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**Draft 2/4/15**

**JOINT SPECIAL MEETING  
(Salem Board of Education/Salem Board of Finance)**

**January 29, 2015 – 7:00 p.m.  
Salem Town Hall**

**Salem Board of Education Members Present:** Stephen Buck, Robert Green, George Jackson, Jennifer D'Aiuto, Pamela Munro, Mary Ann Pudimat, Samuel Rindell (left at 8:45p.m.), Phil Teixeira

**Salem Board of Education Members Excused:** Monica Lord-McIntyre

**Salem School District Administration Present:** Joseph Onofrio II, Superintendent; Kim Gadaree, Business Manager

**Salem Board of Finance Members Present:** T.J. Butcher, George Householder, Janet Griggs, David Kennedy, Hernan Salas

**Salem Board of Finance Members Excused:** Carole Eckart, John Dolan, Robert Sartori, Jenifer Lee, Kevin Lyden, First Selectman (ex-officio)

**Visitors:** Jessica Hopper (The Day), Tiffany Cunningham, Liz Householder, Roger and Johanna Haynes, Suzanne Gendron, Diba Khan-Bureau, Emma Smith

**I. CALL TO ORDER**

The meeting was called to order by Joint Chairs T.J. Butcher and Stephen Buck at 7:02 p.m.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Joint Chairs T.J. Butcher and Stephen Buck.

**III. OPENING REMARKS, WELCOME, INTRODUCTIONS**

T.J. Butcher thanked everyone for attending. Stephen Buck explained how the meeting came about through a CABE workshop that Mary Ann Pudimat attended. Members introduced themselves around the table.

**III. BOARD OF FINANCE SEATING OF ALTERNATES**

**MOTION:** To seat Hernan Salas in a permanent seat.

Made: George Householder  
2<sup>nd</sup>: Janet Griggs  
Vote: All in Favor (BOF)  
**MOTION PASSED**

**V. DISCUSSION ITEMS**

**5.a. BOARD OF FINANCE OVERVIEW - BUDGETING OVERALL, STYLES OF FORMATION, FORMATTING**

T.J. Butcher and Board of Finance members mentioned that:

- The Salem Grand List is flat this year and we need to keep budgets as low as possible.
- Changing the format change of the BOE budget to have similar to town budget, designating line items and explanation.
- 20% of Salem are ALICE households unable to pay any increase in taxes. (ALICE = Asset Limited, Income Constrained, Employed comprising households with income above the

Federal Poverty Level but below the basic cost of living.)

- Small business owners have had no raise in years.
- Taxes are already high now; other towns may keep taxes from going up every year.
- The Salem Library bond ends this year, next year one mil of the town taxes will be used to pay for school bond.
- MBR is affected for future years if the school budget increases.
- School efficiency study may precipitate action that will affect Board of Education costs.
- CPI is 1.7% this year and or Social Security increase was 1.2 %.
- Perhaps Salem School could advertise open seats, LEARN could place special education classes at the school.
- STEM classes are essential now.

**5.b. BOARD OF EDUCATION – SUPERINTENDENT’S BUDGET OVERVIEW**

Mr. Onofrio handed out budget presentation paperwork and gave a partial budget overview highlighting areas of savings, increased expenses and explanations of changes. Members of the Salem Board of Education and the School District Administrators further explained areas during the discussion.

**5.c. DISCUSSION OF CAPITAL PLAN**

Capital is an item that is greater than \$5,000.00 and lasts more than five years. Accumulating multiples of smaller items does not qualify.

**5.d. HOW TO RETURN TO BOF FOR ADDITIONAL FUNDS, TIME FRAME**

T.J. Butcher said, “We don't tax for items we don't need.”

The procedure was outlined:

For each case, you must get the request added onto each Board's agenda. Special meetings may be called. The next step is to go to Board of Selectmen's meeting for its comment. Then the request comes to a Board of Finance meeting. If the amount is more than 0.2% of the Town budget, then the request has to go to a Town Meeting. That means going back to a Board of Selectmen meeting to ask Board of Selectmen to vote to call the Town Meeting and post for the waiting period.

(Per Salem Town Charter)

**SECTION 10.09 SUPPLEMENTAL APPROPRIATIONS**

A. The Board of Finance may, after receiving comment from the Board of Selectmen, make supplemental appropriations upon the request of any Town official or board or, regarding the Education Budget, on request of the Board of Education.

B. The Board of Finance’s authority to make supplemental appropriations shall be subject to the following limitations: Town Charter - Salem, Connecticut Page 35 of 40 Adopted: November 2, 2004.

1. Except for transfers permitted by Section 10.13, supplemental appropriations for any board or department which do not cumulatively exceed one-fifth of one percent (0.2%) of the Town Budget may be approved by the Board of Finance.
2. Any supplemental appropriation for any board or department which cumulatively exceeds one-fifth of one percent (0.2%) of the Town Budget shall be submitted to a Town Meeting. A Town Meeting shall be held not later than thirty days following the endorsement by the Board of Finance of any such appropriation.
3. Any supplemental appropriation which, together with prior supplemental appropriations in the same fiscal year for any board or department, including capital items, which exceed one percent (1%) of the Town Budget shall be submitted to referendum at a date, location, and time set by the Board of Selectmen. special fund for accumulation of those monies set aside

for future Board of Education use. Board of Education members noted that a vote on a request for such a fund failed in the fall.

There was some discussion of the return of remaining budget funds to the Town as well as the recently added state provision for towns to set up a special fund for accumulation of those monies set aside for future Board of Education use. Board of Education members noted that a vote on a request for such a fund failed in the fall.

**5.e. BOE UNAPPROVED BUDGET** – This item was not discussed.

**VI. ADJOURNMENT**

**MOTION:** To adjourn the meeting at 9:04 p.m.

Made: George Jackson

2<sup>nd</sup>: Janet Griggs

Vote: All in Favor

**MOTION PASSED**

PM/jlk