

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
MAY 12, 2016 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING**

**PRESENT**

TJ Butcher, Chairman  
George Householder, Clerk  
Deborah Cadwell  
Hernan Salas  
Janet Griggs  
John Houchin, Alternate

**ABSENT**

Marshall Collins  
Robert Wolk, Alternate

**GUESTS**

*none*

**ALSO PRESENT**

First Selectman Kevin Lyden

**CALL TO ORDER:**

Chairman Butcher called the meeting to order at 7:00 p.m.

**RECOGNITION OF VISITORS:** *none*

**SEAT ALTERNATE IF NEEDED:**

Chairman Butcher proposed waiting to seat an alternate until the possible arrival of Board Member Collins.

**COMMUNICATIONS:**

Letter from O'Connor Davies informing the Board that the Audit process would be beginning

**ADDITIONS TO THE AGENDA:** *none*

**AGENDA:**

**1. APPROVAL OF MINUTES: April 14, 2016 BOF Meeting**

**M/S/C: Griggs/Caldwell , to approve the Regular Meeting Minutes of May 12, 2016 with the following amendments:**

Page 1, Absent:

Delete Ken Thomas, Alternate (resigned)

Page 3, item 5, 2nd paragraph, last sentence:

BOE Chairman disagreed, *but later agreed to comply with the accounting practices.*

Page 3, item 6, 1st paragraph, 2nd sentence:

... regarding the Director of Technology position, *the* line item ...

Page 4, Motion to approve the Board of Education Budget of \$10,677,225.00:

Voice vote, *2 in Favor – 4 Opposed.*

**Discussion: None. Voice vote, 5-0, all in favor.**

## 2. TREASURER'S REPORTS

- A. REVENUE SUMMARY
- B. TRIAL BALANCE
- C. FUND BALANCE
- D. OTHER

The *Revenue Receipts, Budget vs. Actual, Balance Sheet, and Capital Non-Recurring Fund* were reviewed, with no unusual occurrences. Treasurer Pam Henry reported that the Auditors would be visiting Town Hall to begin preparing for the Audit season. First Selectman Lyden stated that he would check with Finance Specialist Lisa Jablonski regarding the line items for 5-140 Utilities, noting that electricity savings due to the recent installation of LED lights at Town Hall, Salem and Gardner Lake Fire Companies, Library, and the School is to be expected.

## 3. PUBLIC COMMENTS

Chairman Butcher reviewed the responses to the following referendum questions:

1. Shall the Town of Salem approve the proposed municipal budget in the amount of \$15,264,132.00?  
Yes: 153                      No: 60                      Total Voters: 213
2. In your opinion, are the General Government and Capital Budget in the amount of \$4,565,907.00 for fiscal year 2016-2017...  
Too Low: 11                      Just Right: 148                      Too High: 49
3. In your opinion, is the Board of Education Budget in the amount of \$10,698,225.00 for fiscal year 2016-17...  
Too Low: 39                      Just Right: 69                      Too High: 101

The Board Members recited the comments received in the comments box during the referendum regarding such issues as the Board of Education Budget, Fire Truck purchase, Volunteer Park bathroom purchase, senior subsidies and/or tax freezes for seniors, and the Director of Technology position. Copies of the comments will be sent to the Board of Education for review.

**M/S/C: Griggs/Salas, to draft and send a letter to the Superintendent Joseph Onofrio and BOE Chairman Stephen Buck to accompany the public comments. Discussion: None. Voice vote, 5-0, all in favor.**

## 4. SELECTMAN'S REPORT

First Selectman Lyden congratulated the Board on the passing of the Budget, commending the kindness and graciousness of the public and urging the Board to heed his comments during the Public Hearing. He reported that the Request for Additional Funds received by the Board of

Education was referred to Cheryl Miller, CPA, who explained to Kim Gadaree, BOE Business Manager, that the funds are currently encumbered and suggested checking on their financial status at the end of May. Should the funds still be needed, the Board of Selectman and the Board of Finance can act upon them at their June meetings, accordingly.

Test pits have been conducted on the lower field located along Route 82 for the possible construction of 55 and over housing units. The project has been introduced to the Economic Development and Planning & Zoning Commissions and both have expressed their support. The Planning & Zoning Commission will be reviewing the project to investigate any existing regulations and a plan will be created. Should all of the regulations be met and the project feasible, the selling of the property for this purpose will be presented at a Town Meeting for approval. Board Member Griggs suggested surveying the seniors to determine whether they would prefer renting or purchasing a unit.

The Town's insurance was re-negotiated and general liability will be increased 5% due to some substantial losses and their deductible has been raised from \$1,000.00 to \$5,000.00. The second of their three-year Workman's Compensation agreement will begin on July 1.

#### **4. FIRST SELECTMAN TRANSFER REQUESTS**

Though he has no transfer requests this month, he is expecting to have requests for the Tax Collector Department, Salaries, Registrars (for additional training), On-Call Program, and EMT/firefighters next month.

**M/S/C: Griggs/Salas, to seat Alternate Board Member Houchin for Full Board Member Collins. Discussion: None. Voice vote, 5-0, all in favor.**

#### **5. REFERENDUM – DISCUSSION – SET MIL RATE**

Though they are continuing to wait for the final numbers from the State for Departments 92 State/Federal Grants and 93 State/Federal Grants for Education of the Town's budget, based on the tax receipts, the collection rate for the previous fiscal year, and the projected numbers for the 2016-17 fiscal year, the Board felt comfortable with maintaining a 31.7 mil rate.

**M/S/C: Householder/Houchin, to keep the mil rate at 31.7. Discussion: None. Voice vote, 6-0, all in favor.**

**OLD BUSINESS:** *none*

#### **ADJOURNMENT:**

**Motion made by Board Member Householder, to adjourn the meeting at 8:19 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.**

Respectfully Submitted by: Agnes Miyuki, Recording Secretary for the Town of Salem