

Minutes of the Special Board of Finance meeting held on Tuesday, July 18, 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:** David Kelsey, BJ Bernblum, Jude Read,
Andrew Russell, Kim Thompson
Alternate Members: Maria Marchant, Matthew Olson, Katherine Thuma

Present in Person: Timothy Griswold, First Selectman, ex-officio

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

Absent: **Regular Members:** H. P. Garvin III
Alternate Members:

Mr. Kelsey called the meeting to order at 7:08 p.m. and stated that Mr. Garvin will not be present. Therefore, a motion was made by Ms. Read, seconded by Mr. Russell, to have Mr. Olson vote for Mr. Garvin in his absence. Motion carried.

Minutes of June 20, 2023 Meeting

The Minutes of June 20th were reviewed. Mrs. Thompson questioned if the June 30th Financial Reports were available yet for review. Mr. Griswold stated that they are not available.

There being no corrections noted, a motion was made by Mr. Russell, seconded by Mr. Olson, to approve the minutes, as written. Ms. Read and Mr. Bernblum abstained from voting as they were not present at that meeting. Motion carried.

Other Business

Mr. Russell asked how the pumps at White Sand are operating. Mr. Griswold said he had not heard anything about them so they must be working fine.

Selectman's Report

Halls Road Improvements Committee: Mr. Griswold stated that the engineers are working on the bridge design over the Lieutenant River by Route 1, and the next step will be an RFP for a Contractor to do the work. There is a parcel of land (6/10 of an acre) located between the Hangry Goose Restaurant and Route 1 that the DEEP may offer to the Town. Accepting the parcel of land would help with the access and easement to the bridge. Acquiring the property, even at no cost, would require Town Meeting approval.

Senior Center Expansion: Old Lyme voters approved \$5,263,541 for the expansion project. The Committee will issue an RFQ for a construction manager that would serve as the owner's representative. The next steps would be to issue an RFP for the Construction Manager and to select one. Then, the same process would be used for the General Contractor. Construction is expected to start by the end of October. Senior Center Staff will be temporarily housed in the American Legion Room and the programs will be held in various places in Town as well as within the Town Hall. The meals program will be held at the Congregational Church. The Senior Center building project should take about a year.

Ferry Road Sidewalk Project: Mr. Griswold stated that there was a meeting with the owner of 7 Ferry Road to discuss a right of way around an old tree to preserve the tree and its roots. Once that issue is settled, the project could go out to bid in late-August. The DOT has granted a one-year extension of the Town's STEAP grant to August 2024.

Swan Brook Crib Repair: Mr. Griswold stated that the Swan Brook crib was repaired but the pipes have been clogged with sand. However, during the recent significant rainstorm, both pipes became unclogged so he hopes the Monster-Vac truck can return to run a camera up and down each pipe to determine if the pipe seams are tight.

Tantummaheag Road: Mr. Griswold reported that he is scheduling a time for Public Works equipment to landscape the Town Landing (Tantummaheag Road). This will include mowing the water access portion and removing some plants placed on the landing by Mr. Frampton/Ms. D'Arista that block vehicular access. A sign stating "Tantummaheag Landing" with the hours of access will be placed outside the stone pillars.

Buttonball Road: Mr. Griswold stated that new signs have been put in place and a walking path has been installed. Harbor Management is working on the dock permit for the DEEP and Open Space will install a split rail fence. There is \$20,000 in the FY2024 budget for the project.

Boughton Road Emergency Operations Center Expansion Project: The Selectmen will appoint members to the Boughton Road Emergency Operations Center Expansion Committee. A Federal grant of up to \$708,000 has been approved that requires a 25% Town match. There is \$100,000 in the FY2024 budget.

Town Hall Staffing: Mr. Griswold stated that the Town welcomes Liz Hoffman as the Administrative Assistant to the Building Official who replaced Kathy Hall who retired in May. Mr. Griswold reported that he has received a resignation letter from Land Use technician, Kim Barrows, effective September 1st. A Land Use Technician (Craig Bonatti) has been hired and will overlap with Mrs. Burrows during August. Interviews for the Finance Director have been taking place and, hopefully, a decision will be made shortly. Kelly Sterner, retired Finance Director from the Town of Essex has been filling in three days a week until the end of August and has been doing a great job. Tracy Beatty, who was hired in May as the Assistant to the Finance Director, has been doing a good job in her new position.

Human Resource Consultant: Mr. Griswold stated that a consultant, Sheila McKinley-Bell, was contracted for six months for 8-10 hours a week, to assist with human resource issues. During the next six months, the need for Human Resource Director will be assessed. Presently, Ms. McKinley-Bell is reviewing the Employee Handbook and will work with Randi Frank (Randi Frank Associates) on job descriptions and compensation levels. Mr. Russell inquired about the Randi Frank's salary survey. Mr. Griswold stated that job descriptions and salary ranges are still being reviewed by her.

Police Academy Graduate: Mr. Griswold stated that Officer Ethan Kula has finished his training at the State Police Academy. Mr. Griswold said that Officer Kula must ride along with someone else for three-months before patrolling solo.

Debris in Long Island Sound: Mr. Griswold reported that, due to the heavy rainstorms that we have had these past couple of weeks, there is a lot of debris floating down the Connecticut River into Long Island Sound. There is an exceptionally large pine tree at the end of Washington Avenue, approximately 30 yards out in the water that is tangled with some swim lines. Mr. Griswold is trying to collaborate with several beach entities to have the tree removed from the area.

Public Comment

No public comment.

Mr. Kelsey stated that the next Board of Finance meeting will be held on Tuesday, August 20th at 7:00 p.m. in the Meeting Hall of the Town Hall.

A motion was made by Mr. Russell, seconded by Ms. Read, to adjourn the regular budget meeting at 7:40 p.m. Motion carried.

Respectfully Submitted,

Michele E. Hayes
Secretary