

**Minutes of the Board of Finance meeting held on Tuesday, July 17, 2012 at 7:30 p.m. at the Old Lyme Memorial Town Hall.**

**Present:**        **Regular Members:** Andrew Russell, Wayne Devoe, Christopher Kerr,  
Janet Sturges, David Woolley

**Alternate Members:** Anne Coburn, Bob Jose, David Kelsey

Bonnie Reemsnyder, Ex-Officio  
Nicole Stadjuhar, Finance Director  
Mary Jo Nosal, Selectwoman

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

**Alternate Members:**

Guests:         Ruth Roach, Town Hall Employee, IT Representative  
Glynn McAraw, Chairperson, Parks and Recreation Commission  
Bob Dunn, Parks and Recreation Commission

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Mr. Russell called the meeting to order at 7:30p.m. Mr. Russell stated that a regular member is absent this evening. A motion was made by Mrs. Sturges, seconded by Mr. Woolley to have Mr. Kelsey vote for Mr. Garvin in his absence. Motion carried.

**Minutes of June 19, 2012**

The minutes of the June 19<sup>th</sup> meeting were reviewed. There was a correction noted on page 4, 2<sup>nd</sup> paragraph. It should be corrected to read, "Harbor management dredging study RFP draft is ready and should be going out to bid soon. The RFP will focus on feasibility study and permit applications."

There being no other corrections noted, a motion was made by Mrs. Sturges, seconded by Mr. Kerr and passed unanimously to approve the minutes as amended. Mr. Devoe and Mr. Kelsey abstained. Motion carried.

**Financial Reports**

Mrs. Stadjuhar highlighted the June 2012 Financial Report notes for the Revenues stating that the property tax total tax collections were \$86,520.93 and all tax line items are over 100% collected. Beach stickers collected \$8,930 and the Sound View parking lot collected \$36,985 which included street parking. Parking tickets, which were issued mostly at the beach areas, collected \$4,250.

There was an \$11,070 reimbursement from Lyme for Town Woods Park and the Transfer Station collected \$10,701. RSD#18 reimbursed the town \$8,611 for the Crossing Guard. State Grants (ECS grant) received \$4,645 from Mashantucket-Pequot Grant during June. Repayment by the Bus Barn Fund is \$3,004 in interest and \$10,966 in principal.

Mrs. Stajduhar outlined the Expenditures, which include \$3000 paid out of Town Hall Contracted Services to buy paper goods for all town sites, as Blackburn Cleaning buys in bulk for other customers as well, allowing for better savings. Special Deductions ó Pensions, paid \$38,584 for 4<sup>th</sup> quarter pension payment. Under Land Use ó Misc/Other paid \$3,000 to Callidity Consulting for OL Aquifer Protection Plan. The Parks and Recreation programs paid \$4,000 for baseball camp, \$2,200 for basketball camp and \$4,300 for basketball camp equipment. Town Woods Park ó Non-contracted ground services paid \$12,593 to Country Lawn & Landscape and Town Woods Park ó Contracted services paid \$28,881 to Country Lawn & Landscape for 2 months of services. \$105,179 was paid for the The Resident Trooper Contract for FY11/12. Under Capital: Town Hall FF&E paid \$2,900 for replacement of back steps/deck; and \$2,100 for construction of wall, etc., related to the new Social Services space in the basement.

Mrs. Stajduhar highlighted the June carryovers. The total amount carried over from FY 11 was \$350,833, and the amount spent is \$233,210. The total amount unspent is \$117,623. It should be noted that many June invoices to be paid in July including the Sick buy back payment are not yet included in FY11/12 amounts. Final Carryovers for FY 12 will be reviewed next month.

### **Phone System Expansion Discussion**

Ms. Roach stated that due to the need for an additional phone for social services, a new expansion card is needed for Town Hall. This need led to an investigation of all phone lines, as well as extensions, and became an opportune time to review the option of expanding the current phone system to a town-wide system.

The investigation of phone lines and service through AT&T will result in a cost savings throughout the year, as it was discovered that lines can be eliminated, downgraded, or consolidated. The cost savings may be as high as \$6000 per year, but the research continues to be sure the correct decisions are made.

The current system can be expanded to serve all town locations including Senior Center, Transfer Station, Public Works, Animal Control, Fire Department, Police Department and Ambulance. This would give all phones an extension number, and communication internally would be improved. When citizens are calling in, they would be able to get any department, not just those located within the town hall building, and any staff could forward calls to off-site buildings as well. The cost to upgrade, as outlined, is \$19,950, which includes a five-year warranty on Parts, set up cost/Labor/Unlimited training, and the expansion card at no extra charge.

After considerable discussion, the Board decided to get more information on this expansion and address it at the next meeting in August.

Mr. Russell stated that Parks and Recreation requested to be added to this evening's agenda. A motion was made by Mr. Kerr, seconded by Mrs. Sturges to add Parks and Recreation salary discussion to the agenda under New Business. Motion carried.

### **New Business**

**Parks and Recreation Commission Salary Recommendation:** Ms. McAraraw stated that a few months back, it was brought to the attention of the Board of Selectmen and Finance that the Parks and Rec Director's salary was at least \$10K less than the Director's in Old Saybrook and Westbrook. At that time, the Parks and Rec Commission requested a \$10,000 stipend be given to Mr. Bugbee for FY2011-12 bringing his salary in the range of the neighboring towns. The response of the Selectmen and Finance boards stated that there would be no salary adjustment or stipend given to Mr. Bugbee for FY2011-12. Since then, Randi Frank and Associates was hired to survey towns similar to Old Lyme and recommend compensation amounts for Town employees. The final report showed that Mr. Bugbee's salary, which was \$51,247 for FY 2012 and increased to \$52,272 for FY 2013, is below that of a Step 1 entry level Parks and Rec Director who earns \$53,145 working 30 hours weekly and \$70,860 working 40 hours weekly. The study used a government rating scale for the various Town positions, comparing Old Lyme to five other towns. Mr. Bugbee is ranked at the top of the government rating scale and is experienced. The members of the Parks and Recreation Commission respectfully request that the Board of Selectmen and the Board of Finance compensate Mr. Bugbee for FY 2013 by adjusting his salary to a 40 hour work week level or give a \$10,000 stipend to come from this year's Sound View Parking Lot income. (Letter attached)

Mr. Russell commended Mr. Bugbee on the hard work he puts forth and continually does, and pointed out that the Board of Finance gave him the tools necessary to alleviate working excessive hours. An outside vendor was hired to clean all the Parks and Rec locations and money was added in order for Mr. Bugbee to hire an assistant. Mr. Dunn stated that the Parks and Recreation Commission is frustrated at the lack of fairness of the situation whereas an experienced employee receives below entry level compensation.

**Set meeting for Salary Committee:** Mr. Russell stated that a meeting date needs to be considered for the next fiscal year. There was a discussion on the amount of Board of Finance members that should be on the committee and whether there should be formal minutes for the committee meeting.

**Set timeline for Budget Letters:** Mr. Russell stated that previously, letters to Spending Agencies were sent out at the end of September, with a return submission date of the end of October. It was decided to send the letters out during September, giving a one month limit to submit their budgets.

Mrs. Reemsnyder stated that the Board of Selectmen suggested a combined BOS/BOF meeting with Mrs. Stajduhar, to review the proposed Financial Policies with the both Boards. Mr. Russell polled members to request a Special meeting an hour before the next Finance meeting on August 21<sup>st</sup> to review the proposed policy. Therefore, a Special meeting will take place on Aug. 21, to begin at 6:30 pm, followed by the Regular meeting at 7:30 pm.

### **Old Business**

Nothing to report.

### **Selectman's Report**

Mrs. Reemsnyder reported staff changes. She stated that Marilyn Swaney retired on June 29<sup>th</sup> and new hire, Patricia Myers, started her part-time position in the Health Office and is doing a good job learning the ropes. Toni O'Connor was hired back to work part-time in the Tax Office. Sherry White is no longer performing Social Service duties and has increased her hours as Senior Center Director. The Social Service Department has moved into the lower level of the Town Hall and Ruth Roach will be taking over the responsibilities for nine hours a week.

Wi-Fi is now available at the Town Hall.

The summer season at Sound View is progressing smoothly with the assistance of the park rangers. Street parking has decreased the attendance at Sound View. The Police boat is being utilized more frequently this year than in the past. The Police have been doing a great job at providing police presence within the beach community and on the water.

The landfill closure project commenced on July 9<sup>th</sup>, with an anticipated completion date October, 2012. The company who was awarded the project just finished up the closure of the Haddam landfill and is coming to us with high recommendations from Haddam's First Selectman.

Midsummer Festival is scheduled to take place on July 27<sup>th</sup> and 28<sup>th</sup>. However, due to the High School renovation project, fireworks are not slated for the finale of festivities.

A mock Millstone emergency drill took place today with the official drill scheduled for August 21<sup>st</sup>. A statewide drill for hurricane readiness is scheduled for July 30<sup>th</sup> and 31<sup>st</sup>. Mrs. Reemsnyder will report back to the Board on how prepared Old Lyme is for such emergencies.

A new application is being submitted for a STEAP grant in the amount of \$478,000 for expansion of the boathouse at Rogers Lake. Letters of support and additional information have been provided in hopes that the grant will be approved this time around.

Mr. Russell stated that the next Board of Finance meeting is scheduled for Tuesday, August 21, 2012 at 7:30 p.m. and a Special Meeting will be held at 6:30 p.m, before the regular meeting.

A motion was made by Mrs. Sturges, seconded by Mr. Kerr to adjourn the regular meeting at 9:30 p.m.

***Respectfully Submitted,***

***Michele Hayes-Finn***  
***Secretary***

June 11, 2012

TO: Members of the Boards of Selectmen and Finance  
RE: Compensation for Don Bugbee, Director of Old Lyme Parks and Recreation

On May 23, 2011 our Commission (OLPR) brought to the attention of the Board of Selectmen (BOS), and the Board of Finance (BOF) that Don Bugbee's salary was at least \$10K less than the Parks and Rec Directors in Old Saybrook and Westbrook. At this time our Commission requested a \$10K stipend be given to Mr. Bugbee for FY 2011-12 bringing his salary in the range of the neighboring towns of Old Saybrook and Westbrook. (

Mr. Bugbee has 15 years experience as the full time Director, plus 4 years as the Assistant Director. He is paid for a 30 hour week but works well over 40 hours a week. He has managed the Sound View Parking Lot since 1999 bringing in over \$830K in revenue to the Town. The Parks and Recreation Directors in both Old Saybrook and Westbrook have year-round staff to assist them, where Mr. Bugbee has an assistant only during the summer season when there are approximately 40 employees under his supervision.

The response of the BOS and the BOF was that there would be no salary adjustment or stipend given to Mr. Bugbee for FY 2011-12. The BOS meeting minutes for October 17, 2011, state that if payroll consultant Randi Frank and Associates was hired, they would survey towns similar to Old Lyme and recommend compensation amounts for Town employees for FY 2012-13. Furthermore, the minutes state that "the Town will then review the findings and make adjustments to an employee's compensation if needed."

Preliminary study results were provided about two weeks prior to the Old Lyme Salary Committee meeting on March 26, 2012. The final report was received before the budget for FY 2012-13 was finalized. () The report compared Mr. Bugbee's salary, which is currently \$51,247 (increasing to \$52,272 for FY 2012-13), as being below that of a Step 1 entry level Parks and Rec Director who earns \$53,145 working 30 hours weekly and \$70,860 working 40 hours weekly.

The study used a government rating scale for the various Town positions, comparing Old Lyme to five other towns. Mr. Bugbee is ranked at the top of the government rating scale; most experienced, Grade 15, Step 6, with 487 out of 489 points for a Grade 15 employee. Compensation for this level is \$58,676 for a 30 hour week, and \$78,235 for a 40 hour week. It is clear that Mr. Bugbee, who is a dedicated Town employee, is not receiving fair compensation.

Members of the OLPR Commission respectfully request that the BOS and the BOF fairly compensate Mr. Bugbee for FY 2012-13 by adjusting his salary to a 40 hour a week level or with a stipend of at least \$10K to come from this year's Sound View Parking Lot income. A stipend would have no effect on the taxpayers. Either solution, even though the FY 2012-13 budget has been finalized, would not set a precedent for either two of the current Selectmen or the BOF.

Respectfully,  
OLPR Commission Members  
Glynn McArar, *Chair*  
Robert Dunn, John Flower, Mary Ellen Garbarino, Missy Garvin, Tim Gavin, Roger Zito