

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, JULY 10th, 2013**

Members In Attendance: Steve Harney, Secretary
Camille Alberti
Steve Carpenteri
Steve Kelley
Lisa Picarazzi

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

Absent: Raymond Hart, Chairman

A. Call Meeting to Order

Acting Chairman Harney called this Regular Meeting of the East Lyme Board of Finance to order at 7:00 PM. He noted that Mr. Hart had been called in to work this evening.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

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

D. Approval of Minutes

▪ **June 12, 2013 – Regular Meeting**

Mr. Harney called for a motion for approval or any changes to the Board of Finance Regular Meeting Minutes of June 12, 2013.

****MOTION (1)**

Mr. Kelley moved to approve the Board of Finance Regular Meeting Minutes of June 12, 2013 as presented.
Ms. Picarazzi seconded the motion.
Vote: 4 – 0 – 1. Motion passed.
Abstained: Mr. Harney

E. Reports

◆ **First Selectman**

Mr. Formica reported on the following:

- The fuel leak at York is being followed and there is a team on-site monitoring the activity. The leak has been stopped.
- They are asking for mandatory water conservation – no pools can be filled; no watering of lawns; no driveway or car washing and no water given in restaurants unless it is requested. He noted that this would hopefully be the last year for this.
- Parks & Recreation has been doing a great job with the new Amtrak Beach.
- The budget has been closed out and they are managing and monitoring the use of comp time for the employees. This is a part of Ms. Johnson's project.

◆ **Finance Director**

Ms. Johnson said that her monthly report was in their packets and that she would answer any questions that they might have. The reports are drafts as there are some items from end of year that still need to be paid.

There are also some over-expended accounts which are due to the storms. On June 24 they received word from FEMA on the \$229,000 that they submitted for reimbursement that they would receive 75% of that or \$172,000. She said that they typically have the money within two weeks of the notification so it should be arriving shortly. This would help some of those over-expended accounts. She then synopsised some of the revenue items that came in during the month of June noting that they do not collect conveyance taxes on short sales which reduces the revenue to the Town Clerk. The total receipts for June were \$1.1M compared to \$1.5M in the previous year.

Ms. Picarazzi asked about the LoCIP money.

Ms. Johnson recalled that they have carried some over to this fiscal year.

F. New Business

a. Special Appropriation – Smith Harris House Curator

Mr. Formica explained that the Friends of Smith Harris presented the Smith Harris House Commission with a subsidy to fund the hiring of a Curator during the summer months. In order for the Commission to be able to accept this donation, a special appropriation is necessary. In the future it will be come a part of their budget with the revenue in as an offset to the expense. He noted that Mr. Lakowsky is present should they have any questions.

****MOTION (2)**

Ms. Picarazzi moved to approve an appropriation in the amount of \$1,260 in the 2013/2014 budget as follows: \$1,170 in department 134 Smith Harris Commission to an account to be established titled, "Museum Curator" and \$90 to account 01-01-114-100-121 (FICA/Medicare).

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

b. Special Appropriation - \$2,790 Historic Preservation Enhancement Grant

Mr. Formica said that this is a grant that they received to establish a computer indexed database of historic buildings that will be made available for copying to the East Lyme Library Archives. Additionally a flash drive will be provided to the Planning Department for inclusion on its GIS and POCD maps. This will enable the public to use this information for presentations about the Town's historic properties. The funds are to be used for a consultant to create the database and for supplies.

****MOTION (3)**

Mr. Carpenteri moved to approve a special appropriation in CNRE Fund 32 in the amount of \$2,790 Historic Preservation Enhancement Grant received from the Department of Economic and Community Development to develop a complete inventory of historic buildings.

Mr. Kelley seconded the motion.

Ms. Alberti asked how many historic properties there were in Town.

Mr. Formica and Mr. Lakowsky said that there are around 120.

Vote: 5 – 0 – 0. Motion passed.

c. Budget Transfers \$18,465.32

Mr. Formica said that they have a sheet explaining the transfers – where they are coming from and going to. Most of the \$18,000 was for repairs to the sweeper - \$12,000.

Ms. Alberti asked about the transfers in relation to the monthly report as some seemed not to match.

Ms. Johnson explained that there were more than one set of transfers that occurred so for instance, the \$12,000 here is being done after others were done previously.

****MOTION (4)**

Mr. Kelley moved to ratify departmental transfers in the amount of \$18,465.32 processed for fiscal year end June 30, 2013. (List attached)

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

G. Old Business

There was none.

H. Public Discussion

Mr. Harney called for Public Discussion.

There was no Public Discussion.

I. Board Comments

Ms. Picarazzi noted that she would be on vacation during their August meeting.

J. Adjournment

Mr. Harney called for a motion to adjourn.

****MOTION (5)**

Ms. Picarazzi moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 7:25 PM.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary