

**TOWN OF SALEM
BOARD OF FINANCE
SPECIAL MEETING MINUTES
MARCH 24, 2016 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

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

ABSENT

Ken Thomas, Alternate
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: *none*

COMMUNICATIONS: *none*

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: March 17, 2016 BOF Meeting

M/S/C: Griggs/Householder, to approve the Regular Meeting Minutes of March 17, 2016 with the following amendments:

Page 1, Roll Call/Seating of Alternates: Clarify those present and/or seated

**Page 3, Motions: M/S/C Householder/Griggs to authorize Janet Griggs to reserve...
Vote: Motion carried**

**M/S/C Householder/Griggs to fund an additional \$105,225.00 for the pavilion, storage, bathrooms and septic at Forsyth Volunteer Park...
Vote: Motion carried**

M/S/W Householder/Griggs to divide the Forsyth Volunteer Park project into phases. Discussion: Sue Spang will attend another meeting to present some phasing options to the

Board of Finance.

Vote: Motion withdrawn

M/S/T Householder/Griggs to discuss the Forsyth Volunteer Park project at the next two weeks Board of Finance meetings.

Vote: Motion carried to Table

Page 3, Open Space Plan: Janet Griggs questioned whether (1) the open space funds could be used for the purchase of the Zemko property and, if so, whether action would be required to declare the property open space and (2) whether a Town Meeting or Referendum would be required.

Page 3, Adjournment: M/C Collins/Salas to ADJOURN the meeting at 8:45 pm

Discussion: None. Voice vote, 6-0, all in favor.

2. ACT ON PROPOSED APPROPRIATIONS FOR 2016/2017

A. TABLED ITEMS

1. EAP (Employee Assistance Program) Policy

First Selectman Lyden reported that he received a quote for \$3,800.00 for a premium Public Safety EAP policy on behalf of the Town for both the Gardner Lake and Salem Volunteer Fire Companies. Considered one of the best Public Safety EAPs and referred to him by a VFIS Representative, the Policy will cover 80 (eighty) people for four (4) visits and unlimited telephone calls. Should an individual require more than four (4) visits, he/she will be referred to another professional, covered by his/her insurance policy.

Gardner Lake Volunteer Fire Company Chief Jim Savalle clarified that while any EAP counseling beyond the initial visits may be partially covered by insurance for marital, sexual, financial, pet(s), and neighbor(s) issues for the individual and/or one's family members, their insurance does not cover counseling for those suffering from PTSD (Post-Traumatic Stress Disorder). For this reason, he is requesting an additional line item for MHS (Mental Health Services) in the amount of \$5,000.00.

Discussion ensued regarding the elimination of the line item for MHS under Gardner Lake Volunteer Fire Company for \$5,000.00 and replacing it with a line item for Public Safety EAP for \$3,800.00 for both Fire Companies. It was determined that the EAP would provide support for PTSD sufferers, covers more individuals, decreases the liability to the Town, and would provide a good, interim solution until the State develops a State-wide solution.

M/S/C: Householder/Collins to delete line item 5-220-220 Mental Health Services in the amount of \$5,000.00. Discussion: None. Voice vote, 6-0, all in favor.

M/S/C: Griggs/Householder to add line item 5-138-806 Public Safety EAP in the amount of \$3,800.00. Discussion: None. Voice vote, 6-0, all in favor.

2. Recreation Commission Forsyth Road Volunteer Park Project

Recreation Commission Chairperson Sue Spang presented the first of a two-year plan based on their previous proposal for the project.

Well	\$30,000.00*
Septic	\$25,000.00**
Bathrooms, Fixtures, Plumbing	\$10,000.00
Storage	\$15,000.00
Electrical Hook-up, Design, and Contingency	\$10,000.00

* Based upon discussions with the Town Engineer, who estimated the well to cost \$46,000.00, and a Certified Well Operator, who estimates a public water well supply to cost a minimum of \$30,000.00, the Commission increased the estimated cost of the well from \$20,000.00 to \$30,000.00.

** In addition, based on additional information, the number of children who will be utilizing the facility, the unknown variables regarding the soils, and the Town Engineer’s estimate, the Commission estimates the septic to cost \$25,000.00.

Following their discussions with the Board, it was decided to have the bathrooms closed during the winter season and open seven months/year, adjusting the minimum price of two (2) porta-potties to \$63,500.00. With the \$46,000.00 in funds that have already been appropriated for the well, the Recreation Commission is requesting an additional \$54,000.00 for the installation of the well, septic, bathrooms, and storage unit.

It is estimated that an additional \$77,500.00 will be requested for the pavilion for the second year of the plan. Chairperson Spang stated that the Commission is discussing the possibility of installing a smaller pavilion, which will decrease the amount.

The creation of a general line item titled Volunteer Park Project was suggested to allow the funds for specific items, i.e., well, septic, bathrooms, electrical, and storage, to flow within the general line item. The Commission must obtain the approval of the Board for any expenditures outside those specified items. The total amount for the line item will be \$100,000.00, which includes the \$46,000.00 that has already been appropriated and an additional \$54,000.00 to complete Phase I of the project.

M/S/C: Griggs/Collins to rename Capital line item 17, Well for the Soccer Field, to Volunteer Park Improvements and add \$54,000.00 for funding year 2016-2017. Discussion: Discussion ensued regarding the cost of the Park and its resulting effect on the following year(s) and the need to make plans for those cuts that the Town is expected to receive from the State. It was noted that the Park might be considered more of a want rather than a need. Voice vote, 4-2. Voting in Favor: Board Members Butcher, Householder, Griggs, and Collins. Voting in Opposition: Board Members Cadwell and Salas.

3. Board of Education

The changes made to the budget for the Board of Education was questioned and Auditor Marcia Marien's response was discussed. Chairman Butcher will contact the Superintendent and draft a letter to the Board of Education regarding their request, citing the Auditor's response. To maintain transparency and legitimacy, it was felt that all funds should be deposited into the Town's General Fund.

M/S/C: Griggs/Householder to send a letter to the Board of Education. Discussion: First Selectman Lyden will forward the letter from the Auditor to the Chairman, who will draft and send the letter to the Board for review and approval. Voice vote, 6-0, all in favor.

B. FINALIZE BUDGET FOR PUBLIC HEARING

Department 105 Salaries The Tax Collector is receiving a smaller raise at her request. The difference is being given to her Assistant Tax Collector.

Department 116 Assessor The increased amount is due to the cost of certification training for the Assistant Assessor.

Department 118 Tax Collector The increased amount is due to additional mailings and tax bills as well as certification training and driving expenses for the Assistant Tax Collector.

Department 122 Registrar The increased amount is due to the cost of certification training.

Department 138 Employee Benefits With the addition of the EAP Policy, the amount will increase to \$349,854.

Department 152 Town Services

M/S/C: Householder/Griggs to rename item 5-152-816 Farmer's Market/ Community Events to Pavilion/Community Events, move the \$2,700 indicated under Pavilion/Community Events for the Proposed Budget 2016-2017, and delete the line item 5-152-816 Pavilion/Community Events. Discussion: None. Voice vote, 6-0, all in favor.

Department 158 Library Discussion ensued regarding the inclusion of revenue in their budget.

M/S/C: Householder/Griggs to modify the format by eliminating the Revenue statements at the bottom and including the Comments column with the estimated revenues. Discussion: None. Voice vote, 6-0, all in favor.

Board of Finance Regular Meeting Minutes
March 24, 2016

Department 210 Security

M/S/C: Collins/Griggs to accept the new amount of \$242,358.82. Discussion: The additional amount includes overtime, maintenance, equipment, and other expenses, as requested by the First Selectman. Voice vote, 6-0, all in favor.

Department 220 Gardner Lake Fire Dept.

M/S/C: Collins/Householder to accept the new amount of \$74,940.00. Discussion: None. Voice vote, 6-0, all in favor.

Department 222 Salem Fire Dept.

In response to Board Member Householder, Salem Volunteer Fire Company Chief Rick Martin clarified that there is no additional coverage.

Department 310 Public Works

The remark for line item 5-310-023 Repair/Maint. Vehicles will be updated.

Department 610 Inland Wetlands/CC

It was clarified that, like the Board of Assessment Appeals, any Legal Services for Inland Wetlands Commission falls under the budget for the First Selectman's Legal Services.

Fund 100 Capital Expenditures

The current year will be presented in bold and will follow the same format and order as the single-page format. The Capital Total Department 930 will total \$864,890.00.

Board Members Householder and Griggs will create and present the budget to the public.

Board Member Collins will check with CCM (Connecticut Conference of Municipalities) for any preliminary percentage cuts.

In response to First Selectman Lyden, it was noted that the Board is keeping in mind the additional funds necessary for a fire truck for the Salem Fire Company, should they receive a grant funding approximately 50% of the cost.

Alternate Board Member Houchin volunteered to run the camera. Any comments and questions will be vetted and a link will be sent to registered members.

OLD BUSINESS: *none*

ADJOURNMENT:

Motion made by Board Member Householder to adjourn the meeting at 8:38 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