

**BOARD OF FINANCE  
SALEM, CONNECTICUT  
MEETING MINUTES  
DECEMBER 12, 2013**

**PRESENT**

TJ Butcher  
Greg Preston  
Carole Eckart  
Janet Griggs  
George Householder  
Dave Kennedy  
Robert Sartori, Alt  
John Dolan, Alt  
Cindy Noe/ Recording Secretary

**ABSENT**

Vacancy

**GUESTS**

Kevin Lyden  
Marcia Marien

**CALLED TO ORDER**

George Householder called the meeting to order 7:30pm

**RECOGNITION OF VISITORS**

There were no visitors that wished to be recognized in attendance.

**SEAT ALTERNATE IF NEEDED**

No alternates were required

**ELECTION OF NEW CHAIRMAN/CLERK**

G. Householder asked for nominations for Board of Finance Chairman

**Preston/Kennedy to nominate G. Householder for Chairman**

**Griggs/Eckart to nominate T. Butcher for Chairman**

**The Board vote for Chairman was a tie vote:**

**Preston, Kennedy, Householder in favor of Householder**

**Griggs, Eckart, Butcher, in favor of Butcher**

**COMMUNICATIONS:**

BOF draft letter written by William Weinschenker.

Early budget and accruals from Pam Henry

Draft financial statement from O'Conner Davies

Nomination letter for John Houchin to fill vacant alternate position on BOF from Salem Democratic Town Committee (included in meeting minutes)

Nomination Letter for Hernan Salas to fill vacant alternate position on BOF from Salem Republican Town Committee (included in meeting minutes)

## O'CONNOR DAVIES PRESENTATION

Marcia Marien, from O'Conner Davies, presented a power point presentation titled, *Town of Salem Exit Conference with the Board-Year Ended June 30, 2013*. (Hard copy included in meeting minutes)

## ADDITIONS TO THE AGENDA

4a, add to agenda: 10 minute recess

4b, add to agenda: Discussion and possible action on election of new Chairman/Clerk

**M/S/C- Butcher/Preston to add 4a and 4b to the meeting's agenda. Vote: Approved unanimously**

## AGENDA

### 1. APPROVE MEETING MINUTES FROM NOVEMBER 14, 2013 MEETING

Minutes were approved as amended:

Page 1, change Carol to Carole

Page 1, change no alternates were seated to no alternates were required

Page 2, ¶2, complete ~~an emergency study~~ on the town's emergency services.

Page 2, ¶3, were on a Sundays

Page 3, ¶3, change Winokor to Winakor

**M/S/C- Preston/Griggs to approve meeting minutes as amended  
Vote: Approved unanimously**

### 2. TRESURER'S REPORTS

Butcher officially welcomed the new treasurer, Pam Henry.

Pam Henry, and CPA Cheryl Miller, presented the Treasurer's Report. (Copy included in meeting minutes).

#### a. Revenue Summary

No discussion took place

#### b. Trial Balance

No discussion took place

#### c. Fund Balance

Householder had a question on the *General Fund Budget vs. Actual Report page 1, line 1020: General Property Tax Prior Year*. He questioned how the percent is already at 97.5% for July-November 2013. And if that percent is expected to still increase. C.Miller, stated that the number may in fact come down from some entries that still need to be made.

Householder had a question on the *General Fund Budget vs. Actual Report line 004, page 1: Payment in Lieu of Taxes PILOT*. He stated that the BOF did not budget for PILOT but received \$58,794.06 and wanted to know why. Kevin Lyden stated that the state did not cut PILOT as they had planned. Miller will check and confirm that the money was from PILOT and notify the board.

Householder had a question on the *General Fund Budget vs. Actual Report line 704, page 3: Telephone SVFCO*. He asked why Salem Volunteer Fire Company

has mobile phones but Gardner Lake Fire Company does not. Lyden stated that Gardner Lake Fire Company is a private organization.

Butcher had a question on the *General Fund Budget vs. Actual Report line 103, page 2: Town Clerk Assistant*. He was wondering why the percent used 78.8 % of the budget for that position. Lyden stated that the position will work within the budget this year but may require a 2% increase for next year.

Kennedy had a question on the *General Fund Balance Sheet line 212018, page 1: Due to Other Funds*. He was wondering why the amount was so large. Miller stated that it is the combination of two funds. She also stated that she hopes to have it broken down for the January meeting.

**M/S/C- Eckart/Butcher- to accept the Treasurer's Report as presented. Vote: Approved unanimously**

### **3. PUBLIC COMMENTS**

No comments were made.

### **4. SELECTMAN'S REPORT**

Lyden stated that Probate Judge McNamara was at the town hall on December 11, 2013. He met with Salem seniors to speak about appointing a health care representative, living wills, and health care instructions. Lyden stated he would like to have McNamara back a few times a year to meet with town people of any age. Lyden stated there is no fee associated with talking to Judge McNamara.

Lyden stated that on February 05, 2014 there will be a meeting at town hall on The Freedom of Information Act. Tom Henick, the public education officer, will be doing the presentation.

#### **4a. 10 MINUTE RECESS**

Householder called the recess at 9:40pm

Householder reconvened the meeting at 9:45pm

#### **4b. ACTION AND POSSIBLE ACTION TO ELECT A NEW CHAIRMAN AND CLERK**

Householder and Butcher had a discussion during the break in Lyden's office about each of their nominations and a decision was made to flip a coin to decide who would accept a nomination for Chairman. Butcher won the coin toss.

**M/S/C- Householder/Preston to nominate TJ Butcher for Chairman of the Board of Finance. Vote: Approved unanimously**

**M/S/C- Kennedy/Eckart to nominate George Householder for Clerk of the Board of Finance. Vote: Approved unanimously**

### **5. VACANCY ON THE BOARD OF FINANCE**

The Board discussed the nomination from The Salem Republican Town Committee, Hernan Salas and the nomination from The Salem Democratic Town Committee, John Houchin. The Board agreed that both nominees were well qualified to be an alternate on the Board of Finance. Members requested time to consider both nominees.

**M/S/C-Householder/Kennedy to table the nomination to fill the alternate vacancy on the Board of Finance. Vote: Approved Unanimously**

**6. 2014/2015 BUDGET GUIDELINES-DISCUSSION ON THE UPCOMING BUDGET  
CREATE A STANDARD MOTION FOR APPROVAL OF BUDGET REQUESTS**

The Board decided to use their standard motion that they have used in the past. Griggs and Eckart stated they would like better communication with the other Boards about how a standard motion works and that it means that they have a tentative approval but any budget is subject to be cut when the budget is being finalized on March 27,2014.

The Board decided to set up a meeting with the Board of Education to discuss the budget expectations for the new budget year. Butcher will try to set up a meeting or try to be added to the agenda at the next Board of Education meeting. The decision was made for Butcher, Kennedy, and Griggs to attend the meeting.

A discussion took place on the letter written by William Weinschenker to the Boards on the 2014/2015 budget letter. The Board requested a few changes to be made.

¶4, Line 1, Change Builing to Building

¶4, Line 3, Change ten to ten-fifteen fiscal years

**M/S/C- Preston/Householder to approve the letter to the Commissions on the 2014/2015 budget written by William Weinschenker as modified.**

**Vote: Approved unanimously**

**M/S/C- Householder/ Kennedy to adjourn the meeting at 10:32pm**

**Vote: Approved Unanimously**

Respectfully Submitted  
Cindy Noe  
Recording Secretary