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**East Haven Board of Finance
Regular Meeting Minutes
May 17, 2023**

The East Haven Board of Finance held a Regular Meeting on Wednesday May 17, 2023 at 7:00 P.M. in the Senior Center, 91 Taylor Avenue, East Haven, CT 06512.

1. **Roll Call**
Mayor Joseph Carfora (joined at 7:15 P.M.), Rich Esposito, Beth Purcell, Ralph Vitale (Via Phone), Al Purzycki and Chris Perdo were present. Jim Keeley, Finance Director was also present.

2. **Read and Approve Minutes from March 15, 2023**
Al made a motion to waive reading of the minutes from March 15, 2023. Beth Purcell made a motion to approve the minutes, Chris seconds. All in favor

3. **Old Business**
None

4. **New Business**
Ralph Vitale asked inaudible asked Jim what line item in the budget for the open space. That can be used for any land that is taxed by the government for use only. It did specify that you can use that for a community garden. Jim stated he believed there was \$45,000.00 in that fund and hasn't been used since 2003. (Some of this was not audible)

5. **Public Comment**
None

6. **Police Services**

To:	01-332-0561	Vehicle Supplies/parts	\$ 2,349.00
			\$ 1,755.00
			<u>\$ 1,000.00</u>
			\$ 5,104.00
	01-332-0662	Veh Repairs	<u>\$ 5,000.00</u>
			\$10,104.00
From:	01-332-0563	Tires/Tubes	\$2,349.00
	01-332-0592	Traffic Signs	\$1,755.00
	01-332-0658	Equip Maint. Serv	<u>\$1,000.00</u>
			\$5,104.00

01-332-0658 Equip Maint. Svcs

\$5,000.00

\$10,104.00

Beth made a motion to discuss, Chris seconds

Discussion: Chief Lennon spoke and stated that parts and labor drastically increased the past couple of years. Chris asked about the incident at the middle school if the vehicles are repairable. Chief stated they are repairable and covered by insurance.

Roll call, all in favor.

Rich Esposito made a motion to move the Police Department Capital for discussion here. Beth seconds.

Chief stated that he only has one request to upgrade and update emergency response equipment and? some of it is just getting old. Some of the stuff is 20+ years old. And we have changed times and more employees and we want to be prepared to deal with certain incidents. With any firearm, they have to be fitted to the individual.

Rich asked if this was for everyone. Every patrol officer would have one as well as this would give us the ability to purchase additional shields and additional active shooter kits and a few other things as well.

7a. **Tax Collector-Refer to Town Council**

Suspense List: See attached Memo

Beth made a motion to discuss and refer to Town Council. Chris seconds

Discussion: Shayna Acampora stated we have to by law add items to our suspense list annually. We have exhausted all efforts for collecting and we are asking to have it moved to the suspense list and take it out of our collection number. Rich Esposito asked what the collection number is. Shayna stated it was 97.34.

Ralph asked if the collection rate includes cars, property taxes on houses and business taxes. Shayna stated yes. On cars they can't register their vehicles if there are unpaid taxes, and real estate you can foreclose, and for personal property or businesses there is a UCC lien that is filed so we put it on record with the State of Connecticut so that is a collection tools. Recently, the marshals are all now collecting for all taxes.

Ralph asked if we routinely audit business assessor's report. Shayna stated she does not audit an assessor's report. There are only certain reports from their office to my office.

Roll call, all in favor.

7b. **Tax Collector**

To: 01-106-0190 Overtime Wages \$10,000.00

From: 01-106-0110 Regular Salaries \$10,000.00

Beth made a motion to discuss, Chris seconds
(clerk's recorder died for discussion)

Roll call, all in favor.

8. **IT**

To:	01-339-0694	Other Contractual	\$20,000.00
From:	01-885-0255	Street and traffic Lights	\$20,000.00

Al made a motion to discuss, Chris seconds

Discussion: Jim Keeley stated that earlier in the year we moved money from other contractual to salaries we did didn't have approval yet to create the IT job.? inaudible. The contract was going to exceed the account line item because he was looking at the account line item before we moved the salaries. Beth asked what the year-to-date spending in the IT dept. Jim stated it is \$131,600.00

Roll call, all in favor.

9. **ROV**

To:	01-110-0694	Other Contractual	\$4,750.00
	01-110-0350	Prof Dev & Training	<u>\$1,000.00</u>
			\$5,750.00
From:	01-110-0115	Part Time Wages	\$4,750.00
	01-110-0115	Part Time Wages	<u>\$1,000.00</u>
			\$5,750.00

Al made a motion to discuss, Beth seconds

Discussion: Rich DePalma stated the other contractual is for our shelving units in our vault. All electronics out of the shed. Many towns had tabulator failures. Extreme heat and cold is not good for our tabulators. We have back up batteries as well that is not good in extreme heat and cold. We have 2k in fund now and this will give us the rest of what we need. Rich Esposito stated this is necessary. Rich DePalma confirmed. The training is for Rich DePalma's last 3 courses to be certified ROV. My assistant will start hers a well. And the secretary will take courses as well.

Roll call, all in favor.

10. **ASSESSOR: Refer to Town Council**

To:	01-107-0694	Other Contractual	\$5,000.00
From:	01-107-0110	Regular Wages	\$5,000.00

Beth made a motion to discuss and refer to Town Council. Chris seconds.

QDS has been doing a lot for the Assessor's office in absence of an Assessor.

Roll call, all in favor.

11. **Recreation**

To:	01-661-0541 Rec/Art Crafts	\$3,500.00
	01-661-0541 Rec/Art Crafts	\$4,500.00
	01-661-0694 Other Contractual	\$3,400.00
	01-661-0694 Other Contractual	\$4,500.00
	01-661-0118 Seasonal Wages	<u>\$5,000.00</u>
		\$20,900.00
From:	01-661-0350 Prof. Dev Train	\$3,500.00
	01-661-0644 Rental Equip	\$4,500.00
	01-661-0697 Bus Transportation	\$3,400.00
	01-661-0816 Cheerleading	\$4,500.00
	01-662-0110 Regular Salaries	<u>\$5,000.00</u>
		\$20,900.00

Rich made a motion to waive the reading of the account numbers. Beth seconds. Beth made a motion to discuss and refer to Town Council. Al seconds.

Discussion: Liz Franco Spano stated there are a lot of new activities and we had some upgrades to the Bocci Court. Rich Esposito stated it looks seasonal. We have to put new posts in for the volleyball. We have a lot of programs. Beth asked if this would make it through year end. Liz stated yes.

Roll call, all in favor.

11a. **Recreation**

To:	01-662-0570 Building Ground/maint	\$ 9,000.00
	01-662-0570 Building Grounds/maint	<u>\$12,000.00</u>
		\$21,000.00
From:	01-662-0190 Overtime Wages	\$ 9,000.00
	01-662-0201 Electricity	<u>\$12,000.00</u>
		\$21,000.00

Beth made a motion to discuss and Chris seconds.

Discussion: Ralph asked why we had so much money left over in electricity. Liz stated with the rink it is energy efficient and we saved a lot of money there. They way the budget was in the past when I came on, we had no records of electricity or gas. We did the best we could on what we had. We still have a little in the electricity left over but we are coming into the roller skating and what we are proposing to do we do not need to use as much electricity.

Al asked where is the expense inaudible from ice to roller rink, we have to put down floors. Liz stated it is already down, the ice is there, the cement is there. It is a smooth surface and we already researched that as far as being able to research that. Al asked about the expense for roller skating for rentals. Liz stated we already bought roller skates; we had that figured in already. Ralph asked a question ((inaudible))

Beth asked what specifically is for ground maintenance. We are saving a lot because with public works and Chris Avena and the new guy we have hired, they are building all the racks which are very costly. But with us just buying the wood, it is like half the money. We will be able to roll them into another room and they will have the roller skates right on them. Al asked when the ice skating is closing down, roller skating start and in the fall when does roller skating stop and ice skating. Liz stated this year is just practice on how many events we will do. We will have 4 main events and then have roller skating Wednesday and Friday for public skate

and then August? is when the ice will go back down. We will probably use more electricity this year because last year we started in August.

Roll call, all in favor.

12. **Public Service**

To:	01-229-0658 Equip Maint	\$5,000.00
	01-229-0660 Bldg Maint Serv	<u>\$5,000.00</u>
		\$10,000.00
From:	01-224-0130 Temp wages	\$10,000.00

Al made a motion to discuss and Chris seconds.

Discussion: Charlie Coyle stated that because they do all the building maintenance for all the facilities, there is quite a bit of it and we are short on supplies, so that is what the transfer is for. The buildings are old and we don't have a crystal ball to see what will happen. The Police Station, Firehouse and Town Hall are old.

Roll call, all in favor.

12a. **Public Service: Refer to Town Council**

To:	01-229-0570 Bldg/Grounds	\$25,000.00
	01-229-0694 Other Contractual	<u>\$24,000.00</u>
		\$49,000.00
From:	01-224-0120 Snow & Ice	\$49,000.00

Al made a motion to discuss and refer to Town Council. Chris seconds

Discussion: Charlie Coyle stated that these are things that we have had outside people come in to work and buying supplies for some of the buildings. We have some major problems with the Police Department this year and we have had to get outside people come in. Rich Esposito stated it was nice to see the surplus of snow and ice.

Roll call, all in favor.

12c. **Public Service: Refer to Town Council**

To:	01-224-0694 Other Contractual	\$20,000.00
	01-224-0190 Overtime wages	<u>\$15,000.00</u>
		\$35,000.00
From:	01-224-0110 Regular Salaries	\$35,000.00

Al made a motion to discuss and refer to Town Council. Chris seconds

Discussion: Charlie stated again these are other contractual services that pertains to our buildings and the overtime wages is something we need to replenish. The contracts that were brought in to refurbish the building by the last administration, they only put patches on things and spent money on stuff that should have been fixed

and wasn't fixed. With the Honeywell systems we are doing a catch up. They did one brand new thing for one spot and the rest is old. That is where a lot of this comes in to play. We had a mild winter, but we still have breakdowns because some of it is old.

Roll call, all in favor.

12d **Public Service**

To: 01-224-0590 Patch Material \$19,000.00

From: 01-226-0644 Rental of Equip \$19,000.00

Beth made a motion to discuss, Chris seconds

Discussion: Some of the? Because we did purchase a mini excavator this year on cleaning of the river this year so we had a little surplus on the rental of equipment and by doing it ourselves but we do have to maintain the roads and patch up the roads.

Roll call, all in favor.

12e. **Legal Fees: Refer to Town Council**

Beth made a motion to add 12e to the Agenda for Legal fees, discuss and refer to Town Council, Chris Seconds, all in favor.

To: 01-113-0668 Legal Fees \$175,000.00

From: 01-885-0689 Contingency \$175,000.00

Attorney Mike Luzzi was asking for a transfer of \$175,000.00 for legal fees, largely driven by experts for the Quarry. Quite an effort of experts with Tweed and also Official Transcripts for the Quarry case which are 14 days of Official Transcripts. We still are fighting the good fight to get some reimbursement for fees but that lawsuit is still pending. This will pay off those experts and finalize the Quarry expert payments and the 4 experts that the Town hired for the Tweed response. Rich asked how the contingency account was right now. Jim Keeley stated if this transfer is approved, then there would be \$150,000.00 (inaudible). Beth asked if we transfer before. (inaudible) Rich asked if this would get us to the end of the fiscal year. Attorney Luzzi stated yes. Ralph Vitale asked what the running total for Quarry. Attorney Luzzi stated we are probably at roughly \$175,000.00 for the Quarry. It might even be a push closer to \$200,000.00. We had a significant retainer for the actual Quarry expert of \$60,000.00 for the only Quarry expert in the case, was ours. Money well spent. Rich asked for an executive session next meeting. Mike said it would be good to do next month. Mike stated he could also give an update on the 3 federal cases that and a Tweed update, and of course the Quarry is marching toward all the briefs being submitted.

Roll call, all in favor.

13. **Capital: Refer to Town Council**

Discussion of Capital Projects with referral to Town Council. See attached packet for the backup.

Jim Keeley stated we have what the mayor recommends and what is requested. Jim spoke with Rich DePalma of the ROV and there is a very good chance the State will subsidize the tabulators; we are hoping next year the state will give monies. Under the same dept the shelving (inaudible) earlier today, so that the dept. we

did not allocate any monies to them. They are getting the tabulators next year and the shelving was taken care of.

Fire Dept.: Chief Marcarelli stated in the Capital request this year he put in for a much-needed expansion for Station 3. We only have 3 fire stations that are owned by the Town. The only one that has the potential for the expansion is at Station 3 in Foxon. It originally started out as an expansion of the apparatus base and after consultation with the Town Engineer, and looking at the cost of the project, it did not make sense to not add a 2nd floor onto the building. We spoke to a couple of vendors to get very rough estimates on the cost of the project. It would be 3-fold. It would negate us having us to rent the rear lot behind the firehouse which it asked repeatedly why do we continue to rent that, and the reality is due to us not having enough space. We rent a lot and we rent 2 shipping containers in the back of the fire house. The cost for the lot and the cost for the containers is about \$11,000.00 per year to store our ancillary equipment. We also have apparatus that we park outside at headquarters rather than secure it inside where they are not exposed to the elements. It would negate that and it would allow us to decompress fire headquarters, move the spare apparatus that is stored at headquarters indoors in the north station. They are reserved apparatus that we use regularly when the regular fire apparatus is out on repairs or preventative maintenance or in an accident, or storm or calamity we would have to up staff. It would allow us to decompress the bunk room at fire headquarters. The building itself at fire headquarters was built in 1937, before there was a paid fire department. Eventually when paid personnel worked there is not a lot of living space there. We have 5 people on duty with the potential for expansion to accommodate for the loss of volunteers over the years, this project looks 5, 10, 15 and 20 years down the road. It would allow us to decompress the administrative area, allow the personnel from headquarters to have a small training area, to make male and female bunk rooms, currently they are co-ed, Up at Foxon we would add 4 bays double deep to allow us to store the equipment that is stored in shipping containers or outside in the elements to be moved inside. We need to have an additional spare apparatus, meaning a fire pumper or a ladder truck when that is replaced. There are many times when we have had to borrow apparatus from another town when we have had more than one apparatus out because we only have one spare or we have to take a volunteer company off duty and utilize their apparatus to staff. It would also provide us a training area indoors which we do not have. We are using a room in the middle school as a training room which is not big enough for our personnel. We have had to use Branford's training room which comes at an additional expense that would prevent us from having to do that. We would move the administrative offices up to headquarters which would be myself, assistant chief, our admin assistant and the training officer to that area and it would have lockers and showers for the personnel at station 3 and allow us to decompress their living quarters as well. Our call volume has increased over past 2 years. Chief believes it is a worthy expense and public safety expense. It would expand onto the hatch property and utilize some of that for an outdoor training area. Rich thanked the Chief for the explanation and stated it is a long time coming. Al asked who owns the school next to the Fire Department. Chief stated that is what he refers to as the hatch. It is Town property. Ralph asked if the Town property (hatch) is being used for anything now. Chief said it is being used for storage for various department. A lot of Covid19, seasonal supplies. We would encroach sizably the parking lot. The Mayor stated that the Foxon Firehouse expansion is way overdue. They are really busting out of the seams. Mayor stated that for 2.5 million dollars, there will be a great asset for the Town. Mayor stated his administration from day 1 has been trying to get the fire and police department current. We have been doing a good job and still have more work to do. This project should 100% be done. The Mayor fully backs Chief Marcarelli on this project and would not waiver any of it.

Beth Purcell asked Jim about financing costs(top) inaudible Jim stated correct that is for Town Council.

Roll call, all in favor.

14. **Adjournment**

Beth made a motion to adjourn, Chris seconds

Dated This this 6th Day of June, 2023,
East Haven, CT 06512

Susan Mauro, Board of Finance Clerk