

Unapproved

SALEM BOARD OF FINANCE REGULAR MEETING MINUTES March 10, 2011

Revised 3/24/11

PRESENT

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

ABSENT

Roland Trailor (Alt)
2 Vacancies (Alt)

B. Weinschenker called the meeting to order at 7:01 PM.

Recognition of Visitors-N/A

Communications:

Chairman Weinschenker informed the BOF that the tabled revenue items, departments #91 and #96, were in their packets.

Additions to Agenda: None

1. Approval of the Board of Finance Minutes:

M/S/C (Eckart/Griggs) to accept the Board of Finance regular meeting minutes of February 10, 2011 as submitted.

Vote: Approved Unanimously

M/S/C(Butcher/Preston) to approve the Board of Finance Special Meeting Minutes of February 17, 2011 as submitted.

Vote: Approved Unanimously

M/S/C(Householder/Griggs) to approve the Board of Finance Special Meeting Minutes of March 3, 2011 as amended.

Amend the minutes as follows:

Page 1, last line: change the lettering from ES/EM to SE/SM.

Page 4, under paragraph page 6, change the wording “septic system monitored a few times per year” to “septic system monitored quarterly”.

Page 4, first paragraph: change the sentence to read “the Superintendent discretionary stipend pool, 8th grade Advisor and math count...”

Page 4, under paragraph 8, changes the wording to read, “BOE is terminating the pay as you play”.

Page 6, last statement: remove the words “there are”.

Vote: Approved Unanimously

2. Treasurer’s Report (See file copy)

1. The Treasurer, **M. Ferren**, stated that she has not transferred money from the Chelsea checking account to Citizens Stiff account. This could not be done electronically. She will be requesting a check be done to transfer this money.
2. **She** received a check in the amount of \$48,479 from the State for the TAR Fund.
3. It was noted that in Dept #92 the high percentage of revenue collected was due to the fact that there was no money budgeted for the following lines: Justice Assistance Grant, Energy Efficiency Grant and miscellaneous.

3. Public Comments N/A

Chief James Savalle informed the BOF that the Gardner Lake Fire Department is set up to broadcast virtual town meetings. If the BOF would like to have their public meetings at the fire company, just let Jim know the day and time and he would have the hall set up for the meeting.

4. Salem Volunteer Fire Company – Additional Appropriation (Handouts included with minutes)

Chief Gene Maiorano made a request to purchase pumps in the amount of \$1,150 and make repairs to the Squad’s #121, and ET #121 trucks in the amount of \$8,096.

Both these requests were endorsed by the BOS.

Chairman Weinschenker asked that the BOF be given a list from both the Fire Companies and the Public Work Department on repairs that were done to each vehicle.

G. Householder asked the age and the life expectancy of both these vehicles. G. Maiorano stated that the Squad #121 truck was a 2001 and the ET #121 **truck** is a 1991. There is no plan to replace these two trucks in the next few years.

The BOF discussed where the funds for these added expenses should come from. The FEMA funds are in a revenue account and cannot be transferred to an expense account. It was determined that funds should be from Undesignated Funds. It was determined that since these items are from one expense line only one motion need’s to be made.

M/S/C(Butcher/Griggs) to transfer \$9,246 to line #222-54-5499 – Equipment from Undesignated Funds.

Vote: Approved Unanimously

5. Selectman’s Report

- K. Lyden informed the BOF that he received a letter from U.S. Representative Joe Courtney stating that the request for FEMA money for the January 12, 2011 storm has been approved. J.

Griggs asked if the removal of snow from the school's roof would be a reimbursable expense. D. Bourdeau said it would not be included in the FEMA report because the snow on the roof was from more than one snowstorm; not just from the January 12th storm.

- The First Selectman thanked the Public Works Department and the First Responders for keeping the town safe during the last few months.
- K. Lyden informed the BOF that the Gadbois property was split into two addresses. One being 89 Norwich Road and the other 24 Forsyth Rd.
- The old Probate office has been converted to a Conference Room. This will be called Conference Room #3. The First Selectman informed the BOF that for convenience, the Regional Probate would meet, with Salem residents at the Town Hall when requested.
- **The** First Selectman gave the board a list of the Town's computers and their ages. There are 21 computers in the Town Hall.
 - G. Householder would like see the town on a schedule to replace computers yearly.

5.) Proposed appropriation for the 2011/2012 FY Budget.

Selectman K. Lyden presented his 2011/2012 budgets as follows:

A.) M/S/C (Eckart/Griggs) to approve Dept #100 (Selectman) appropriation in the amount of \$6,829, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

Expenses in this department, for the coming year, are the Public Works Union Contract.

B.) M/S/C (Householder/Preston) to approve Dept #126 (Town Counsel) appropriation in the amount of \$17,000, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

C.) M/S/C (Butcher/Griggs) to approve Dept #134 (TOB) appropriation in the amount of \$92,450, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

G. Householder asked the First Selectman if there was a schedule of replacement/repairs that he had in mind for the town-wide buildings. K. Lyden reported on work that was done last fiscal year and also this fiscal year. No planned maintenance. The money would be used for all items that need replacement or repairs.

D.) M/S/C (Preston/Butcher) to approve Dept #135 (Maintenance and Repairs) appropriation in the amount of \$40,000, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

E.) M/S/C (Butcher/Preston) to approve Dept #138 (Employee Benefits) appropriation in the amount of \$416,018, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

George Householder **stated he** would like to see programmable thermostats in all town buildings.

F.) M/S/C (Householder/Griggs) to approve Dept #140 (Utilities) appropriation in the amount of \$175,278, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

G.) M/S/C (Householder/Butcher) to approve Dept #152 (Town Services) appropriation in the amount of \$26,575, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

H.) M/S/C (Preston/Eckart) to approve Dept #157 (Regional Services) appropriation in the amount of \$14,800, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

It was noticed that the engineering line item has increased. The Town uses an outside contractor for engineering.

G. Preston wanted to change the name of line #310-54-5400 from **Vehicle** to **Vehicle Maintenance**.

The Board wanted to change the name of line 310-90-903 from **Snow Removal** expense to **Snow Removal Supplies**.

I.) M/S/C (Butcher/Householder) to approve Dept #310 (Public Works) appropriation in the amount of \$242,000, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

The **B**oard would like to change the name of line #410-45-462 from **Recyclable** to **Recyclable Hauling**.

J.) M/S/C (Butcher/Griggs) to approve Dept #410 (Transfer Station) appropriation in the amount of \$178,605, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

The BOS endorsed a 2.25% increase for Town employees. There are a few variations in this increase. The variances in the 2.25% increase are **for the** Admin. Assistant and Financial Admin. The Head Librarian hours are increased from 33 hours to 37 hours per week. The additional hours requested for the Librarian will be used to write grants. Summer help for the Public Work Department was added in the 2011/2012 **budget**.

K.) M/S/C (Butcher/Griggs) to approve Dept #105 (Salaries) appropriation in the amount of \$1,067,642, subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

L.) M/S/C (Eckart/Butcher) to approve Dept. #925 (Capital Reserve) appropriation in the amount of (0), subject to revision at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

The Capital Reserve balance as of February **28, 2011** was \$150,063.

M.) M/S/C (Butcher/Eckart) to approve Dept. #926. (Open Space) appropriation in the amount of \$0, subject to review at the 3/24/2011 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

The Open Space balance as of February **28, 2011** was \$20,545.

The BOF **requested that** the Boards and Commissions to be notified that all budgets will be reviewed on March 24, 2011 and just because their budget was not slated for review for reduction does not mean that their budget will not be reduced.

Adjournment

M/S/C (Butcher/Griggs) to adjourn at 8:55 pm.

Vote: Approved Unanimously

Virginia Casey

Recording Secretary