

Minutes of the Board of Finance meeting held on Tuesday, March 21, 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,  
H. P. Garvin III, Jude Read, Kim Thompson  
**Alternate Members:** Matthew Olson, Katherine Thuma

**Present in Person:** Timothy Griswold, First Selectman, ex-officio  
Matt Ward, Selectman  
Martha Shoemaker, Selectwoman

**Present via Phone:**   **Regular Members:**  
**Alternate Members:** Maria Marchant

**Absent:**               **Regular Members:** Andrew Russell  
**Alternate Members:**

**Guests:**               Greg Futoma, Secretary, Open Space Commission  
Katie Huffman, Director, PGN Library  
Tom Britt, Treasurer, PGN Library Board of Directors  
David Roberge, Fire Marshal & Emergency Management Director  
Matt Streckel, Florence Griswold Museum

---

Mr. Kelsey called the meeting to order at 7:00 p.m.

Mr. Kelsey called the meeting to order at 7:01 p.m. and stated that Mr. Russell was absent this evening and requested Mr. Olson to vote in his place. A motion was made by Ms. Read, seconded by Mrs. Thompson, to have Mr. Olson vote for Mr. Russell. Motion carried.

## **202 Boards and Commissions**

### **0292 Open Space Commission**

Mr. Futoma stated that the Open Space Operating Budget includes the Clerk, Legal, Contracted Stewardship, Contracted Services File storage, and Other/Miscellaneous for a total of \$23,264. He detailed the various lines and commented that File Storage represents files that are stored on

volunteers' personal computers that should be stored on a Town server. These documents are not accessible by other members or town employees. Documents requested by FOIA may not be accessible if a volunteer is unavailable to provide the information and there is no system in place, such as a cloud storage service managed within the Town IT system for support and permanence. Mrs. Thompson stated that the Board of Selectmen needs to assess this issue since it likely applies to many Boards and Commissions. After discussion, it was decided to decrease Contracted Services File storage by \$2,000 to \$500.

Mr. Futoma explained that Contracted Services Stewardship also includes projects such as rebuilding the bridge over a brook on the Bartholomew property on Buttonball Road and putting a fence around the historic Barbizon oak tree. Mr. Futoma explained that there are three insured stewards that monitor and improve trails on Open Space land for the public's safety. Open Space works closely with the high school Environmental Club on stewardship to inspire future generations of members.

Mr. Futoma detailed the project for the Ferry Landing Wildlife Refuge at Eklund Pond. This 8-acre parcel, located near the DEEP headquarters at the mouth of the CT River is an important, multi-layered ecosystem site with a rich history that encompasses valuable natural features, including a freshwater pond and inland wetland, making it an important habitat for birds including migratory waterfowl, shorebirds and raptors like osprey and bald eagles. The goal of the Open Space Commission is to restore this critical habitat to a healthy ecosystem for the wildlife that relies on it.

A motion was made by Ms. Read, seconded by Mrs. Thompson, to approve \$ 21,264 for Open Space. Motion carried.

### **211-1100 Other Associations**

#### **7001 Phoebe Griffin Noyes Library**

Mrs. Huffman stated that the PGN Library request is \$395,000 for the PGN Library for FY2023/24. The budget includes \$20,000 to offset Capital Campaign expenses and an offsetting income amount. She stated that the Library Board of Director approved an adjustment to "spend rule" which will reduce the endowment draw to be no more than 4.5% of the endowment's 3-year following average by fiscal year 2028-29. The Library experienced a decrease in Grants and is expecting a significant reduction in grant income in the future. The Library is asking for a \$20,000 increase to account for the rising costs across the board. The operating expenses include a 2.5% cost of living increase, the anticipated new hire will use health insurance coverage, there's increased expenses in energy prices, building maintenance, and anticipated fundraising event expenses. The Library's FY2023 Capital Expense includes fiber optic installation, and the FY2024 includes roof repairs and exterior doors.

7002 Lyme Academy of Fine Arts

Ms. Read stated that the Lyme Academy of Fine Arts request is \$20,000 to help the Academy continue to expand community outreach, and to make the public aware of the many programs available to them. She stated that the Lyme Academy has experienced increasing enrollment within its full-time Core program with nearly 40 students currently enrolled, and expanded the part-time, Continuing Education programs. The Young Master's program, an after-school youth arts program, currently has 20 students enrolled. The workshops taught by visiting instructors have been consistently sold out, and the free weekly lectures by visiting historians, curators, critics, and artists have been well-attended by the public. Ms. Read explained that there is a new Executive Director, Wendy Burry and the Academy is hoping to increase enrollment to 80+ students, the level that the Academy had when it was part of the University of New Haven.

7003 Florence Griswold Museum

Mr. Streckel explained that the Florence Griswold Museum is requesting a \$2,500 grant increase to \$15,000. He stated that the Florence Griswold Museum has not received an increase in over ten years. The State's funding has decreased, and attendance has increased.

Ms. Read stated that the Florence Griswold Museum has a Capital request of \$50,000 each year for five years. These funds would assist with the Museum's plan to construct a 1,600 sq. ft. "Community Room" adjacent to its Marshfield building. This is a new request and has not been added to the Five-Year Capital Plan Request sheets.

7004 Lyme Art Association

Ms. Read stated that the Lyme Art Association is requesting funding of \$8,000. The grant assistance helps keep the gallery operating and open to the public and free of charge year-round. Public arts programs are also presented to the community free of charge throughout the year.

Ms. Read stated that the Lyme Art Association is asking for an increase in its Capital support (from \$10,000 to \$20,000) for its Second Century Capital Campaign. The Town's support has helped with exterior restoration. Its fundraising goals for the next phase of the project includes replacing the aging and leaking skylights and roof, insulating the attic and replacing lights.

7006 Old Lyme Historical Society

Ms. Read stated that the Old Lyme Historical Society is requesting an \$8,500 grant, (an increase of \$1,000). The Historical Society is a nonprofit 501(c)3 organization that was incorporated in CT in February 2005. The Society is governed by its Board of Trustees, consisting of up to 25 trustees and over 300 active members. The Historical Society bought the Grange Hall several years ago and has worked very hard to make many needed improvements as well as to make the building more efficient.

The building has two levels and is now handicapped accessible to everyone in town because of the lift that was installed a couple of years ago. Ms. Read stated that the projects that the Society is working on are replacing the front steps and the old entry in the back of the building.

#### 7007 Roger Tory Peterson Estuary Center

Ms. Read stated that the Roger Tory Peterson Estuary Center is requesting a grant from the Town in the amount of \$10,000 (same as last year). A few years ago, the Center purchased the Bee and Thistle and has been working on renovating the building.

Mr. Griswold stated that the Center is applying for three different grants, including the Connecticut Audubon Society's application for Congressionally Directed Funding from the Historic Preservation Fund to support renovations to its building. This funding will assist the Center to upgrade its aged HVAC, plumbing and electrical systems and provide for the replacement of windows necessary to create an energy efficient and climate-controlled building.

The other grant, Connecticut Audubon Society's application for Congressionally Directed Funding from the Fish and Wildlife Service for conservation and resource management. These funds will include the development of an accessible nature trail that will connect with the artists' trail of its immediate neighbor, the Florence Griswold Museum and the conservation and enhancement of habitat for birds, marine and other wildlife, and the restoration of the riparian border along the Lieutenant River as a living shoreline.

A motion was made by Ms. Read, seconded by Mrs. Thompson, to approve \$456,500 for Other Associations/Non-Profits. Motion carried.

Mr. Kelsey requested that the Emergency Management Capital request be moved up on the agenda. A motion was made by Mrs. Thompson, seconded by Ms. Read, to move discussion about the Capital request for Emergency Management up on the agenda. Motion carried.

Mr. Roberge detailed the Capital items in the Emergency Management Equipment Grant reimbursable from Millstone. He detailed that the Millstone reimbursable \$120,000 breaks down as \$60,000 for the P25 Radio System and \$60,000 for other eligible items. This also includes \$1,200 for unreimbursed equipment and \$60,000 non-reimbursable for the Town's portion of the P25 Radio System.

Mr. Roberge then explained that a new Federal grant will likely be approved to help finance an expense to the Emergency Operations Center at 189 Boston Post Road. He explained that is building will be attached to the front side of the Boughton Road station and will be around 1,400 square feet. The total cost per square foot is estimated at \$608 per square foot and is expected to take approximately 4 months to build. The total cost for the building is approximately \$944,000.

The Federal reimbursement is estimated to be 75% or \$708,000. The Town's portion of the building would be 25% or \$236,000.

**Lymewood and Ryefield Manor and HOPE Tax Abatements**

Mr. Griswold stated that he received financial information from Ryefield Manor (Shoreline Affordable Housing) and from HOPE but is still waiting for financials from Lymewood. Mr. Griswold stated that last year an 80% tax abatement was granted for Lymewood and Ryefield, and 100% for the three HOPE land parcels. Mr. Griswold stated that HOPE'S ownership interest in the three properties is the land and the occupants own the structural improvements, subject to a deed restriction. HOPE leases the land to the occupants under 99-year leases. All leases have one option to extend the lease term for an additional 99 years. The residents own the residential home structures, pay property tax based on the assessed value, and pay administrative fees to HOPE.

Mr. Griswold detailed the tax abatements in relation to the Mill Rate calculation. Ryefield Tax Abatement (\$22,000), and Lymewood Tax Abatement at 80% (\$22,000), and HOPE Abatement at 100% (\$7,000). The other abatements include Elderly Tax Relief (\$30,000), and EMS/OLFD Volunteer Tax Abatement (\$35,000). After discussion, it was decided to pass on voting for this budget until next week.

A motion was made by Ms. Read, seconded by Mrs. Thompson, to approve 80% abatements for Ryefield and Lymewood and 100% for the three HOPE land parcels. Motion carried.

**General Government****0050 Registrars – Primaries and Referendums**

Mrs. Datum explained that since becoming the Democratic Registrar of Voters in December, there have been many “unknowns” to the voting system that will impact the budgets in many ways. For example, in this coming year, there could be at least two Referendums, possibly a Primary, and the Municipal Election. Each event takes numerous hours and staff to coordinate all the efforts, staffing, ballots, calibrating tabulators, etc., The increases in the Registrars' budget includes Elections, Mileage, Dues, Contracted Services, Printing, Other/Miscellaneous, Primaries, Education and Training. Mrs. Datum apprised the Board about the consequences of Early Voting in CT. If passed before April 15<sup>th</sup>, Early Voting will have financial ramifications further on the Registrars' budget. Mrs. Datum commented that, although Early Voting requires the CT's legislature approval, the State should fully fund early voting. However, the amounts of reimbursements from the State are also unknown currently.

A motion was made by Ms. Read, seconded by Mrs. Thompson, to approve \$123,048 for Registrars – Primaries and Referendums. Motion carried.

0060 Information Technology Department

Mr. Griswold explained that Mr. Meyer is responsible for Info. Tech. and Facilities Manager, both of which require more hours than are allocated in the budget. There was discussion about separating the two positions.

Mr. Meyer explained to the Board his role as both the Facilities Manager & IT Coordinator. He detailed some of the major projects that he has been responsible for since he took over from Phil Parcak last July. Mr. Meyer reported that both functions of his job require more hours than are allocated. He stated that he works 25 hours a week and both positions could easily take the 25 hours each. Mr. Meyer detailed his role as the Info. Tech. Coordinator and highlighted some of the upcoming projects which include surveillance cameras at various Town buildings and the Police body and dash cameras. Within the Facilities role, he has been exploring new entry doors with keyless entry for the Town Hall and other buildings. Like the surveillance cameras, both projects require someone who understands both IT and has construction knowledge. Mr. Meyer feels his strengths are in the area of IT and there are many time-consuming projects in the works. There was a discussion about CT Comp within the Consultant line, as it has increased from \$82,000 to \$123,406.

Mr. Griswold stated that the Info. Tech. budget increases are in the Supplies, Software Upgrades, Office Supplies, Contract VTH, Contract GIS, Contract Laserfiche, Contract ERSI, Contract domain.gov lines, as well as the part-time Tech and Consultant lines. All other lines remained the same.

A motion was made by Mrs. Thompson, seconded by Ms. Read, to approve \$207,850 for Information Technology. Motion carried.

213-0011 Sanitation

**213-1300-0011-000 Municipal Refuse Collection (CWPM):** For removal of household refuse and recycling - \$591,000

**213-1300-0011-001 Disposal of Recycling (CWPM):** For disposal of recycling - \$135,000

**213-1300-0560-000 Disposal of Municipal Refuse (CWPM):** For disposal of refuse - \$300,000

**Total for Refuse and Recycling: \$1,026,000.**

Mr. Griswold stated that the Town's contract with CWPM for the removal of refuse and recycling will expire on June 30, 2023. He met with CWPM to discuss the four-year option in the contract and was told that, because of rising fuel costs, repair, and maintenance, etc., the increase would be 5% annually, or 20% increase over the four year life of the contract. After further negotiations, CWPM brought the percentage down to 4% for each of the four years of the contract.

Mr. Griswold explained that there are two contracts with CWPM. The first contract (that will expire in June) is to haul the refuse and recycling from households in Old Lyme to the CWPM facility in New London (refuse) or Bozrah (recycling). The second contract provides for the disposal of refuse (Preston Burn Plant) and the recycling (Casella, formerly Willimantic Waste in Mansfield). In addition, CWPM is also willing to provide a quote to dispose of materials collected at the Transfer Station.

A motion was made by Ms. Read, seconded by Mr. Olson, to approve \$1,026,000 for Sanitation. Motion carried.

### **300 Capital Expenditures**

The Capital expenditures were reviewed. Under General Government, Lyme Art Association's Capital Campaign (\$10,000), Harbor Management included Hydrographic Survey (\$5,000), Buttonball Road permitting and dock (\$20,000), and Sound View five benches with transportation (\$2,760). The Town Hall Capital items include retrofitting elevator controller (door operators obsolescence) (\$30,000), paint interior offices (\$3,000), interior floors, walls, trim paint refinish (only wood refinish in 23/24) (\$5,000), Art Restoration/Maintenance (\$4,000), Improvements (\$6,500), and F,F, & E (furniture, fixtures and equipment) (\$5,500). Public Works Capital includes Small Equipment (\$5,000) and repair rear wall area & beams at the Public Works garage (\$9,600). The Fire Department's Capital items are as follows: Air Bottles (1<sup>st</sup> of 4-year cycle of replacement every 10 years) (\$14,000), Portable radios (\$2,000), Flashlight replacement (\$4,000), and replacement of the Zodiac 38-1 (\$31,038). Capital for the Cross Lane station is to replace two electrical panels (\$45,000). Emergency Management Equipment Grant reimbursable (\$120,000), Equipment unreimbursed (\$1,200), and Public Safety Communication upgrade (\$60,000). The Police Capital includes bathroom remodel with asbestos abatement (\$13,500), installing secure sidelights on the front door (\$5,000), Eight E-ticket printers (\$5,560), Seven Patrol Rifles (\$11,000), Ten new Glock 45 firearms (\$7,500), .223mm ammunition (\$5,000), 9mm ammunition (\$6,000), and Vests (5-year life) (\$3,600). For Public Works Projects, Miscellaneous outside Contractors (\$5,000) and the Grassy Hill Road Bridge construction (\$355,000). Under Parks and Recreation Department, the Capital requests included Security upgrade to install internet Digital Dialer app (Fire Alarm/Camera system) (\$11,000), new soccer goals (\$6,000), Cross Lane Softball Field lights (Little League request) (\$145,000), Cross Lane Basketball/Tennis courts (\$150,000). For Public Works Vehicle and Equipment Capital Fund, the replacement of the 2017 Ford Explorer with pickup truck in FY2024 (\$43,000), and refurbish/replace Dump Body (OL-6) in FY2024 (\$6,000). For FY2024, Road Improvements include Rowland Road (\$340,200), McCurdy Road (\$364,500), and Beckwith Lane (\$80,200).

Fire Department Rescue unit replacement 2024/25 (\$900,000 estimate) has been funded at \$150,000 each year. For the Town Hall Capital IT Fund #28: The following Capital funds are included. Town Hall surveillance and access (in conjunction with the new front door project from last year) (\$38,980), Refresh printers, computers, etc., (\$35,000), Capital Projects – Consultant (\$6,500), Printers (\$4,000),

and UPS unit batteries replacement (\$6,000). Remote site Capital includes Body infrastructure deployment (\$10,445), Hains Park Video surveillance (\$15,475), Hains Park Wireless Expansion (\$6,500) and Miscellaneous (\$5,000).

A motion was made by Ms. Read, seconded by Mrs. Thompson, to approve \$50,000 for Florence Griswold Capital for this year under Capital projects. Withdraw until more information is received next week.

### **210 Capital Project Funds – Transfer Out**

Mr. Griswold highlighted the Capital Project Funds – Transfer Out and explained each item.

* 1000	Revaluation	\$ 35,000
* 1002	Sanitation and recycling	\$ 10,000
* 1003	Info tech	\$ 127,900
* 1004	PW Capital	\$ 49,000
* 1006	Building Improvement	\$ 10,000
* 1007	Road Improvement	\$ 800,000
* 1008	P&R facilities and equip	\$ 167,000
* 1009	Police Private Duty	\$ 15,000
* 1020	Open Space	\$ 75,000
* 1030	Fire Apparatus & Equipment	\$ 150,000
* 1060	Bus Barn	\$ 37,000

After discussion, it was decided to pass on this item.

### **Revenues**

Passed on for this evening.

### **Suspense List**

Mr. Kelsey circulated the Suspense List and was presented as follows:

Motor Vehicle	\$ 13,553.48
Motor Vehicle Supplemental	\$ 1,598.47
Personal Property	\$ 7,601.36
Robert Chapman	\$ 298.45
OL Shopping Center	\$ 188.01
Schwichtenberg, 15 Hillcrest	\$ 112.80
Total:	\$ 23,352.57

A motion was made by Mr. Garvin, seconded by Mr. Olson, to approve acceptance of the Suspense List as presented. Motion carried.

**Minutes of February 28, 2023 Budget Meeting**

The Minutes of February 28<sup>th</sup> were reviewed.

There being no corrections noted, a motion was made by Mr. Bernblum, seconded by Ms. Read, to approve the minutes, as written. Motion carried.

**Minutes of March 07, 2023 Budget Meeting**

The Minutes of March 7<sup>th</sup> were reviewed. There was a correction noted on page 9, under the Social Service Agencies. Two weeks ago, there was a question as to why Arc of New London County's request increased by \$1,000. After further investigation, it was discovered that there was an error in the amount submitted and the actual request amount is \$750.

There being no other corrections noted, a motion was made by Mrs. Thompson, seconded by Mr. Bernblum, to approve the minutes, as modified. Mr. Kelsey and Mr. Olson abstained as they were not present at the meeting. Motion carried.

**Other Business**

Mr. Kelsey stated that he spoke with the Chair of the Senior Center Building Committee, Jeri Baker, who was supposed to present some additional information about the building project. However, she just received new numbers from the architect and requested to be put on the March 28<sup>th</sup> agenda.

Mr. Kelsey stated that the next meeting is scheduled for Tuesday, March 28<sup>th</sup> at 7:00 p.m. Budget reviews will include Capital Expenditures, Capital Project Funds, Revenues, Mill rate calculation, Wrap Up, Minutes of March 15<sup>th</sup> will be discussed.

A motion was made by Mrs. Thompson, seconded by Ms. Read, to adjourn the regular budget meeting at 10:30 p.m. Motion carried.

*Respectfully Submitted,*

*Michele E. Hayes  
Secretary*