Minutes of the Board of Finance meeting held on Tuesday, February 05, 2019 at 7:00 p.m. at the Old LymeMemorial Town Hall Meeting Hall.

**Present**:           **Regular Members**:  Andrew Russell, Bennett Bernblum, H.P. Garvin, III,

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:**

 **Alternate Members:**

**Guest**:

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Mr.Russell called the regular meeting to order at 7:00p.m first budget meeting of the year. Mr. Russell stated that the first item of business is to approve the December 18th minutes. A motion was made by Mr. Bernblum, seconded by Mr. Woolley to insert discussion and approval of the December 18th minutes. Motion carried.

**Approval of December 18, 2018 Minutes**

The minutes of December 18th were reviewed. A motion was made by Mr. Kelsey, seconded by Mr. Garvin to amend the minutes of December 18th. There was a discussion on the minutes to summarize the meeting and the minutes should reflect the entire conversations.

Mr. Kelsey made a motion to withdraw his motion to amend the minutes. More discussion ensued. Mr. Bernblum distributed at the last meeting a correction/additions to the discussion and wording regarding the CERC Proposal discussion on page 3 of the minutes (see attached). He felt that pertinent information was omitted from the discussion that took place at the meeting.

After lengthy discussion, a motion was made by Mrs. Sturges, seconded by Mr. Garvin, to amend the minutes as proposed, and to identify the author of any amendments, now and in the future. Mr. Kelsey wanted it noted that the submission Mr. Bernblum drafted to be included with the minutes does not accurately reflect the motion of the CERC proposal to Town Meeting.

**Salaries**

Mrs. Stajduhar highlighted the salary increases and adjustments due to Step increases and a general increase of 2.25%. Several of the increases include a part-time position that was requested to assist the Fire Department and Fire Marshal with completing paperwork and an increase in Senior Center Administrative position. There is a change in Rogers Lake Authority subs to employees of $20,571. The Board of Assessment Appeals will have an increase in hours for Revaluation.

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The Assistant to the Finance Director will increase to full-time. Parks and Recreation requested 30 extra hours for 3 more 40-hour weeks. Registrars are requesting additional hours for the Registrars and a decrease in the Assistant Registrar position. The Police are requesting additional hours for part-time Police and decrease in Ranger hours. The IT position has been eliminated. The Building Official was hired at a lower step than the recently retired Building Official. There is a request for uniform reimbursement for Public Works employees who choose not to utilize the uniform company. Senior Center’s new hire has been hired at a higher rate than budgeted. The total increase is $50,411. No vote was taken.

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

Mr. Bernblum stated the Private Beach Association’s 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. Mr. Garvin, Mr. Bernblum and Mr. Woolley abstain from voting. Motion carried.

**205 Public Safety**

**205-0580 Resident State Police**

Mrs. Reemsnyder explained that the town’s Resident State Trooper has taken a position with the Secretary of State and the town has a temporary Resident State Trooper. Mrs. Reemsnyder stated that within the Resident State Police budget, there is a decrease of $5,000 in DUI and $5,000 in Resident State overtime.

A motion was made by Mr. Kelsey, seconded by Mr. Garvin, to approve $204,500 for Resident State Police. Motion carried.

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**205-0590 Municipal Police**

Mrs. Reemsnyder reported an increase within the part-time police line and a decrease in the police parking enforcement/rangers and education lines.

A motion was made by Mrs. Sturges, seconded by Mr. Woolley, to approve $679,870 for the Municipal Police which included salaries. Motion carried.

**205 Other Public Safety**

**205-0500 Emergency Management**

Mrs. Reemsnyder stated that there is an elimination of the Everbridge education line.

A motion was made by Mr. Kelsey, seconded by Mr. Garvin, to approve $18,900, without salaries. Motion carried.

**205-0510 Valley Shore Communications**

Valley Shore Communications town fees are calculated through the use of an established formula comprised of grand list, population and call activity. Valley Shore presently serves ten towns.

A motion was made by Mr. Woolley, seconded by Mrs. Sturges, to approve $150,000 for Valley Shore Communications. Motion carried.

**205-0520 VolunteerAmbulance Association**

Mrs. Reemsnyder reported a slight increase in the salary line and the remaining line items remained the same.

A motion was made by Mr. Kelsey, seconded by Mrs. Sturges, to approve $163,182 for the Old Lyme Volunteer Ambulance Association.

**205-0530 Animal Control**

The Animal Control budget was reviewed and was noted a slight increase in postage and a decrease in telephone and Animal Expense lines.

A motion was made by Mr. Kelsey, seconded by Mrs. Sturges, to approve $63,949. Motion carried.

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**205-0550 Fire Protection**

Mrs. Stajduhar stated that 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.

A motion was made by Mr. Garvin, seconded by Mr. Woolley, to approve $33,600 for Fire Protection. Motion carried.

**205-560 Fire Marshal**

Mrs.Stajduhar outlined the Fire Marshal’s budget. Most line items remained the same except for the Fire Marshal wages to include the new part-time position. Increases are in the salary line items and there is a decrease in mileage.

A motion was made by Mr. Kelsey, seconded by Mrs. Sturges, to approve $74,324 for the Fire Marshal budget. Motion carried.

**205-0570 Emergency Retirement**

Mrs. Stajduhar stated that the Emergency Retirement has two parts; the regular annual contribution of qualifying individuals per list from OLFD and OLVAA, and annual fees associated with the plan. The increase to pension amounts is the percentage used in Town Hall salary increases. The suggested budget line item is $86,000.

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

**Other Business**

Mrs. Reemsnyder stated that the Board of Selectmen voted on sending a letter expressing an interest in one of the retiring Estuary Transit District buses. The buses could be used for Senior Center trips, the Police-Youth program, various Region #18 and LYSB programs. Mrs. Reemsnyder inquired with CIRMA on obtaining one of the buses. CIRMA stated that if the town acquires a bus for such uses, the driver should be paid through the Town. Mrs. Reemsnyder will send a letter to Joe Comerform, at the Estuary Transit District expressing the town’s interest in obtaining one of the buses.

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Mr. Russellstated that the next Board of Finance meeting is scheduled for Tuesday, February 12, 2019, at 7:00 p.m. Budgets for Parks and Recreation, Public Works, Sanitation, CRRA, Capital Project Funds, Interest on Debt, and Principal on Debt are scheduled for discussion.

A motion was then made by Mrs. Sturges, seconded by Mr. Garvin, and passed unanimously to adjourn the meeting at 8:55 p.m.

***Respectfully Submitted***,

***Michele E. Hayes***

***Secretary***

**Old Business**

***CERC Proposal:*** Mrs. Reemsnyder stated that the Board of Selectmen unanimously approved $44,000 for the Economic Development Commission request to support the CERC proposal, which would go to a town meeting. She believed that this work would make a needed contribution to the town’s economic well-being. The components funded would include the following:

*Survey Existing Businesses - $4,500*., to develop the survey, gather information, track responses, analyze the data and make recommendations for action.

*Feasibility Study - $27,500.*, to survey local businesses, analyze industry strengths, challenges, and opportunities.

*General on-site Economic Development Support - $12,000 (year),* starting when Feasibility Study is complete.

*Fundamentals Training*, valued at $2,500, would be provided at no charge.

The CERC Proposal was discussed in detail. Some members of the board expressed concern about rushing the process of funding another study without having a definitive plan. Mr. Griswold stated that before commencement and funding of such an undertaking, the Land Use departments should be completely behind the project beforehand. Mr. Kelsey stated that although it may be a good project, until Land Use gives their approval to change, it would be another study with an uncertain path, and that town resources would not be available to implement any recommendations. He commented that when the time comes, he would like to see this possibly funded through the budget process, and that it’s premature to send it to Town Meeting.

Mr. Bernblum commented that economic development is critically important to the town, that the CERC proposal would provide important guidance for this development, and that if the report included recommendations the town wished to accept, we could find ways to implement them. He also stated that, if this work would be good for the town, it should not be delayed for six months and should be done before recommendations could be formulated for the Planning Commission to consider. Mr. Curtis, a member of the Planning Commission, expressed his opinion that the CERC study should be funded because it would make a significant contribution to business retention, business marketing and economic development planning, plus it could mitigate claims by some that the town is not business-friendly.

After further discussion, a motion was made by Mr. Bernblum, seconded by Mr. Woolley, to recommend approval of $44,000 for the CERC proposal to Town Meeting that is scheduled on Monday, January 28, 2019. Mr. Garvin, Mr. Kelsey and Mrs. Sturges opposed the motion. Motion failed.

***Halls Road Improvements Committee:*** ***YUDW -2nd presentation***: The Halls Road Improvements Committee has been working with the Yale Urban Design Workshop (YUDW) to develop design options based on the community meeting held this past July. The committee held a community workshop/meeting with the introduction of design concepts on Thursday, December 6th. The YUDW presented their design recommendations and options and then conducted a question and answer session with the 60+ attendees. There were mixed reviews, but quite a bit of positive feedback by email after the presentation. There were concerns about cost and drastic changes. Working presentations will continue to be made and feedback solicited from the community in the future.