

**SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
May 9, 2013**

PRESENT

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

ABSENT

Peter Lee (Alt)

B. Weinschenker called the meeting to order at 7:30 PM.

Recognition of Visitors: None

Seat Alternate: None

Communications: Everyone should have a copy of the “Gardner Lake’s Financial Statement in their packets.

Additions to the Agenda: None

Agenda

1. Approval of minutes

M/S/C (Preston/Householder) to approve the April 11, 2013, Regular Board of Finance Meeting minutes

Vote: Approved Unanimously

2. Treasurer’s Report

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

- Current property tax revenue collected is at 99.5%.
- Overall revenue is at 100.3%
- A question was asked about the OPM line in the revenue section of the budget. The money in this line is for a manufacture grant that was received. Another question was asked about the Miscellaneous Grant line and what this figure represents. The Treasurer will report on this next month.
- The Board members asked about the TAR and the LOCIP revenue and if the town is expected to receive these funds. When the TAR grant is received it will be deposited into the Citizens Bank account and is not recorded on the revenue summary until the BOF makes a request to move the money from Citizens to the Chelsea General Fund. Salem's share in the LOCIP revenue is kept at the state level until it is requested to be used for a special project. First Selectman Lyden reported that he has applied for \$106,000 LOCIP money, for the purchase of the Zemko property and hopes to receive these funds before the close of the 2012/2013 fiscal year. The money is received when the town applies for it.

3 **Public Comment:** NONE

4 **Selectman's Report**

- The First Selectman, Kevin Lyden, congratulated the BOF on a fair and successful budget year.
- The percentage of eligible voters that voted at the referendum was only 9.1%. This is the lowest percentage that turned out that anyone could remember. (165 Yes votes and 83 No votes, 248 voters)
- We will be receiving our membership equity check distribution in the amount of \$5,624 from CIRMA for the 2012/2013 fiscal year.
- The staff is doing an update on our annual bond anticipated note for July 2013.
- The Zemko property clean up cost \$26,000. Fifty thousand was held in the escrow account to cover this cleanup. The town

received \$26,000 and the previous owner received \$24,000 from this escrow account.

- The Farmer's Market will start on Thursday, June 27, and run from 4:00 to 7:00 PM
- First Selectman Lyden addressed the Unassigned balance with the BOF Members. The concern was to make sure the Unassigned balance will reflect the correct percentage. The question was if the School's Building Committee would want to reimburse the Town for the Boiler which was paid for under Capital Funds. The Building Committee, not the BOF, would be the one to allocate funds from the anticipated note. The BOF cannot take funds but the Board can request the School Building Committee to allocate funds. This discussion will continue at the next BOF meeting.
- **Salary Department #105**
It is estimated that the following lines in this year's budget will be overspent
 - 105-116 Public Works: Many of the storms this year were on the weekends and after the regular hours worked by the PW Crew.
 - 105-121 EMT Maintenance: The increase in this line item is need for the personnel that cover for the regular EMT/Firefighter employees when they use their personal, sick and vacation time and also for emergencies that occur after the EMT/Firefighter's regular shift. Additional funds for this line item were needed for the last few years. The First Selectman addressed this item by increasing funds in this line item during the 2013/2014 budget year process.
 - The On Call line (105-119) will also need to be adjusted because of emergencies. We had over 500 after hours emergencies calls.

M/S/C (Preston/Householder) to transfer \$29,000 from 138-802 Employee Benefits to Department 105-116 in the amount of \$14,000, Department #105-121 EMT/Maintenance in the amount of \$13,000, and Department 105-119- On Call in the amount of \$2,000.

Vote: Approved Unanimously

5 Recreation Department \$4,000 insurance payment.

- A check was received from the insurance company for the batting cage/fencing that was damaged during the storm.

M/S/C (Preston/Butcher) to approve an additional appropriation in the amount of \$4,000 from the Unassigned Fund to Department #645-645 Recreation Maintenance line.

Vote: Approved Unanimously

6 Appoint an Auditor for the 2012/2013 fiscal year.

- The BOF members received a written proposal from the Auditing firm of O'Connor Davies last month. The proposal was for a three percent increase.

M/S/C (Householder/Butcher) agreed to accept the audit proposal from O'Connor Davies LP to audit the Town finances from, July 1, 2012 to June 30, 2013 fiscal year and to authorize the Chairman to sign the contract with O'Connor Davies.

Vote: Approved Unanimously

7 Town Meeting/Referendum/Set Mil Rate (file Copy)

- Chairman Weinschenker informed the BOF that he remembers discussing the mil rate of 30.1 during the budget process. This mil rate represents a half percentage increase. The BOF members expressed concerns that the Unassigned Fund balance stands under 7%. and would like to see the fund higher.

M/S/C (Preston/Griggs) to set the mil rate for the 2013/2014 fiscal year at 30.1-mil rate.

Vote: Approved Unanimously

Adjournment

M/S/C (Butcher/Griggs) motion to adjourn at 9:10 PM.

Vote: Approved Unanimously

V. Casey

Recording Secretary