

# **Unapproved**

## **SALEM BOARD OF FINANCE SPECIAL MEETING MINUTES February 16, 2012**

### **PRESENT**

Carole Eckart  
T. J. Butcher  
Janet Griggs  
George Householder  
Greg Preston  
Bill Weinschenker

### **ABSENT**

John Dolan (Alt)  
David Kennedy (Alt)  
Peter Lee (Alt)

B. Weinschenker called the meeting to order at 7:07 PM.

### **1. MBR Letter (See Attached)**

- Janet Griggs presented a letter she wrote to Senator Stillman concerning the MBR Issue. Chairman Weinschenker stated that the letter addresses the concerns that the BOF has with the MBR legislation.
- Discussion followed about information regarding expenses occurred by the town for the school. It was agreed that the letter should be sent out as written.
- Amendments to the letter are capitalizing “F”, Finance, in the first line of the letter and capitalize “M”, Minimum, in the 3<sup>rd</sup> item line.
- S. Spang is to make sure that all titles are formally correct.

**M/S/C (Butcher/Preston) to endorse and mail the letter to Senator Stillman.**

**Vote: Approved Unanimously**

### **2. Proposed Appropriations for the 2012/2013 Budget**

N. Wood, Assessor, was not present. Selectman K. Lyden presented the budget to the BOF. The budget is \$34 under budget. The BOF asked what items were included in the “One Time Expense” line. K. Lyden did not know. The Board of Assessment line is used for hourly expenses for the three members that address citizens’ concerns on their assessed values.

Hearings are scheduled in March. More information is needed before we approve this budget. This budget was tabled until the March 22, 2012 meeting.

- **A.) M/S/C (Eckart/Householder) to table Dept. #116 (Assessor) until more information is available on department budget lines.  
Vote: Approved Unanimously**

Sue Spang presented the Registrar of Voters/Elections budget. No increase is being requested for the 2012/2013 budget year. The State of Connecticut requires towns to purchase ballots and there is no way of determining this expense. S. Spang wanted the BOF to be aware that she may need more money in the Election Expense line if ballot expenses are more than estimated. Last November's Election expense was \$1400. It was the most expensive election that the Town has seen.

- **B.) M/S/C (Householder/Eckart) to approve Dept. #122 (Registrar/Elections) appropriation in the amount of \$11,200, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.  
Vote: Approved Unanimously**

L. Giambra, Library Board Chairman, presented the Library Department budget to the BOF (C. Eckart recused herself from any discussion). L. Giambra has asked for an increase in their budget from the 2011/2012 year. The BOF concerns were with the increases reflecting a 3-1/2 percent inflation rate in most departments. The annual fees for the Bibliomation software is no longer covered by the grant fund. The Town has been absorbing the annual fees gradually. Their request also included purchasing four new computers and an increase in the Conference/Mileage and Dues line. Most Libraries provide education and workshops to their staff. The Library has a total of twenty-one computers and would like to replace outdated computers with new ones every year. A scanner is needed to replace the older scanner that is used by the Library staff and patrons. The BOF asked J. Hemond, Head Librarian, when and if all 15 patron computers are used at the same time. The answer was no. An estimation of 7-9 computers are used at one time. It was noted by the BOF that there is a decrease in State Grant revenue projected.

G. Householder questioned the Library hours during holidays. J. Hemond informed the Board she closes Friday-Monday when there are Monday holidays. She does this to save staff hours for the busier season in the summer.

- **C.) M/S/C (Butcher/Griggs) to approve Dept. #158 (Library) appropriation in the amount of \$27,200, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.  
Vote: For Approval: (5) Butcher, Griggs, Householder, Preston, Weinschenker  
For Denial: None**
- **C. Eckart resumed her seat on the Board.**

First Selectman K. Lyden presented the Economic Development Department budget. There are two new members on this Commission. The commission is doing a lot of research. The Chairman of EDC is working with the First Selectman to promote Salem as a business friendly town.

- **D.) M/S/C (Eckart/Preston) to approve Dept. #600 (Economic Development) appropriation in the amount of \$2,250, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.  
Vote: Approved Unanimously**

Sally Snyder, IWCC Chair, presented the IWCC budget to the BOF. She does not expect any major changes to the budget. G. Preston noted that very little of this department's money has been spent this year. The BOF informed the Chairperson that if she needs more money during the year the Board would do an additional appropriation. S. Snyder informed the BOF that so far this year the committee has not had any major projects. One project could change the outcome on each budget line very quickly. She was not willing to decrease her budget.

- **E.) M/S/C (Householder/Griggs) to approve Dept. #610 (Inland Wetland/Conservation Commission) appropriation in the amount of \$4,300, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.  
Vote: For Approval: (5) Butcher, Eckart, Griggs, Householder, Weinschenker  
For Denial: Preston**

Chairperson K. Buckley presented the P&Z budget. The overall budget shows increases in Legal Fees and decreases in all the other line items compared with the 2011/2012 year. Expenses incurred so far this year are \$24,000, which makes the Legal line overspent. There is no way to predict cost for legal fees. These fees vary from year to year. She wanted the BOF to be aware of the revenue that was generated by P&Z. The total settlement from the Kobyluck case was \$112,000. Payments received to date are \$92,322.62. Final payment on this settlement will arrive on March 2013.

Total budget increase is \$7,700. The legal line is now the biggest line item in the budget. The BOF suggested that the Chairman explain revenues that were received from the Kobyluck settlement on the budget sheet to be presented at the Public Hearing.

- **F.) M/S/C (Preston/Butcher) to approve Dept. #630 (Planning and Zoning) appropriation in the amount of \$43,000, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- **G) M/S/C (Griggs/Householder) to approve Dept. #640 (Zoning Board of Appeals) appropriation in the amount of \$300, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

Sue Spang presented the Recreation Commission budget to the BOF. She is not requesting an increase. As she has stated in the past, the weekend school access and the Fee Based Activity lines will only be spent for that purpose. Most of the expenses in the fee based line have been offset with revenues. S. Spang reminded the BOF that the Commission collects a fee for the use of Recreation Fields by both soccer and baseball teams that have less than 40% Salem members. S. Spang did not have the figures on revenue collected so far for the use of the Town's fields. G. Householder asked about the Eagle Scout projects. S. Spang informed the BOF that there are three Eagle Scout projects being done. It was suggested that all information about these projects be explained when presenting her budget to the public. G. Preston asked what programs will be offer during the spring. S. Spang stated that the Commission was planning a town-wide yard sale.

- **H.) M/S/C (Householder/Preston) to approve Dept. #645 (Recreation Committee) appropriation in the amount of \$53,900, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

First Selectman K. Lyden presented the Dept. #710 budget. He informed the BOF that this is the last year on the Town's agreement with CIRMA. He noted that his request is for a \$9,278 decrease in this department. He has made a few adjustments to the policy, which includes increasing liability coverage to \$10,000,000, and adding the Pavilion and Transfer Station to the policy. First Selectman is negotiating for another three years. G.

Householder applauded the First Selectman on his savings in this budget line.

The First Selectman was asked to make sure all town properties are listed on the insurance policy.

- **I.) M/S/C (Griggs/Householder) to approve Dept. #710 (Municipal Insurance) appropriation in the amount of \$99,000, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- **J.) M/S/C (Householder/Butcher) to approve Dept. #810 (Unanticipated Expenses) appropriation in the amount of \$1,000, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- **K.) M/S/C (Householder/Preston) to approve Zero for Dept. #935, Revaluation.**

**Vote: Approved Unanimously**

### **Adjournment**

**M/S/C (Butcher/Householder) to adjourn at 8:39 PM.**

**Vote: Approved Unanimously**

**Virginia Casey**

**Recording Secretary**