

**EAST LYME BOARD OF FINANCE
REGULAR MEETING MINUTES
Wednesday, JULY 20th, 2011**

FILED IN EAST LYME TOWN
CLERK'S OFFICE

July 25 20 11 at 10 ^{AM} PM
Esther B. Williams
EAST LYME TOWN CLERK

Members In Attendance: Bob Kleinhans, Chairman
Steve Larcen, Secretary
Raymond Hart
Steve Kelley
Lisa Picarazzi

Also In Attendance: Paul Formica, First Selectman
Anna Johnson, Finance Director
James Lombardo, Superintendent of Schools
Don Meltabarger, School Business Manager
Robyn McKenney, IT Coordinator

Absent: Steve Harney

A. Call Meeting to Order

Chairman Kleinhans 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. Kleinhans called for delegations.

There were none.

D. Approval of Minutes

♦ **Wednesday, May 25, 2011 – Special - Regular Meeting**

Mr. Kleinhans called for a motion for approval or any changes to the Board of Finance May 25, 2011 Special Meeting Minutes.

****MOTION (1)**

Mr. Kelly moved to approve the Board of Finance Regular Meeting Minutes of May 25, 2011 as presented.

Mr. Hart seconded the motion.

Vote: 4 – 0 – 1. Motion passed.

Abstained: Ms. Picarazzi

E. Reports

♦ **First Selectman**

Mr. Formica reported:

- That there were more than 30,000 people at the Celebrate East Lyme event and that they had 192 vendors – their highest number yet. Heather Calkins and the Town team did very well with the event

and it was a big success. Next year there is the possibility of the New London Opsail 2012 event and they plan to stage our event with that one.

- He accepted a resignation from the Youth Services Director and they have since combined Youth Services with the Parks & Recreation Department under Dave Putnam. The Program Director for Youth Services will work under Dave Putnam. This move also allows for repositioning of some office area there. He recalled that the Registrars were moved there when the cottage became a regional Probate Office. He said that they will focus on moving the department forward and that Mr. Putnam has been given a raise out of the former Youth Services Director salary to take on the extra department.
- Pearl Rathbun has retired as the Emergency Management Director and they may look to see how to better coordinate that entire department.
- On July 26th they are invited to a tour of the Darrow Pond property by the Trust for Public Land as that is expected to come before the Board of Selectmen at their August 4, 2011 meeting and then before this Board at their August 10, 2011 meeting. The tour would likely start at 5 PM.
- The Regional Interconnection project is coming together and there has been discussion on the storage tank location.

Mr. Larcen asked if the Youth Services Director position was engaged in programs or solely as oversight.

Mr. Formica said that it was designed to be some programming but mostly oversight.

Mr. Larcen recalled that the Board of Finance had a lot of questions during the budget process on fees and activities regarding their programming and if they would meet their revenue projection. They received reports showing a \$7000 shortage which is about a 30% drop when they had been assured of a heavy dose of activities in the spring that did not happen. He asked with this new design how they will know if this consolidation increases programs or not. He added that he knows that Mr. Putnam does a great job at this type of thing.

Mr. Formica said that the Rec Trac programming has been in use throughout the whole Community Center except for the Youth Services area and that they should have been on it and are now on it. This programming will enable them to keep better track of these items and Mr. Putnam and Ms. Butterfield are up to their tasks. There are also new procedures in place where Youth Services Board members will attend functions to oversee how they are going.

Mr. Larcen asked if the Darrow Pond visit could be changed to 6 PM as 5 PM is a bit rough to make.

Mr. Formica said that he would get back to them with more information.

◆ Finance Director

Ms. Johnson said that her reports were in their packets and that they are drafts as there are items that have come in that have not been booked yet such as the Pequot Grant, FEMA monies and Police DUI grants. She noted that they will also have a transfer in from the Parks & Recreation Special Revenue Fund which should meet the targeted \$25,000.

Mr. Larcen asked if they were looking at a favorable variance of some \$88,000.

Ms. Johnson said yes.

Mr. Larcen asked if they hit the numbers that they are expecting if they will get to the 7% fund balance.

Ms. Johnson said yes.

F. New Business

a. Special Appropriation – BOE – Computer Acquisition Program

Mr. Kleinhans called for a motion for discussion.

**MOTION (2)

Mr. Hart moved that it be Resolved to approve an appropriation to the Board of Education in the amount of \$177,373 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, Haynes School and Flanders School more particularly described in the East Lyme Public Schools Proposed Year One Computer Replacement Plan 2011/12 for the total amount of \$166,000 plus interest at the rate of 2.42% per annum, payable in monthly installments of \$2,956 over a period of five (5) years.

Mr. Larcen seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica recalled that this was at the recommendation of the Board of Finance during the budget sessions.

Mr. Lombardo said that he feels that they have all of the back-up information on this and that this allows them to lower their budget line item and to take a bite out of their technology replacement. He thanked Ms. McKenney for her work on this program.

Ms. Picarazzi thanked them for the detail on the infrastructure that they want to replace and asked if they had only one bid for the Dell Optiplex and Smartboards and if it would be prudent to get others.

Ms. McKenney said that they did go out and get others but she did not include them here so that they would not be confused. She noted that they were also able to get some of the lowest prices in Town.

Mr. Hart asked about the Dell quote for 120 CPU's but no monitors.

Ms. McKenney said that they do have a lot of monitors and that they only replace those that just flat out die so that number is significantly less.

Mr. Hart asked if they plan on doing this again next year or in the next two years.

Ms. McKenney said that previously they were looking to expand and not they are looking to just make what they have better.

Mr. Larcen asked if the network infrastructure is being purchased out of the budget.

Ms. McKenney said yes.

Ms. Picarazzi asked if this program was to be implemented over the summer.

Mr. Lombardo said that assuming that it makes it through Town Meeting that was the plan.

Mr. Kleinhans called for a vote on the motion.

Vote: 5 – 0 – 0. Motion passed.

b. Special Appropriation – Vehicle Acquisition Program

Mr. Kleinhans called for a motion for discussion.

****MOTION (3)**

Mr. Kelley moved that it be Resolved to approve an appropriation in the amount of \$293,501 for the purpose of acquiring by way of lease or purchase various vehicles more particularly described in the Town's FY2011/2012 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 \$247,681 plus interest at the rate of 2.42% per annum, payable in annual installments of \$58,700 (\$4,892/month) 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. Hart seconded the motion.

Mr. Formica explained that this is a continuation of this program.

Mr. Larcen asked if they are approving this now but controlling when the time comes to draw it down.

Mr. Formica said yes, they are getting ready and this will help with the purchases.

Mr. Kleinhans called for a vote on the motion.
Vote: 5 – 0 – 0. Motion passed.

c. Special Appropriation – CNRE 2011/2012 Capital Improvement Program

Mr. Kleinhans called for a motion for discussion.

****MOTION (4)**

Ms. Picarazzi moved to appropriate the following projects in CNRE Fund 32 which are consistent with the 2011/2012 Capital Improvement Plan – CAD Software & Survey Equipment - \$3000; Replacement of Town Department Computers - \$12,000; Replace carpet Town Hall Downstairs (except Public Works) and associated office improvements - \$35,000; Roof Replacement Highway Garage (existing) - \$50,000; HVAC Pump Replacement – ELCC - \$20,000; Various Town-wide roof replacement - \$50,000; Sidewalk Repair - \$50,000; Grand Street Boar Launch Repair - \$70,000; and Playscape enhancements McCook Park - \$20,000 for a total of \$310,000 CNRE 2011/2012.

Mr. Larcen seconded the motion.

Mr. Formica explained that some of these require Town Meeting approval and are necessary for the move that is going on downstairs.

Mr. Larcen asked if the sidewalk repair is for old sidewalks only or some new also.

Mr. Formica said that it is for those that have popped up and need repair.

Mr. Kleinhans called for a vote on the motion.

Vote: 5 – 0 – 0. Motion passed.

d. Fiscal Year End June 30, 2011 – Transfers of \$141,974.03 within departments

Mr. Kleinhans called for a motion for discussion.

****MOTON (5)**

Mr. Kelley moved to ratify departmental transfers in the amount of \$141,974.03 processed for fiscal year end June 30, 2011. (breakdown attached)

Mr. Hart seconded the motion.

Mr. Formica explained the legal and said that they seem to be making progress with it.

Mr. Larcen asked for the total spent on New England National.

Mr. Formica said that it dates back to 2001 and that he would get them a breakdown.

Mr. Kleinhans called for a vote on the motion.

Vote: 5 – 0 – 0. Motion passed.

e. Fiscal Year End June 30, 2011 – Transfers of \$24,277 for fuel (Heating oil/Propane)

Mr. Kleinhans called for a motion for discussion.

****MOTON (6)**

Mr. Harts moved to approve a transfer in the amount of \$24,277 to account 1-01-01-113-400-213 from the following accounts: \$3500 from Custodians – 1-01-01-113-100-311; \$1001 from Overtime – 1-01-01-113-100-314; and \$19,776 from Contingency – 1-01-01-120-200-500.

Ms. Picarazzi seconded the motion.

Mr. Kleinhans called for a vote on the motion.

Vote: 5 – 0 – 0. Motion passed.

f. Fiscal Year End June 30, 2011 – Transfers of \$58,724.49 within departments

Mr. Kleinhans called for a motion for discussion.

****MOTON (7)**

Mr. Hart moved to ratify departmental transfers in the amount of \$58,724.49 processed for fiscal year end June 30, 2011. (breakdown attached)
Ms. Picarazzi seconded the motion.

Mr. Kleinhans called for a vote on the motion.
Vote: 5 – 0 – 0. Motion passed.

G. Old Business

◆ Sub-Committee Report: Financial Policies

Mr. Kelley said they will be meeting on August 12, 2011 at 9 AM. They will discuss the assistance for the elderly that was brought up at their meetings.

◆ Review of Open Items

There were none. Mr. Kleinhans asked that this item be removed from the agenda.

H. Public Discussion

Mr. Kleinhans called for Public Discussion.

There was none.

I. Board Comments

Mr. Kleinhans said that he was approached by Art Carlson to give them an Open Space presentation and asked that it be set up for the next meeting to coincide with the Darrow Pond item.

J. Adjournment

Mr. Kleinhans called for a motion to adjourn.

****MOTION (8)**

Mr. Larcen moved to adjourn this Regular Meeting of the East Lyme Board of Finance at 8:12 PM.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary

Town of East Lyme
Budget Transfers
Fiscal Year 2010/11

Justification(s)

To Account		From Account		Reason for Transfer
Date	Dept	Account #	Description	
4/4/2011	GG/Misc	1-01-01-114-140-233	Legal General Govt	7,000.00
	GG/Misc	1-01-01-114-140-233	Legal General Govt	15,000.00
	GG/Misc	1-01-01-114-140-233	Legal General Govt	35,000.00
	GG/Misc	1-01-01-114-140-233	Legal General Govt	40,000.00
4/5/2011	Tax	1-01-01-103-300-242	Professional Conv	152.00
4/19/2011	Plan Comm	1-01-01-129-300-320	Misc Supplies	199.33
4/25/2011	T Clerk	1-01-01-107-200-292	Land Record Mgt	1,160.40
5/10/2011	Tax	1-01-01-103-300-320	Misc Supplies	63.62
	Tax	1-01-01-103-300-320	Misc Supplies	200.00
	Tax	1-01-01-103-300-320	Misc Supplies	30.18
5/10/2011	F Marshal	1-01-25-224-200-348	Radio Maint	118.75
5/16/2011	Police	1-01-25-216-100-514	Overtime/Police	5,000.00
				2,000.00
				1,300.00
				5,700.00
				6,000.00
				10,000.00
5/18/2011	F Marshal	1-01-25-224-100-213	PT Dispatchers	3,500.00
5/23/2011	COA	1-01-40-418-500-502	Enrichment Trips	860.00
5/25/2011	NFD	1-01-25-217-200-222	Bldg Maint	750.00
5/25/2011	NFD	1-01-25-217-300-201	Telephone	350.00
5/26/2011	Bldg	1-01-01-113-200-222	Bldg Maint	5,500.00
6/7/2011	NFD	1-01-25-217-300-201	Telephone	450.00
6/7/2011	COA	1-01-40-418-500-502	Enrichment Trips	325.00
6/8/2011	EDC	1-01-01-131-200-236	Special Events Prom	850.00
6/9/2011	EDC	1-01-01-131-200-236	Special Events Prom	300.00
6/9/2011	Selectman	1-01-01-101-100-412	PT Clerical	164.75
TOTAL				\$141,974.03

C:\Documents and Settings\STEVEN\Local Settings\Temporary Internet Files\OLK9A\Transfer List to Boards Approve 2010-11 #2.xls\Sheet1

307 7/20/2011 Attachment

Town of East Lyme
Budget Transfers
Fiscal Year 2010/11

Notion (7)

Date	To Account			From Account			Reason for Transfer
	Dept	Account #	Description	Account #	Description	Amount	
6/15/2011	COA	1-01-40-418-300-215	Program Services	1-01-40-418-300-215	Program Instructors	700.00	For a Volunteer Recognition Event
	NFD	1-01-25-217-200-220	Vehicle Maint	1-01-25-217-300-301	Fuels	743.00	
		1-01-25-217-200-220	Vehicle Maint	1-01-25-217-200-240	Regional RCC	550.00	Transfers from various accounts to vehicle maintenance to purchase tires.
		1-01-25-217-200-220	Vehicle Maint	1-01-25-217-300-320	Misc Supplies	371.00	
6/24/2011	COA	1-01-40-418-300-321	Program Supplies	1-01-40-418-500-501	Bus Trips	1,000.00	Purchase TV for ELCC Lobby to list events
		1-01-40-418-300-321	Program Supplies	1-01-40-418-310-415	Program Instructors	200.00	Additional for Volunteer Recognition Night
6/30/2011	Bldg Maint	1-01-01-113-300-201	Telephones	1-01-01-113-100-311	Custodians	1,586.04	Additional funding for final telephone invoices
	GG & Misc	1-01-01-114-100-125	Life Insurance	1-01-01-114-100-127	Health/Dental Ins	36.64	Additional funding for final insurance invoices
		1-01-01-114-140-233	Gen Govt Legal	1-01-01-114-140-235	Labor - Town	5,000.00	Funding required for legal invoices through June 30,
		1-01-01-114-140-233	Gen Govt Legal	1-01-01-114-140-236	Labor - PS	10,000.00	2011. We experience greater than anticipated due to
		1-01-01-114-140-233	Gen Govt Legal	1-01-01-114-100-127	Health/Dental Ins	17,738.00	NEN case.
		1-01-01-114-140-237	Planning Legal	1-01-01-114-140-238	Conservation Legal	1,927.50	Funding required for legal invoices through June 30,
		1-01-01-114-140-237	Planning Legal	1-01-01-114-140-234	Zoning Legal	1,202.00	2011 were greater than original estimates.
		1-01-01-114-140-237	Planning Legal	1-01-01-114-140-235	Labor - Town	325.00	
		1-01-01-129-300-320	Misc Supplies	1-01-01-129-300-255	Printing POD	11.15	Additional funding to pay invoice
	IWA	1-01-01-132-100-412	PT Recording Secy	1-01-01-132-300-242	Meetings Conf	116.54	Secretarial services greater than original estimate
		1-01-01-132-300-204	Postage	1-01-01-132-300-245	Dues/Membership	95.81	Additional funding for postage requirements
	S Harris	1-01-01-134-300-201	Telephone	1-01-01-134-200-236	Museum Programs	32.80	Additional funding for final telephone invoices
	Harbor Mgt	1-01-01-136-300-320	Misc Supplies	1-01-01-136-200-225	Maint of Harbor	66.64	Additional funding for final supply purchase
	Police	1-01-25-216-100-514	Overtime	1-01-25-216-100-513	Foot Patrol/Parade	4,170.47	Need greater than original estimate
	NFD	1-01-25-217-100-612	PT Firefighters	1-01-25-217-100-614	Overtime	1,424.48	Need greater than original estimate
	FFD	1-01-25-218-100-616	Longevity	1-01-25-218-100-614	Overtime	150.00	Original budget amount incorrect. 2011/12 corrected
	Emer Mgt	1-01-25-224-100-214	Overtime	1-01-25-224-200-243	Training	1,901.73	Need greater than original estimate
		1-01-25-224-100-215	Dep Dirr/Comm/Rad/Cust	1-01-25-224-100-216	Longevity/Shift Diff	440.00	Need greater than original estimate
	PWD	1-01-30-317-100-412	PT Seasonal	1-01-30-317-100-316	Longevity/Hwy	365.89	Need greater than original estimate
		1-01-30-317-300-201	Telephone	1-01-30-317-210-296	Bulky Waste/Tipping	136.23	Additional funding for final telephone invoices
		1-01-30-317-310-221	Fleet Fuel	1-01-30-317-210-296	Bulky Waste/Tipping	8,433.57	Need greater than original estimate
TOTAL						\$ 58,724.49	

Bot 7/20/2011

Attachment