

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 10, 2015 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

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

ABSENT

John Dolan, Alternate
Ken Thomas, Alternate

ALSO PRESENT:

First Selectman Kevin Lyden

GUESTS

none

CALL TO ORDER:

Chairman Butcher called the meeting to order at 7:00 p.m.

SEAT ALTERNATE IF NEEDED: *none*

RECOGNITION OF VISITORS: *none*

COMMUNICATIONS:

A. Letter of resignation from Alternate Board Member John Dolan.

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. INSTALL VACANT POSITION AND (2) ALTERNATE POSITIONS

Copies of the Town Charter and State Rules regarding appointments, provided by Town Clerk Linda Flugrad, were made available to the Board.

The following letters of endorsement were received:

- 1) Letter from the Salem Republican Town Committee endorsing Marshall Collins, Esq., as a Full Member of the Board
- 2) Letter from the Salem Democratic Town Committee endorsing John Houchin to fulfill the two-year Alternate Board Member vacancy

M/S/C: Cadwell/Salas, to appoint Alternate Board Member Marshall Collins as a Full Member of the Board of Finance. Discussion: None. Voice vote, 5-0, all in favor.

M/S/C: Griggs/Householder, to appoint John Houchin as a two-year Alternate Member of the Board of Finance. Discussion: It was noted that Mr. Houchin is present at the majority of the meetings. Voice vote, 5-0, all in favor.

The Board will fulfill the vacancy left by Alternate Board Member Marshall Collins following the Town Clerk's receipt of his letter of resignation. Mr. Houchin, who has not yet been sworn in, was invited to join the Board at the dais.

2. ELECT CHAIRMAN

Chairman Butcher opened the floor to receive nominations for Chairman.

M/S/C: Griggs/Householder, to nominate Board Member TJ Butcher as Chairman of the Board of Finance.

M/S/C: Salas/Griggs, to nominate Board Member Householder as Chairman of the Board of Finance.

Discussion: Board Member Householder, feeling that his talents lie in working on the budget, running the numbers, and asking the tough questions — all of which would be difficult to do if he is running the meeting, respectfully declined the nomination. He added that Chairman Butcher is doing a good job as Chairman and should remain as such. Board Member Griggs agreed, adding that Board Member Householder can be a “tough guy”, which adds a nice balance, but may not be an acceptable role for the Chair. Voice vote, 5-0, all in favor.

M/S/C: Griggs/Butcher, to nominate Board Member Householder as the Clerk for the Board of Finance. Discussion: Chairman Butcher commended Board Member Householder, who has been serving as the Clerk. Voice vote, 5-0, all in favor.

3. APPROVAL OF MINUTES: November 12, 2015 BOF Meeting

M/S/C: Householder/Griggs, to approve the Regular Meeting Minutes of November 12, 2015, with the following amendment:

Page 3, 2nd paragraph, 2nd sentence:

They are expecting to receive a new accounting rule known as **Gatsby GASB (Governmental Accounting Standards Board)** 68, which will result in a small change in the teachers' pensions, by November 30.

Discussion: None. Voice vote, 5-0, all in favor.

4. TREASURER'S REPORTS (See File Copy)

- A. REVENUE SUMMARY**
- B. TRIAL BALANCE**
- C. FUND BALANCE**
- D. OTHER**

The *Revenue Receipts, Budget v. Actual, Balance Sheet, and Capital Non-Recurring Fund* were reviewed, with no unusual occurrences. Town Planner Richard Serra has been actively working with the Committee to complete the Multi-Purpose Path project for which the Town received an 80% matching grant. The project, which is scheduled for completion in 2016, was delayed due to the delayed receipt of the Army Corps of Engineers permit. The ordering and installation of the bridge is currently in its planning stages. The funds must be spent within two (2) years in order to receive the reimbursement and, likewise, if not spent within that same time frame will be returned to the General Funds. An application will be submitted for a STEAP (Small Town Economic Assistance Program) Grant for the two (2) remaining bridges.

Chairman Butcher thanked Treasurer Pam Henry for her report.

5. PUBLIC COMMENTS: *none*

6. SELECTMAN'S REPORT:

First Selectman Lyden welcomed the new Board Members and wished them a Happy Holidays and *Mele Kalikimaka* and *Hau'oli Makahiki Hou*.

Resident State Police Troopers Luke LaRue and Chris Pariseau have been actively patrolling the Town, taking special note of Route 82 – Salem School area, Salem Four Corners/Roundabout, and Music Vale and Forsyth Roads. As the result, approximately 120 citations and 35 written warnings have been have been issued in November compared to 30 citations and 9 written warnings in November 2014. Being the path between Hartford and New London, a number of those issued citations and warnings were to out-of-towners. With increased police presence and the continued issuance of citations and warnings, the number is expected to decrease. In addition, the CT Department of Transportation has installed centerline rumble strips and is planning to make corrections to the curb and widening the road at Route 82 and Skyline Drive in Summer 2017. The Troopers will be at Salem Marketplace this Saturday, December 12 collecting unwrapped toys for children in need. In addition, Trooper LaRue, who is a D.A.R.E. Certified Officer and has worked for both Troop D and the Norwich Police Department, has been teaching the kindergarten and first grade students.

CPA Cheryl Miller's husband recently passed away and the Town has sent flowers and a note of condolence. A devoted employee, CPA Miller came in to work for a short time during the week and has done a great job for the Town.

He is hoping/expecting to receive the \$102,000.00 LoCIP (Local Capital Improvement Program) Reimbursement for the paving of the Town parking lots by the School and Public Works in February 2016. The project was budgeted over multiple years.

7. APPROVE 2016 MEETING CALENDAR

M/S/C: Collins/Griggs, to approve the 2016 Meeting Calendar. Discussion: Board Member Householder will be unable to attend the January meetings and Board Member Collins will be unable to attend the May 4 meeting. Voice vote, 5-0, all in favor.

8. **FORMAT & PLANNING DISCUSSION FOR LETTER TO DEPT'S REGARDING BUDGETARY EXPECTATIONS FOR 2016-2017**

In the past, the Board has been requesting Departments keep their budget within a 0% to 1% increase. Due to the lack of increased revenue and to help accommodate the growing number of retirees who are on a fixed income and are assets to the Town, it was felt that the increase, if any, should be minimal. One of their goals should be to, at least, maintain the older population, which would help keep taxes at a manageable level for the residents as opposed to bringing in young families, which would increase taxes. While the Library and Gadbois property will be paid off, the repayments for the School will begin. Board Member Collins added that, as the result of the approximately \$4 billion in deficits expected over the next three (3) years, the State has placed a cap of 2.5% on municipal spending. As such, the Board will need to be mindful of each of the Department's requests. First Selectman Lyden agreed that less funding will be received by the State over the next several years and the Town will need to look for additional ways to be increasingly efficient with their budget. He would like the Town to attract more families with children, stating that it would be manageable if done correctly. It was further added that, because Salem has one of the higher per capita incomes, the Town is not an ideal candidate for grants even though approximately 20% of the population classifies for ALICE (Asset Limited, Income Constrained, Employed) and approximately 70 families receive heating assistance.

A letter will be drafted by Chairman Butcher stating that the Board is seeking an overall budget increase of up to 1.75%. Reasons for the request will include: a less than 1% increase in the Grand List, concerns regarding the status of the State budget, and the onset of the School repayments. The designation of each of the Departments needs vs. wants will be made clear.

9. **CAPITAL PLAN DISCUSSION**

Board of Education (BOE) – BOE Chairman Stephen Buck is requesting the following items:

2016-17	Replacement of Corridor Lockers (1994 addition)
2017-18	Replacement of Rooftop A/C Units and 1994 Boilers (1994 addition)*
2018-19	Replacement of 1994 Roof (1994 addition)
2019-20	Paving, Milling, Striping, and Curbing of Front & Back Lot**
2020-21	Replacement of Generator
2021-22	Network Upgrades, Milestone Video Recording Server and two (2) Viewing Stations
2022-23	Upgrade of Athletic Fields
2023-24	Replacement of 1994 Lighting Fixtures (1994 addition)
2024-25	Bathroom Renovations (1994 addition)
2025-26	Replacement of Window & Classroom Millwork, Replacement of 1994 Exterior Doors (1994 addition)

- * Due to the amount of damage that occurs during the installation of the Rooftop A/C Unit, the Unit will be installed before the roof is replaced. The estimated life span of a new roof

is approximately 20 years. The current roof is approximately 23 years old and minor repairs have been/will be made to extend its life. Public Works (PW) Director Don Bourdeau clarified that the school has a total of four (4) boilers, two (2) of which are located in the Elementary School section and two (2) in Middle School section. The new boilers, which will be for the Middle School will be the same as those recently installed in the Elementary School. Though the boilers have an expected life span of 30 years, they have been having issues with them, which appears to have been remedied for the time being. As such, there is a possibility that the replacement may be postponed.

- ** While patching, sealing, and/or striping have been done in the school parking lot, including the area where the old tanks were removed, it has not been fully paved.

Chairman Butcher explained the new Capital Plan process and thanked Chairman Buck for his presentation.

Salem Volunteer Fire Department (SVFCO) – Fire Chief Rick Martin stated that the following items may be removed from the 10-Year Capital Plan:

Item 37	SVFCO Thermal Imaging Camera	\$775,000.00	<i>Purchased via Grant</i>
Item 45	SVFCO Replace Engine Tanker 2000	\$5,500.00	<i>Duplicate of Item 11</i>

The Fire Company is requesting the following items:

2016-17 Replacement of 1991 ET121*, Continued Funding for Replacement of Gear/Hose, Continued Funding of Joint Training Building**

- * An application for a FEMA (Federal Emergency Management Association) Grant will be submitted for this item. Based on the grant received for the Thermal Imaging Camera, they are hoping to receive the preliminary results in May/June and final results in August. The item is recommended for replacement in 2016-17 in both the MRI (Municipal Resources, Inc.) and Public Safety Committee's Public Safety Services Studies. Depending upon the vendor, one estimates a 5% increase in December, while the other estimates the increase in June 2016. Due to National Fire Protection Association (NFPA) requirements, exhaust and suspension improvements, safety features, etc., the estimated price is approximately \$100,000.00 more than previously presented. A more detailed estimate will be provided in January 2016.

- ** Once completed, both Fire Companies will be conducting all of their training at the location. The Engineer is currently working on the plans, after which they will meet with the builders to determine the cost for materials. Most, if not all, of the labor will be conducted by volunteers. Chief Martin will provide a copy of the completed Engineering Report. On the 10 Year Capital Plan, Line Item 35 should be corrected to read **GLVFC/SVFCO Joint Training Bldg. Fund.**

2017-18 Gear/Hose, Scott RIT (Rapid Intervention Team)-Pak*, Permanent Storage Building**

* SVFCO currently owns two (2) RIT-Paks while GLVFCO owns one (1) RIT-Pak. The RIT-Paks are used by the RIT who is available at all times to save an injured firefighter by providing him/her with air, disentangling him/her as necessary, and bringing him/her to safety. The NFPA requires the replacement of the RIT-Paks every 15 years.

** The new storage building, which will replace the current deteriorating storage shed, will be placed behind the Fire Company on property that is being donated to the Fire Company. The item was recommended by both the MRI and Public Safety Committee. The cost will be for materials and will be spread out over two years (2017-18 and 2018-19); the labor will be conducted by volunteers.

Deleted from the Capital Plan for 2017-18 was the Refinishing of Meeting Hall Floor. The classification of this item as a maintenance or capital item was discussed. The item was recommended by the floor refinishing company to be done every 5 years. PW Director Bourdeau stated that, in an effort to share resources, he would speak with his Public Works weekend custodians in Montville to see if they would be open to refinishing the floors, as they have done for the school gym. The item was deleted from the Capital Plan.

2018-19 Continued Funding for the Permanent Storage Building, Replacement of 1999 Service 221(Item 38)*, Gear/Hose

* The 1999 Ford Expedition will be replaced by a Ford F350 4x4 with a cap. The vehicle will be utilized to house and transport necessary traffic equipment and signage. The need for a 4x4 was questioned and the possibility of downsizing the vehicle was discussed.

2019-20 Gear/Hose

2020-21 Gear/Hose

2021-22 Replacement of 2001 Squad 121*, Gear/Hose

* The vehicle will serve as the Fire Company's R1 medical response vehicle and has a 20-year life expectancy.

2022-23 Gear/Hose, Replacement of 2010 ATV/UTV 121*

* The vehicle is used for brush fires and the removal of injured, or otherwise, victims. Chief Martin will confirm the year of the current vehicle and its estimated life span.

2023-24 Replacement of GLVFC and SVFCO 2009 Air Packs*, 1999 Tanker**

* This item may be financed. Due to constant enhancements and changes being made to the NFPA requirements and the changing technology, it is not

possible to purchase the items separately as they may not be able to communicate with each other.

** This item was recommended for replacement in the Study

2024-25 Gear/Hose

In addition, Chief Martin recommended the purchase of a \$5,000.00 used 2010 6,000 watt towable light tower and generator, which can be utilized by both Fire Companies, Public Works, Emergency Management, Fire Marshall, Resident State Trooper, and the School. He is hoping that the item may be added to the 2015-16 budget. Due to past experience with the storms and power outages, he felt that all of the departments would find the equipment useful. The life expectancy for the equipment, which would be stored at one of the Fire Companies, is ten years from the date of purchase. If approved, he recommends having the Town Mechanic review the item prior to purchase. PW Director Bourdeau agreed that the item would prove beneficial for the Town as it can be utilized for a variety of purposes. First Selectman Lyden stated that additional information would be necessary, including the status of the current year's capital budget, before the Board of Selectmen consider recommending the purchase. Chairman Butcher recommends that all Departments continue to present their Capital Plan to the Board of Selectman for a preliminary review prior to going to the Board of Finance, who will take the Board of Selectmen's recommendation into consideration. The item will be added to the Capital Budget.

First Selectman Lyden agreed with the Auditor who recommended the financing of large items over eight-years, e.g., a 25-year old fire truck, Air Packs. Chairman Butcher agreed, adding that they would always agree to those purchases that the Fire Companies need and commended them for their work. Board Member Householder added the importance of purchasing a truck that is useful and practical and not, for a lack of a better term, a "Parade Truck".

The Board thanked Chief Martin for his presentation.

Gardner Lake Fire Volunteer Fire Company – Chairman Butcher commended Fire Chief Jim Savalle on the presentation of the materials. Chief Savalle requested the following items:

2016-17 Replacement of 1988 NFPA Approved Pumper Tanker Fire Truck*,
Replacement of 2009 Telephone Communication System**, Continued
Appropriation of OSHA, NFPA Approved Personal Protective Equipment
(PPE)(Turnout Gear)***, NFPA approved Supply and Firefighting Hose****

* While the Study recommends the consolidation of the two Tankers, each owned by each of the Fire Companies, Chief Savalle strongly believes that, due to the fact that the Town does not have a water system and is, thereby, water deficient, the (additional) Tanker is an imperative and necessary tool to protect and ensure the safety of the Town, its residents, and firefighters as well as their property. A pumper is a necessary element of the truck as it allows water to be filled and dumped into/out of the truck. In response to the question as to whether the Tanker might be purchased less expensively,

Chief Savalle responded that the Tanker is mid-range and is not the “Cadillac” version.

** The current system has proven unreliable, having dropped seven (7) calls today, alone.

*** The NFPA recommends the replacement of the Protective Gear every ten (10) years. The GLFVC has estimated the replacement of the Gear at approximately three (3)/year, replacing those that have not only met its lifespan, but have also been damaged or deemed beyond repair. They are in the process of researching possible options for the re-use of the old gear. Chief Martin added that the two Fire Departments also share the gear by simply removing and replacing the Velcro patch.

**** Similarly, they will be requesting the annual replacement of hose, in accordance to NFPA standards.

2017-18 Replacement of Thermal Image Scott Eagle Attack Cameras, NFPA Approved Personal Protective Equipment (PPE)(Turnout Gear), NFPA approved Supply and Firefighting Hose

Deleted from the 2017-2018 Capital Plan was the Sealant and Continued Maintenance of Parking Lot. First Selectman Lyden stated that funds have been set aside for the drainage improvements at the Firehouse. The funds should be adequate to cover to cost of cape sealing the parking lot this Spring. While the item was eliminated from the 2017-18 Capital Plan, it will remain for the subsequent years (2023-2024 and 2028-2029) to help plan for any unexpected occurrences that may occur to the nature of the land. With proper maintenance, the average life expectancy is 15 years.

2018-19 Replacement of Industry Standard Small Fire Rescue Boat*, NFPA Approved Personal Protective Equipment (PPE)(Turnout Gear), NFPA approved Supply and Firefighting Hose

* The MIR and Public Safety Committee Studies recommended a re-evaluation of the item based on need and call volume. As such, the Board will revisit the issue once the time frame nears. Chief Savalle added that, while he understands the need to review the need and call volume, the latter greatly varies from year to year.

2019-20 Replacement of 2007 Roof*, Replacement of 1989 Ford F350 Forestry Truck**, NFPA Approved Personal Protective Equipment (PPE), NFPA approved Supply and Firefighting Hose

* The current roof is very brittle and has been twice repaired due to leaks. The contractor recommended that the roofing be stripped, Ice and Water Shield be placed at key points, and replaced. The previous contractor is unknown. The issue of the Town paying for the capital improvement of a non-Town owned

property was raised. Chief Savalle stated that the issue has been consistently raised and discussed over the years to no avail. First Selectman Lyden stated that an addition may be made to the agreement designating/granting the building to the Town should they cease to operate as a Firehouse. He added that the building is often utilized by the community for a number of activities, including the Boy Scouts, Venture Crew, Benefit Dinners, and Boating Classes and houses the emergency equipment for the Town. Board Member Householder requested and the First Selectman agreed and will request a letter of agreement from the GLVFC Board of Directors stating that, should the Fire Company cease to exist, the property be designated to the Town. This will insure that the Town's investments into the improvements of the building are justified. The land was donated to the Fire Company and the granting of the land with the building will need to be investigated.

** The Truck may also be utilized by other departments, including Parks and Recreation and Public Works. The plow has been removed from the truck due to the damage it was causing to the chassis.

- 2020-21 Replacement of 2000 NFPA Approved Class A Fire Engine*, NFPA Approved Personal Protective Equipment (PPE)(Turnout Gear), NFPA approved Supply and Firefighting Hose
The NFPA recommends the replacement of Fire Engines every 20 (twenty) years and the old Fire Engine be used for backup. The MRI Study recommended that "a larger capacity engine/tanker should replace the Tanker 127 and ET127" in 2022 (Section IV.G5) and the Public Safety Committee Report states, "More information needed; recommend the Town revisit this at a later time."
- 2021-22 NFPA approved Supply and Firefighting Hose, Replacement of the 2000 Rescue Truck*, NFPA Approved Personal Protective Equipment (PPE)(Turnout Gear)
* This particular truck carries only hydraulic tools and no pumper/water. The MIR Study did not recommend any changes with this item.
- 2022-23 NFPA Approved Personal Protective Equipment (PPE), NFPA approved Supply and Firefighting Hose
- 2023-24 Sealant and Continued Maintenance of Parking Lot, NFPA Approved Personal Protective Equipment (PPE), NFPA approved Supply and Firefighting Hose
- 2024-25 NFPA Approved Personal Protective Equipment (PPE), NFPA approved Supply and Firefighting Hose
- 2025-26 Maintenance of the Engine Bay/Decon Room Floor Slip and Fall Resistant Coating*, NFPA Approved Personal Protective Equipment (PPE), NFPA approved Supply and Firefighting Hose
* Chief Savalle provided a brief background of the floor to which a number of attempts to protect and provide a slip resistant floor have been made over the

past 40 years. The importance of the quality of the work and assurance that it is correctly done was noted. The MIR Study recommended installing a non-slip floor for safety reasons.

Chief Savalle was thanked for his presentation.

At Chief Savalle's request, First Selectman Lyden and Chairman Butcher will investigate the existence of an Excel template for the General Government Budget, which has been distributed to the various departments for submission in the past.

Chief Savalle reiterated his request for a Liaison.

OLD BUSINESS: *none*

ADJOURNMENT:

Motion made by Board Member Householder to adjourn the meeting at 9:49 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem