

Unapproved

**SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
February 10, 2011**

PRESENT

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

ABSENT

Roland Traylor (Alt)
2 Vacancies (Alt)

B. Weinschenker called the meeting to order at 7:03 PM

Recognition of Visitors-N/A

P. Crisanti informed the BOF that Ryan Keith from DuPont System is at the BOF meeting to speak on a new shelving unit that will be discussed in the Capital Plan section of the budget. B. Weinschenker suggested that this presentation be done during the Dept. #112 time frame.

Communications:

1. Chairman Weinschenker received a packet from the Auditors and a "Dedication to Veterans Past and Present" from P. Crisanti to be considered for the Town Report dedication.

Additions to Agenda: None

1. Approve minutes from January 13, 2011 Regular BOF Meeting M/S/C: (Preston/Butcher) to approve the January 13, 2011 regular BOF meeting minutes as presented.

Vote: For Approval: Butcher, Griggs, Householder, Preston Weinschenker.

Denial: None

Abstaining: Eckart

Motion Carried.

2. Treasurer's Report (See file copy)

- M. Ferren, Treasurer, reported that tax collections have increased 2% over last year during the same period.
- The Education Equalization Grant in the amount of \$664,369 was received in January.
- Overall, total revenue is 79.7%, up from last year's 75.2%
- Mary Ann is working with the Auditor making adjustments for the 2009/2010 fiscal year.
- G. Householder asked M. Ferren about the interest rate on the spreadsheet she handed out. Mary Ann said there were errors. Chelsea Bank rate of interest is ½% and State Street account is at 1%. In the report the numbers were reversed.

3. Public Comments N/A

4. Selectman Report (Handouts included with minutes)

- First Selectman K. Lyden thanked the Public Work Crew and Early Responders for the great job they did during the snow storms.
- K. Lyden attended the Unsung Hero award ceremony on January 30th at the Gardner Lake Firehouse. There were 200 in attendance, which included state and local officials. The food that was served was excellent.
- K. Lyden presented C. Eckart with a certificate from Governor Malloy to honor her for the many hours of volunteer service to the Town of Salem.

5. Snow Removal Expense

- D. Bourdeau informed the BOF that the snow removal line is over spent by \$35,000. This is just for materials. He also stated that one of the plow trucks needed repair, which includes a radiator and tires. The equipment line is overspent by \$10,000 because of these repairs. The PW Crew salary line is at the max.
- C. Eckart asked about the equipment for spreading sand and salt that was purchased and if it made a difference. D. Bourdeau said this equipment made a difference and less materials were used because of this. The PW Crew are very happy with this piece of equipment.

- B. Weinschenker asked if there was an issue with purchasing sand and salt. He was informed that there is a two to three week delay in deliveries.

6. SVFCO Purchase of Pumps – \$1200

- The First Selectman reported that the BOS endorsed the purchase of replacement pumps for the two fire departments. He explained that the town received FEMA money for damaged pumps used during the March 2010 storm. He explained the formula that was used for reimbursement to the towns for storm related damages. G. Maiorano already purchased the replacement pumps from his department budget. Chairman Weinschenker asked the SVFCO to go back to the BOS and return to the BOF with the line item into which this reimbursement should be placed. The line item that was used is 222-54-5499. G Householder stated that this seems like a reasonable request. J. Griggs said that it seems the FEMA money received was for expenses that occurred during the storm.
- G. Householder asked if there were any expenses for damages created by the March storm that came from Undesignated Funds in the 2009/2010 budget year. He will check on this.
- B. Weinschenker stated that there was no formal request for funding for these replacement pumps. G. Maiorano will return to the BOF meeting with a formal request.
- C. Eckart would like the formal request to say “money from the FEMA Grant”.

M/S/C: (Householder/Butcher) to table the request for reimbursement for replacing pumps until the next regular BOF meeting.

Vote: Approved Unanimously

7. East Lyme Regional Probate Court \$3,735

G. Householder asked why the Town of Salem is sharing the expense equally. Probate expenses are shared by four (4) towns. The probate percentage is based on population. Salem’s share is 8.1%. The Regional Probate office is located in East Lyme. The building that is being used needed some repairs to bring it up to code. These repairs to the court were shared equally by the four towns (25%). (See attached for expenses sent to us from the East Lyme Finance Director.) There

might be an additional expense that will have to be shared equally. This expense would be for a sign. The estimated cost for this is \$2000-\$4000. There is enough money left in this year's budget to cover this cost. The BOF stated that the current Probate line should be used for the 2010/2011 expenses. The Probate expense for next year will be moved to the Regional Department #152.

First Selectman Lyden informed the Board members that expenses occurred by the Regional Probate Court consist of postage/copies/cleaning service/phone/heat and electricity. Nine hundred dollars has been sent to Niantic Probate, which covers the first six months.

M/S/C (Griggs/Eckart) to approve \$3,735 for Dept. 142 (Probate Expense) to be funded from the Undesignated Funds.

Vote: Approved Unanimously

8. On Proposed Appropriations for 2011/2012.

- **A standard motion is include in your packet. The only change would be the word “deduction to reduction” for revision...**
- V. Vesey, Building Official presented the Building Department budget. (Packet included) V. Vesey originally asked for an increase in the budget to purchase an adjustable monitor stand and a printer for his department. He decided to wait and see if there would be money in this year's budget for these items.

A.) M/S/C (Householder/Preston) to approve Dept. #110. (Building Official) appropriations in the amount of \$2,465, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- P. Crisanti, Town Clerk, presented her budget. She informed the BOF that the Dog Fund Account returned \$5000 to the General Fund. She is looking to purchase shelving units for the vault. Money to purchase this unit will be funded partially by a \$3,500 grant plus Capital money, if approved. Ron Keith from DuPont Systems demonstrated the mobile shelving unit. His company services 135 towns in Connecticut. (A handout with details of this unit is included with the minutes.) This item will be addressed in the Capital Section of the Budget.

B.) M/S/C (Householder/Preston) to approve Dept #112. (Town Clerk) appropriations in the amount of \$17,466, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- C. Eckart asked about the Town Report and how many copies were ordered last year. The Town ordered 125 copies, which seemed to be enough.
- G. Householder had two comments 1. Mileage is spelled wrong and 2. He informed the members of the BOF that he is overjoyed with the town's audit firm choice. B. Weinschenker agreed.

C.) M/S/C (Preston/Butcher) to approve Dept. #114 (Treasurer/Auditor/BOF) appropriations in the amount of \$21,850, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- C. Philopena, Tax Collector, presented her budget. She informed the BOF that this will be the last year that she will be able to hold her budget to a zero percent amount.
- G. Preston noticed in the present years budget only 25% has been spent. Cheryl informed the BOF that tax forms are ordered in the spring, so most of her expenses are in May and June.

D.) M/S/C (Eckart/Preston) to approve Dept. #118 (Tax Collector) appropriations in the amount of \$5,580, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- K. Lyden, First Selectman, presented the Department #210 Security budget.
- The BOF was informed that Jack Samataro will be returning from medical leave next week. C. Eckart asked why there is a reduction in the 2011/2012 budget. The reason given was that rates differ for State Troopers on call in Salem.

E.) M/S/C (Butcher/Householder) to approve Dept. #210 (Security) appropriations in the amount of \$202,400, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- J. Savalle, GLVFC Chief, presented Dept. 220 Gardner Lake Volunteer Fire Co budget. He stated that he has not requested an increase for three (3) years. This year the equipment line is overspent due to many repairs on old equipment. A few years ago D. Bourdeau, asked the Fire Company to help plow the company's parking lot. They also clear fire hydrants and follow the ambulance to clear driveways so the ambulance can pass. There is now a need to replace this plow at a cost of \$4,375.
- Remove ladder testing from the description under this budget. Jim would like the work (HYDO) removed from line 220-55-553. T J Butcher asked why the Testing line increased at such a high rate. **Both** new and old equipment need yearly testing. The BOF suggested that there be more explanation for the public hearing on this line.
- G. Householder commented how Department #220 has not increased their budget over one percent in 6 years.
- J. Savalle addressed the repairs and equipment costs during his presentation. (See attachment with the minutes.)

F.) M/S/C (Preston/Householder) to approve dept. #220. (Gardner Lake Volunteer Fire Co) appropriations in the amount of \$65,180, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- G. Maiorano, SVFCO Chief, presented his budget. The budget has an increase of \$3,093. There might be another increase of \$6,300. This budget is increased because of needed repairs on the squad truck. Chairman Weinschenker asked the Chief if the repairs of the squad truck could come out this year's budget. Absolutely. Chairman Weinschenker suggested that Chief Maiorano address the BOS about needed repairs in this year's budget.
 - The increase in the equipment line is because of equipment getting older. Gene passed around photos showing the repairs that are needed. The department is also in need of new radios. The number one problem at fire scenes is communication. The Radio Repair line shows a 100% increase from last year.
 - **G.) M/S/C (Preston/Griggs) to approve Dept #222 (Salem Volunteer Fire Co) appropriations in the amount of \$66,798, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.**
- Vote: Approved Unanimously**
- Jim Savalle presented the Dept . #230 (Ambulance) budget. This request is a 45% increase. The rescue truck needs tires an exhaust system, and general maintenance. The engine tanker needs front end

expansion and tires. The increases in the department are for equipment repairs. J. Griggs stated that as long as the town puts off purchasing new equipment, the BOF will see a lot more of these expenses.

H.) M/S/C (Householder/Eckart) to approve Dept. #230 (Ambulance) appropriations in the amount of \$40,285, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- D. Bourdeau presented the Dept. 240 (Public Safety) budget. This department has a slight decrease in funds requested. A question was asked about expenses so far this year. D. Bourdeau informed the BOF that the majority of expenses in Dept. #240 occur in the spring.

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I.) M/S/C (Butcher/Householder) to approve Dept. #240 (Public Safety) appropriations in the amount of \$61,551, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

- **J.) M/S/C (Preston/Butcher) to approve Dept. #910 (Interest Payments) appropriations in the amount of \$31,750 for presentation at public hearing.**

Vote: Approved Unanimously

- **K.) M/S/C (Griggs/Eckart) to approve Dept #920 (Principal Payments) appropriations in the amount of \$200,000 for presentation at public hearing.**

Vote: Approved Unanimously

- **L.) #930 Capital Expenditures (See Attachment for items, Amount and Recommendations)**

- **The First Selectman informed the BOF that the Selectmen had a Special Meeting on February 3rd to discuss the Capital items requested by Departments and Commissions.**

- **Roadway (Highway) Improvements.**

G. Preston asked if the word HIGHWAY could be replaced with ROADWAY since these are town roads that are being improved.

Repairs have been done to Gardner Lake Heights. Because of these

repairs, all the drainage basin and pipe inventory has been depleted. The next road project will be Rattlesnake Ledge Rd.

- 1. M/S/C (Preston/Butcher) to approve Dept. #930. (Roadway Improvements) appropriations in the amount of \$329,000, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.**

Vote: Approved Unanimously

- **Board of Education Capital**
- At the BOS meeting, the committee suggested that the needed repairs, presented by the BOE, be added to the school's operating budget. K. Lyden informed the BOF that the School's operating 2011/2012 budget is \$35,000 lower. The MBR will still be a problem this year. If some of these repairs were to be included in the operating budget, there should not be a problem with the MBR.
- Dan Kung, BOE Chairman, asked the BOF how they would like to approach the Capital items that they presented for the 2011/2012 budget year. The members of the Board of Finance had concerns about the Building Committee project that was approved at the Town Meeting and the 2011/2012 Capital items requested for replace/repairs by the BOE. The BOF asked D. Kung if the tile, carpet or doors requested for repair/replacement were anywhere near the improvements for the building project. The concern was that these items could be damaged by the construction project. The BOF asked if these repairs could be added to the regular maintenance budget. D. Kung will get more information concerning their Capital request. The request for the Traverse Wall should remain in Capital. This Wall will be used for instructional purposes.
- G Householder was concerned that by putting maintenance items in the operating budget, the State might determine to freeze the budget with the maintenance expenses in them.

- 2. M/S/C (Butcher/Householder) to table this motion to a later date Dept. #930 (BOE Abatement/Tile replacement/carpet replacement).**

Vote: Approved Unanimously

Janet Griggs was not in favor of making a motion for review for reduction since the purchase of the hose was on a replacement schedule decided previously by the BOF. T J Butcher wanted to know where the Capital fits into the picture. G. Householder said the

purpose is for the overall budget to remain the same as last year's budget.

- 3. M/S/D (Preston/Butcher) to approve Dept. #930 (SVFCO/GLVFCO Gear/Hose) appropriations in the amount of \$21,570, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.**

**Vote: For Approval: Weinschenker, Preston
For Denial: Butcher, Eckart, Griggs, Householder
Motion Denied.**

- 4. M/S/C (Butcher/Griggs) to approve Dept. #930 (SVFCO/GLVFCO Gear/Hose) appropriations in the amount of \$21,570, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.**

Vote: Approved Unanimously

A Firefighter/EMT presently uses a 1985 truck with a plow attachment every day. This has a plow on it. The truck is rusting out and replacement parts are hard to find. B. Weinschenker asked if we need two trucks. The Chief said he needs a truck to move all his equipment. G. Preston asked if this truck could be purchased used? G. Householder asked if we reduced the requested amount to \$50,000 and have the Chief find a truck for this amount. Chief Maiorano said it would cost more used because it would have to be mounted with a special chassis to hold fire equipment. The price is \$65,500 complete.

- 5. M/S/C (Eckart/Griggs) to approve Dept. #930 (SVFC Service Truck) appropriations in the amount of \$65,500, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.**

Vote: Approved Unanimously

A handle out for financing The GLVFCO Tanker/Pumper was given to the BOF. Chief Savalle informed the BOF that the Tanker/Pumper requested, replaces a 1989 truck. The purchase of this item has been postponed for many years. This tanker is made to specification, so delivery of such an item takes one (1) year.

G. Householder asked what was spent on repairs. Eight thousand dollars (\$8,000) was spent on repairs over the last two years. The truck also caught on fire at the boat launch. The mileage on this truck is 26,000 miles.

6. M/S/C (Butcher/Preston) to approve Dept. #930 (GLVFC Tanker/Pumper) appropriations in the amount of \$485,000, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: For Approval: (5): Butcher, Eckart, Griggs, Preston, Weinschenker

**For Denial: (1): Householder
Motion Carried**

7. M/S/C (Preston/Householder) to approve Dept. #93. (SVFCO SCBA-Lease) appropriations in the amount of \$46,578, for presentation at public hearing.

Vote: Approved Unanimously

S. Spang stated that the Round Hill Road Recreation Area parking lot design presents a liability for the town. Right now, if anyone wants to purchase items from the snack stand they would have to walk through the parking lot. Moving the stand would not be economical. The parking lot design, which was submitted by the town engineer, will have angle parking spaces and the traffic pattern will be one way. (Hand out with minutes) The original request was for \$54,588.

This was reduced in hopes that the PW Crew will do some of the work. The parking lot issue has been addressed at a number of Recreation Commission meetings. B.

Weinschenker wanted to go on line to suggest moving the snack stand. D. Bourdeau said that dealing with the parking lot and then going with the new entrance is the way to go. To move the snack stand could cost over \$200,000.

8. M/S/C (Householder/Griggs) to approve Dept #930 (Upgrade of Round Hill Road Parking) appropriations in the amount of \$40,000, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

9. M/S/C (Preston//Griggs) Dept #930 (Upgrade of Forsyth Road Parking) not to be funded.

Vote: Approved Unanimously

The compactor at the Transfer Station is on its last leg. It is 18 years old and is now requiring many repairs. Recent repairs to this item have cost \$1,859. Its useful life is zero. The mechanic can no longer repair it.

G. Preston asked if bag sale revenues can be used to fund this item.

10.M/S/C (Butcher/Griggs) to approve Dept. #930 (Transfer Station Compactor) appropriations in the amount of \$35,000, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

11.M/S/C (Preston/Butcher) to approve Dept. #930 (TOB Parking Lot) appropriations in the amount of \$85,000, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

12.M/S/C (Householder/Preston) Dept. #930 (Laser Fiche) not funded.

Vote: Approved Unanimously

Janet Griggs explained that the reason to readdress Town Clerk Mobile Shelves item for reduction is because Pat Crisanti might be able to fund more for this shelving unit with recording filing fees.

13.M/S/C (Butcher/Griggs) to approve Dept. #930 (Town Clerk Mobile Shelves) appropriations in the amount of \$5,675, subject to review for reduction at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

14.M/S/C (Householder/Griggs) to approve Dept. #930 (PW International Dump Truck Lease) appropriations in the amount of \$29,802, for presentation at public hearing.

Vote: Approved Unanimously

D. Bourdeau informed the BOF that there are two PW F-450 trucks. The 2001 truck cannot plow any longer; it overheats. He would like to use this truck during the summer for small projects. The motor on this truck is fine; it just cannot plow.

15. M/S/C (Butcher/Householder) to approve Dept. #930 (PW F-450 w/Plow) appropriations in the amount of \$75,000, subject to review for reduction at the 3/24/201 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

G. Preston noted that there were 4 truck requests for this year's Capital Plan. He requested that the PW and Fire Company determine if all truck are needed to be purchased this year.

The following were items not endorsed by the BOF: Attachment with minutes

SVFC Floor Maintenance	\$3,500
SVFC Squad ET Work	\$6,323
Parking Lot Forsyth Rd	\$26,000
Laser Fiche	\$19,500

M. 10 year Plan - J. Savalle asked that the Ambulance be removed from the 10 year Capital Plan.

M/S/C (Preston/Eckart) to Table the 10Year Capital Plan to a date to be determined.

Vote: Approved Unanimously

Adjournment

M/S/C (Butcher/Griggs) to adjourn at 10:35 pm.

Vote: Approved Unanimously

**Virginia Casey
Recording Secretary**