

Minutes of the Special Board of Finance meeting held on Tuesday, August 15, 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, H. P. Garvin III,
Andrew Russell, Kim Thompson
Alternate Members: Maria Marchant, Matthew Olson

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

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

Absent: **Regular Members:** Jude Read
Alternate Members: Katherine Thuma

Guests: Anita Mancini, newly hired Finance Director
Candace Fuchs, Resident

Mr. Kelsey called the meeting to order at 7:01 p.m. and stated that Ms. Read and Mr. Russell will not be present this evening. Therefore, a motion was made by Mr. Bernblum, seconded by Mr. Garvin, to have Mrs. Marchant vote for Ms. Read in her absence. A motion was made by Mr. Garvin, seconded by Mr. Bernblum, to have Mr. Olson vote for Mr. Russell in his absence. Motion carried.

Mr. Griswold introduced the newly hired Finance Director, Anita Mancini, and stated that she is scheduled to start next Monday, August 21st. Mr. Griswold highlighted Ms. Mancini's experience, stating that Ms. Mancini is staff accountant for the Finance Director in the Town of North Branford. Therefore, Ms. Mancini comes with experience in the areas of finance and municipal government. Mr. Griswold reported that the Finance Director's assistant, Tracy Beatty, is relatively new and will be working with Ms. Mancini. Kelly Sterner, interim Finance Director will work alongside Ms. Mancini for a few weeks.

Minutes of July 18, 2023 Meeting

The Minutes of July 18th were reviewed.

There being no corrections noted, a motion was made by Mrs. Thompson, seconded by Mrs. Marchant, to approve the minutes, as written. Mr. Garvin abstained as he was not present. Motion carried.

Financial Reports

Actual and Anticipated Revenues: Mr. Griswold reviewed the Actual and Anticipated Revenues sheet highlighting the Building Department's revenue is almost \$250,000 due to high volume of building permits and Parks and Recreation is over \$100,000 due to the addition of new programs. All revenues exceeded the budget by about \$737,000.

Carry Overs to Fiscal Year 2023-2024: Mr. Griswold reviewed the various carryover requests of approximately \$600,000 into FY23-24, stating that about \$251,000 will be returned to Surplus. Some of the Carryover highlights include Town Hall exterior doors, Sound View Town property survey, Grassy Hill Road Bridge Construction and Ferry Road sidewalk project, Town Hall interior wood refinishing, Cross Lane floor drain, Emergency Management Water Inventory, Sound View sidewalks, WPCA Legal and, Project Consultant.

There was a discussion about certain items in carryover being added to the spending agencies FY2024 budgets. Board members believed many of these amounts may be unnecessary.

Mrs. Thompson suggested that when a spending agency requests a carryover, it should be noted in the agency's proposed new fiscal year budget so Board members may have the full picture of what is being requested.

After discussion, a motion was made by Mrs. Marchant, seconded by Mr. Olson, to approve the June 30, 2023, Carryover list, except for lines #192 (IT Consultant), and lines #230 - #237 (EDC, WPCA and Tree Other/Miscellaneous lines). The general consensus is that Miscellaneous/Other lines should not be eligible to be carried over.

Special Revenue Funds and Expenditure detail – 06/30/2023 Preliminary: Mr. Griswold highlighted the individual Fund Balances lines.

Preliminary Finance Report: Mr. Griswold briefly reviewed the Preliminary Expenses and Encumbrance Report and commented that if a spending agency's total budget is overspent by \$20,000 or more, that budget must be approved at a Special Town Meeting.

Financial Report for July 2023: Mr. Griswold distributed the Financial Report for July 2023. Because it's the first month in FY2024, there is nothing significant to report.

Other Business

Cross Lane Courts: Mr. Griswold reported that Don Bugbee said the contractor will refurbish the basketball court and the three tennis courts at Cross Lane. One of the tennis courts will be reconfigured into four pickleball courts. The contract came in within the budgeted amount and the courts will be closed for at least twenty-one days to paint and line the courts.

Police Accreditation: Mr. Griswold explained that the State developed a Tier 1,2 and 3 Policy and Proofs compliance for Police Accreditation. Agencies that are not accredited will receive notice from POST of their upcoming onsite assessment which are selected at random. Mr. Griswold received two quotes from Badge Six, an Accreditation Consultant, for \$19,500 for Tier 1 to be completed in folders and/or PowerDMS by December 31st. Tier 1 is Liability Standards which are designed to assist police agencies in better protecting themselves, their employees, and their governing entities from liability exposure as well as enhanced delivery of service and improved public confidence in the agency. He stated that Tier 2 standards include Professional Standards, address legal requirements, management, and operations. He explained that each law enforcement unit shall adopt and maintain the minimum standards and practices of Tier 2 developed by the council pursuant to subsection outlined in their letter and to have a higher level of accreditation standards developed by the POST or the Commission on Accreditation for Law Enforcement Agencies. Mr. Griswold commented that a Tier 3, General Management Standard, further expands upon the Tier 2 Standards, addressing legal requirements, management, and operation. On and after January 2026, each law enforcement unit shall obtain and maintain accreditation standards and practices of Tier 3. Mr. Griswold stated that this is a unfunded mandated State policy.

Miami Beach Association Proposal: Mr. Griswold stated that the Miami Beach Association (MBA) presented a proposal to the Board of Selectmen to make Pond Road, between Hartford Avenue and Portland Avenue, a private road for the use of MBA residents only. There are a few MBA cottages on Pond Road, south of the Town parking lot. That portion of Pond Road would be gated from Memorial Day to Labor Day. MBA suggested that the Town construct a parallel road to the north of Pond Road and MBA might contribute to the cost. There are utility poles on the proposed site as well as storm water drainage. Mark Mongillo, President of MBA, claims that the Settlement Agreement signed in December 1997 is invalid because the then MBA President, Larrye deBear was not authorized to sign it. Mr. Griswold will be the Board informed of the results of the discussion.

Selectman's Report

Halls Road Improvements Committee: Mr. Griswold stated that AI Engineers is working on the design of the pedestrian bridge over the Lieutenant River. Once done, the next step will be an RFP for a Contractor to do the work. The engineers presented three designs of the bridge, and two designs will be presented. To the public soon. Mr. Griswold stated that the design work is moving forward and expects it to be finishing up within the next few months.

Sound View Sewer Project: Mr. Griswold reported that there has been nothing definite from DEEP regarding the \$14 to \$17 million forgivable loan. If confirmation is not received in September, it could jeopardize the project.

Lymes' Senior Center Expansion: Mr. Griswold stated that the Building Committee chair, Jeri Baker, completed the \$500,000 for Old Lyme STEAP Grant application for \$500,000, and stated that the Town of Lyme is applying for the same amount. 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 to complete.

Ferry Road Sidewalk Project: Mr. Griswold stated that there was a meeting with the owner of 7 Ferry Road to discuss a sidewalk right of way around an old tree to preserve the tree and the details of the easement have been agreed upon. Now that the issue is settled, the project can be submitted to DOT and could go out to bid in September. 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 continue to be clogged with sand and must be dug out by Public Works. Mr. Griswold stated that the Town still wants to run a camera up and down each pipe to determine if the seams are tight.

Tantummaheag Road Landing: Mr. Griswold reported that Public Works removed the five plantings that were placed on the Town's Tantummaheag Landing by Mr. Frampton/Ms. D'Arista that block vehicular access. Public Works also mowed the water access trail. A sign stating "Tantummaheag Landing" with the hours of access that was placed outside the stone pillars was removed and the plantings that were removed were replanted. The Board inquired if the Town was going to pursue legal action and the response was that the Town continues to assert that Tantummaheag Road is a town road and must be passable.

Town Hall Staffing: Mr. Griswold stated that the Town welcomes Anita Mancini as Finance Director, starting Monday, August 21st. Kelly Sterner, retired Finance Director from the Town of Essex has been filling in three days a week and has been doing a great job. Kelly is willing to work with Anita on a transitional basis. Tracy Beatty, who was hired in May as the Assistant to the Finance Director, has been doing a very good job in her position and will be working directly with Anita. Liz Hoffmann, the Administrative Assistant to the Building Official, replaced Kathy Hall, who retired in May. Liz is doing a fine job in her new role. Mr. Griswold reported that he has received a resignation letter from Land Use technician, Kim Barrows, effective September 1st. Craig Bonatti was hired as a Land Use Technician and has been working with Mrs. Burrows during the month of August. Mr. Griswold stated that a Human Resource consultant, Sheila McKinley-Bell, was contracted for six months, for 8-10 hours a week, to assist with reviewing the Employee Handbook, reviewing job descriptions and salaries, as well as other human resource issues. During the next six months, the need for Human Resource Director will be assessed. Officer Ethan Kula, who graduated from the State Police Academy in July, is performing field training, where he rides along with an experienced officer for 13 weeks. Mr. Griswold stated that the Resident State Trooper would like to send another individual to the Academy. The training is a six-month program and costs around \$3,800. The Town would pay the tuition and pay the cadet \$25/hr while in school. In return, the cadet would have a five-year commitment to work for the Town.

Public Comment

Ms. Candace Fuchs introduced herself and thanked the Board for adding a Public Comment to its monthly agendas. She also expressed her excitement at the addition of pickleball courts at Cross Lane.

Mr. Kelsey stated that the next Board of Finance meeting will be held on Tuesday, September 19th at 7:00 p.m. in the Meeting Hall of the Town Hall.

A motion was made by Mrs. Thompson, seconded by Ms. Marchant, to adjourn the regular budget meeting at 8:30 p.m. Motion carried.

Respectfully Submitted,

Michele E. Hayes
Secretary