

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 8, 2016 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

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

ABSENT

John Houchin, 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:

1. A letter from the Superintendent of Schools Joseph Onofrio regarding the recent appointment of Michael Siebert as Chairperson of the Board of Education.
2. A letter from the Superintendent of Schools Joseph Onofrio regarding the return of \$32,190.91 of unexpended funds from the Board of Education to the Town.

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: AUGUST 11, 2016 BOF Meeting

M/S/C: Collins/Griggs, to approve the Regular Meeting Minutes of August 11, 2016.

Discussion: None. Voice vote, 5-0-1. Voting in Favor: Board Members

Butcher, Cadwell, Collins, Griggs, and Salas. Voting in Opposition: None.

Voting in Abstention: Board Member Householder.

2. TREASURER'S REPORTS

A. REVENUE SUMMARY

B. TRIAL BALANCE

C. FUND BALANCE

D. OTHER

M/S/C: Householder/Griggs, to enter into Executive Session for the purpose of discussing the budget and Treasurer's Reports. Discussion: None. Voice vote, 5-1. Voting in Favor: Board Members Butcher, Cadwell, Griggs, Householder, and Salas. Voting in Opposition: Board Member Collins. Guests exited the room at 7:04 p.m.

M/S/C: Householder/Griggs, to exit from Executive Session at 7:25 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Chairman Butcher resumed the meeting at 7:26 p.m. and stated that a meeting will be held prior to their next meeting to help clarify their financial reports.

Per last month's discussion, Treasurer Henry confirmed the receipt of the proposed % / *Revenues / Budget* Report reflecting the numbers for multiple years. The report will include a five-year comparison and the heading in the first set of columns (%) will be changed so that it clarifies that the number refers to the year.

The *Revenue Receipts, Budget vs. Actual, Balance Sheet, and Capital Non-Recurring Fund* were reviewed. Compared to last month, this month's *Revenue Receipts* Report provides a more accurate picture of the total revenues collected for tax payments. Half of the amount for the Town-Aid Road (TAR) Grants was received, indicating that the Town will be receiving more than expected for this fiscal year following the receipt of the second half of the Grant in March. As stated in the last meeting, line item 5-157824 - Regional Probate refers to the costs of the joining of Salem with East Lyme, Montville, and Old Lyme for probate services. Per their agreement, each of the Towns agreed pay an equal share of any necessary upgrades/Capital Improvements to the facility, i.e., 25% of the costs. This year, the building is in need of a new heating system at a cost of \$2,500.00 for each Town. The maintenance and operational costs are based upon the population of each of the participating towns — Salem's portion constitutes 8% of the costs.

Treasurer Henry was thanked for her report.

3. PUBLIC COMMENTS

Phil Teixeira, Treasurer, Board of Education (BOE), reported that, as previously noted, Michael Siebert was elected Chair and \$32,190.91 of unexpended funds will be returned to the Town. In addition, Sarah Bernhardson was appointed as a new Board Member. He provided a copy of the BOE's August 2016 Meeting Minutes, which indicates their spending

during the last fiscal year as well as the status of their expenditures at the start of this fiscal year. On opening day, the School had an enrollment of 401 students. He will provide the Board with a breakdown in the number of students by grade in the near future. He has requested the enrollment numbers of both regular and special education high school students at the end of 2015-16 as well as those budgeted and actual for 2016-17 to ensure that they have adequately budgeted for this line item. The results of the Smarter Balanced Assessment Consortium (SBAC) Tests, which are offered to Grades 3 to 8, have been received. Salem School is ranked 4th in the State in ELA (English Language Arts) and 16th in Mathematics out of 189 School Districts. Due to the current EpiPen situation, BOE Treasurer Teixeira has requested a breakdown of the number of students in the School who require an EpiPen. The Board recently received a letter regarding the recent charges against the husband of the president of Curtin Motor Livery Service, which the School District uses to transport special education students. The Board has forwarded and requested their Attorney to review the letter to determine whether any further action would be necessary. Board Member Collins disclosed that the Service is a member of a Council that his firm represents and confirmed that the accused individual has never been employed by and is not involved with the delivery of any of their services.

BOE Treasurer Teixeira was thanked for his report.

In response to Board Member Collins, BOE Treasurer Teixeira stated that Superintendent Onofrio will be in discussions concerning the District's next steps regarding the recent Superior Court decision with respect to the complete overhaul of the State's educational standards.

Chief Rick Martin, Salem Volunteer Fire Company, informed the Board that the Fire Company was not successful in receiving the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate's Assistance to Firefighters Grant (AFG) to help fund the replacement of their 1991 Fire Truck. As such, one of the members of the Fire Department attended a workshop on September 1 to obtain information regarding the current year's Grant, its priorities, and instruction on how to improve their narratives. Thanks to the efforts of Representative Joe Courtney, the funding for this year's total Grant amount for the State has been raised. A FEMA Representative will be reviewing their application in an effort to help guide them in their application. In addition, Board Member Householder has also offered to review their narratives. The application period is from October 11 to November 18. Because some of the towns that were awarded the Grant were unable to receive the required 5% match from their respective town, one of the items that will be noted on their application is that the 5% match or \$35,000.00 has already been approved and allocated by the Town. Should the Fire Department be, again, unsuccessful in the receipt of the Grant, the Fire Department will be requesting that the item be added to the Capital Plan. First Selectman Lyden commended Chief Martin for his continued efforts and reminded the

Board of Auditor Marcia Marion's comments regarding the financing of a Capital Item over a six to eight year span.

Chief Martin was thanked for his report.

4. SELECTMAN'S REPORT

First Selectman Lyden stated that the Auditors are completing the review of the Town's books and will begin a review of the School's books soon thereafter. A brief discussion regarding the School's purchasing practices and segregation of duties ensued. First Selectman Lyden stated his belief that the Purchasing and Segregation Policy that has been adopted for the Town should also be the same for the School. A copy of the Town's Policies will be provided to BOE Treasurer Teixeira.

Last week, the emergency responders were busy handling the fires at 343 Old Colchester Road. An investigation is being conducted by the Connecticut State Police Department and an award of up to \$2,500.00 is being offered to anyone with information leading to an arrest or conviction.

The United Way Mobile Food Pantry provided food to approximately 95 families in need last night. The Mobile Food Pantry is available to families in Salem and nearby towns on the first Wednesday of every month behind the School. The Lions Club also offers a pick-up/delivery service for those who are either unable or are embarrassed to attend. While one must sign up to receive the food, there is no verification of income required.

The Uncas Health District, in conjunction with the Department of Public Health (DPH), will be hosting a Salem Water Fair at the Salem Free Public Library on Monday, September 26, 2016, 3:00 – 7:00 p.m. Free water testing kits will be distributed on a first-come, first-serve basis to private well owners. The kits will allow owners to collect samples that will be analyzed by the CT DPH Laboratory in Rocky Hill for arsenic and uranium, the two most common naturally occurring metals. Both metals have no taste or odor, making testing important.

Amnesty Days have been scheduled for October 8, 9, and 12, 2016. He reminded everyone that mattresses, electronics, and metals are recyclable and may be brought in at any time.

The Board thanked First Selectman Lyden for his report.

5. CAPITAL PLAN DISCUSSION

Board Member Householder will forward a digital copy of the Capital Plan application to the First Selectman.

RECREATION – A letter was received by Recreation Chairperson Sue Spang to present their Capital Plan request to the Board in October.

LIBRARY – No Capital Plan requests are expected.

PUBLIC WORKS – Public Works Director Bourdeau recently injured his back and will provide a formal presentation of his requests at a later date. First Selectman Lyden stated that it was recommended by the roofer that the BOE Rooftop A/C Units for \$175,000.00, which was budgeted for fiscal year 2017-18, should be replaced at the same time as the roof. If necessary, the replacement of the 1994 BOE Boilers, which is budgeted for \$75,000.00 for fiscal year 2017-18, may be postponed, depending upon the resulting efficiency and savings. The boilers are currently working well. They have applied for a Grant to help fund a Ford F-250 Pick-up Truck. Should the Grant not be approved, he is requesting that the item be placed back on the Capital Plan for fiscal year 2017-18. A STEAP (Small Town Economic Assistance Program) Grant will be completed this year for the replacement of the underground fuel tanks, which provides fuel for the school buses, fire trucks, and Town vehicles, with above-ground fuel tanks. The above-ground fuel tanks will not require insurance and will be located near the Public Works Building. \$81,000.00 was funded for the project during the last fiscal year. Board Member Salas will forward the information he has received regarding underground tanks to the First Selectman.

The following departments did not present any Capital Plan requests:

FIRST SELECTMAN
SECURITY
PUBLIC SAFETY
TRANSFER STATION
TREASURER
TOWN CLERK
TAX COLLECTOR
ASSESSOR
REGISTRAR
BUILDING DEPT

OLD BUSINESS: *none*

ADJOURNMENT:

M/C: Householder to adjourn the meeting at 8:13 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem