

**EAST LYME BOARD OF FINANCE  
REGULAR MEETING MINUTES  
Wednesday, JUNE 12th, 2013**

Members In Attendance: Raymond Hart, Chairman  
Camille Alberti  
Steve Carpenteri  
Steve Kelley  
Lisa Picarazzi

Also In Attendance: Paul Formica, First Selectman  
Anna Johnson, Finance Director

Absent: Steve Harney, Secretary

**A. Call Meeting to Order**

Chairman Hart called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM.

**B. Pledge of Allegiance**

The Pledge was observed.

**C. Delegations**

Mr. Hart called for Delegations.  
There were no delegations.

**D. Approval of Minutes**

▪ **Thursday, May 30, 2013 – Special Meeting**

Mr. Hart called for a motion for approval or any changes to the Board of Finance Special Meeting Minutes of May 30, 2013.

**\*\*MOTION (1)**

Ms. Picarazzi moved to approve the Board of Finance Special Meeting Minutes of May 30, 2013 as presented.

Mr. Carpenteri seconded the motion.

Vote: 3 – 0 – 2. Motion passed.

Abstained: Ms. Alberti, Mr. Kelley

▪ **Monday, March 18, 2013 – Special Meeting**

Mr. Hart called for a motion for approval or any changes to the Board of Finance March 18, 2013 Special Meeting Minutes.

**E. Reports**

◆ **First Selectman**

Mr. Formica reported on the following:

- The change on insurance for Town employees will be delayed. They have received numbers from Anthem to carry them over. He will have more information on this at their next meeting.
- Cini Park and the new Amtrak Boardwalk and beach area are open – the ribbon cutting was postponed due to the weather and no new date has been set yet for the dedication/ribbon cutting.
- June 5, 2013 marked the close of the State budget session in Hartford – he noted that they had the most recent information with the final information still to come. LoCIP will be funded the same as last year and TAR is doubled so it appears at this point that they guessed right and got lucky with the numbers.

Ms. Picarazzi asked how TAR doubled.

Mr. Formica said that both TAR and LoCIP were supposed to double – the State took the monies and bonded them and eventually came to somehow double the TAR amount but the LoCIP stayed the same.

◆ **Finance Director**

Ms. Johnson said that her monthly report was in their packets and that she would answer any questions that they might have.

Ms. Picarazzi asked about the monthly report and the second paragraph with the \$970,538, this year versus last year and then the same number repeats in the end. She asked if that was correct.

Ms. Johnson said that she would check and get that information for them.

Ms. Picarazzi asked about the General Government – Legal at only 47% for the year and how they budgeted for the upcoming year. She also asked about Contingency.

Mr. Formica explained that they had expected that the legal would come down and that they had also budgeted for a lesser amount for the new fiscal year. With respect to Contingency, that percentage is low because they try not to have to use it. They fund it as part of the recommended budget process but do try to use it only if absolutely necessary.

Ms. Johnson explained the Road Reconstruction figure that was questioned last month – it breaks down to \$11,400 for line striping and \$3800 for a generator and materials to install it.

Mr. Hart recalled that they are also looking for information on the number of employees that the Town has – a resident has asked for that information a number of times.

Ms. Johnson said that she would get it and email it to them.

## **F. New Business**

### **a. Acquisition Program 2013/14 – Vehicles and Equipment**

Mr. Formica explained that this is the fifth year for this vehicle acquisition program. This program allows them to pay for the equipment in the years that it is used and the figure is inclusive of interest and payable in annual installments. At the end of the five years, they own the vehicles and are able to rotate them among the various other departments within the Town on a priority basis. He noted that Mr. Holyfield was present and could speak to the Public Works equipment.

Mr. Holyfield said that with the replacement of the dump truck on the current list that the oldest one that they will have is now a year 2000 rather than much older as has been the situation.

### **\*\*MOTION (2)**

Mr. Kelley moved to approve an appropriation in the amount of \$806,430 for the purpose of acquiring by way of lease or purchase various vehicles and equipment more particularly described in the Town's FY 2013/2014 Equipment Acquisition Plan, as evidenced by one or more agreements for the acquisition of said vehicles by lease or purchase or a combination thereof, for a total price of \$780,526 plus interest at the rate of 1.29% per annum, payable in annual installments of \$161,286 (\$13,440 monthly) over a period of five (5) years. The First Selectman is authorized, in the name and on behalf of the Town, to execute and deliver any documents that may be required in connection with said transactions.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart noted that this also requires Town Meeting approval. The Town Meeting is scheduled for Wednesday June 19, 2013 at 7 PM.

### **b. Acquisition Program 2013/14 – Board of Ed Technology**

Mr. Hart asked for more information on this item.

Mr. Formica explained that this represents a number of computers and other IT equipment for the schools and that they are moving on it now so that the work can be done during the summer instead of running up against the start of school. The interest came in at 1.29% instead of 1.21% and they will own the items at the end of the five year period.

Mr. Hart asked where they stand with this program.

Dr. Lombardo said that the plan is to change 20% of the computer stations each year and that in year six they will start over again.

Mr. Hart asked about the smart boards and if they are included here and the life expectancy on them. Robin McKenney, IT Coordinator said that the best information that she had on the smart boards is that they last some six to seven years.

Mr. Hart asked if they take them back in trade.

Ms. McKenney said that they do and that they discount the purchase of the new board by the credit on the old board.

Ms. Picarazzi asked Dr. Lombardo and Ms. McKenney to characterize the quality of the infrastructure in the schools since this plan and if they would say that it is better.

Ms. McKenney said yes, it is great now and that this program has given them the opportunity to be a very solid district. It is very different from three years ago.

Ms. Alberti asked what they do with the retired machines.

Ms. McKenney said that most retired machines are non-functional and of the 20 to 30 that they can keep, they re-use them when needed as replacements. She noted that they had offered them to the Town but the Town could not use them.

Mr. Kelley asked if the recycling companies would give a dollar value for the e-waste.

Ms. McKenney said that has recently changed (before they would not give anything) and that now the e-waste companies are calling them about old equipment. She said that she would check into it.

### **\*\*MOTION (3)**

Mr. Carpenteri moved to approve an appropriation to the Board of Education in the amount of \$233,985 for the purpose of acquiring by way of lease or purchase or a combination thereof, various new computer and smart board equipment for the High School, Middle School, Niantic Center School, Lillie B. Haynes, Flanders School and the Central Office more particularly described in the East Lyme Public Schools Proposed Year One Computer Replacement Plan 2013/2014 for the total amount of \$226,482 plus interest at the rate of 1.29% per annum, payable in annual installments of \$46,797 (\$3,900 per month) over a period of five (5) years.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart noted that this also requires Town Meeting approval.

### **c. Bonding Resolution - \$990,000 Various Capital Improvements**

Mr. Formica explained that they come every year with this for the repair of the roads to be able to continue to bring them up to par. This also includes the boiler parking lot behind the High School and all items are in the capital plan.

Mr. Hart noted that they did the roads in the north end of Town and that they had issues with the rain previously – he asked how they have held up since being re-done. He also asked what they planned on doing this year.

Mr. Scheer said that they have held up well and that they have not had problems.

Mr. Holyfield and Mr. Formica said that they are looking to do Quarry Dock, the Green Valley Lakes neighborhood, Oswegatchie and possibly Old Black Point Road to the White Gates. They are in the process of evaluating these and determining what they can do.

Mr. Kelley asked when they should or could anticipate that the roads would be all caught up.

Mr. Formica explained that they have 120 miles of road and that they do some 6 to 8 miles per year. They are hoping that in three or more years from now that they may be able to reduce this number a bit. He recalled that they are trying to get the roads up to par and to keep them there.

Mr. Holyfield noted that they would find that they would be doing more grinding and paving than actual road re-construction so this is evolving towards the 'middle' type of repairs.

Mr. Alberti asked if the money being requested had specific roads attached to it.

Mr. Formica said that they do have roads that will be done per the plan and that will include the various types of work from full re-construction to repair.

**\*\*MOTION (4)**

Ms. Picarazzi moved that it be resolved that the resolution entitled "Resolution Making Appropriations Aggregating \$990,000 fro Various Capital Improvements and Authorizing the Issuance of \$990,000 Bonds of the Town to meet said Appropriations and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose", a copy of which is attached hereto, is hereby adopted and recommended for approval by the legal voters of the Town at Town Meeting.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**d. Re-Allocation \$15,000 Skate Board Park Funds – Replace Playscape**

Mr. Formica explained that the skate board park is a sensitive topic however the \$15,000 will not get them the skate board park but it will replace a badly needed playscape.

Ms. Alberti asked if the \$15,000 would be sufficient for the playscape.

Dave Putnam, Parks & Recreation Director said that the old playscape was removed and had been there from 1988 and the new one will be like the one at McCook's. The \$15,000 will cover it and there could be some left over.

**\*\*MOTION (5)**

Ms. Alberti moved to approve the re-allocation of \$15,000 in account 01-70-724-700-403 (Town-CIP) for the Skate board Park to replace the old wooden Playscape at Samuel Peretz Park at Bridebrook.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart noted that this item also requires Town Meeting approval.

**e. Special Appropriation – Increase 2013/14 Budget LoCIP/Town Aid Roads – 6/4/13 State Budget**

Mr. Formica said that this is necessary to balance with actual numbers as they only had the preliminary figures. The use of 'up to' will allow them to adjust the budget when the final numbers come in.

Mr. Kelley asked if they would have the actual numbers from the State for the Town Meeting.

Mr. Formica said that he would hope that they would.

**\*\*MOTION (6)**

Mr. Carpenteri moved to approve a special appropriation in the amount of up to \$267,132 in the 2013/2014 budget to the following budget accounts - \$107,916 to 01-30-317-500-100 (LoCIP) and \$159,216 to 01-30-317-500-224 (Town Aid Road) and corresponding revenue accounts due to changes in the State of Connecticut Grant accounts.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart noted that this item also requires Town Meeting approval.

**f. Special Appropriation \$276,000 CNRE – Various Projects consistent with CIP**

Mr. Formica said that these are the items that they had spoken about during the budget process.

**\*\*MOTION (7)**

Mr. Kelley moved to appropriate the following projects in CNRE Fund 32 which are consistent with the 2013/2014 Capital Improvement Plan: CNRE Municipal Projects – CAD Software & Survey Equipment in the amount of \$4000; Town Projects (Roofs) in the amount of \$50,000; HVAC Replacement Town-wide in the amount of \$37,000; Sidewalk Repair – Town-wide n the amount of \$50,000; Town Projects – Various in the amount of \$25,000; Grand Street Boat Launch in the amount of \$70,000 and Revaluation in the amount of \$40,000 for a total of \$276,000.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart noted that this item also requires Town Meeting approval.

**g. Special Appropriation \$8,598.43 – (3) Generators Emergency Management**

Mr. Formica explained that this is reimbursable by a grant and will provide back-up power. Dick Morris, Fire Marshal said that it would provide back-up power for the radio frequencies.

**\*\*MOTION (8)**

Ms. Picarazzi moved to approve a special appropriation in the amount of \$8,598.43 to account 01-70-725-224-006 (NSEP – Equipment) for the purchase of three generators to provide backup power for direction and control radio frequencies during an incident at the Millstone Nuclear Power Station.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**h. Simulcast – Carry-over Funds of \$41,838**

Mr. Formica said that this is the beginning of the five payments and that they have a vendor set up for this.

Mr. Morris said that they have been trying to do this over many years and that they have a new vendor with the same type of agreement.

Mr. Hart asked about a regional dispatch center.

Mr. Formica said that they have a representative working on the regional dispatch center.

Mr. Hart asked if they do the regionalization if they would still use this.

Mr. Morris said that this would still be used – the equipment would all be used. They may not have dispatchers sitting there – or they may have multi-dispatchers sitting there – but the equipment would be used.

**\*\*MOTION (9)**

Mr. Kelley moved to approve the carry-over of \$41,838 in account 01-70-724-700-465 (PS – Emergency Mgmt. – Radio System Upgrade) from the 2012/2013 fiscal year to the 2013/2014 fiscal year due to the late start date of the Simulcast Radio Project.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**i. Re-Allocation of Town CIP Funds – Tax Collection Module**

Mr. Formica explained that this module became available and is for payment on-line for taxes. Other Towns have used it and it is a secure system.

Ms. Picarazzi asked when it would go into effect.

Ms. Johnson said that she expects to have it up and running for the taxes this year.

Ms. Alberti asked if there is an annual fee on it.

Mr. Formica said that Walsh would handle it so the fee, if any would be very minor.

Mr. Carpenteri asked if the Town saves any money by using this.

Mr. Formica said it would save the staff the time of processing the payments and possibly paper and some overtime.

Ms. Johnson said that the tax office gets a lot of calls from people wanting to know their taxes and this system would allot them to look up their taxes on line.

**\*\*MOTION (10)**

Ms. Picarazzi moved to approve re-allocating \$2,800 in account 3-01-70-724-700-403 (Town – CIP) to be used for the acquisition of the Online Web Payments Tax Collections Module. These funds are available due to completing re-finishing of the ELCC floors, EFD Floor Replacement and Painting the Smith Harris House projects under budget.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**j. Budget Transfers \$14,913.37**

Mr. Formica said that they have a sheet explaining the transfers – where they are coming from and going to.

**\*\*MOTION (11)**

Mr. Carpenteri moved to ratify departmental transfers in the amount of \$14,913.37 processed for fiscal year end June 30, 2013. (List attached)

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**k. 2013 DUI enforcement Program – Carry-Over Funds**

Mr. Formica explained that this is a fiscal year grant and that they have saved some of it for the summer months and need to carry it over.

Mr. Hart noted that the grant has a time limit to it and that it has to be used by a certain time or it is lost.

Ms. Johnson said that was correct – it would expire this coming September but they will use it before that time.

**\*\*MOTION (12)**

Mr. Kelley moved to approve the carry-over of grant funds remaining in the 2013 Comprehensive DUI Enforcement Program to meet payrolls in the 2013/2014 fiscal year for this purpose.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**l. LoCIP – Carry-over Balance (2012/2013 Budget)**

Mr. Formica said that this is for items that will not make completion by the end of this fiscal year. They will carry-over the dollars so that the items can be completed in the new fiscal year.

**\*\*MOTION (13)**

Mr. Hart moved to approve the carry-over of the remaining balance in account 01-30-317-500-100 (LoCIP) from the 2012/2013 budget to the 2013/2014 fiscal year.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**m. Appropriation – Up to \$3,460 to Replace Welcome to Niantic Sign**

Mr. Formica explained that this sign was vandalized as someone wanted to take the scallop shell out of it and cut it out and left the pieces there.

Mr. Kelley asked why the Town insurance does not cover this.

Mr. Formica said that there is a \$5000 deductible – and it covers items above that amount. He noted that they do have cameras on that area now and will be able to monitor it and the area.

**\*\*MOTION (14)**

Ms. Picarazzi moved to approve an appropriation of up to \$3,460 in account 01-10-120-200-500 (Contingency) to replace the Welcome to Niantic sign.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

**G. Old Business**

Ms. Johnson noted that she had provided them with an update on the items on the Corrective Action Plan from the 6/30/12 Audit.

**H. Public Discussion**

Mr. Hart called for Public Discussion.

There was no Public Discussion.

**I. Board Comments**

Ms. Picarazzi asked Mr. Formica if the teacher evaluations have been put off.

Mr. Formica said that it was optional this year and they will have to see if the current Statute stands for next year. He also noted that he had provided them with a list of the Board of Ed reductions for FY 2014.

Ms. Alberti said that she has concerns over a recent newspaper article regarding the State of Connecticut and the lack of economic recovery here. She said that she would have some reservations going forward next year with the budget considering that this State is not doing well.

Mr. Hart echoed the same reservations.

## **J. Adjournment**

Mr. Hart called for a motion to adjourn.

### **\*\*MOTION (15)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:25 PM.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,  
Recording Secretary