

Minutes of the Special Board of Finance meeting held on Tuesday, October 17, 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
Martha Shoemaker, Selectwoman
Anita Mancini, Finance Director
Katie Balocca, Executive Assistant to the First Selectman

Present via Phone: **Regular Members:** Perry Garvin, III
Alternate Members:

Absent: **Regular Members:**
Alternate Members:

Guests: Gary Gregory, Chairman, Conservation Commission
Candace Fuchs, Resident (running for Board of Finance Alternate)
John Mesham, Resident (running for First Selectman)

Mr. Kelsey called the meeting to order at 7:02 p.m. and stated that the agenda did not get posted on the website, however, was sent out to members and submitted to the Town Clerk, as well as posted outside the Town Hall last Friday. Mr. Griswold conferred with the Town Attorney to make sure the meeting could be legally held and if voting could take place. The Town Attorney reported that the meeting was sufficiently posted, and voting could take place.

Minutes of September 19, 2023 Meeting

The Minutes of September 19th were reviewed. There was a correction on page 2, 2nd to the last sentence, should read, “Mr. Griswold stated the \$5,000 *from carryover* for Ferry Road trees, planning, mulch, etc. project”. Mrs. Thompson wanted it to be noted that on page 4, 4th paragraph regarding the Animal Control Office, was not accurate. She said that she expressed concerns that the Animal Control Office wasn’t adequately budgeted for because there’s a need for fundraising to cover larger expenses, such as surgeries, and other unforeseen animal expenditures. A discussion ensued on the benefits that Animal Control could receive from forming a 501(c)3. Forming a 501(c)3, a non-profit organization, would give the ACO more flexibility and release her from being accountable for donations.

Mr. Griswold stated that he met with Ms. Philemon and Ms. Mancini to discuss options for handling donations. One option is that the donors can directly pay a veterinary or surgery bill on behalf of an animal. Options were discussed; however, no decisions were made. The Board respectfully requested that Ms. Philemon be invited to the next Board meeting.

There being no other corrections noted, a motion was made by Mr. Russell, seconded by Mrs. Thompson, to approve the minutes, as modified. Motion carried.

Financial Reports/Carry over Discussion.

Carryover FY2021/22 to FY 2023/24: Ms. Mancini highlighted the Financial Reports showing prior year period/month's income vs this year's current month's income. Currently, this is not available for the expenditures report due to limitation of columns. Ms. Mancini detailed the expenditures that are currently over 50% spent. The detailed report is attached to the end of the minutes.

Ms. Mancini detailed the budget transfer worksheet that totals \$120,800. She noted that each of the expenditures is less than the \$20,000 threshold which would need to be voted on at a Town Meeting. She recommends that the \$120,800 amount be offset by the Insurance line (\$97,480) and the Municipal Refuse Collection line (\$23,320).

A motion was made by Mr. Bernblum, seconded by Ms. Read, to approve budget transfers of \$120,800, to be offset by underspending in the Insurance and Municipal Refuse Collection lines. Motion carried.

New Business

Conservation Commission Budget Request - \$1,950: Mr. Griswold stated that the Conservation Commission Chair, Gary Gregory, has requested a budget appropriation of \$1,950. He submitted a detailed request that included Brochures/Publications (\$350), Lecture Series (\$250), Venue Rental fee (\$225), Memberships to CT Association of Conservation and Inland Wetlands Commissions (\$95), Annual Meeting CAC/WC (\$180), Water Quality Testing of Black Hall River/Watershed (\$400), Banner, Material; projects with the High School Environmental club, i.e., bat houses, owl nesting box (\$350) and Postage (\$100).

A motion was made by Ms. Read, seconded by Mr. Russell, to approve an appropriation of \$1,950 for the Conservation Commission. Motion carried.

Hains Park Entrance Ramp Request - \$13,500: Mr. Griswold stated that the access ramp to the Boathouse at Hains Park is in need of replacement. He met with Mr. Dunn, Mr. Parcak and Mr. Adanti on October 5th to discuss the replacement of the entrance apron and ramp of the Hains Park driveway that services the boathouse. Mr. Griswold stated that the existing apron and ramp has several deficiencies such as the lip of the apron along Route One, which does not meet the 1 ½ inch standard for aprons and allows

water to enter the Park easily. There should be a 6” rise in the apron behind the lip to further retard water from entering the Park. The existing apron doesn’t meet this standard. The shape of the ramp leading down the slope is not pitched correctly and directs water toward the basketball court, which caused dirt and stones to wash onto the court surface. There is no stone riprap (smaller stones) at the base of the ramp to slow down the flow of water.

Two quotes have been received to correct the situation. Anton Paving: \$12,100 and Sullivan Paving: \$10,400. In addition to the base contractor price, the Town must secure a driveway permit from the State of CT and provide police traffic control at the site when work occurs along Route 1. If local police are available, there may not be a cost for traffic control.

Mr. Griswold stated that the Parks and Rec Commission recommends that Sullivan Paving be hired to perform this work at a base rate of \$10,400 with the contingency amount being \$3,100, for a total of \$13,500.

Mr. Griswold stated that, if the request is approved, a new capital line could be created: General Government - Parks and Recreation – Hains Park Entrance.

A motion was made by Mr. Russell, seconded by Mr. Bernblum, to approve \$13,500 for the work under General Government - Parks and Recreation - Hains Park Entrance. Motion carried.

Other Business

Mrs. Thompson continued the discussion about donations to benefit the Animal Control Department. Ms. Mancini explained that contributions and donations that are received should be donated directly to the veterinary for a particular operation or procedure. It was mentioned that Friends of Old Lyme Animal Control should be advised to set up a 501(c)3. This would offer more opportunities for donations, company matches, and solicitating for donations and contributions.

Selectman’s Report

***Government Emergency Planning and Preparedness Initiative Exercise:
Staff - Emergency Management Wages – Non-reimbursable -
Food – Emergency Management Other/Miscellaneous –***

Mr. Griswold stated that Emergency Management Director, Dave Roberge, led a State directed Emergency Planning and Preparedness Initiative (EPPI) exercise. Since 2012, the Department of Emergency Service and Public Protection Division of Emergency Management and Homeland Security (DEMHS) has conducted an annual statewide service in order to prepare municipalities for natural and man-made disasters. Participants included: Old Lyme Fire Department, EMS, Police, Public Works, LedgeLight Health District and Municipal Administration. Additional participants and representatives included Respite Care and Shelter Management, Special and Functional Needs coordination, Economic Development Commission members, Lyme Youth Services Bureau and mutual aid support from Lyme Ambulance

Association. The tabletop exercise simulated a major transportation scenario which required for response planning and coordination amongst multiple agencies.

Sound View Sewer Project: Mr. Griswold reported that the Chair of WPCA received an email from the DEEP stating that a \$15,000,000 forgivable loan will likely be approved, with conditions, towards the project. The Town and the three private beaches have met DEEP's criteria of exceeding 2.00% of median household income for the annual sewer payments. The extension of the New London IMA has been verbally agreed upon and the project could go out to bid again in the first quarter of 2024, and if all four beach entities agree. The project could start by the end of next year, if the Town and the private beach associations approve the plan.

Lymes' Senior Center Expansion: Mr. Griswold stated that Senior Center staff moved into the Town Hall American Legion Room. Many programs are being held in various places in town. The meals program is being held at the Congregational Church with other activities being held at the library of both towns, St. Ann's Episcopal Church, and the Rogers Lake Clubhouse. Mr. Griswold stated that the Building Committee Chair, Jeri Baker, helped complete the two \$500,000 STEAP Grant applications for Lyme and Old Lyme and both Towns were awarded \$500,000 grants. Therefore, \$1,000,000 will be applied to the \$5.2 million expansion project. The Senior Center Committee approved Newfield Construction as the Construction Manager and are working to finalize the contract. Once the contract is signed, the Committee would like Newfield Construction to go out to bid for the various trades within the next week to ten days.

Ferry Road Sidewalk Project: Mr. Griswold stated that the sidewalk easement around an old tree to preserve its roots was finalized with the owner of 7 Ferry Road. The vinyl fence was also moved back to the owner's property. The Town will contract to have trees removed and, when that is completed, the engineer recommends that the project go out to bid so the work can begin during the first half of 2024. The DOT has granted a one-year extension of the Town's STEAP grant until August 2024.

Tantummaheag Road Landing: Mr. Griswold reported that, in July, Public Works removed the five plantings that were placed on the Town's Tantummaheag Landing by Mr. Frampton/Ms. D'Arista that blocked vehicular access. However, they have been replanted. Public Works also mowed the water access trail and placed a sign stating "Tantummaheag Landing" with the hours of access outside the stone pillars. However, the sign was removed. The Town will continue to assert that Tantummaheag Road is a town road and must be passable.

36-1 Buttonball Road: Mr. Griswold stated that a new split rail fence will be installed along the marsh and along the Blair property line, using funds from the Open Space Commission's budget. There is \$20,000 in the FY2024 budget for the project. Harbor Management is working on the dock permit with DEEP. Mr. Griswold noted that Docko, Inc. from Mystic may be hired for this part of the project as this is their scope of work and they have worked on several projects within the Town already.

Police Staffing Updates: Mr. Griswold reported that Officer Wayne Collins has returned to work. Cadet Ryan Sommers started at the Police Academy and will graduate in April 2024.

Public Comment

Ms. Fuchs thanked the Board for approving the Hains Park entrance funding as it has needed to be addressed for a long time. There was no other public comment.

Mr. Kelsey stated that the next Board of Finance meeting will be held on Tuesday, November 14th at 7:00 p.m. in the Meeting Hall of the Town Hall.

A motion was made by Mrs. Thompson, seconded by Mr. Russell, to adjourn the regular budget meeting at 8:20 p.m. Motion carried.

Respectfully Submitted,

Michele E. Hayes
Secretary