



BOARD OF FINANCE

LYME TOWN HALL
480 HAMBURG ROAD
LYME, CT 06371

BOARD OF FINANCE
Regular Meeting

The Lyme Board of Finance held a regular meeting on Tuesday, October 15, 2019 6:30 p.m. at the Lyme Town Hall, 480 Hamburg Road, Lyme, CT 06371.

MEMBERS PRESENT: Dan Hagan (Chair), Herb Ross, Dave Brown, Peter Evankow, Jarrod Leonardo (alternate), Bruce Anderson (alternate), Jennifer Thomas (Secretary)

ABSENT MEMBERS: Judith Duran and Lori Caine (alternate)

SELECTMAN PRESENT: Steven Mattson, First Selectman and ex-officio member

The meeting was called to order by Hagan at 6:31 p.m.

Seat Alternate Members

Hagan called for a vote to seat alternate members Jarrod Leonardo and Bruce Anderson for absent regular members Judith Duran and Kathryn Wayland. The motion passed unanimously.

Approval of the minutes from the August 13, 2019 meeting

Hagan called for a motion to approve with correction the minutes from the August 13, 2019 meeting. The correction will add each board member's vote to the section "Pledge of Allegiance" as the vote was not unanimous. Lori Caine, Judith Duran, Herb Ross, and Jarrod Leonardo voted in favor of removing the item from the agenda and Dan Hagan voted against. Ross made the motion, seconded by Mattson, and the motion was carried with one abstention from Brown.

Regular Meeting

Review of Fiscal Year 2019-2020 First Quarter

First Selectman Mattson presented the first quarter review materials to the board. The Town is currently right on budget, spending 24-25% in the first quarter with income running close to targeted. Of note, the teacher pension budget item will not be spent this year which will be a savings of \$19,000.

Kathryn Wayland entered the meeting at 6:36 p.m.

Brown inquired on the status of the MacIntosh bridge project. Mattson stated the town is currently starting the process of hiring an engineering firm to design the bridge. The Federal Local Bridge Program requires the formation of a committee to find and select an engineering firm for design. The committee consists of Dan Hagan, Steven Mattson, Don Gerber Town Bridge Engineer, Lars Anderson Town Crew Superintendent, and a representative from CT Department of Transportation.

Mattson requested the board approve an increase in the budgeted amount for the salt and sand loader. The town has tried to find a used loader for \$74,000 but has not been successful. Mattson would like to increase the budgeted amount to \$120,000. The cost will be offset by a savings of \$7,400 on a new backhoe and using an additional \$9,100 from the highway equipment funds. Mattson would like the

board to approve a variance of \$30,000 to the town trucks line item, which the town will likely be able to absorb without impact to the overall budget. Brown made a motion to approve funding for a new loader, allowing a negative variance of \$30,000 in the Town truck budget line item. The motion was seconded by Anderson and the motion passed unanimously.

Mattson inquired whether Hagan and the board would like to see the draft audit before it is finalized. The board agreed that they would like to review the document before it has been approved.

Discussion of Auditor Search

Wayland stated that she and Evankow have been working on the Request for Proposals (RFP) to try and tailor the document to the Town of Lyme. The board had a discussion of the document, and several changes were suggested. Wayland will make the revisions as discussed and send out to the board for further review.

Wayland suggested an Audit Committee be formed to complete the auditor search.

Hagan agreed that a committee should be formed to finalize the RFP and send it out to bid. Hagan appointed himself, Wayland, and Evankow to the Audit Committee.

Hagan called for a motion to authorize the Audit Committee to complete the RFP and send it out to bid by January 9, 2020. Anderson made the motion, seconded by Leonardo, and the motion passed unanimously.

Brown suggested that a prior year's audit be sent out with the RFP as an example of what the town is accustomed to receiving, and Hagan stated that the Audit Committee will consider this suggestion.

Approval of 2020 Meeting Schedule

The board reviewed the proposed 2020 meeting schedule. Hagan called for a motion to approve the schedule. Evankow made the motion, seconded by Wayland, and the motion passed unanimously.

Old Business – None

New Business-

November 6, 2019 District 18 20/21 Budget Planning Meeting

Hagan stated that the Board of Education, the Lyme First Selectman, Old Lyme First Selectwoman, and the Lyme and Old Lyme Boards of Finance will meet on November 6th to discuss the following year's school budget. All board members were encouraged to attend.

Brown suggested asking the Lyme Board of Education representatives to attend a Board of Finance meeting to discuss Lyme's town budget. A fiscally responsible Board of Education can help the town and a meeting might be beneficial.

Leonardo questioned whether the Board of Finance has any right to be involved in the Board of Education budget.

Hagan stated that he believes a joint a meeting with the Board of Education and both Lyme and Old Lyme Boards of Finance will have a greater impact than speaking with our two representatives only. The goal of the November 6th meeting is to share the upcoming challenges in each of the budgets for Lyme, Old Lyme, and the school district, and to facilitate a discussion on how to best plan for these challenges in the upcoming budget years.

Adjournment- Hagan called for a motion to adjourn. Brown made the motion, seconded by Anderson, and the motion passed unanimously. Meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Jennifer Thomas, Secretary