625,000	\$ 849,575
East Lyme, CT GOB dtd 8.13.2020	01/15/2027	\$ 12,280,000	\$ 208,950	\$ -	\$ 208,950
East Lyme, CT GOB dtd 8.15.2019	07/15/2026	\$ 9,295,000	\$ 198,816	\$ 1,085,000	\$ 1,283,816
East Lyme, CT GOB dtd 8.15.2019	01/15/2027	\$ 9,295,000	\$ 171,691	\$ -	\$ 171,691
East Lyme, CT GOB dtd 8.16.2018	08/15/2026	\$ 3,250,000	\$ 54,672	\$ 275,000	\$ 329,672
East Lyme, CT GOB dtd 8.16.2018	02/15/2027	\$ 3,250,000	\$ 50,547	\$ -	\$ 50,547
East Lyme, CT GORB A 6.25.21	07/15/2026	\$ 3,145,000	\$ 60,775	\$ 335,000	\$ 395,775
East Lyme, CT GORB A 6.25.21	01/15/2027	\$ 3,145,000	\$ 54,075	\$ -	\$ 54,075
East Lyme, CT GORB B Tx 6.25.21	07/15/2026	\$ 3,275,000	\$ 32,911	\$ 530,000	\$ 562,911
East Lyme, CT GORB B Tx 6.25.21	01/15/2027	\$ 3,275,000	\$ 29,864	\$ -	\$ 29,864

Subtotal \$ 1,609,963 \$ 4,450,000

BAN Fees	\$ 30,000	
BAN Interest	\$ 986,000	
BAN Paydown	\$ -	\$ 179,250
DWF12	\$ 2,846	\$ 19,216
DWF13	\$ 61,587	\$ 337,605
TOTAL DEBT SERVICE	\$ 2,690,396	\$ 4,986,071
Less: 2019 Water Bond	\$ (70,347)	\$ (340,000)
Updated Debt Service	\$ 2,620,049	\$ 4,646,071

Year Issued	Interest	Principal
2016 GOB	\$ 79,013	\$ 755,000
2017 GOB	\$ 50,800	\$ 160,000
2018 GOB	\$ 105,219	\$ 275,000
2019 GOB	\$ 370,506	\$ 1,085,000
2020 GOB	\$ 433,525	\$ 625,000
2021 GOB	\$ 203,150	\$ 450,000
2021 GORB - Series A	\$ 114,850	\$ 335,000
2021 GORB - Series B	\$ 62,775	\$ 530,000
2023 GOB	\$ 190,125	\$ 235,000
BAN Interest	\$ 986,000	
BAN Fees	\$ 30,000	\$ 179,250
DWF12	\$ 2,846	\$ 19,216
DWF13	\$ 61,587	\$ 337,605
Total Debt Service	\$ 2,690,396	\$ 4,986,071
2019 WATER	\$ (70,347)	\$ (340,000)
	\$ 2,620,048	\$ 4,646,071
Total Debt Service	\$ 7,266,119	

Exhibit #5

