

TOWN OF SALEM
BOARD OF SELECTMEN
January 6, 2009

Present: R. Asafaylo, J. Fogarty, A. Krodel, R. McKenney, and R. Ross (First Selectman)

CALL TO ORDER:

First Selectman R. Ross called the meeting to order at 7:30 pm.

1) **APPROVAL OF MINUTES:** **December 2, 2008 - Regular Meeting**

M/S/C (Fogarty/Asafaylo) to approve the minutes of the December 2, 2008 Regular Meeting of the Salem Board of Selectmen amended as follows:

Page 1, under *A) BOYS & GIRLS MIDDLE SCHOOL SOCCER*, change the last paragraph to read: "He presented each coach, C. Acuna for the Girls team and L. Ghirardi for the Boys team,"

Page 3, under *D) EDC Business Champion Process*, change the fifth line to read: "Salem derives 6% of its municipal tax revenue from business;"

Page 3, under *D) EDC Business Champion Process*, add, to the end of the last sentence on the page: *power in town* "for future development."

Vote: approved unanimously.

2) **CORRESPONDENCE/PUBLIC COMMENTS:**

CORRESPONDENCE:

- The *COG* meeting scheduled for Friday with Senator Dodd has been cancelled; there will be a meeting on Monday with Representative Courtney.
- Email sent to the provider of the Salem green trash bags in regard to their poor quality; there have been many complaints from those who use the bags.
- Letters from Governor Rell requesting that the town submit the Economic Stimulus Package; it has been submitted.
- Letter of appreciation and thanks from Thames Valley Council for Community Action (TVCCA) in regard to the town's contribution to them. The TVCCA had received a grant for the administration of the heating assistance program. They sent the town a check for \$1,000 for Sue Spang's well-done job of administration of the program for the Town of Salem.
- Letter of thanks for the town's contribution to the New London Homeless Hospitality Center.

PUBLIC COMMENTS:

There were no *PUBLIC COMMENTS*.

3) **AGENDA ADDITIONS/REVISIONS:**

M/S/C (Fogarty/McKenney) to revise tonight's agenda as follows:

Add: as "B) GARDNER LAKE FIRE DEPARTMENT TELEPHONE SYSTEM";
"C) BOARD OF SELECTMEN INPUT TO THE BOARD OF FINANCE ON THE 09/10
CAPITAL BUDGET";
"D) BUILDING MAINTENANCE SHORTFALL";
Revise: B) to "E) RECOMMENDATION FOR SUPPLEMENTAL APPROPRIATION";
C) to "F) STEAP GRANT";
Add: as "G) COMPUTER SECURITY IN TOWN OFFICE BUILDING";
Revise: D) to "H) PURCHASING PROCEDURE";
E) to "I) TAX COLLECTOR REFUNDS"; and
F) to "J) OTHER BUSINESS".

Vote: approved unanimously.

4) **AGENDA:**

A) **Firemen Awards**

L. Buckley, chairman of the Firemen Awards Committee, appeared before the Board: He, along with N. Rabe and K. Lyden, other members of the Committee also present this evening, have been working on the Board's charge to them to investigate and possibly increase the yearly award given to qualified firefighters/EMTs volunteering for Salem.

Presently the yearly award is \$400 cash if a volunteer firefighter/EMT meets a required number of qualified service hours including yearly volunteer hours for training, attendance at required classes and emergency/fire calls.

Most members of both fire departments, about a total of forty (40), receive the award.

Committee's recommendations:

- Up to five (5) years of qualified service:
\$750 in property tax relief, if a resident;
\$750 cash, if not a resident.
- Five (5) years or more of qualified service:
\$1,000 in property tax relief, if a resident;
\$1,000 cash, if not a resident.

The yearly amount to fund these awards would still not be as much as the town would be required to pay for one (1) full-time firefighter.

Mr. Buckley read the "Summary", from the 1/06/09 memo from the 2008 Firemen Awards Committee memo, in regard to their Report to the Board of Selectmen, into the record. (See memo attached to the filed copy of these minutes.)

Board discussions:

- The qualifications for receiving the award should be included.
- Turning this matter into an ordinance.

B) **Gardner Lake Fire Department telephone system**

J. Savalle, GLFD chief, appeared:

In the 08/09 Capital Budget, the GLFD received an appropriation of \$2,500 to upgrade the telephone system in the firehouse. (10/19/07 proposal for

\$2,440 from Integrated Security Solutions. See attached to the filed copy of these minutes.)

This upgrade proposal was for a Panasonic system.

Now, when he was ready to have the system installed, in speaking to other people in regard to the fact that the fire department phone system should be compatible with the other municipal buildings' phone systems (Toshiba), he requested two (2) more proposals for systems that would be compatible. (See proposals attached to the filed copy of these minutes.)

Board review of the two (2) new proposals; one for Pilothouse Communications and one from Bolton Voice Data Solutions.

M/S/F (Asafaylo/Krodel) that the Board of Selectmen recommend to the Salem Board of Finance a supplemental appropriation to the Gardner Lake Fire Department telephone line item of \$1,000. Vote: For approval - Asafaylo. For denial - Fogarty, Krodel, McKenney, and Ross.

MOTION FAILED.

After further review of the proposals, within which possible inequities between the two were found, the Board took the following action:

M/S/C (Krodel/McKenney) that the Board of Selectmen recommend to the Salem Board of Finance a supplemental appropriation of no more than \$1,160 to the Gardner Lake Fire Department telephone line item. Vote: approved unanimously,

C) Board of Selectmen input to the Board of Finance on the 09/10 Capital Budget

The Board of Selectmen reviewed the 2009/2010 Capital Budget for Public Works only. (The Board of Education and the Fire Departments' Capital Budgets were not included.)

M/S/C (Fogarty/Asafaylo) that the Board of Selectmen recommend to the Salem Board of Finance an appropriation of \$453,000 for the 2009/2010 General Government Capital Budget. Vote: approved unanimously.

D) Building Maintenance shortfall

D. Bourdeau, Jr., Public Works Director:

Originally there was \$34,000 in the Building Maintenance Budget for 08/09. \$10,000 was set aside for the Historical Grant.

This fiscal year has been hard on this budget department:

- Library roof repairs;
- Heating/air conditioning problems at both the Town Office Building and the Library (The Town Office Building will also require one new heat pump, at a cost of \$4,000, before this Spring.); and
- A \$16,000 full service maintenance contract.

Feels that about \$10,000 would be enough for the remainder of this fiscal year.

M/S/C (McKenney/Fogarty) that the Board of Selectmen recommend to the Salem Board of Finance a supplemental appropriation of \$10,000 to Building Maintenance. Vote: approved unanimously.

E) Recommendation for supplemental appropriation

The Recreation Commission has submitted a request for a supplemental appropriation for additional recreational programs. (See request attached to the filed copy of these minutes.)

\$3,000 was appropriated in their 08/09 budget to run these programs and a total of \$3,200 has been returned to the General Government Budget so far this fiscal year.

M/S/C (McKenney/Fogarty) that the Board of Selectmen recommend to the Salem Board Finance a supplemental appropriation in the amount of \$12,000 to the Recreation Commission for the administration of recreational programs. Vote: approved unanimously.

F) STEAP Grant

A request for a STEAP Grant has been submitted to the State for the amount of \$450,000 by the town to build the first two (2) wetland crossings for the Multi-Purpose Path.

No matching funds from the town are required.

M/S/C (Krodel/Fogarty) to approve the submittal of the STEAP Grant on January 2, 2009. Vote: approved unanimously.

G) Computer Security in the Town Office Building

The First Selectman informed the Board:

The Tax Collector's computer was infected with a virus.

He had both RWA, Inc. (Walsh, the town's financial software provider) and Computer Works (the town's PC services provider) work on the problem.

The problem has been overcome for the time being, but the Town Office Building computer system needs a security upgrade and repairs.

Walsh has proposed what needs to be accomplished for the repairs and security upgrade. (See memo of 12/22/08 from J. Rydell and R. Walsh of RWA, Inc. in regard to the Salem Town Hall PC network problems attached to the filed copy of these minutes.)

Walsh's best estimate for the fees for the work would be between \$6,500 to \$6,900. They have made a proposal that they would do the work for \$6,750.

The First Selectman recommended that the Board of Selectmen accept this proposal at a cost of \$6,750 to the town.

During discussion, it was the Board's consensus to investigate the cost for building a computer network for the Town Office Building.

This could be a Capital Budget item.

After discussion, the Board took the following action:

M/S/C (Fogarty/Asafaylo) that the Board of Selectmen request a supplemental appropriation to Computer Expense in the amount of \$6,750 to repair and upgrade computer security in the Town Office Building as described in items #1 through #4, #7 and #8 in the memo of 12/22/08 from J. Rydell and R. Walsh of RWA, Inc. in regard to the Salem Town Hall PC network problems. Vote: approved unanimously.

(The 12/22/08 memo is attached to the filed copy of these minutes.)

H) Purchasing Procedure

The Board discussed a draft of the Purchasing Procedure:

- The draft had been submitted to the Town Attorney for review.
- In order to not get this procedure mixed up with the Purchase Order Procedure, it was the Board's consensus to call this the Purchasing Policy.

Revisions, additions and deletions were made to the draft by the Board this evening.

R. Ross, First Selectman, will revise the draft as per the discussion this evening and email it to all BOS members for further discussion at a later date.

I) Tax Collector Refunds

No spreadsheet was received, as there is only one (1) Motor Vehicle refund for this month.

M/S/C (Krodel/Asafaylo) to direct the Treasurer to refund the amount of \$207.27 to Jennifer Matute as recommended and certified by the Tax Collector for overpayment of taxes. Vote: approved unanimously.

(See a copy of the Request for Abatement or Refund of Property Taxes attached to the filed copy of these minutes.)

J) Other Business

There was no *Other Business*.

5) REPORTS:

- A) **First Selectman** - letter sent to the Governor in regard to the request for shovel-ready projects as Economic Stimulus Packages; an energy audit was performed last week on all town-owned buildings; a contract was signed with Glacial Energy for electricity at a savings of \$7,000 for the town; the Leadership Social for all chairs of Boards and Commissions will be held at the Town Office Building on Friday.

Informed the Board that a Special Board of Selectmen Meeting would be needed to review and approve the Board of Selectmen's Budget, as it is due in to the Board of Finance on January 15, 2009.

The Board took the following action:

M/S/C (Fogarty/Asafaylo) to set a Special Board of Selectmen Meeting for Wednesday, January 14, 2009 at 4:15 pm in the Salem Town Office Building for the Selectmen's Budget. Vote: approved unanimously.

- B) **Public Works** - no report.
- C) **Building Department** - no report.
- D) **Salem School Building Committee** - R. Asafaylo: the architect is in full swing; the Committee made the final decision to renovate as new so as to receive the highest reimbursement (90% reimbursement of 53%); the Committee will be educating the public as to the need for the school renovation and in regard to the cost.
- E) **Board of Education** - J. Fogarty: the Superintendent presented the 09/10 Board of Education Budget in the amount of \$10,237,000 (a 2% increase over 08/09) and Capital Budget in the amount of \$154,000.
- F) **Board of Finance** - a meeting is scheduled for Thursday.
- G) **Planning and Zoning Commission** - approved an 8-24 Referral for the Multi-Purpose Path as a whole; received an update from the POC&D Committee; continued a public hearing to 1/20/09 for a resubdivision on West Road resulting in the creation of one (1) new building lot; approved a Special Exception for two (2) intermittent watercourses in the Riparian Corridor Overlay Zone for the Multi-Purpose Path; elected officers for 2009 - they remain the same: Hugh McKenney, Chairman, Gloria Fogarty, Vice chairman, and David Bingham, Secretary.
- H) **Inland Wetlands and Conservation Commission** - slow; accepted an application to be reviewed at the January meeting.
- I) **Economic Development Commission** - The First Selectman is to meet with the Commission soon; the roundabout for the Four Corners is being modified by the State and the engineers have informed the town that they require more time.
- J) **Zoning Board of Appeals** - no meeting was held in December.
- K) **Recreation Commission** - A. Krodel: no report.
- L) **Public Safety** - no report.
- M) **Transfer Station** - The DEP is processing the work for the STEAP Grant.
- N) **Library Board** - R. McKenney: the Board is working on their budget.

6) **PUBLIC COMMENTS:**

There were no *PUBLIC COMMENTS*.

7) **FUTURE ACTION ITEMS:**

- **BOS yearly calendar "Tickler List"**
- **Town Vision**

M/S/C (Krodel/McKenney) to adjourn the meeting at 10:15 pm. Vote: approved unanimously.

Doris A. McTigue, Administrative Assistant/Recording Secretary
Robert T. Ross, First Selectman