

# **Unapproved**

## **SALEM BOARD OF FINANCE REGULAR MEETING MINUTES June 10, 2010**

### **PRESENT**

Janet Griggs  
Roland Traylor(Alt)  
Greg Preston  
Kevin Freiert  
Bill Weinschenker

### **ABSENT**

Carole Eckart  
TJ Butcher(Alt)  
George Householder

B. Weinschenker called the meeting to order at 7:34 pm.

Recognition of Visitors: Gene Maiorano

Seat Alternate:

**M/S/C (Preston/Freiert) to seat R. Traylor in the place of C. Eckart**

**Vote: Approved Unanimously.**

### **Communications:**

Chairman Weinschenker received a resignation letter from G. Pech. (letter included with minutes) This leaves an opening on the BOF. The Board has 30 days to fill this position. B. Weinschenker asked if anyone on the Board knew of anyone that would like to take this position. If the BOF does not fill this position in the allotted time, the Board of Selectman will appoint someone. B. Weinschenker also received a letter from the State of Connecticut concerning the MBR. The formula for determining

the MBR has changed and at this point the Town of Salem is in compliance for the 2009/2010 budget year.

A letter was received from Marien & Co letting the BOF know that the auditors will be reviewing the town's finances next week. Requested information on the Multi-Purpose Path is included with everyone's packets.

Additions to the Agenda:

Norwich Adult Education Dept #157 at #7

Recreation Capital item #930-645-0005 at #8

Emergency lighting on Pumper for \$4200 at #9

Agenda

## 1. APPROVAL OF MINUTES

**M/S/C (Griggs/Preton) to approve the May 17, 2010 Regular Meeting as amended.**

**Vote: (4) Griggs, Friert, Preston, Weinschenker**

**No: (0)**

**Abstain: (1) Traylor**

Amended as follows:

Change spelling: J. Griggs noted changes in spelling on the copy of the May 17<sup>th</sup> minutes that is included with these minutes.

Page 3: Change the words Money to Revenue and budget to projected . (Revenue in this line is over the projected amount).

Page 4, Change the word Saving to Safe (Heart Safe Destination)

Page 5: Reword the motion on transferring money to:

To transfer money from department #105-25-630 ZEO/Sanitarian/Bldg in the amount of \$5,900 to the following departments:

- \$1,000 to department 105-40-230 EMT/Fighter
- \$4,100 to department 105-040-235 On Call Program
- \$400 to department 105-040-240 Fire Marshal
- \$400 to department 105-25-112 Asst. Town Clerk.

## **2 TREASURERS REPORT**

M. Ferren presented the Board with her report (see file copy).

- Discussed the TAR Fund and will speak with the auditors on Monday concerning this.
- Informed the BOF that she is investigating the following two funds to see if there are any restrictions on the money's usage of " Rogers Cemetery" and the" Nursing Board".
- The Nursing Board fund was established to help town's people who were in need of assistance. This is now being done by the VNA. The only activity in this fund is the small amount of interest posted monthly.
- R. Snarski informed her that the Rogers Cemetery is located on Rt #85.

## **3 PUBLIC COMMENT: NONE**

#### 4. SELECTMAN'S REPORT

- K. Lyden noted that there are fewer temporary signs in the Town of Salem and that businesses are encouraged to keep the grass trimmed.
- In the BOF packet is a summary of money that will be returned to the General Fund from the town.
- He informed the BOF that solar panels will be installed on the Public Work's Garage, TOB, Library, GLVFC and the Salt Shed. This will be done at no cost to the Town. Attorney Butts has reviewed the contract for this installation. This will save approximately 7500kwh a month in electricity. J. Griggs requested a copy of this contract to review.
- K. Lyden brought to the BOF attention the posters that are hanging in the conference room about Single Stream Recycling.
- Closed Capital items in the amount of \$15,000 will be returned to the General Funds
- D. Bourdeau is working with the FEMA representative to recoup costs associated with the recent flooding. It looks like we will be receiving approximately \$40,000 to \$50,000, which represents 75% of the town's cost for road and bridge repairs.
- The Fire Companies are hosting six turkey dinners for the public: one per month at the GLVFC.

#### 5. TAX COLLECTOR'S SUSPENSE LIST

C. Philopena presented a memo and a list of accounts that she believes to be uncollected. This list is required to be voted upon yearly to place these accounts in suspension.

The Board mad the following statement to the Tax Collector:

**A detailed examination has been made of the attached Suspense List totaling \$17,675.47 and is believed to be uncollectable and pursuant to section 12-165 of the CT General Statutes, authority is hereby given you to transfer such taxes in accordance with the law to the Suspense Tax Book.**

**M/S/C (Freiert/Preston) to transfer \$17,675.47 to the Suspense Tax Book**

**Vote: Approved Unanimously**

#### **6. Discussion of the 2009/2010 Budget**

Department #105 (Memo Included)

- First Selectman Lyden discussed end-of-year adjustments to Department #105-Salaries. The Librarian has been reducing the staff's hours during the last few months. This line went down from 5% over to 3.5% over. So there was an effect to bring this salary line down. During the winter's leaky roof problem, the Library Staff had to move items stored in the room with the leak, causing an increase in hours. He informed the Board that these hours were covered by the insurance company.

**M/S/C (Freiert/Griggs) to transfer from the salary lines as follows:**

**\$500 from line #105-020-580-Head Librarian**

**\$1750 from line 105-20-100-Admin Sec'y**

**Transferring to the following departments:**

**\$250 to 105-25-112 Town Clerk Asst.  
\$1,000 to 105-25-580 Library Salary  
\$1,000 to 105-40-235 On Call Program**

**Vote: Approved Unanimously**

**7. NORWICH ADULT EDUCATION GRANT**

- The budgeted amount for this line item in the 2009/2010 year was \$3,400. A grant received for this expense was \$3,681. This money is to be used for adult education. K. Lyden is asking the BOF to make an appropriation to line #157-95-185.

**M/S/C (Freiert/Griggs) to add \$281 to 157-95-185 with funds coming from the Undesignated Fund Balance.**

**Vote: Approved Unanimously**

**8. RECREATION COMMISSION (Attachment)**

- K. Lyden has received an email from S. Spang informing him that the Recreation Commission would like to use the \$4500 in the Capital Account #930-645-0005 to install stairs leading from the TOB parking lot to the Major League parking Lot. This money was slated for expanding the fields parking lot, but when consulting with the Town's Engineer, it was determined that this would not be possible. The BOF thanked the Recreation Department for the information and decided that no action was necessary since the money is being used to enhance the parking at the fields.  
G. Preston expressed his concerns about the steps being built close to the parked school buses.

## **9. EMERGENCY LIGHTING ON PUMPER**

### **G. Maiorano, SVFC Chief**

- The emergency lights on the 1991 pumper truck need replacing. The cost for these lights will be \$4200. In accordance with state laws, all vehicles responding to an emergency must have their emergency lights on. The pumper truck lights need to be asap. At the June BOS meeting G. Mairanio asked for money to repair the 1991 truck that was tow to Courville's Garage. The first estimate that they received was for \$2600. The BOS at its June meeting approved \$2600 for these repairs. The repairs to this truck were considerably less, and he was able to take this money out of his budget.

**M/S/C (Griggs/Preston) to increase to 222-54-5499 Vehicle in the amount of \$2600 to repair the 1991 Pumper with money coming from Undesignated Funds.**

**Vote: Approved Unanimously**

Bill Weinschenker reminded the Board that at the September 2010 meeting there will be a discussion on the 10 year capital plan.

### **Adjournment**

**M/S/C (Preston/Griggs) motion to adjourn at 8:23 pm.**

**Vote: Approved Unanimously**

**Virginia Casey**

**Recording Secretary**