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**TOWN OF EAST HAVEN
BOARD OF FINANCE**

MINUTES FOR SEPTEMBER 16, 2020 7:00 P.M. REGULAR MEETING

Noreen Clough read into the record:

**TO THE RESIDENTS AND TAXPAYERS OF THE TOWN OF EAST HAVEN
AND OTHER INTERESTED PARTIES:**

Due to Governor Ned Lamont's March 10, 2020 declaration of a public health emergency and civil preparedness emergency and his subsequently issued Executive Orders 7B and 7D: and, due to the spread of the Coronavirus Disease 2019 in the State of Connecticut including New Haven County, in-person public access to this meeting will not be permitted. **This will be a 100% electronic meeting.**

**The Public can access and participate in this Special Meeting
from a computer, tablet, or smartphone:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83689740645?pwd=ZFhHSU1qR3daMFZTYmxWaG0wT0Nldz09>

Meeting ID: 836 8974 0645

Passcode: 964920

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The East Haven Board of Finance held a Regular Meeting on Wednesday, September 16, 2020, which commenced at 7:00 P.M. via ZOOM, in order to transact the following:

I. Roll Call

Rich DePalma, Noreen Clough, Beth Purcell, Ralph Vitale, and Al Purzycki were present. Mayor Joseph Carfora was absent. Rich Esposito joined the meeting at 7:07 p.m. Jim Keeley, Finance Director was also present.

II. Read and Approve Regular Meeting Minutes from August 19, 2020.

Noreen Clough made a motion to approve the Regular Meeting Minutes from August 19, 2020. Beth Purcell seconds. *All in favor.*

III. Old Business

Noreen Clough asked Jim Keeley how the audit is going. Jim Keeley stated that the audit is going well and that we have given everything they have asked for. Jim stated they have been up to the BOE and have not relayed any problems so Jim stated he hopes that is going well but we don't discuss the BOE unless there are any issues.

Beth Purcell asked if there was an update on the Honeywell project. Jim stated that we scheduled a meeting with Attorney Luzzi, the Mayor and Honeywell to see where we are. They are saying around November 15, 2020 we should be getting our payments in. According to their schedule they say they are 99% complete so we will see. Rich DePalma asked if we could have a presentation from Honeywell to see exactly what they did for our bonding. Jim stated it was a good idea. Jim will mention to them.

IV. New Business

Rich DePalma asked if the football field would be covered by insurance. Frank Butler stated that the insurance company was covering the football field to the best of his knowledge. Jim Keeley stated he had been informed that it was never turned over to the town so that it falls under contractor's insurance. Jim stated the bleachers would be our concern. The time frame is unknown at this time. Ralph Vitale wanted to know how bad the budget is for Public Works. With the exception of over time we are in good shape per Jim and he stated we are looking at getting some reimbursements so we will see how that goes. Jim further stated he did have a conversation today with the Mayor, Chief Marcarelli and Charlie Coyle about the hopes of getting reimbursement but we don't know yet.

V. Public Comment

None

VI. Public Safety Comm. Center (19/20)

Noreen Clough made a motion to wave the reading of the account numbers, Al Purzycki Seconds.

To: 01-336-0115 Part Time Wages	\$1,679.00
01-336-0115 Part Time Wages	\$2,226.00
01-336-0115 Part Time Wages	\$1,213.00
01-336-0115 Part Time Wages	\$ 750.00
01-336-0115 Part Time Wages	\$ 504.00

01-336-0115 Part Time Wages	\$1,156.00
01-336-0115 Part Time Wages	<u>\$1,432.00</u>
	\$8,960.00

From: 01-336-0132 Shift Diff.	\$1,679.00
01-336-0410 Office & Comp.	\$2,226.00
01-336-0575 Uniforms	\$1,213.00
01-336-0615 Print Photo Bind	\$ 750.00
01-336-0657 Data Equip.	\$ 504.00
01-336-0658 Equip. Maint. Svcs.	\$1,156.00
01-336-0694 Contractual Svcs.	<u>\$1,432.00</u>
	\$8,960.00

Rich DePalma asked if they are all part time wages then why is it broken down to different dollar amounts. Jim Keeley stated it is just the way it is written up from the departments. It doesn't make a difference.

Noreen Clough made a motion to discuss and Beth Purcell seconds

Discussion: Noreen asked if these transfers would end it so we can close out 19/20. Jim Keeley said yes it will. Al asked if all of the transfers on this agenda are for 19/20 and Jim Keeley said the majority are, there are 2 for 20/21 and we want to move the money sooner than later to have an accurate number during the year. Rich DePalma asked if these were because of absences. Chief Lennon stated there are 4 automatic part time shifts every week and they occur on the weekends and it is a fluctuating number and difficult to predict part time wages versus full time employees.

Roll call, all in favor.

VII. Public Safety Comm. Center-Refer to the Town Council (19/20)

Noreen Clough made a motion to wave the reading of the account numbers, Rich Esposito Seconds.

To: 01-336-0190 Overtime	\$49,228.00
01-336-0190 Overtime	\$ 2,977.00
01-336-0190 Overtime	\$ 2,731.00
01-336-0190 Overtime	\$ 1,012.00
01-336-0190 Overtime	<u>\$24,211.00</u>
	\$80,159.00

From: 01-336-0110 Regular Salaries	\$49,228.00
01-336-0350 Prof. Develop.	\$ 2,977.00
01-336-0520 Office Supplies	\$ 2,731.00
01-336-0694 Contractual Services	\$ 1,012.00
01-332-0110 Regular Salaries	<u>\$24,211.00</u>
	\$80,159.00

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

Discussion: Chief Lennon stated that the budget did not account for employees that are here longer now. The dispatch has been at the police department since 2014. There is more vacation time after 5 years. The second issue is that every time a part timer is unable to work one of those 4 vacant shifts, they have to be replaced by a full timer and due to Covid 19 all of our part time dispatchers working other sectors of public safety which is their primary jobs obviously come before their part time jobs and 2 of them are not allowed to work their part time jobs and so this just created overtime almost every weekend just for the dispatchers. We had 6 to 8 months of being short one full time dispatcher. The position has since been filled and we have a dispatcher in training.

Roll call, all in favor.

VIII. Recreation/Ice Rink (19/20)

To: 01-661-0115 Part Time Wages	\$ 2,868.00
01-661-0116 Seasonal Wages	\$11,844.00
01-662-0110 Regular Salaries	<u>\$ 6,131.00</u>
	\$20,843.00
From: 01-661-0118 Seasonal Wages	\$ 6,795.00
01-661-0201 Electricity Pool	\$ 7,917.00
01-662-0201 Electricity	<u>\$ 6,131.00</u>
	\$20,843.00

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

Discussion: Frank Butler stated 0115 and 0110 were salaries effective July 1st and the seasonal wage was when Jose was a subcontractor and wasn't paid out of seasonal wages and we had a special line item for him and when he left we never transferred the new lifeguard into the seasonal wages so we ended up short. The money is just in the wrong place. We corrected it. Beth Purcell asked about the 2 different numbers for seasonal wages. Jim Keeley stated that in the budget there are seasonal (inaudible) and seasonal wages with no specifics noted.

Roll call, all in favor.

IX. Building (19/20)

To: 01-229-0110 Regular Salaries	\$19,232.00
01-224-0190 Overtime Wage	<u>\$10,000.00</u>
	\$29,232.00
From: 01-229-0202 Water	\$19,232.00
01-224-0120 Snow/Ice wages	<u>\$10,000.00</u>
	\$29,232.00

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

Jim Keeley stated he did not believe this needed to be referred to the Town Council because the line items individually are not greater than \$25,000.00. They were put on one form because they were coming from the same department but there are 2 different accounts the money is going to and 2 different accounts the money is coming from. Ralph Vitale and Rich DePalma stated the way were written it should be referred to the Town Council.

Discussion: Nobody was present from Public Service so Jim Keeley spoke and stated the prior year we had increased it \$10,000.00 from the prior year and we did not have the bills to substantiate that. Jim is not sure why it was budgeted that high but in the prior year we are about where we were last year, so it makes sense there is extra.

Noreen Clough was looking at the transfer which states “to account for union raises not in the budget in the 19/20 as contract was still in negotiation” Noreen asked if there ae any other departments like that because it was an issue during the budget last year. Jim stated that typically management does not like to put in monies allocated just for salary increases so that the union isn’t aware of anything that management would be willing to pay. If you look at item VIII at the regular salaries, as well as IX, both of those contracts were up on 7/1/18 and ratified in March or May in 2019 so you have all that retro going back. Jim stated that normally when they would go through the budget they would put a little extra in but it is in Town wide so whenever you have a contract where everyone in the department is under one contract you generally run short but if you look at the over all salaries for the whole town there would be enough money to cover it but it is not necessarily one department.

Roll call, all in favor.

X. Employee Benefits (19/20) Refer to the Town Council

To:	01-167-0965 Unemployment Comp	\$36,960.06
From:	01-120-0110 Regular Wages	\$36,480.06
	01-120-0115 Part Time Wages	<u>\$ 480.00</u>
		\$36,960.06

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

Discussion. Jim Keeley stated that we originally requested \$80,000.00 and it was cut to \$65,000.00 so that is part of it and then this year we have had employees stay on longer You will see later on we will ask for more money in 20/21 for unemployment just because we are trying to project going forward where we stand and what we have out there. With the extension of the benefits it wasn’t budgeted for.

Roll call, all in favor.

XI. Employee Benefits (19/20)

To:	01-167-0972 Retirement Payments	\$20,688.00
From:	01-167-0694 Other Contractual	\$ 4,000.00
	01-167-0920 Soc. Sec.	\$15,700.00
	01-104-0190 Overtime Wages	<u>988.00</u>

\$20,688.00

Noreen Clough made a motion to discuss and refer to the Town Council. Rich Esposito seconds.

Discussion: Rich Esposito stated he assumed the retirement payments is pretty much like the unemployment compensation where we were not expecting as much this year and then Covid-19 hit and caused this. Jim Keeley said yes, we have had more retirements and Jim stated he would be happy if this is all we need to transfer for the current year. As we discussed during the budget process, when we have a number of employees that have their time in, you can never really project when they will go.

Roll call, all in favor.

XII. Employee Benefits (20/21)

To: 01-167-0965 Unemployment Comp. \$25,000.00

From: 01-885-0689 Contingency \$25,000.00

Rich DePalma asked Jim Keeley why this does not read “refer to Town Council” Jim stated he read the Charter to say anything in excess of \$25,000.00. Rich DePalma understood it to be one penny to \$24,999.00 we could transfer and over that must go to the Town Council. Jim Keeley read part off the charter under Powers and duties BOF the BOF shall have powers to transfer appropriations not to exceed \$25,000.00. Jim’s opinion is that this works. Noreen and Rich DePalma stated they thought we should stick with past precedence and refer to Town Council. They could defer to town attorney in future.

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

Discussion: Al asked if this would be covered under the cares act and if we get money back why are we doing the transfer. Rich DePalma said we still need to make the compensation payments and anything we get back would go to the general fund. Jim agreed. And all payments received so far, we have created a separate line item, sub revenue line item. Jim stated we are projecting higher than that for unemployment. In my error I put down \$25,000.00 because I thought we could get the money transferred so we could have the money set aside.

Roll call, all in favor.

XIII. Police Services(19/20) Refer to the Town Council

To: 01-332-0190 Overtime \$102,739.00

From: 01-332-0110 Regular Salaries \$102,739.00

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

Discussion: Noreen stated she knows it is last year but does any of this have to deal with

Covid. Chief Lennon stated we were doing great until Covid 19 hit and we started to get busy again and we had a couple of issues both with the town and outside of the town with some things that occurred after Memorial Day. It has carried over into 20/21 it has been a whirlwind for the past 4 months. Al asked if we could apply for funds under Cares. Chief stated that some of the stuff they already submitted for the Fema for COVID 19 and everything else is on the town. Rich DePalma asked if regular salaries is due to us not at staff. Chief said correct and we still are not at full staff. We are getting there. Police recruiting is very difficult and it is difficult to find a police academy right now. Some of the academies we go to are limited in size. We hired 2 certified officers that are coming from other departments. On paper we are about where we were last year which includes several recruits in various stages of training. We are slowing climbing. Noreen asked how many we are short. Chief stated we are down 8 but (inaudible).

Roll call, all in favor.

XIV. Sanitation: Refer to the Town Council

To: 01-226-0674 Waste Collection \$41,000.00

From: 01-885-0689 Contingency Account \$41,000.00

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

Discussion: It was discussed between the BOF and Jim Keeley that this is a 20/21 transfer. Jim Keeley stated we have a contract in effect that was not regarded when the budget was filled out. We will be \$41,000.00 short. Once I realized this I thought it was better to put it out there now and transfer the monies now since it is contractual. This is a contractual increase. We have had a contractual increase before so I don't want to speculate who created the budget for that department back then but there is a contract and it would require an extra \$41,000.00 to cover us for the year.

Al stated that this was primarily due to the fact that big oil has misled the public into believing plastic would be recyclable.

Roll call, all in favor.

XV. Adjournment

Noreen Clough made a motion to adjourn at 7:45 Beth Purcell seconds. ***All in favor.***

**Board of Finance Clerk
Susan Mauro
September 23, 2020**