

Minutes of the Board of Finance meeting held on Tuesday, March 07, 2023, at 7:00 p.m. at the Old Lyme Memorial Town Hall, 52 Lyme Street, Old Lyme, CT 06371.

To join this meeting by phone dial +1-605-472-5727 and enter access code 3819718.

Present in Person: **Regular Members:** Jude Read, BJ Bernblum, H. P. Garvin III,
Andrew Russell, Kim Thompson
Alternate Members: Maria Marchant, Katherine Thuma

Present in Person: Timothy C. Griswold, First Selectman, ex-officio
Matt Ward, Selectman
Martha Shoemaker, Selectwoman

Present via Phone: **Regular Members:**
Alternate Members:

Absent: **Regular Members:** David Kelsey
Alternate Members: Matthew Olson

Guests: Steven Super, Chief, Old Lyme Fire Department
Jessica Rand, Old Lyme Fire Department
Ken Swaney, Jr., Old Lyme Fire Department
Rob McCarthy, Old Lyme Fire Department
John Duddy, Old Lyme Fire Department
James Oldfield, Old Lyme Fire Department
Ethan Temple, Old Lyme Fire Department
Jared Flagg, Old Lyme Fire Department
James Caramante, Old Lyme Fire Department
Matt Kakos, Old Lyme Fire Department

Ms. Read called the meeting to order at 7:00 pm and stated that Mr. Kelsey is unable to attend the meeting and has appointed her as Chair and to have Mr. Olson to vote in his absence. However, Mr. Olson could not attend the meeting so a motion was made by Mr. Russell, seconded by Mrs. Thompson, to have Mrs. Marchant vote for Mr. Kelsey in his absence. Motion carried.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to move Fire Department up on the agenda to accommodate guests. Motion carried.

205 Fire Services

0540 Old Lyme Fire Department

Mr. Russell outlined the various increases and decreases within the operating budget. Chief Super stated that the increases included the Telephone Radio Towers, Electricity, Buildings and Maintenance cleaning, Apparatus Fuel, Apparatus Maintenance, Protective Gear, Radio/Pager Maintenance, Air/SCBA Maintenance, Ladder and Hose Testing, Water Supply Hose and Attack Hose, Small tools, Equipment and Maintenance. There was a discussion on fuel cost reflecting the actual fuel usage. It was decided to increase the fuel line by \$3,000.

A motion was made by Mr. Russell, seconded by Mrs. Marchant, to approve \$246,694 for Old Lyme Fire Department operating budget. Motion carried.

Old Lyme Fire Department Capital

Capital for the Fire Department includes air bottles (\$14,000), portable radios (\$2,000), funds towards a new Rescue (#38) truck (\$150,000), and Marine 38 (Zodiac) Replacement (\$31,038), Box – Lights Replacement (\$8,000). Total budget for Fire Department Capital is \$205,038, however, they are still waiting for additional information on the Knox Box replacements installation quotes which will be included in the Capital.

206-0610 Lymes' Youth Service Bureau

Mrs. Thompson presented the LYSB proposed budget, stating that the amount requested for Fiscal Year 2023-24 has remained the same as last year.

A motion was made by Mr. Russell, seconded by Mrs. Marchant, to approve \$99,000 for Lyme Youth Service Bureau. Mr. Garvin abstained. Motion carried.

0205 Animal Control

Mrs. Thompson detailed the line items for the Animal Control Department budget stating that there are increases in Other/Miscellaneous, Telephone, building Repair and Maintenance lines, as well as in Education/Training. There is a decrease in Uniforms.

A motion was made by Mr. Garvin, seconded by Mrs. Thompson, to approve \$83,504, for Animal Control. Motion carried.

201 General Government

0010 Selectman's Office

Mr. Griswold stated the Selectman's Office budget has a slight increase (\$200 each) in the COST and CCM Dues. The Board discussed the Legal Counsel line of \$60,000 and due to the number of pending items, an amount of \$70,000 was recommended. There are decreases in Postage, HR Consultant, HR Consultant/Part-time Employee. Mr. Griswold stated that Sustainable Old Lyme budget remains at \$1,000 and the Shoreline Gateway Committee requested \$45,000, however, after discussion, an increase to \$30,000 was agreed upon. All other line items remained the same.

A motion was made by Mrs. Marchant, seconded by Mrs. Thompson, to approve \$362,618 for the Selectman's Office. Motion carried.

A motion was made by Mr. Russell, seconded by Mrs. Marchant to add Human Resources to the agenda. Motion carried.

0015 Human Resources

There was a discussion regarding the Human Resources position, and it was decided to leave this line item in the budget.

A motion was made by Mr. Russell, seconded by Mrs. Marchant, to approve \$57,473 for a Human Resource Coordinator

0020 Town Clerk's Office

Mr. Griswold outlined the Town Clerk's budget and said that there is an increase in Contracted Services. All other line items remained the same.

A motion was made by Mrs. Thompson, seconded by Mr. Bernblum, to approve \$146,130 for the Town Clerk's Office. Motion carried.

0030 Tax Collector's Office

Mr. Griswold highlighted the Tax Collector's budget, stating that there is an increase in Contracted Services and Audit fees. There is a slight decrease in Advertising and Motor Vehicle Fees.

A motion was made by Mrs. Marchant, seconded by Mrs. Thompson, to approve \$130,652 for the Tax Collector's Office. Motion carried.

0040 Treasurer's Office

Mr. Griswold stated that there is a significant increase (\$15,400) in the Contracted Services (Auditor) line. After discussion, it was decided to table this item pending additional information about this increase.

0050 Registrars – Primaries and Referendums

Mr. Griswold detailed the Registrars' budget explaining the increases within the Registrars' budget which included Elections, Mileage, Dues, Contracted Services, Printing, Other/Miscellaneous, Primaries, Education and Training. There are decreases in the Administrative Assistant and the Advertising lines. After discussion, it was decided to table this item and to invite the Registrar to the next meeting.

0060 Information Technology Department

Mr. Griswold stated that there are increases in the Supplies, Software Upgrades, Office Supplies, Contract VTH, Contract GIS, Contract Laserfiche, Contract ERSI, Contract domain.gov lines, as well as the part-time Tech and Consultant lines. All other lines remained the same. After a discussion on the direction of the Technology Department, it was decided to table this item.

0070 Probate Court

Mr. Griswold stated that the proposed budget amount and for Old Lyme for FY2023/24 for the Niantic Regional District 32 Probate Court is \$7,900. The approximate \$1,700 increase relates to improvements to the building.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$7,900 for Probate Court. Motion carried.

0080 Assessor's Office

Mr. Griswold stated that there are increases in Contracted Services, Other/Miscellaneous and Education and Training lines and a decrease in the Legal Counsel line.

A motion was made by Mrs. Marchant, seconded by Mr. Russell, to approve \$163,285 for the Assessor's Office. Motion carried.

0090 Building Department

The Building Department budget was reviewed. There are increases in the Contracted Services. All other non-salary lines remained the same.

A motion was made by Mr. Russell, seconded by Mr. Garvin, to approve \$147,259. Motion carried.

0095 Health Department

The Health Department's major budget item is the Ledge Light Health District under Contracted Services, which is comprised of a small increase (\$1,200) in the estimated per capita fee (\$59,000). There is a small increase in the Part-time Admin. and a large increase for Mosquito Control Mosquito Management, Inc.'s fee from \$18,600 to \$57,600. There were questions on the Mosquito Control increase. Therefore, this item was tabled pending further information.

0100 Town Hall Expenses

Mr. Griswold stated that the Town Hall expenses include Office Supplies, Other/Misc., Telephone, Electric, Building Supplies, Business Machines, Repairs/Maintenance, Landscaping, Contracted Services (cleaning, floor mats, bottled water, elevator contract, fire safety and inspection), Heating Expenses, and Facilities Management and Facilities Manager's wages. There are increases in Other/Miscellaneous – ADA, Electric, Building Supplies, Business Machines, Contracted Services, Heating Expense and Facilities Management. There was a decrease in Heating expense line by \$5,000.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$200,010 for Town Hall Expenses. Motion carried.

0110 Insurance

Mr. Griswold highlighted the costs of the Town's insurance, which includes premiums for Health/Dental Insurance (\$747,000) and fees (\$10,000 for a third party to administer the short-term disability), Life Insurance (\$16,000), Property/Liability (\$135,000), and Workers Compensation (\$94,000), Fire Department (\$50,000), Bonds for Officials (\$2,000) and Cyber Security Insurance (\$23,000). After discussion regarding the annual cost of the Cyber Security insurance, it was decided to table this item.

0120 Special Deductions

Mr. Griswold stated Special Deductions includes Social Security (\$257,000), Unemployment (\$2,000), Pensions (\$197,000), and Buyback for sick/vacation time (\$34,000).

A motion was made by Mrs. Thompson, seconded by Mr. Bernblum, to approve \$490,000. Motion carried.

202 Boards and Commissions

0200 Harbor Management Commission

The Harbor Management expenses represent Clerk, Contracted Services for removing, storing and replacing the dinghy dock at Ferry Road each year and hauling the moorings, Postage, and the Miscellaneous line. After questions about the \$3,800 increase in Contracted Services (\$5,000), it was decided to table this item.

0205 Affordable Housing

The Affordable Housing budget is comprised of Clerk, Legal line, Advertising, Miscellaneous/Other, and Printing.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$3,760 for the Affordable Housing Commission. Motion carried.

0210 Economic Development Commission

The Economic Development Commission's budget is comprised of a Clerk, Supplies, Postage, Contracted Services, and Other/Miscellaneous lines.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$4,136 for the Economic Development Commission. Motion carried.

0215 Ethics Commission

The Ethics Commission budget has increase in the Legal (\$1,280) and a decrease in the Advertising line (\$990).

A motion was made by Mr. Russell, seconded by Mr. Bernblum, to approve \$3,284 for the Ethics Commission. Motion carried.

0220 Water Pollution Control Authority

Mr. Griswold highlighted the various lines and detailed the expenses within each line stating that there is an increase in Advertising and decreases in the Postage, Legal Counsel, Project Consultant and Printing.

A motion was made by Mr. Russell, seconded by Mr. Garvin, to approve \$61,922 for the WPCA budget. Motion carried.

0230 Board of Finance

Mr. Griswold stated that there is a \$1,000 increase in Advertising due to the expense of printing the Town's budget in May. There is also a \$1,400 increase in Contracted Services for the new editor of the Annual Town Report.

A motion was made by Mr. Garvin, seconded by Mr. Russell, to approve \$14,201 for the Board of Finance budget. Motion carried.

0240 Flood and Erosion Control Commission

This budget represents the Clerk, Postage, Contracted Services, and Miscellaneous.

A motion was made by Mr. Bernblum, seconded by Mrs. Thompson, to approve \$570 for Flood and Erosion Control. Motion carried.

0250 Historic District Commission

The Historic District Commission's principal increase is \$1,405 for additional hours for the Admin person due to a large increase in its caseload. Other increases include Office Supplies, Postage, Legal, Advertising and Other/Miscellaneous lines.

A motion was made by Mr. Garvin, seconded by Mr. Russell, to approve \$10,155 for the Historic District Commission. Motion carried.

0260 Tree Commission

Mr. Griswold spoke with Mrs. DiCamillo, Chair of the Tree Commission, and the budget lines include the Clerk, Postage, Tree Warden, Contracted Services and Other/Miscellaneous. There is no need for the \$2,500 under Special Projects.

A motion was made by Mrs. Marchant, seconded by Mr. Russell, to approve \$14,175 for the Tree Commission. Motion carried.

0265 Parks and Recreation Commission

Parks and Recreation budget represents a Clerk and Other/Miscellaneous lines.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$2,048 for Parks and Recreation. Motion carried.

0270 Board of Assessment Appeals

Board of Assessment Appeals budget is comprised of Wages, Postage, Advertising and Other/Miscellaneous lines.

A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$1,659 for the Board of Assessment Appeals. Motion carried.

0275 Rogers Lake Authority

Mr. Griswold stated that the entire Rogers Lake Authority budget is split 50/50 with Lyme. Mr. Griswold stated that there are increases in Boat Patrol Admin, Water testing, and Seasonal Employment. There are decreases in Boat Patrol and Weed Treatment.

A motion was made by Mr. Russell, seconded by Mr. Garvin, to approve \$72,290 for Rogers Lake Authority. Motion carried.

0280 Land Use Department

Mr. Griswold stated that other than salaries, there are increases in the ZBA Advertising and Land Use Printing. There is a decrease in the ZBA Legal line and Zoning Engineering lines. All other line items remained the same.

A motion was made by Mr. Russell, seconded by Mrs. Marchant, to approve \$287,114 for the Land Use Department. Motion carried.

0290 Sound View Commission

Mr. Griswold stated that the Sound View Commission's budget represents Postage, Legal, Contracted Services (for providing the Port-o-potties at Sound View and maintaining plantings and shrubs for planters at the end of Hartford Avenue), Printing, Other/Miscellaneous (for flags, signs, banners, landscape, etc.), and Golf Carts. There are increases in Contracted Services, Other/Miscellaneous and Community Services. Mr. Griswold reported that there are two a new lines included for the Contracted Services (cleaning bathrooms) and the Bathroom Trailer operating costs of \$32,300. After discussion, this item was tabled for this evening.

0291 Conservation Commission

Conservation Commission budget represents Clerk, Advertising and Contracted Services.

A motion was made by Mrs. Thompson, seconded by Mr. Bernblum, to approve \$2,012 for the Conservation Commission. Motion carried.

0292 Open Space Commission

Mr. Griswold stated that Open Space requested to be postponed for another week or two.

206-600 Social Services

0620 Social Service Agencies

Mr. Griswold stated that grant requests of several social service agencies are historically supported by the Town. Below are the following allocations:

001 Literacy Volunteers	\$ 500
002 Safe Futures	500
003 Rushford Center	500
004 Regional Mental Health	0
005 TVCCA	726
006 Sexual Assault CC	300
007 Shoreline Soup Kitchen	1,000
008 Arc of New London County	750
009 NL Homeless Hospitality Center	2,500
010 HOPE	<u>500</u>
	\$7,276

There was a discussion on the increase requested by Arc of New London County. A motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve \$7,276 for Social Service Agencies. Motion carried.

206-0650 Estuary Services

Mr. Griswold stated that the Estuary Services provides the Senior Center with congregate lunches and the Meals-on-Wheels program. Mr. Griswold confirmed the request of \$15,311.

A motion was made by Mr. Garvin, seconded by Mrs. Thompson, to approve \$15,311 for the Estuary Services. Motion carried.

213-0011 Sanitation

213-1300-0011-000 Municipal Refuse Collection (CWPM): For household garbage removal

213-1300-0011-001 Disposal of Recycling (CWPM): For household recycling removal

213-1300-0560-000 Disposal of Municipal Refuse (CWPM): Disposal of household waste

Mr. Griswold stated that the Town CWPM municipal refuse collection contract will expire on June 30, 2023 and must be renewed. He met with CWPM to discuss another four-year contract and was told that, because of rising fuel cost, repair and maintenance, etc., the increase would be 5% annually, or 20% increase over the life of the contract. The Board of Finance felt that it might be in the Town's best interest to put the contract out for bid. Mr. Griswold will meet with CWPM again to negotiate a lower increase. After discussion, it was decided to table this item for this evening.

Other Business

Mr. Griswold stated that Edie Twining, Hall Road Improvements Committee Chair, is requesting an appropriation of \$19,500 for the Bow Bridge Engineering Design Work. He stated that the Selectmen voted to recommend that AI Engineering from Middletown, CT, be selected as the engineering firm for the Bow Bridge project. The bid price is \$148,500, and a contingency amount of \$6,500, for a total of \$155,000. The sources of funds are ARPA grant -\$135,000, cost to the Town - \$20,000. After some discussion, it was decided to lower the contingency to \$6,000.

A motion was made by Mr. Bernblum, seconded by Mr. Russell, to approve \$19,500 for the Bow Bridge Engineering Design Work. Motion carried.

Mr. Griswold explained that when the renovation of the Senior Center takes place, the offices and meal site will be closed for about a year so alternate spaces must be rented. He stated that the Senior Center rental fees should be built into the project.

Mr. Russell reported that the OLF D receives \$500 for each call that they respond to on Route I-95. Following each incident, several documents must be submitted to the State. Although the funds are segregated in a separate account, the Board of Selectmen should recommend where the fees should be accumulated.

Mr. Griswold stated that the Board of Selectmen recommended moving forward with the purchase of the body cam, storage, software, and hardware. Mr. Russell stated that the money (\$88,000) is in the budget specifically for this expense. It was decided to proceed with purchasing of the equipment so it will be operational as of July 01, 2023.

Minutes of February 28, 2023 Budget Meeting

The Minutes of February 28th were distributed and will be reviewed at the next meeting.

Ms. Read stated that the next meeting is scheduled for Tuesday, March 14th at 7:00 p.m. Regional School District#18 will be making a budget presentation to the Board. Budgets for Other Associations, Lymewood, Ryefield Manor, and HOPE will be reviewed and discussed.

A motion was made by Mr. Bernblum, seconded by Mrs. Thompson, to adjourn the regular budget meeting at 10:30 p.m. Motion carried.

Respectfully Submitted,

Michele E. Hayes
Secretary