

**Approved** Revised 2/8/2010  
**SALEM BOARD OF FINANCE**  
**REGULAR MEETING MINUTES**  
**December 10, 2009**

**PRESENT**

Carole Eckart  
Janet Griggs  
Kevin Freiert  
T.J. Butcher (Alt)  
Greg Preston  
Bill Weinschenker

**ABSENT**

G. Householder  
R. Traylor (Alt)

B. Weinschenker called the meeting to order at 7:32.

**Recognition of Visitors-N/A**

**Seat Alternates:**

**M/S/C (Freiert/Griggs) to seat T.J. Butcher for G. Householder.**

**Vote: Approved Unanimously**

**B. Weinschenker explained the duties of an Alternate to T. J. Butcher.**

**Communications:**

1. Chairman Weinschenker informed the BOF that the Audit reports were available. In the letter that accompanied the audit, it mentioned how to report the ARRA, and Special Education grant for which the town received money.

**Additions to the Agenda:** B. Weinschenker added: to appoint a third Alternate that was vacated by the election of the new First Selectman, K. Lyden at #13, updates by the Vision Committee at #14 and #15 will be the status of the grant project that C. Eckart is researching.

1. **Approve Minutes from November 12, 2009 Regular Meeting**  
**M/S/C (Griggs/Preston) to approve the minutes amended as follows:**  
Correction: Correct spelling of C. Eckart's name.

**Vote: Approved Unanimously.**

**2. Treasurers Report** (See file copy)

**3. Public Comments** N/A

**4. Appoint Chairman of the BOF**

**M/S/C (Preston/Freiert) nominate and elect Bill Weinschenker as the Chairman of the BOF.**

**Vote: Approved Unanimously.**

**M/S/C (Weinschenker/Freiert) to appoint G. Preston as the Clerk of the BOF.**

**Vote: Approved Unanimously.**

**5. Selectman's Report (Handouts included with minutes)**

- First Selectman K. Lyden informed the BOF that a new Chairman of the School Sub Committee should be appointed to replace him.
- K. Lyden informed the board of the Planning and Zoning, Building Dept and Inland WetLand's request for a Laser Fiche, computer system, and licensing. The initial investment would be \$7,000 - \$9,000. The cost to load all the information into the system would be between \$20,000 – \$22,000. This would save space and update the land use files with a digital system.
- K. Lyden talked about revaluation costs for the next budget year. The quote from the Vision Appraisal is \$182,000. The regional sales person said he could possibly lower the price to \$165,000. This amount should be funded in the 2010/2011 budget year. This is for the 2011 Grand List year. Eighty percent of the cost is due in the 2010/2011 year's budget.
- A Freedom of information seminar is being held in the Town Hall on December 16, 2009 at 7 PM.
- The invoice for the Historical Building Assessment Grant work has been received. We appropriated \$10,000 in department #135 and will need an additional \$6,000 to pay this invoice. We have already received \$5000 from the state and will receive the additional \$3,000 when the invoice is submitted to the state.

**M/S/C (Freiert/Griggs) to move \$6,000 into the maintenance line item #135-031-0314 with funds coming from the Undesignated Funds.**

**Vote: Approved Unanimously.**

- The First Selectman stated that a Town Meeting has been scheduled for January 13, 2010. Discussion and voting will be on the following topics:
  1. Peter Sielman, Virtual Town Hall filming.
  2. ARRA Grant of \$36,868.
  3. \$15,000,000 proposed School Building project.
- The leasing agreement for the purchase of the Public Works' truck has been signed.
  
- ARRA Grant:

The Town Charter was referenced to address how to appropriate funds for the purchase of the heat/air conditioning system that will be installed at the Town Office Building using ARRA Grant money.

**M/S/C (Butcher/Freiert) to approve, subject to adoption at Town Meeting, the funding for the ARRA Grant of \$36,868 as recommended by the First Selectman with funds coming from Undesignated Funds, and to create a new line item for these appropriated funds.**

**Vote: Approved Unanimously.**

- The First Selectman will be meeting with the Bailey Insurance Agent about CIRMA and the Traveler's town insurance.
  
- While inspecting the improvements made to the Transfer Station, it was noted that there was an issue with the paving project. Final payment to the contractor will not be issued until this is corrected.
  
- 6. Replacement of Tanker Valve. (Handout included with minutes)**
  - G. Maiorano stated that he informed the BOF about a major repair of a valve on the tanker a few months ago. He now has a price of \$6345. A carburetor on the 1986 service truck also needed repair. The third major repair was to the valve on the pump packing. Because of these major repairs, SVFCO overspent on the vehicle repair line in their budget. Gene met with the BOS and they endorsed a \$9700 increase to his department. C. Eckart and J. Griggs suggested that maybe creating a line item for large unexpected repairs should be added to the budget. G. Preston

suggested changing the name in next year's budget to Maintenance/repairs.

**M/S/C (Preston/Butcher) to move \$9700 into line item #222-54-5499 with funds coming from the undesignated funds.**

**Vote: Approved Unanimously**

**7. Recreation Committee (Handout with minutes)**

- S. Spang informed the BOF that programs offered by the Recreation Committee have been very successful. The total expenses so far are \$9,155. The total fees collected are \$9,664, leaving a profit of \$509. The fees collected have been deposited into the general fund. S. Spang is requesting an additional \$9,000 for additional programs. This additional money has been endorsed by the BOS.
- S. Spang asked the BOF how much she should put into next year's budget for fee based programs. It was suggested she look at this year's spending and ask for this amount, but just be sure she puts the same amount into the revenue side of the budget.

**M/S/C (Eckart/Griggs) to increase the Fee Base Program line item #645-95-0997 in the amount of \$9,000 with funds coming from the Undesignated Funds.**

**Vote: Approved Unanimously**

**8. Trail, Transfer Station, Capital Project – Public Work crew.**

- Chairman Weinschenker asked the BOF if they were comfortable with the way Public Works hours were expended on these three Capital projects. Right now, salary expenses preformed by the PW crew have not been refunded by these grants. B. Weinschenker informed the Board that the PW salary line is reimbursed for only overtime work that is preformed on the Capital Road projects from the capital line. B Weinschenker and G. Preston are concerned that the true cost of these projects were not accurate since the cost of man hours was not included. B. Weinschenker would like to see the projects reimburse the town for these man hours. J. Griggs stated that we are getting reimbursed for the in kind salary money out of the grant and this money goes into the General Fund. J. Griggs asked the BOF if they wanted to do more paper work and move this expense to the grant. C. Eckart stated that if the PW Crew does work that is related to a special project and these hours are not OT, then it should be expensed to the PW Salary line and considered in-kind expenses and should not be reimbursed with grant money. Grant money should be used for

materials. D. Bourdeau stated that a spreadsheet is used to keep track of when his crew work on major projects. Much discussion followed. The PW Crew work on special projects during their down time. The consensus was to keep the regular salary expense in the PW salary line, and any overtime charged to the capital line. S. Spang stated that so far the Trail used 198 hours and she waited one year before the work was completed. S. Spang noted that the PW crew spent more time filling sand boxes.

G. Preston asked D. Bourdeau to come up with a chart with hours allocated to jobs during the year and present this with his budget.

#### **9. Engineering Cost – Transfer Station**

- D. Bourdeau informed the BOF that the \$266,000 was used for contractors at the Transfer Station. The STEAP Grant did not include engineering costs. The Engineering line item in Dept #410 was funded in this year's budget for \$1. This line is already overspent by \$9000. More engineering reports are mandated by the DEP. Don is not asking for additional money at this time. The yearly expense for this line item will be approximately \$15,000. We might have enough money in Dept #410 to cover this cost. D. Bourdeau reminded the BOF that bottom line budgeting allows for going over on a single line item.

#### **10. School Budget Update**

- This project will be presented at the Town Meeting on January 13, 2010. B. Weinschenker went to the first presentation that was not well attended. No action needs to be taken. The information that was presented represents a greater than 2 mil rate increase for the first 5 years and a 2 mil rate increase in the remaining years. B. Weinschenker is disappointed at the little amount of town interest in this project, since this is the largest project that the town has ever seen.

#### **11. Town Report**

- Bob Ross emailed B. Weinschenker to suggest the Town of Salem dedicate this year's Town Report to Hugh Teel. H. Teel held a position on the BOF for many years and also served as First Selectman. T.J. Butcher was asked and agreed to write the article that will appear in this report.

**M/S/C (Butcher/Preston) to dedicate this year's Town Report to Hugh Teel.**

**Vote: Approved Unanimously**

**12. Preparation for 2010/2011 Budget Year**

- All meetings, starting with February 11, 2010, begin at 7 PM during the budget time frame. (See schedule submitted with these minutes.) B. Weinschenker asked what the BOF thoughts were on next year's budget. Should the Departments and Commissions be asked to come in with zero budget increases. The BOF agreed that revenues are looking bleak. The present figures from the State show that in this present year we will be short \$28,000. K. Freiert thought we should ask Departments and Commissions: "If you were allowed a 1% increase what would you ask for?" J. Griggs stated if Sue could find more grant money that would be great. The BOF's asking for a zero increase is driven by the reduction in revenues. The BOF is asking for the Departments and Commissions to be at the meetings when their capital project is being considered. The BOS will meet with the Departments and Commissions about their capital projects and will be ready for the Feb 11<sup>th</sup> meeting.

**13. Appointing an Alternate**

- J. Griggs nominated G. Pech for the Alternate position on the BOF. B. Weinschenker was reluctant to call for a vote because the appointment was added to the agenda and was not posted. He felt that maybe there might be other candidates to fill this position. The BOF could table the motion and allow the BOS to decide on a candidate. TJ Butcher said we already have a motion, the person nominated has experience and ran for the position. This position is a 2 year term

**M/S/C (Griggs/Eckart) to nominate and appoint G. Pech as an Alternate member of the BOF.**

**Vote: Approved Unanimously**

**14. The Vision Committee**

- The Vision Committee wanted 400 responses to the survey that was mailed. The Committee has received 370 responses. They have extended the survey to 12/31/2009.

**15. Grants;**

- Carole has identified 5 types of grants and is still gathering information before she types up a report.

**Adjournment**

**M/S/C (Eckart/Griggs) to adjourn at 9:32 pm.**

**Vote: Approved Unanimously**

**Virginia Casey**

**Recording Secretary**