Minutes of the Board of Finance meeting held on Tuesday,February 06, 2018 at 7:00 p.m. at the Old LymeMemorial Town Hall Meeting Hall.

**Present**:           **Regular Members**:  Andrew Russell, Bennett Bernblum,

David Kelsey, Janet Sturges, David Woolley

**Alternate Members**:  Adam S. Burrows, Judith Read, Anna Reiter

Bonnie A. Reemsnyder, ex-officio

Nicole Stajduhar, Finance Director

Mary Jo Nosal, Selectwoman

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

 **Alternate Members:**

**Guest**: David Roberge, Fire Marshal and Emergency Management Director

 Carrie McCarthy, President, Old Lyme Volunteer Ambulance Association

 Kazimera Morse, Old Lyme Resident State Trooper

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr.Russell called the regular meeting to order at 7:00 p.m and reported that Mr. Garvin emailed him that he would not be present and requested that Ms. Read vote in his absence. No vote was necessary. Mr. Russell recommended a change in the agenda to accommodate guests. Therefore, a motion was made by Mr. Kelsey, seconded by Mrs. Sturges change the order of the agenda. Motion carried.

**205 Other Public Safety**

**205-0500 Emergency Management**

Mr. Roberge detailed the Emergency Management budget. Most line items will remain the same. There is an increase in the emergency call system, Everbridge/Reverse 911 Annual License, the fee will be $3,950. An additional $1,000 was requested for Emergency Management Director’s wages.

A motion was made by Mr. Woolley, seconded by Mr. Kelsey, to approve $18,800, without salaries. Motion carried.

**205-560 Fire Marshal**

Mr. Roberge outlined the Fire Marshal’s budget. Most line items remained the same. There is an increase in Due and Miscellaneous Publications. Under Capital, Mr. Roberge detailed the Radio Communications Project - Radio Receiver Sites. The two sites are Boughton Road and Public Works Garage sites. To date, the radio receiver equipment has been purchased and installed at the Boughton Road and Public Works locations. These sites now enhance previously known “dead zones” along I-95, Four Mile River Road and the upper end of Boston Post Road. The Public Works site installation has a temporary antenna mounted to the building.

Board of Finance Meeting February 06, 2018

Completion of this site will include the erection of a 100 foot lattice tower situated to the northeast side of the building, situated between the Public Works and Animal Control buildings. This location is town owned with generator backup capability. In Phase III, radio enhancements for west side of town have included addressing the “dead zones” along Route 156, Coult Lane, Saunders Hollow and along the shoreline of the Connecticut River. This enhancement would involve the procurement and installation of a similar radio receiver unit at the CT Water Company’s Essex Water Tower situated on Grandview Avenue in Essex, CT. Installation would be similar to the Boughton Road site utilizing existing infer structure on the CT Water Property. Mr. Russell reviewed the breakdown of future funding of the project stating that $67,000 is needed to complete the project.

A motion was made by Ms. Read, seconded by Mr. Kelsey to approve $68,435 for the Fire Marshal. Motion carried.

**205 Public Safety**

**205-0580 Resident State Police**

Resident Trooper Morse highlighted the Resident State Trooper expense stating that the FY 18/19 contract is estimated at $170,000. The Resident State Police DWI (part-time) is $20,000 and Resident State Police Overtime is $25,000 which is due to an additional State Trooper placed at Sound View during the summer months.

A motion was made by Mr. Kelsey, seconded by Mrs. Sturges to approve $215,000 for Resident State Police. Motion carried.

**205-0590 Municipal Police**

Trooper Morse outlined the Municipal Police line items. She stated that there are now six full-time officers. The two new officers came with years of service, therefore, were hired at a higher pay step. She reported that the Rangers that are utilized during the summer months is very helpful and has proved to be an asset to the beach community.

A motion was made by Mr. Kelsey, seconded by Mrs. Sturges to approved $675,102 for the Municipal Police which included salaries. Motion carried.

**205 Other Public Safety**

**205-0520 Volunteer Ambulance Association**

Ms. McCarthy hightlighted the budget, stating that most line items remained the same. There is a change to the Ambulance Gear line.

Board of Finance Meeting February 06, 2018

A motion was made by Mr. Kelsey, seconded by Ms. Read, to approve $160,187 for the Old Lyme Volunteer Ambulance Association.

**Salaries**

Mrs. Stajduhar highlighted the salary increases and adjustments due to Step grading increases and a general increase of 2.25%. Notable increases include Parking Enforcement/Rangers, and the new police hire at a higher step. New positions include a new gatekeeper for Parks and Recreation ($6,000), a part-time Administrative Assistant at the Senior Center ($3,000), and an Administrative Assistant in the Registrar’s Office ($5,106). There is a reduction in Miami Beach Police and Federation of Beach Police, DUI – less hours based on grant funding, WPCA - reduced hours of administrative assistant, and, the Assessor’s Department’s new hire - coming in less than budgeted. The total change in salaries from last fiscal year is $86,877. No vote was taken.

**01-211-1200 Private Beach Associations**

Mr. Bernblum explained the Private Beach Association’s have to follow a formula that is 50% of the cap amount spent on security and the beaches have to submit their security expenses to the Finance Director in order to receive the second half of the grant.

The Private Beach Association is as follows:

7007 Point O’Woods 7012 RogersLakeWestShores

7008 OldLymeShores 7013 HawksNestBeach

7009 OldColonyBeach 7014 Federation of Beaches (within Police Budget) 7010 Miami Beach 7015 Edge Lea

7011 WhiteSandBeach 7016 Oak RidgeForest

**Total** **$71,700**

A motion was made by Mr. Kelsey, seconded by Mrs. Sturges to approve $71,700 for PrivateBeach Associations. Motion carried.

**205 Other Public Safety**

**205-0510 Valley ShoreCommunication**

Mrs. Reemsnyder hasn’t received a final number yet, therefore, discussion and no vote was taken.

Board of Finance February 06, 2018

**205-0530 Animal Control**

The Animal Control budget was reviewed and was noted that there was little change in their budget. A decrease in the Heating Fuel, and increased in Vehicle Maintenance/Repairs.

A motion was made by Ms. Read, seconded by Mrs. Sturges, to approve $64,788. Motion carried.

**205-0550 Fire Protection**

Mrs. Stajduhar stated that the Town pays the fire protection expenses to Connecticut Water Company, as approved by the Public Utilities Regulatory Authority, to cover the cost to provide the pipeline capacity necessary to meet high volume demand that is required for fighting fires and to maintain and keep fire hydrants in working order. Connecticut Water’s approved public fire protection charges include a rate per linear foot of pipe within public fire protection boundaries, and, charges for the number of fire hydrants located within the town. The town has a total of 20 hydrants and a total of 20,144 linear feet of underground pipe in Town and State roads. The cost is calculated on linear feet. There are times during the year when CT Water Company can increase without prior notice. The amount budgeted was $31,000, but the recommendation is $31,800.

A motion was made by Mrs. Sturges, seconded by Mr. Kelsey to approve $31,800 for Fire Protection. Motion carried.

**205-0570 Emergency Retirement**

Mrs. Stajduhar outlined that the Emergency Employees’ Retirement stating that it has three parts; the regular annual contribution of which there are 68 individuals qualifying per list from OLFD and OLVAA ($57,800), additional pension contributions due to opt in which 23 individuals opted out of the $1,000 tax abatement ($23,000), and annual fees ($2,500) associated with the plan. The increase to pension amounts is the percentage used in Town Hall salary increases. The suggested budget line item is $85,000.

A motion was made by Mr. Woolley, seconded by Mrs. Sturges to approve $86,000 for the Emergency Retirement. Motion carried.

**Minutes of the January 16, 2018 Regular Meeting**

The minutes of January 16th Regular meeting were reviewed.

There being no changes noted, a motion was made by Ms. Read, seconded by Mr. Kelsey, to move the January 16th minutes as written. Motion carried.

Board of Finance February 06, 2018

**Other Business**

Mrs. Reemsnyder started a committee to address trash and recycling removal once Old Lyme Sanitation’s contract is terminated June, 2019. Mrs. Reemsnyder asked Gary Yuknat to serve on the committee and requested a Board of Finance representative. Mr. Kelsey volunteered to serve on the committee on behalf of the Board of Finance. Once the committee members are in place, regular meetings will commence.

Mrs. Reensnyder stated that the town has a resolution supporting participation in the Sustainable CT Municipal Certification Program. Sustainable CTis designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities. She will serve as the town’s Sustainable CT contact person.

The State will be getting a settlement from the Volkswagon lawsuit. There may be money available to the town that can be used to purchase a diesel truck for Public Works and a charging station for electric cars at the Town Hall. Mrs. Reemsnyder stated that the town has an old police car that is used by staff when going out on inspections, etc. The car is getting old and she is looking into using electric cars for town staff use during their working hours when going around town to their calls.

Mr. Russell stated that the Library is starting on a large renovation project. There are grant funds available once the project gets started. Therefore, the Library wants to start the project by November and finish by March, during their quieter months, in order to be able to apply for the grant money. The town would have to bond and would have to go to Town Meeting within the next few months.

Mr. Russell stated that the next Board of Finance meeting is scheduled for Tuesday, February 13, 2018, at 7:00 p.m. Budgets for Parks and Recreation, Public Works, Sanitation, CRRA, Capital Project Funds, Interest on Debit, and Principal on Debt are scheduled for discussion.

A motion was then made by Mrs. Sturges, seconded by Mr. Kelsey, and passed unanimously to adjourn the meeting at 9:00 p.m.

***Respectfully Submitted***,

***Michele E. Hayes***

***Secretary***