

SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES

November 8, 2012

PRESENT

TJ Butcher
David Kennedy (Alt)
Carole Eckart
Janet Griggs
George Householder
Greg Preston
Bill Weinschenker

ABSENT

John Dolan(Alt)
Peter Lee (Alt)

B. Weinschenker called the meeting to order at 7:31 p.m.

Recognition of Visitors: None

Seat Alternate: None

Communications:

- G. Householder informed the BOF that he received a pamphlet with information on the amount of dollars received from the Town of Salem. His concern was that the BOF never approved funds to the VNA. The VNA provides the Town of Salem with the following services: nursing visits, clinics and flu shots. This expense is recorded in Dept. 152- Health Services.

Additions to the Agenda: None

Agenda:

1. **Approval of Minutes:**

M/S/C (Griggs/Householder) to approve the October 11, 2012 Regular Board of Finance minutes as revised on November 8, 2012.

Changes: Page 1 - spelling of "negotiation", change the wording "the Town of Salem is in great shape" to "The finances of the Town of Salem

are in great shape". Page 2 - delete the words in the Town Clerks Office for receipt of all cash" and add the words "see audit". Page 3 - Change the motion to read: remove these line items from..."

Vote: Butcher, Eckart, Griggs, Preston, Householder

Abstain: Weinschenker

2. Treasurer's Report

M. Ferren discussed the Treasurer's report with the BOF. The Board would like the Treasurer to amend/add the following to her report:

Change the Header "Profit and Loss"

Report comparison percentage from previous years

Investigate the money received from OPM-Revenue Sharing

Give estimated figures for Unassigned Balance as of 6/30/12

M. Ferren informed the BOF that she was unable to view the balances of accounts in the QuickBooks software. It is very important that she have access to these figures. Chairman Weinschenker concurred with the Treasurer on this issue.

3. Public Comments: None

4. Selectman's Report

First Selectman Lyden discussed the following issues:

- During Storm Sandy, CL&P worked with the Public Works crew and the Emergency responders in spot checking areas in town for downed trees and wires. Overall the Selectman was pleased with CL&P. Both Salem Fire Company and Gardner Lake were open and fed the PW and CL&P Crew.

100% of Salem lost power. Forty-five percent of Salem's electricity comes from Colchester, forty percent from East Lyme and the rest from East Haddam. Town hall stayed open to assist residents. Harris and West Road were the last to come on line. J. Griggs asked if a progress report on outages could be posted on the Website. The Selectman thought that this was a good idea.

- The round-a-bout should be finished by the end of this month. Planting will be added to this area next spring. The town residents are becoming more accustomed to this change.
- Repairs to the Town's parking lot are completed. New lights and a flag pole were added this week. The BOF are happy with the result. TJ Butcher asked if this Capital expense was under budget. Yes was the reply.
- The contract for the School's renovation was signed. Millennium Construction was awarded this project.
- A town meeting will be scheduled to consider the purchase of the Zemko property at 228-230 Hartford Rd. This meeting is scheduled for November 28, 2012. The First Selectman will have a PowerPoint presentation outlining the details and the possible usage for the property. The BOF Chairperson will be present at this meeting to help answer any questions. Discussion followed on possible funding for this purchase. It was suggested to ask POCD members to speak at this meeting.

5. Discussion on the Audit Presentation (See Audit)

Chairman Weinschenker asked for comments from the Board members on the O'Connor Davies presentation. As usual, the BOF members were happy with the presentation. The suggestions by the auditors were embraced by the committee.

6. BOF Meeting Schedule 2013 (See Attachments)

M/S/C (Preston/Butcher) to approve the BOF meeting schedule for the 2013 calendar year as presented.

Vote: Approved Unanimously

7. 2013/2014 Budget Discussion

The BOF will be sending out a letter asking for a zero increase in department budgets. They realize that some expense lines will have

increased costs that cannot be helped. For these increases, each department head should justify these expenses.

Carole Eckart is still doing research on the budget format questions requested by P. Sielmen. She will be meeting with S. Buck, BOE Chairperson. Both budgets show budgets by line item. Six out of seven columns contain the same data but the column names are different. The comment or explanation section is where the Town's budget needs improvement. Since the financial software is new this year, more research will need to be done on this issue.

Adjournment

M/S/C (Householder/Preston) motion to adjourn at 9:44 p.m.

Vote: Approved Unanimously

Virginia Casey

Recording Secretary