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**East Haven Board of Finance
Special Meeting Minutes
August 18, 2021**

MINUTES

The East Haven Board of Finance held a Special Meeting on Wednesday August 18, 2021 at 7:00 P.M. at the Town of East Haven Senior Center and Social Services, 91 Taylor Avenue, East Haven, CT. 06512

1. **Roll Call**

Rich DePalma, Noreen Clough, Beth Purcell, and Al Purzycki were present. Mayor Carfora, Rich Esposito and Ralph Vitale were absent. Jim Keeley, Finance Director was also present.

Vice Chairman Rich DePalma asked for a moment of silence in remembrance of previous Finance Director, Paul Rizza.

2. **Read and Approve Minutes from Meeting held on July 21, 2021**

Noreen Clough made a motion to approve meeting minutes held on July 21, 2021. Beth Purcell seconds, *all in favor*.

3. **Old Business**

It was asked how the audit is coming along. Jim Keeley stated it is coming along. Nothing out of the ordinary and all is going as planned. Jim Keeley hopes to have the books closed by the end of this month and there will be a letter going out to department heads to get all the old stuff in. Rich DePalma asked if the BOE was on track, and Jim stated he did not know but his conversations with RJ Caponera leaves him to believe they are on track. They have only been down to see us once, but we do a lot via email now.

4. **New Business**

Beth Purcell asked about the back portion of Tyler. What is the status of the bonding of \$1.8 million? Jim stated we have not bonded that yet. It was approved but not bonded. No status to date. As far as Jim knows that money is still allocated for that purpose. I would guess if that purpose does not come to fruition, at that point we would have to make a choice to either reallocate the funds or cancel the authorization.

Rich DePalma asked about DC Moore and whether it was still on hold. Jim stated he hasn't heard anything about it and we never received that money.

Beth Purcell also asked about the green beautification project. She thought there was \$25,000.00 allocated to that. What is the status, is it last year or this year? Jim stated it was 21/22 budget. We have 2 sources of money for that, one was a special fund from people who are buying bricks and donations and then there is a \$25,000.00 line item. As the money comes in we use whichever fund has availability. Neither fund has run dry so far. I don't know the exact dollar amount.

5. **Public Comment**

None

6. **Employee Benefits-Referral to Town Council**

To: 01-167-0972 Retirement Lump Sum \$625,000.00

From: 01-771-0710 Princ. Payment Debt \$625,000.00

Noreen Clough made a motion to discuss and refer to the Town Council. Beth Purcell seconds.
Discussion: Rich DePalma asked how many retirements. Jim Keeley stated 13 fire, 5 supervisor, 2 police and 2 public service. When we did the refinancing that was a big concern. On the plus side, hopefully this year will be a lot better. Some of these payouts are over 2 years and some are over 1 year and this is all last year. All the transfers are actually all last year.

Roll call, all in favor, motion carried.

7. **Fire Department-Referral to Town Council**

To: 01-334-0110 Reg. Salaries \$ 44,965.00
01-334-0190 Overtime \$ 90,819.00
\$135,784.00

From: 01-334-0150 Vacation Pay \$107,671.00
01-334-0175 Education Incentive \$ 28,113.00
\$135,784.00

Noreen Clough made a motion to discuss and refer to the Town Council. Beth Purcell seconds.
Discussion: Chief Marcarelli provided an explanation via letter, dated August 16, 2021, addressed to the BOF in lieu of his appearance. Said letter is attached hereto and made a part of the minutes. The transfers are all within his department and he is not taking money from other sources.

Roll call, all in favor, motion carried.

8. **Fire Department**

To: 01-334-0202 Water \$ 16,600.00

From: 01-334-0191 Garcia Payments \$ 16,600.00

Noreen Clough made a motion to discuss. Beth Purcell seconds.
Discussion: Al asked if we owned or lease the fire hydrants. We own them. Chief Marcarelli provided an explanation via letter, dated August 16, 2021, addressed to the BOF in lieu of his

appearance. Said letter is attached hereto and made a part of the minutes. The transfers are all within his department and not taking money from other sources.

Roll call, all in favor, motion carried.

9. **General Services-Referral to Town Council**

To: 01-885-0195 Special Assignments \$ 44,150.00

From: 01-885-0689 Contingency \$ 44,150.00

Noreen Clough made a motion to discuss and refer to the Town Council. Beth Purcell seconds.

Discussion: Jim Keeley stated these are police extra duty accounts. It is not as good as it was last year, but we had a good year. Revenue came in around \$680,000.00. The budget was a little short on the expenditure side so this is to cover the overages. Noreen asked if we get paid for this. Jim said we do. So, there is a revenue and an appropriations account. Rich DePalma stated we see a lot of out of town departments. We pay for them. Noreen said we had more special assignments than budgeted for.

Roll call, all in favor, motion carried.

10. **Public Safety Comm. Center**

To: 01-336-0190 Overtime \$ 13,489.00

From: 01-336-0110 Regular Salaries \$ 13,489.00

Noreen Clough made a motion to discuss. Beth Purcell seconds.

Discussion: Deputy Chief Pat Tracy spoke and stated the transfer is a all within our department. We have had some vacancies and now we are at full staff. We have had 2 retirements and we are down 2 right now and at the end of the month we have a meeting which we will be able to hire 2 additional officers. It takes almost a year from the time we hire someone before that person is viable, so it takes a long time. The police officer entry list, we had less of a turnout than we had liked but we can all guess why, but the candidates we have are all great quality.

Roll call, all in favor, motion carried

11. **Police Services- Referral to Town Council**

To: 01-332-0190 Overtime \$287,452.00

01-332-0190 Overtime \$ 28,766.00

\$316,218.00

From:

Budget Account	Account Title	Amount
01-332-0110	Regular Salaries	\$ 189,677.00
01-332-0115	Part-time Wages	\$ 31,720.00
01-332-0131	Perfect Attendance	\$ 100.00
01-332-0140	Longevity	\$ 600.00
01-332-0160	Holiday Pay	\$ 21,453.00

01-332-0175	Education Incentive	\$ 602.00
01-332-0178	No Smoking Incentive	\$ 1,900.00
01-332-0192	Replacement Vacation Days	\$ 25,000.00
01-332-0350	Prof. Devel. & Training	\$ 119.00
01-332-0410	Office and Lab Equipment	\$ 1,081.00
01-332-0420	Firearms, Police Equipment	\$ 511.00
01-332-0430	Meehan. & Manual Oper. Equip.	\$ 597.00
01-332-0505	Books/Maps/Ref. Mat.	\$ 42.00
01-332-0510	Photocopy/Printing Supplies	\$ 663.00
01-332-0520	General Office Supplies	\$ 534.00
01-332-0561	Vehicle Supplies & Parts	\$ 64.00
01-332-0563	Tires & Tubes	\$ 68.00
01-332-0565	Motor Oil, Lubricants	\$ 36.00
01-332-0568	Food & Food Supplies	\$ 89.00
01-332-0570	Build. & Grounds Maint. Sup.	\$ 563.00
01-332-0578	Medical & First Aid Supplies	\$ 720.00
01-332-0590	Training Supplies	\$ 2,071.00
01-332-0592	Traffic Signs, Street Markers	\$ 494.00
01-332-0594	Protective Safety Supplies	\$ 199.00
01-332-0615	Printing & Binding	\$ 369.00
01-332-0644	Rental of Equipment	\$ 1,033.00
01-332-0646	Regist. Dues & Subscriptions	\$ 110.00
01-332-0657	Data Proc. Serv., Software	\$ 607.00
01-332-0658	Equipment Maint. Svcs	\$ 5,039.00
01-332-0660	Build. Maint. & Repair Svcs	\$ 71.00
01-332-0662	Vehicle Repairs & Maintenance Serv	\$ 39.00
01-332-0676	Waste Collection & Disposal	\$ 900.00
01-332-0682	Veterinary Services	\$ 284.00
01-332-0827	SCJAC MATCH	\$ 97.00
***FROM PScC**u		
01-336-0110	Regular Salaries	\$ 26,956.00
01-336-0115	Part-Time Wages	\$ 1,810.00
	TOTAL	\$ 316,218.00

Noreen Clough made a motion to waive the reading of the account numbers. Beth Purcell seconds, *all in favor*.

Noreen Clough made a motion to discuss and refer to the Town Council. Beth Purcell seconds.
Discussion: This is all within the department. We were down so many officers. Instead of paying regular salaries for an officer, for someone who is in the academy it is less than a grade officer. The rest is coming from the command center because they were down.

Roll call, all in favor, motion carried.

12. Adjournment

Noreen Clough made a motion to adjourn, Al Purzycki seconds, *all in favor*.

Dated this 24th day of August, 2021, East Haven, CT 06512

SUSAN MAURO, BOF CLERK



FIRE CHIEF MATTHEW MARCARELLI

FIRE MARSHAL / DEPUTY CHIEF CHARLES MILLER

ASSISTANT FIRE CHIEF CHARLES LICATA

TRAINING OFFICER / DEPUTY CHIEF JAMES MURRAY

August 16, 2021

Chairman Richard Depalma
East Haven Board of Finance
Town of East Haven
250 Main Street
East Haven, CT 06512

Dear Chairman Depalma:

Due to a conflicting calendar, I am unable to attend the finance meeting August 18, 2021 to answer any questions regarding transfers to cover year end expenses for the 2020-2021 fiscal year so I am submitting the following explanations to help answer any questions you may have. If these answers are not sufficient, I will gladly return at the next meeting for you to take action on these transfers. Two payroll accounts and one operating account sustained overages this year, explanations are as follows:

Water Authority: 01-334-0202 overage \$16,500.00, the normal operating budget for this line is \$500,000 which only covers infrastructure maintenance for the public fire protection water supply. Hydrants are often damaged as a result of accidents or mechanical failure. During storms, the department typically sees an uptick in damaged hydrants and this past year was no exception. Whenever possible we file insurance claims to recoup costs for the replacement of hydrants, these deposits typically go to the general fund unless the department is paid directly by an insurance company. If a vehicle does not have insurance, or the hydrant was damaged by a town department as was the case this year, we cannot be reimbursed. The following hydrants required repair or replacement this year causing an overage:

- 200 Main Street \$8725.41
- 35 High Steet \$7837.02 (reimbursed)
- 650 Coe Avenue \$9712.29

Regular Salary: 01-334-0110 overage \$44964.33 Overtime: 01-334-0190 overage \$90818.61, during fiscal year 2020-2021 the department saw an unprecedented number of retirements totaling 8, the impact of which was compounded by existing vacancies, many personnel had over 30 years or had just met the 25-year retirement which is the minimum age to qualify for lifetime medical benefits. Vacancies accounted for seven-hundred-sixty-two (762) vacant shifts over the fiscal year. One-hundred four (104) shifts were vacant due to on-the-job injuries. COVID-19 accounted for fifty-four (54) vacant shifts during the fiscal year. The combination of these vacancies, injuries and quarantines / exposures accounted for \$397,256.78 in payroll expenses most of which were covered by our regularly assigned accounts. Vacancies grew throughout the year, the balance of which requires a transfer within our own department accounts. Vacancies throughout the year occurred as follows; July 1-16 (1), July 17-August 8 (2), August



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9-17 (3), August 18-Mid-September (1), September-mid October (2), Mid October-January (3), Early to mid-January (4), Late January (5), February (8), Mid-April (12), then went down to (8) late April.

Vacancies have been mitigated for the time being, six (6) recruits start the academy August 30, one lateral transfer started August 9. New hires will finish the academy in December. There are anticipated promotions and up to three (3) retirements in the fall and a current civil service list will yield replacements for the winter academy training class.

Retirements are now stabilized, there are only 4 members of the department that are eligible to retire. Newer employees will realize a savings for the department in salary and accrued time.

I hope this explanation articulates the overage in the designated accounts. If I can be of further assistance or if there are any additional questions, I would be happy to appear before next month's meeting to provide additional information.

Sincerely,

Matthew Marcarelli
Fire Chief