

Minutes of the Board of Finance meeting held on Tuesday, February 28, 2012 at 7:00 p.m. at the Old Lyme Memorial Town Hall.

**Present:**       **Regular Members:** Andrew Russell, Wayne Devoe, H. P. Garvin, III,  
Christopher Kerr, Janet Sturges, David Woolley  
**Alternate Members:** Anne Coburn, Bob Jose

Bonnie A. Reemsnyder, ex-officio, Nicole Stajduhar, Finance Director  
Mary Jo Nosal, Selectwoman

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

**Guest:**       Ned Perkins, Lymes' Senior Center Representative  
Carl Clement, Lymes' Senior Center Representative  
Richard Smith, Chairman, Rogers Lake Authority  
Bob Recor, Rogers Lake Authority  
Bob Pierson, President, Old Lyme Fire Department  
Tom Swaney, Chief, Old Lyme Fire Department

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Mr. Russell called the meeting to order at 7:02 p.m., and requested the agenda be changed to accommodate this evening's guests. Therefore, a motion was made by Mr. Woolley, seconded by Mrs. Sturges to move the minutes to the end of the meeting. Motion carried.

### **206-670 Lymes' Senior Center**

Mr. Perkins and Mr. Clements detailed the operations and recommendations for the Lyme Senior Center. They believe that the Senior Center position should be a municipal position paid by the town, and hours should be increased to devote time to fundraising, programs and the day-to-day operations of the Center. They also recommend formation of a 501(c)(3) organization for fundraising for programs. Ms. Meyer has developed a monthly newsletter and has improved the relationship with the Estuary Council. Mrs. Stajduhar questioned whether this organization would be separate and believes that an outside bookkeeper should oversee these finances. Therefore, the significant increase is the Director's salary, including FICA and Pension benefits. It was recommended that the Senior Center Director position be separated from Social Services position.

A motion was made by Mr. Woolley, seconded by Mrs. Sturges to approve \$32,200 for the Lymes' Senior Center. Motion carried.

A motion was made by Mr. Kerr, seconded by Mrs. Sturges to support adding a Senior Center Director for up to 1,300 hours a year. Motion carried.

**205-0595 Rogers Lake Authority**

Mr. Smith detailed the Rogers Lake Authority budget. There was a significant increase to control the fanwort removal and milfoil removal on a 12 acres section of the 260 acre lake. It was discussed that the weed control measures should be a Capital expense. Mr. Smith explained the use and the purchasing of benthic mats for weed suppression. Mrs. Stajduhar asked about the increase in the boat maintenance.

A motion was made by Mr. Kerr, seconded by Mr. Garvin to approve \$7,485 for Rogers Lake Authority, without the Capital expenses of weed control and benthic mats. Motion carried.

**205 Fire Services**

**0540 Old Lyme Fire Department**

Mr. Pierson outlined the operating budget of the Fire department that includes heat, electricity, telephone, building maintenance, supplies, technology, and miscellaneous (postage, office supplies, etc.). The technology and computer line include a licensing fee, firefighting software and server operations. Firefighting expenses, which include the engineers that maintain the trucks, apparatus, fuel, repairs and preventative maintenance, increased. Fire fighting equipment, which includes protective equipment, fire hoses and fittings, SCBA/PASS equipment, small tools, rescue equipment, and communications (pagers, etc) equipment, also increased.

Mr. Pierson detailed the Capital budget, which included replacement of two tankers, air bottles, mobile radios, and rugged laptop computers.

A motion was made by Mr. Garvin, seconded by Mrs. Sturges, to approve \$212,184 for Old Lyme Fire Department. Mr. Kerr abstained from voting. Motion carried.

**201 General Government**

**0010 Selectman's Office**

Mrs. Reemsnyder detailed the Selectman's Office budget. There was a discussion on fees for a Payroll Consultant and it was decided to add \$10 in order to keep the line open.

A motion was made by Mr. Garvin, seconded by Mrs. Sturges to approve \$58,927, without salaries. Motion carried.

0020 Town Clerk's Office

Mrs. Reemsnyder outlined the Town Clerk's budget and explained the expenses associated with Contracted Services and the Land Record Expense lines. The expenses are fairly consistent with previous years, however the change in the contract for Land Use records.

A motion was made by Mr. Kerr, seconded by Mr. Woolley to approve \$25,485. Motion carried.

0030 Tax Collector's Office

Mrs. Reemsnyder highlighted the Tax Collector's budget. The Contracted Services is for Quality Data Company which provides the software and performs a variety of tasks, such as printing the tax bills, and it increased slightly.

A motion was made by Mr. Woolley, seconded by Mrs. Sturges to approve \$18,860. Mr. Kerr abstained from voting because his mother is the Tax Collector. Motion carried.

0040 Treasurer's Office

Mrs. Stajduhar highlighted the Treasurer's budget and stated that there is an increase in Contracted Services, which relates primarily to banking and the Town auditing services. There is an increase in postage and Contracted Services.

A motion was made Mr. Woolley, seconded by Mr. Garvin and passed unanimously to approve \$40,475.

0050 Registrars - Primaries and Referendums

The Registrars' budget was reviewed. The salaries are for the two Registrars and the wage line relates to the workers at the polls. Printing represents printing of the voting ballots. The Primaries and Referendums amounts are based on historical election activity. It was noted that Regional District 18 reimburses the Town for the District budget referendum cost.

A motion was made by Mr. Kerr seconded by Mr. Devoe, and passed unanimously to approve \$17,350.

0060 Information Technology Department

Mrs. Reemsnyder explained the Info Tech line items, such as computer training, GIS, licensing, laserfiche activity, the Town's website, and e-mail. There was a discussion on Information Technology Consulting services.

A motion was made Mr. Devoe, seconded by Mr. Woolley and passed unanimously to approve \$37,375.

0070 Probate Court

Mrs. Reemsnyder highlighted the Probate Court stating that each of the four towns within the new Probate Court district must pay a percentage of the operating expenses for the new Probate offices. Old Lyme's share is 14.6%.

A motion was made by Mr. Devoe, seconded by Mrs. Sturges and passed unanimously to approve \$5,020.

0080 Assessors Office

Mrs. Stajduhar stated one change in Contracted Services under the Assessor's office. There are no other significant changes within the budget.

A motion was made by Mr. Devoe, seconded by Mr. Woolley and passed unanimously to approve \$19,815.

0090 Building Department

The Building Department budget was reviewed and it was noted that there is a decrease in the mileage line and an increase in education and training line.

A motion was made by Mr. Kerr, seconded by Mr. Devoe and passed unanimously to approve \$7,280.

0095 Health Department

Mrs. Stajduhar stated that Contracted Services consists of water testing, mosquito spraying, and geese control. The stipend for Dr. Sikand, the Health Director, has been incorporated into the Health Department budget and is not listed in the Salary/Wage schedule. There was a discussion on the accountability for the goose control line under Contracted Services. Mr. Devoe requested to review a breakdown of Contracted Services in the future.

A motion was made by Mr. Garvin, seconded by Mr. Woolley to approve \$102,370. Motion carried.

0100 Town Hall Expenses

Mrs. Reemsnyder stated that the Town Hall expenses include the base telephone cost, electricity, and building supplies. Contracted Services include the General Code ordinance book, telephone maintenance contract, elevator contract, equipment inventory service, cleaning service, window washing, area carpeting service, HVAC contracts, etc.

A motion was made by Mr. Kerr, seconded by Mr. Devoe and passed unanimously to approve \$108,100.

0110 Insurance

Mrs. Stajduhar stated that the Town's medical insurance premium is estimated to increase about 10%. Four employees elected not to take the insurance, three of those will be paid \$3,000 and one will be paid \$1,350 for not using the Town's insurance. One volunteer firefighter uses the Town's insurance and pays 100% of the related premium to the Town.

Mrs. Reemsnyder highlighted the costs of the Town's insurance. There is a increase in the Medical Insurance (\$467,000) and increases to Workers Compensation (\$80,000) and Property/Liability (\$92,400) lines.

A motion was made by Mr. Devoe, seconded by Mr. Woolley and passed unanimously to approve \$691,400.

0120 Special Deductions

Mrs. Stajduhar stated that Special Deductions represents Social Security, Unemployment, Pensions and the Buyback for sick/vacation time. A line item for Sick Time for PT staff will be added to comply with new law. It was decided to table voting on Special Deductions.

**202 Boards and Commissions**

0200 Harbor Management Commission

The \$887 expense represents removing, storing and replacing the dinghy dock at Ferry Road each year and hauling in the moorings.

A motion was made by Mrs. Sturges, seconded by Mr. Woolley and passed unanimously to approve \$887 for Harbor Management Commission.

0210 Economic Development Commission

Mrs. Reemsnyder stated that the EDC expenses include supplies and postage line items for \$10 each.

A motion was made by Mr. Kerr, seconded by Mr. Devoe and passed unanimously to approve \$20 for Economic Development Commission's budget.

0215 Ethics Commission

Mrs. Stajduhar stated that the Ethics Commission has no increase.

A motion was made by Mr. Kerr, seconded by Mr. Devoe and passed unanimously to approve \$25 for the Ethics Commission budget.

0220 Water Pollution Control Authority

Mrs. Stajduhar detailed the WPCA budget and stated that there are no significant changes in the budget.

A motion was made by Mr. Kerr, seconded by Mrs. Sturges and passed unanimously to approve \$22,850.

0230 Board of Finance

Mrs. Stajduhar stated that there are no changes in the Board of Finance lines.

A motion was made by Mr. Devoe, seconded by Mrs. Sturges and passed unanimously to approve \$8,100 for the Board of Finance.

0240 Flood and Erosion

Mrs. Stajduhar stated that this budget represents postage, Contracted Services, and Miscellaneous.

A motion was made by Mr. Kerr, seconded by Mr. Devoe and passed unanimously to approve \$30 for the Flood and Erosion Board.

0250 Historic District

Mrs. Stajduhar said that the line items include office supplies, postage and legal advertising for Public Hearings.

A motion was made by Mr. Devoe, seconded by Mrs. Sturges and passed unanimously to approve \$1,750 for the Historic District.

0260 Tree Commission

The Tree Commission is charged with caring for Town trees and shrubs, dealing with hazardous trees, public or private, and other tasks. Road tree trimming goes out to bid and private tree contractors are hired to perform the necessary work. Other projects include tree assessment, as well as area beautification.

A motion was made by Mr. Devoe, seconded by Mr. Kerr and passed unanimously to approve \$11,010 for the Tree Commission.

0270 Board of Assessment Appeals

Mrs. Stajduhar stated that a slight increase in advertising was added.

A motion was made by Mrs. Sturges, seconded by Mr. Devoe and passed unanimously to approve \$465 for the Board of Assessment Appeals.

0280 Land Use Department

There was a discussion on the CT River Estuary Regional Planning dues amount.

It was decided to table approving Land Use until additional information is provided regarding the request by Conservation Commission.

0290 Sound View Commission

Mrs. Stajduhar stated that the Sound View Commission is a fairly new Commission. The request represents postage for mailings to Sound View residents and a variety of “wish list” items.

After discussion, it was decided to table voting on the Sound View Commission for this evening until further clarification.

**205-0510 Valley Shore Emergency Communications**

A motion was made by Mr. Kerr, seconded by Mr. Garvin and passed unanimously to approve \$121,324 for Valley Shore Emergency Communications.

**206 Social Services**

**206-650 Estuary Services**

The Estuary Council of Seniors serves meals daily at the Senior Center, as well as providing “meals on wheels” to clients within the Town. There was discussion about some issues with the estuary and recap of a meeting between Mrs. Reemsnyder, Ralph Eno, First Selectman of Lyme, and Paula Ferrara, Executive Director of the Estuary to address these issues, with positive results.

A motion was made by Mr. Devoe, seconded by Mr. Kerr, and passed unanimously to approve \$31,500 for Estuary Services – Nutrition Services and Medical Transportation. Motion carried.

**213-1300 Sanitation: CRRA**

Mrs. Reemsnyder is still awaiting numbers for the annual tonnage figures, but per ton fees were received on February 28, 2012. Therefore, CRRA has to be tabled for this evening.

**Salaries**

Mrs. Reemsnyder stated that salaries cannot be approved until after the employee consultant surveys are completed. Therefore, Salaries have to be tabled until a future meeting.

**GIS Buy Back**

Mrs. Reemsnyder explained the GIS flyover upgrade. By paying for this upgrade, the resolution will be higher, and advantageous to Fire, Police, Land Use, Emergency Management, to name a few. Because Westbrook, Old Saybrook and Essex have approved the upgrade, our cost is reduced to about \$11,000. Flyovers are done every 3-5 years.

A decision needs to be made by March 15<sup>th</sup>.

**Minutes of February 14, 2012**

A motion was made by Mr. Kerr, seconded by Mrs. Sturges to move the voting of the February 14<sup>th</sup> meeting minutes until next week. Motion carried.

Mrs. Sturges made a request to have the PGN Library budget discussion move until March 13<sup>th</sup>.

Mr. Russell stated that the next Board of Finance meeting is scheduled for Tuesday, March 06, 2012 at 7:00 p.m. Budgets for LYSB, Other Associations, Town Woods Park and Private Beach Associations are scheduled for discussion.

A motion was then made by Mr. Kerr, seconded by Mr. Devoe and passed unanimously to adjourn the meeting at 10:02 p.m.

***Respectfully Submitted,***

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