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**East Haven Board of Finance
Special Meeting Minutes
August 16, 2022**

The East Haven Board of Finance held a Special Meeting on Tuesday August 16, 2022 at 7:00 P.M. in the Senior Center at 91 Taylor Avenue, East Haven, CT. 06512.

1. Roll Call

Mayor Joseph Carfora, Rich Esposito, Ralph Vitale (via phone), Beth Purcell, Al Purzycki and Chris Perdo were present. Jim Keeley, Finance Director Jim Keeley was also present.

2. Read and Approve Minutes from June 15, 2022.

Al Purzycki made a motion to waive the reading of the minutes. Beth Purcell seconds.

3. Old Business

None

4. New Business

Ralph asked why have this meeting, why not put it on the Agenda next month. Jim stated we wanted to start getting some of these transfers done. This is the majority of the transfers we have but we do have public works as they still have to give me theirs. Some of these transfers as well have to go to the Town Council in a public hearing so we'd rather do them sooner than later. Jim stated there will be more transfers to clean up your end but it will be minimal. This is the bulk of them.

5. Public Comment

None

Rich Esposito made a motion to move item 14 to 5a. Al seconds. *All in favor.*

5a. Various-Refer to Town Council

To:	01-167-0972	Retirement Lump Sum	\$115,554.26
	01-167-0910	Retirement Fund Cont	\$194,915.93
	01-885-0195	Police Special Assign.	\$ 23,432.81
	01-885-0196	Town Req. OT	<u>\$ 18,095.72</u>
			\$559,998.72
From:	01-167-0920	Social Sec/Medicare	\$ 53,639.14

01-167-0965	Unemployment	\$ 23,207.06
01-167-0969	Labor Arbit exp/fees	\$ 9,953.00
01-167-0904	Life Ins.	\$ 525.34
01-167-0694	Other Contractual	\$ 1,068.64
01-881-0970	Fire/Prop Ins.	\$44,260.63
01-885-0255	Street & Traffic Lights	\$319,000.00
01-885-0689	Contingency	<u>\$108,344.91</u>
		\$559,998.72

Al Purzycki made a motion to discuss and refer to Town Council. Beth Purcell seconds.

Jim Keeley stated it was kind of both of their departments so as an overview when we go through the lump sum's retirement fund contributions, lump sums we base it on the people that we know we're going to retire. This year we had a number of retirees, The people who retired early, by contract we had to pay them out. That is reason for the lump sum. The retirement fund contribution is two- fold. You'll see the next two line items, police special assignments/ town requested overtime. As payroll increase the retirement fund contributions increases. Likewise, when we go through the rest of the transfers tonight, you'll see other police overtime.

Ralph Vitale asked if the Town participates in unemployment or do we pay unemployment if somebody gets laid off. Danelle Feeley stated that we are what you call reimbursable employers. Basically, unemployment gets paid and then they invoice us. Rich Esposito asked with all the early retirements happening are we hiring, are we short staffed? Danelle stated there are a couple of vacancies, promotional. There are some jobs going for testing and posted. The ones that catch you off guard is when people retire early to mid-fifties. People that retire for disability and have a payout.

Roll call. All in favor

6. Police Services

To:	01-332-0561	Vehicle Supplies	\$ 16.25
	01-332-0662	Vehicle Rep./Maint.	<u>\$ 974.00</u>
			\$ 990.25
From:	01-332-0565	Motor Oil/Lube	\$ 16.25
	01-332-0575	Clothing & Uniforms	<u>\$ 974.00</u>
			\$ 990.25

Beth Purcell made a motion to discuss. Al Purzycki seconds.

Chief Lennon stated these are year-end close outs as we move forward, inflation, we had a lot of repairs.

Roll call, all in favor.

7. Police Services

To:	01-332-0440	Motor Vehicles	\$2,850.00
	01-332-0440	Motor Vehicles	\$1,166.00
	01-332-0440	Motor Vehicles	\$ 370.00

01-332-0440	Motor Vehicles	\$ 357.00
01-332-0440	Motor Vehicles	\$ 240.53
01-332-0440	Motor Vehicles	<u>\$ 98.25</u>
		\$5,081.78

From: 01-332-0657	Data Proc./software	\$2,850.00
01-332-0563	Tires and Tubes	\$1,166.00
01-332-0505	Books/Maps	\$ 370.00
01-332-0330	Business & Travel	\$ 357.00
01-332-0615	Printing & Binding	\$ 240.00
01-332-0676	Waste Disposal	<u>\$ 98.25</u>
		\$5,081.78

Beth Purcell made a motion to eliminate the detailed reading of the accounts. Al Purzycki seconds. *All in favor*

Al Purzycki made a motion to discuss Beth Purcell seconds.

Chief Lennon stated that pricing went up on everything. When we budget for motor vehicle it isn't just for the car itself, it is for just emergency lights, radios, cameras. We ordered 4 Explorers 2 chargers and a ? Van. The Chargers came in at 30 weeks, the Explorers took 45 weeks. From manufacturers to emergency lights.

Roll call. All in favor

7a. **Police Services refer to Town Council**

To: 01-332-0531	Gasoline &b Diesel Fuel	\$ 77,675.69
01-885-0689	Contingency	\$77,675.69

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

Chief Lennon stated this is self- explanatory. We have a lot more construction jobs which also uses fuel but the Town gets reimbursed for the fuel but it is still reflected this way for budget purposes. Chris Perdo asked if we pay for the fuel for their cars for road jobs. Chief Lennon said construction people pay them directly. Extra duty is same. Beth asked Jim if he knew off hand what the budget number was for gas for police. Jim thinks it was \$80,000.00.

Roll call, all in favor

7b. **Police Services**

To: 01-332-0132	Shift Differential	\$3,368.00
From: 01-332-0160	Holiday Pay	\$3,368.00

Al Purzycki made a Motion to discuss Chris Perdo seconds.

Chief Lennon stated Collective bargaining agreement was ratified mid-year. There was a slight nominal change and it should be resolved for next budget.

Roll call, all in favor.

7c **Police Services-refer to Town Council**

See Attached \$238,420.01

Al Purzycki made motion to discuss and refer to the Town Council. Beth Purcell seconds

Chief Lennon sated the overtime rate is pursuing to collective bargaining agreement. It was a pretty big increase because it was 2% on top of 2% and they've been out of contract for 2 years. The other drivers I have, we have accounted for about 19:00 hours of injury for last year. Not extremely high but that contributes to the cost of overtime going up. This year we see about 5% of calls increased this year. It's not just East Haven it's entire region. We are down 3 people. We are going to have a police commissioner's meeting on 29th. Due to some issues with background investigations and getting appointments with psychologists and things like that it's going to be like the middle of September. Rich Esposito asked about the police academy Chief stated they've secured one seat in the September class. From experience we know that other agencies reserve seats and then they drop off seats and otherwise we can move on to the next class which is in December. We send them to Milford Police Dept Academy. We have used New Haven in the past. We are applying for all the same seats that other agencies are applying for, so it's first come first serve.

Roll call, all in favor.

7d **Public Safety Communications**

To:	01-336-0190	Overtime Salaries	\$22,730.00
From:	01-336-0110	Regular Salaries	\$14,182.00
	01-336-0115	Part Time Wages	<u>8,548.00</u>
			\$22,730.00

Al Purzycki made motion to discuss. Beth Purcell seconds

The police chief said the first half of the year we ran one short full timer. We are currently at full staff full-time. The way the contract as we have four vacant. They have 32 a week/ 4 eight- hour shifts on weekends that are filled part timers. It is difficult to find police officers right now. If we can't find a part-timer that wants the job we have to fill it by a full timer on overtime. Chris asked if we have any requirements for the part timers that they have to do so many hours to stay on part time. The chief answered yes. He further stated there are costs that are associated with keeping the certification up. We have one part time employee right now that consistently works every weekend but outside of her, the other shifts, if she doesn't pick them will go to the full timers. Al asked about the call volume and if it has increased. Chief said yes it has increased.

Roll call, all in favor.

8. **Fire Department** *Refer to Town Council*

To:	01-334-0110	Regular Salaries	\$148,502.00
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	01-334-0561	Vehicle Supplies	\$ 30.00
	01-334-0575	Clothing	\$ 466.00
	01-334-0202	Water	\$ 17,407.00
	01-334-0530	Gas & Diesel	\$ 21,079.00
	01-334-0140	Longevity	<u>\$ 1,400.00</u>
			\$188,884.00
From:	01-334-1050	Vacation Pay	\$120,730.00
	01-334-0190	Overtime	\$ 49,130.00
	01-334-0175	Education	<u>\$ 19,024.00</u>
			\$188,884.00

Al Purzycki made motion to discuss and refer to the Town Council. Beth Purcell seconds

Chief Marcarelli introduced the Assistant Chief, Chief Rosa. Chief wanted to state that his capital request was zeroed out. He does not want the Board to think the fire department is lacking. There was some ARPA money that was sent our way which offset what I needed for capital. Chief stated you will be hearing from me in the next couple years about a ladder truck. It will probably take 2 years build time now. I have had discussions with Jim and the Mayor about preparing for that. Probably 1.5 million. Al asked which manufacturer the Chief was going with. Chief stated it would go out to bid. But we have certain requirements.

Discussion:

Chief Marcarelli stated in his regular salary account the deficit amount would be the equivalent to two retirement pay outs. Chief further stated he probably would've had a small surplus if not for those. We currently have for vacancies. We have 3 people starting the academy at the end of the month. One employee resigned 4 months into his probation period this week. That created an additional vacancy and we do have a vacancy in the battalion chief rank. After the Academy we will be short just a couple of employees. We have an existing list. There was a small overage in vehicle supplies and clothing. Vehicle supplies was for an emergency repair for one of the apparatus that was close to the end of the year and we did find this year that although we didn't encumber purchase orders A lot of the vendors are seeing increased shipping charges. Clothing allowance overages is due to a new hire towards the end of the year. Water bill consistently goes up every year. It is for maintenance of the infrastructure not for usage. We had a few fire hydrants that were hit. We try to subrogate those claims but three of the hydrants that were hit this year were uninsured drivers and/or hit and runs. Gas and diesel is self-explanatory. Longevity is paid out in arrears. Beth asked why there was so much left over in vacation time. Chief stated we had a lot of retirements, which brought on a lot of lot of new employees which have substantially less than new employees. We still have to budget for the full amount because we don't know when people are going to retire. Rich asked how the call volume has been this year. Chief stated it was extremely busy. Hovers around 6 to 7 thousand calls. The most alarming number is the opioid overdoses. Probably around 70 so far this year. We gave 80 doses of Narcan last year, so there could be as many as 120. The price is thru the roof for Narcan. No reimbursement on that from the state.

Ralph asked on 911 calls if we get reimbursed by patient's insurance. There's a set fee for title 19, there's a set fee for Medicare. If the person is insured, we do have a third-party that will build insurance. It goes into an enterprise fund or a lock box and supplements EMS supplies.

Roll call, Chris abstains. Remainder of the Board approves in favor.

9. **Public Service**

To:	01-224-0570	Bldg/maint	\$5,000.00
	01-224-0565	Motor oil/lubricate	<u>\$5,000.00</u>
			\$10,000.00
From:	01-229-0202	Water	\$10,000.00

Al made a motion to discuss, Beth seconds:

Discussion: Charlie Coyle stated this is because of price increases and we have some other building maintenance stuff that we needed supplies for and we went over budget. Beth asked if this was the correct account number for RWA, the 229. Jim stated it is correct.

Roll call all in favor.

10. **Public Service**

To:	01-229-0694	Other Contractual	\$4,000.00
	01-229-0570	Bldg General Maint	<u>\$4,000.00</u>
			\$8,000.00
From:	01-229-0201	Electricity	\$8,000.00

Al made a motion to discuss, Beth seconds.

Discussion: Charlie Coyle stated this was because of obligations we had for building maintenance. Rich Esposito stated of course we are not seeing anything positive with Honeywell.

Roll call, all in favor

11. **Engineering**

To:	01-118-0610	Advertising	\$1,310.00
From:	01-223-0110	Regular Salaries	\$1,310.00

Al makes a motion to discuss, Chris seconds.

Discussion: Al asked what the story was with the different account numbers. Jim stated engineering has a very small budget. This is for notifications for meetings.

Roll call, all in favor

12. **Purchasing**

To:	01-105-0610	Advertising	\$1,235.00
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	01-105-0110	Reg Salaries	<u>\$1,461.00</u>
			\$2,696.00
From:	01-104-0190	OT Wages	\$2,600.00
	01-104-0140	Longevity	<u>\$ 96.00</u>
			\$2,696.00

Al made a motion to discuss, Chris seconds.

Discussion: Al asked about the account numbers Jim stated there are a limited number of accounts in that department. Al asked what is 105 and 104. Jim said 105 is Purchasing and 104 is Finance. We ran more advertisements this year especially with ARPA funds, regular salaries position moved up, so there is just a difference of the accrual from one year to the next with there now being a 35 hour position vs. a 30 hour position from last year. We had money in the Finance Dept to transfer so we are fine there.

Roll call, all in favor

13. Planning & Zoning

To:	01-111-0110	Salaries	\$6,249.25
From:	01-111-1115	PT Wages	\$ 472.92
	01-111-0505	Books	100.00
	01-111-0520	Office Supplies	60.94
	01-111-0540	Photo & Rec	300.00
	01-111-0610	Advertising	653.00
	01-111-0615	Printing & Binding	1,444.88
	01-111-0646	Reg	450.00
	01-111-0694	Other Contractual	274.23
	01-115-0115	PT Wages	<u>2,493.28</u>
			\$6,249.25

Al made a motion to discuss, Beth seconds.

Discussion: Jim stated that Planning and Zoning has a new person in there this year so that is why they were short because it wasn't in the original budget.

Roll call, all in favor.

14. Various-Refer to Town Council

Moved to 5a.

15. Various

To:	01-444-0694	Other Contractual	\$ 120.00
	01-440-0886	East Shore Health	\$ 1.00
	01-102-0115	PT Wages BOF	\$ 433.05
	01-102-0360	Elected Officials	<u>\$ 1,160.00</u>
			\$ 2,154.05

From: 01-445-0520	Office Supplies	\$ 121..00
01-101-0610	Advertising	<u>\$ 2,033.05</u>
		\$ 2,154.05

Al made a motion to discuss, Beth seconds.

Discussion: Jim said originally when we did the budget, the numbers we were looking at were an extra \$10 a month, so that is the difference there. The second of two accounts were Board of Finance so when I did the accruals from last year I forget that certain departments. I use a formula and for the BOF dept I ended up taking too much money into last year so I need to balance.

Roll call, all in favor

16. Capital Improvement: Refer to the Town Council

Discuss Capital Improvement Plan

Al made a motion to discuss, Beth seconds.

Rich Esposito made a motion to refer to Town Council, Mayor Carfora seconds.

Discussion: Jim stated he and the Mayor sat down and started with the basic idea what we are looking for. We looked at ARPA funds, you will see a lot of these funds were zeroes out and are items that we did use ARPA funds for so.

Phase 5 revitalization. This will be the last phase of that. I don't expect to need all of \$240,000 but when I pressured Charlie Coyle and Jonathan Bodwell for a top number, this should be max. This revitalization will go to the New Haven line.

Fuel pumps: we are trying to get a more definitive number but all we have a ceiling number which is \$100,000. This would be an item that we're not looking to spend \$100,000 and we are hoping that'll be a little bit less. But capping it at \$100,000. It was rather urgent so we wanted to get it on the agenda rather than wait but we didn't have all the numbers. Chris asked if this is fuel pumps for gas and diesel vehicles. Charlie said yes we have a company to come in and does all of our monitoring and gauging for our gas and diesel pumps. They do a monthly report. It is all done, I finalize it and send it to the State. We have to be in compliance with this. This is mandatory. Underneath all the pumps there is a containment tank and the pipes go to the tanks. That containment is collapsed. It is sunk in in and the pipes are rotting under the gas pumps and diesel. Charlie said the pumps were put in in 2018 and they were bought used and they are shot. We have a lot of problems. This company is putting something together and we will have brand new pumps and piping and everything. We are not passing and are not in compliance. Chris said it makes more sense now that they are saying it is the whole system. Al asked if the tanks were above ground or below ground. The clerk did not hear Charlie's response. Al asked if we are digging out the tanks? Charlie said no not the tanks but everything else. Concrete slab and all that has to be dug out. We don't need a leak down in the farm river. Rich said he is happy to see the paving and sealing. Al asked about the 2 numbers on paving and sealing. Jim said the 224,975 that is our LOCIP allotment for this year. We have been using it for paving, basically it is an easier process. One of the reasons we need to get capital improvement, is by LOCIP guidelines we have to have a five-year capital plan that is approved by the Board and the Town Council before we can ask for the monies. So, in order to get our paving request in we have to secure the money. Jim apologized for having the capital improvement plan running late this year but part of that has to do with using ARPA funds. At some point we have to settle it so we can send it to the State

and show we did approve it and get our money. Al asked about all the items that are zeroed out, he asked Jim if we are going to be ok for a year. The answer was yes.

Jim stated for the most part regarding the Police, these things the command vehicle we did put through ARPA funds. That is the reason it is zeroed out, it isn't that the mayor does not want to support the police dept.

Chief Lennon stated the sign creator (computer system) is 21 years old and traffic maintenance needs this computer. Recreation: Rich Esposito asked about Hudson Street. That is under recreation. Charlie said the track at the middle school at the athletic complex needs work. It doesn't need \$100,000. worth of work. We can do the work ourselves, buy the materials. There are a couple of areas that need grinding down we have a grinding machine. Jim said if you look thru your 5 year capital, two items on there are for roofs for \$550,000. This is a dual ask for both this year and next year for all the roofs to be replaced. Gym floor refinishing, \$50,000. and the ADA compliant elevator. Last year they submitted as a capital improvement for \$300,000. We did give \$150,000.00 last year, so this year would be \$150,000. Chris asked if it was for the high school or all schools. Mayor stated it is for the high school. Looking at 3 million to replace that roof. We have to do it very soon because if we wait any longer it will get down to the membrane (from what was told to the Mayor) of it and will then cost 5 million to replace it. This will come up next year too. Beth asked if the gym floor is just ? (inaudible). Jim Keeley stated district wide for the gym floors. Rich Esposito stated at the academy looks like we are ADA compliant. Jim stated yes.

Roll call, all in favor

17. Adjournment

Adjourn at 8:01

Dated This 13th day of October 2022,
East Haven, CT 06512

Susan Mauro, Board of Finance Clerk
