

**EAST LYME BOARD OF FINANCE
SPECIAL MEETING MINUTES
BUDGET REVIEWS
Monday, MARCH 25th, 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
Gary Goeschel, Planning Director, IWA Officer
Marc Salerno, Zoning Commission Chairman
William Mulholland, Zoning Official
John McDonald, Chief, Niantic Fire Department
Jim Levandoski, Chief, Flanders Fire Department
Dick Morris, Fire Marshal, Emergency Management

Absent: Steve Harney, Secretary

A. Call Special Meeting to Order

Chairman Hart called this Special Meeting of the East Lyme Board of Finance to order at 6:30 PM.

B. Pledge of Allegiance

The Pledge was observed.

C. Delegations

Mr. Hart called for Delegations.
There were none.

D. New Business

a. Budget Reviews – FY 2013 - 2014

◆ **Planning Department & Commission (117) – Gary Goeschel, Planning Director**

****MOTION (1)**

Ms. Picarazzi moved to open the budget review for Item 117 – Planning Department & Commission.
Mr. Kelley seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

Mr. Formica explained that this is the second year of the combined Planning Department and Commission and the increase has to do with the Planning Director salary. He said that Mr. Goeschel was present if they had any questions.

****MOTION (2)**

Mr. Carpenteri moved to close the budget review for Item 117– Planning Department & Commission.
Ms. Picarazzi seconded the motion.
Vote: 5 – 0 – 0. Motion passed.

◆ **Inland Wetlands (132) – Gary Goeschel, IWA Officer**

****MOTION (3)**

Mr. Kelley moved to open the budget review for Item 132 – Inland Wetlands.
Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica explained that Mr. Goeschel is also the Wetlands Officer and that this is 20% of his salary. They were requesting an increase for a consultant but that was reduced to what they had. There is also a small decrease of \$100 from printing. Other than the salary increase the budget is relatively flat.

Ms. Picarazzi asked if there was any significance to having the same numbers – such as 243 – consultant and Training.

Mr. Formica said that the numbers to the left are different – such as 200 Services and 300 Supplies.

Ms. Alberti asked about the \$4000 for a consultant and if it were used – would it come back in on the revenue side.

Mr. Goeschel said that whatever is spent does come back in as it is only there if they should need it for professional services for an application.

Mr. Hart asked about dues/memberships as they have not spent much to date and asked if they anticipate expenditures.

Mr. Goeschel said that they typically spend around \$1500.

****MOTION (4)**

Mr. Kelley moved to open the budget review for Item 132 – Inland Wetlands.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ Zoning Commission (116) – Marc Salerno, Zoning Commission Chairman, William Mulholland, Zoning Official

****MOTION (5)**

Mr. Kelley moved to open the budget review for Item 116 – Zoning Commission.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart said that he noticed that there is an increase from this year and asked for clarification.

Mr. Formica said that the big ticket item was the salary increase that had not been in so that adjustment was made. The NEW line for consultants at \$5000 is a pass through he said that he is not sure that it is needed – it is to pre-fund a potential consultant.

Mr. Hart asked what the consultant would do and for an explanation on the fees.

Mr. Mulholland said that they legally have 65 days to act on an application and that for the larger applications they would perhaps be looking for a traffic consultant to weigh in and this would make the funds readily available at the time that they would need them.

Ms. Picarazzi asked Mr. Formica if they could readily transfer the \$5000 from somewhere else and if so – could they get it as most Boards meet at least once per month.

Mr. Formica said yes, they do have the funds elsewhere and noted that it does inflate the budget by the \$5000 and, that it does go back if it is not used.

Marc Salerno, Zoning Commission Chairman said that they had added the \$5000 line item for traffic consultants and explained that it has to do with court cases where they might need a traffic engineer to present another aspect from that of the applicant's traffic engineer. He said it would be helpful to have the money there in case they need it and if they don't then it would just stay there.

****MOTION (6)**

Mr. Kelley moved to close the budget review for Item 116 – Zoning Commission.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Economic Development Commission (131) – presented by Paul Formica**

Mr. Formica explained that this Commission was changed over and incorporated into the Selectman's budget department #101 due to attendance and member issues that were given a year trail to re-adjust and re-focus and that left them with only two members.

Ms. Picarazzi asked what happened to the other \$1900 from the \$5900 as only \$4000 was transferred to the Selectman's budget.

Mr. Formica said that budget was reduced by that \$1900 and is now \$4000. It is a \$1900 reduction.

◆ **Ledge Light Health District (108) – Steve Mansfield, Deputy Director LLHD & Paul Formica**

****MOTION (7)**

Mr. Carpenteri moved to open the budget review for Item 108 – Ledge Light Health District.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica explained that this is based per capita and that it went up by 3 cents per person to \$6.88 per person. They were hoping for another Town to join and for the fee to go down however that was not the case.

Mr. Hart said that he knew that they dealt with permits for various items and that they inspected restaurants and asked Mr. Mansfield to explain what they do.

Mr. Mansfield said that every Town must have a Health Department and that the environmental health division does the licensing and inspecting of all the restaurants and establishments within the Town on a regular basis. They also have an infectious diseases division that is primarily grant funded and that is based on the needs of the community. This division also educates the public on various diseases. Ledge Light is also the Region 4 lead for emergency preparedness.

Mr. Formica added that Ledge Light pays the Town for a room downstairs in the Land Use area and that we provide some counter clerical support for them there.

Mr. Hart asked how many Towns are serviced.

Mr. Mansfield cited Groton, Ledyard, New London, Waterford and East Lyme.

Ms. Alberti asked about the population counts and where the numbers come from.

Mr. Mansfield said that he receives this information from the State who provides it from some census figures.

Mr. Formica noted that it also includes the prison population of about 1600 inmates.

****MOTION (8)**

Ms. Picarazzi moved to close the budget review for Item 108 – Ledge Light Health District.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Niantic Fire Department (217) and Flanders Fire Department (218) – John McDonald, Niantic Chief and Jim Levandoski, Flanders Fire Chief**

****MOTION (9)**

Ms. Picarazzi moved to open the budget review for Item 217 – Niantic Fire Department and Item 218 – Flanders Fire Department.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that Chief McDonald and Chief Levandoski are both great chiefs and that they have great first responders in both departments. The budgets for both departments are relatively flat. They are looking for nozzles in Niantic and for \$28,000 for SCBA gear replacement in Flanders.

Ms. Picarazzi asked for an explanation in OSHA contracted services line 218 for Niantic Fire that was showing an increase of 19%.

Mr. McDonald said that represents cost increases in the testing of the apparatus.

Ms. Picarazzi said that she noticed that it went up more on the Niantic side than the Flanders side.

Mr. Levandoski said that they use different vendors and that he had asked for \$12,000 more in his OSHA line but it was cut by the First Selectman.

Ms. Picarazzi said that she appreciates all that they do and was just looking to see if there was a way to save some money; perhaps by combining vendors.

Ms. Alberti said that she had noticed that the Overtime line for Niantic Fire is about 28% of the regular salary line item and that Flanders Fire Overtime represents about 35% of the regular salary line item – she asked what it was based on and if last year's numbers were used.

Mr. McDonald said that it is somewhat like rolling the dice as the regular firefighters get fixed Overtime per week but with the number of fires and storms, etc that have been occurring, you just don't know. The difference in the numbers is the difference in the salary and an increase in salary equals an increase in overtime.

Ms. Picarazzi asked about line 220 – Vehicle Maintenance noting that only 37% of the budget has been used so far.

Mr. Levandoski and Mr. McDonald said that the annual maintenance is coming up as it is routinely done in the spring.

Mr. Hart said that they have a Town of 19,000 people with two fire departments with a duplication of services, trucks, etc. The air packs are different – 4.5's and 2.2's. To try to reduce some of the costs that they both have he asked if they had thought of buying their hoses together and reducing some of the duplicate services.

Mr. McDonald said that they are trying to get their air packs to the 4.5's so they are compatible with our Town and the surrounding Towns.

Mr. Hart said that he is looking to try to combine services.

Mr. Levandoski said that he would have to disagree that there are so many cost savings out there. They are striving towards compatibility.

Mr. Hart said that he would make the recommendation to the Board of Selectmen regarding looking into the potential for consolidation.

Mr. Hart then asked about the fuel for the two departments and sharing with the Ambulance service and if there was any reimbursement for diesel fuel.

Mr. McDonald and Mr. Levandoski said that all of the diesel fuel is paid for by the Ambulance fund.

****MOTION (10)**

Mr. Kelley moved to close the budget review for Item 217 – Niantic Fire Department and Item 218 – Flanders Fire Department.

Mr. Carpenteri seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ Emergency Management (224) – Dick Morris, Fire Marshal

****MOTION (11)**

Ms. Picarazzi moved to open the budget review for Item 224 – Emergency Management.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Hart asked for an explanation on the increase.

Mr. Formica said that the difference was for salaries.

Ms. Picarazzi asked about line 201 – Telephones and the 16% increase.

Mr. Morris said that he thinks that it is the increase with the telephone company as AT&T has increased their monthly rate.

Mr. Hart indicated that 96% of the line item for phones has been used to date with three months left in the fiscal year. What happens for the remainder of the year?

Mr. Formica said that the money is encumbered to pay for the utility and that they would check into the detail on it.

Mr. Kelley asked about line 214 – Overtime – showing nearly a doubling of the 2012 numbers.

Mr. Morris said that the new contract defers to the Full Time people to cover for those out or sick so they would have to pay overtime.

Mr. Hart asked about line 246 – Transportation Allowance at \$3500 – doubling from what it is now. He asked who is travelling that much.

Mr. Morris said that while he and the deputy have Town vehicles they have others and the Secretary who are going to meetings and are reimbursed.

A suggestion was made that perhaps a vehicle taken out of daily use could be assigned for use for meeting attendance.

Ms. Picarazzi asked the current mileage rate.

Mr. Hart said that it is 55¢ per mile.

Ms. Picarazzi said that represents roughly 8,000 miles.

Mr. Hart asked about Training.

Mr. Morris said that is for CERT and that there is a CERT class going on now.

Mr. Hart asked about line 320 – Miscellaneous Supplies.

Mr. Morris said that covers everything for all of them from batteries to cleaning supplies.

Ms. Picarazzi said that they have talked about having a central area for supplies that are common to everyone and asked that they look into incorporating this department and the Fire departments into that for some savings on this.

Ms. Alberti asked about the Administrative Assistant position showing a 7% increase.

Mr. Formica explained that it is a full time position and shows the consolidation of the late contract signing.

****MOTION (12)**

Ms. Picarazzi moved to close the budget review for Item 224 – Emergency Management.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ Animal Control (226) – presented by Paul Formica

****MOTION (13)**

Mr. Carpenteri moved to open the budget review for Item 226 – Animal Control.

Ms. Picarazzi seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica explained that this budget represents 50% of what it costs for the Animal Control Agent who is a police officer in Waterford. The 50% is for salary, benefits and expenses. East Lyme provides the vehicle and the maintenance of the vehicle. He noted that they were talking about combining with Old Lyme as they have a facility however during the talks a tree fell on the New London facility so now four (4) Towns are talking. Meanwhile Waterford has been raising money to build a new facility and has so far raised \$120,000, so the current thought is to build a new Waterford facility and use Old Lyme as a drop off facility as necessary as they also have part time people staffing that facility.

Mr. Hart said that Animal Control normally provides a report and asked if they could get one.

Mr. Formica said that he would get one.

****MOTION (14)**

Mr. Kelley moved to close the budget review for Item 226 – Animal Control.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

◆ **Services to Community (115) – presented by Paul Formica**

****MOTION (15)**

Ms. Picarazzi moved to open the budget review for Item 115 – Services to Community.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Mr. Formica noted that these items have been kept at the same level and reviewed the list.

Mr. Kelley noted that in East Lyme 104 homes received energy assistance this past year and that those dollars went directly back to Town vendors.

****MOTION (16)**

Ms. Picarazzi moved to close the budget review for Item 226 – Animal Control.

Mr. Kelley seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

E. Public Discussion

Mr. Hart called for any comments from the Public.

There was no Public Discussion.

F. Board Comments

Mr. Hart asked if the Board members had any comments.

There were none.

G. Adjournment

****MOTION (17)**

Ms. Picarazzi moved to adjourn this Special Meeting of the East Lyme Board of Finance at 7:40 PM.

Ms. Alberti seconded the motion.

Vote: 5 – 0 – 0. Motion passed.

Respectfully submitted,

Karen Zmitruk,
Recording Secretary