

Approved

**SALEM BOARD OF FINANCE
SPECIAL MEETING MINUTES
January 26, 2012**

PRESENT

T J Butcher
Greg Preston
John Dolan (Alt)
Janet Griggs
George Householder
Peter Lee (Alt)
David Kennedy (Alt)
Bill Weinschenker

ABSENT

Carol Eckart

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

Seat Alternate:

M/S/C: (Butcher/Preston) to seat John Dolan in place of Carol Eckart

Vote: Approved Unanimously.

AGENDA

1. SCHOOL BUDGET PROJECT FUNDING (File Email)

First Selectman Lyden gathered information on funding the \$6.2 million school project. The following information was reported.

- Had a meeting with Chelsea Groton and Dime Banks. They are willing to finance the Town for this project at a rate of 2.1% to 2.4% for two years.
- The Bond Counsel – Robinson and Cole: Attorney Frank D' Erocole strongly advised the Town to use short term financing through Independent Bond and Investment Consultants.

- Bond Anticipation Notes would be used during construction and the rates are in the 1% range.
- Discussion followed on the dollar amount of the Bond Note and if it should be requested in two installments. The BOF members were informed that there is a \$15,000-\$20,000 fee every time a note is issued.
- After applying for the Bond Note, the town can expect to receive cash in forty-five to sixty days.
- The State's reimbursement and timetable for this project is still not known. The reimbursement for the roof will be as invoiced to the State less 5% as the project progresses. The State turnover time, after being invoiced, is sixty to ninety days.

M/S/C: (Householder/Butcher) to authorize the First Selectman to negotiate with the Bond Counsel for \$5.3M funding for the School Building Project and report back to the BOF by next meeting.

Vote: Approved Unanimously.

2. PROCEDURES FOR BOF BUDGET MEETING

- Chairman Weinschenker discussed the standard motion to be used during the 2012/2013 budget meetings. Last year there were two standard motions used: 1) Approved for revision, 2) Approved for possible reduction.
- The standard motion will be Approved \$\$\$ for possible revision at the March 22, 2012, BOF meeting, to reduce the request or table the request until more information is available.
- The BOF should make it clear that any request can be revised at the March 22, 2012 BOF meeting.

3. REVIEW/ACT ON CAPITAL BUDGET REQUESTS 2012/2013 FY

A. SALEM SCHOOL CAPITAL PLAN (FILE COPY)

- D. Bourdeau passed out bids on the following projects and purchases.

- Battery Burnisher for floor maintenance- Chairman of the BOE, S. Buck informed the BOF that purchasing this item would allow the floors to be maintained in one shift. It is now being done in 4 shifts.
- Insulate and install a metal ceiling in the park and play area. This project will be done in coordination with the School Building Project. The area is presently sheet rocked and is exposed to the weather and does not effectively protect the pipes.
- Pave the dirt track on the athletic field. This area will have drainage, seed and liner repairs. This maintenance work will make the area handicap assessable.
- The Board of Finance members were concerned about the outcome of the MBR meeting that will take place in February. The question is whether to fund these three items in the Capital Budget or if the School should incorporate these items into the School Maintenance budget line. The BOF looks favorably on these three requests.

M/S/C: (Preston/Dolan) to table the Capital Plan request for the Battery Burnisher, Insulate and installing metal ceiling, and upgrade dirt track on athletic field until the March 8th BOF Budget meeting.

Vote: Approved Unanimously.

- Chairman Buck informed the BOF members that their 2012/2013 budget is on the School's website and each board member will be mailed a copy. S. Buck asked that questions concerning the budget be sent to the Superintendent and copied himself to be answered at the March 8th BOF Meeting.
- J. Griggs discussed the joint letter between the BOF and the BOE on the MBR issue.

B. PW ROAD IMPROVEMENTS

- D. Bourdeau will continue with roadwork on Rattlesnake Road and will start to chip seal other roads in town.

M/S/C: (Preston/Butcher) to approve \$342,000 for PW Road Improvements subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

C. SVFCO SCBA UPGRADE

- This is the final year of financing on this item.

M/S/C: (Householder/Preston) to approve \$46,578 for SVFCO SCBA Upgrade

Vote: Approved Unanimously.

D. PW LARGE INTERNATIONAL PLOW

M/S/C: (Griggs/Butcher) to approve \$29,802 for the PW Large International Snow Plow Truck.

Vote: Approved Unanimously.

E. PW USED SWEEPER

- D. Bourdeau informed the Board that the current sweeper is a 1974 sweeper that was purchased used in the 1990s. It has no air conditioner and is unsafe to use. Town roads are required to be swept.

M/S/C: (Butcher/Dolan) to approve \$28,000 for the PW used sweeper subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

F. SVFCO/GLVFC GEAR/HOSE

- The fire companies will purchase 16 lengths of 1-3/4" and 3" hose. They will also purchase six sets of gear. They will continue to replace older equipment yearly. Until the budget year 16/17. (\$17,730 for 6 sets of gear, \$4,080-3" hose, \$2,640-1-3/4" hose)

M/S/C: (Griggs/Householder) to approve \$24,450 for the SVFCO/GLVFCO Gear/Hose subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

G. PW TOW BEHIND MOWER

- The mower will be used at the Recreation Field and in the Pavilion area. It is a cost effective piece of equipment. First Selectman Lyden reminded the BOF that two years ago the Town laid off a PW crewmember and has not replaced that position.

M/S/C: (Householder/Butcher) to approve \$21,000 for a PW Tow Behind Mower subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

H. PW-EM-FM SMALL SUV

- This vehicle will replace D. Bourdeau's present car, which is a 1996 with over 140,000 miles on it. This will be a Ford Focus SUV off the State Bid.

M/S/C: (Householder/Butch) to approve \$22,000 for a PW-EM-FM SUV four wheel drive subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

I. GLVFCO EMERGENCY COMM LIGHTING

- This item was removed from this budget year. This item should have been removed before tonight's BOF meeting.

J. GLVCO PARKING LOT REPAIR

- Chief Savalle informed the board that the parking lot needs drainage. This item was requested in the 2011/2012-budget year and was pushed back.
- B. Weinschenker asked if this parking lot was town-owned property. K. Lyden stated that more information is needed on this item. D. Bourdeau will compile more information and report back to the Board.

M/S/C: (Butcher/Griggs) to table this \$140,000 request for the GLVFCO Parking lot and for a PW-EM-FM SUV on or before the March 22, 2012 BOF meeting.

Vote: Approved Unanimously.

K. RECREATION –REPLACE PRESSBOX AT MAJOR LEAGUE FIELD

- S. Spang informed the BOF that the press box floor is rotting away. The press boxes at the Major and softball fields need repair. It was suggested to change the name of this request to “Replace Press Box”. There is an Eagle Scout interested in coordinating this project. The \$6,000 is for material only.

M/S/C: (Butcher/Dolan) to approve \$6,000 for Replace Press Box subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

L. RECREATION – FORSYTH RD REAR UPPER PARKING LOT

- First Selectman informed the BOF that this item was pushed back last year. S. Spang requested funding for paving this parking lot. When games are held fans are forced to park on the shoulder of Forsyth Road due to lack of parking at this field. This project has already been approved by P&Z.

M/S/C: (Butcher/Dolan) to approve \$26,000 for Forsyth Road Upper Rear Parking Lot subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

M. GLVFCO TANKER/PUMPER (Tanker Evaluation Report Included)

- First Selectman Lyden stated that this Tanker is 23 years old. In accordance with the evaluation report, this type of truck should be replaced every twenty-five years. This Tanker has been on the Capital Plan request for several years. GLVCO has applied for grants unsuccessfully over

the years. Steve Philopena reported why this equipment needs to be replaced. A Tanker/Pumper is needed to carry water, but also needs to carry hoses.

- G. Householder asked if this Tanker/Pumper could be paid for over a few years. G. Maiorano stated that last year he suggested that very same idea. The BOF would like to see 2, 3, or 5 years financing information on this Equipment. Chief Savalle and First Selectman Lyden will work together on finding financing.
- The BOF strongly suggest that the Fire Company present a slide show at the Town Meeting to inform the citizens on all the equipment that the Fire companies have.

M/S/C: (Preston/Butcher) table the Tanker/Pumper until the March 22, 2012 BOF or sooner if information is available.

Vote: Approved Unanimously.

N. ASSESSOR'S SERVERS

- The Server in the Assessor's office is almost 10-1/2 years old. The server holds all the New Vision software information. First Selectman stated that he might be able to find money in the Town's budget at the end of the year to purchase this equipment. The computer line does not have any money left, but he could transfer money from another line. BOF asked the K Lyden to find money in this year's budget to purchase this item.

M/S/C: (Butcher/Dolan) to remove this item from the 2012/2013-budget year.

Vote: Approved Unanimously.

O. SVFCO KITCHEN REPAIR (BIDS INCLUDED)

- Chief Maiorano provided the BOF with pictures showing the disrepair of the kitchen work area at the Salem Fire House. The cabinet doors are coming off the hinges and there are pieces of cabinet facing missing.
- G. Householder finds it hard to support this project.
- Much discussion followed.

M/S/C: (Preston/Butcher) table Kitchen Repair until the March 22, 2012 BOF meeting.

Vote: Approved Unanimously.

P. TRANSFER STATION OIL/WATER UPGRADE

- The Transfer Station needs to do this project to get a general permit. D. Bourdeau has been working on getting this general permit for over one year. This general permit will allow the town more latitude in how this waste oil is stored.

M/S/C: (Butcher/Householder) to approve \$45,000 Transfer Station Oil/Water Upgrade subject to revision at the March 22, 2012 BOF meeting for presentation at the Public Hearing.

Vote: Approved Unanimously.

4 10 YEAR CAPITAL PLAN

- Chairman Weinschenker suggested that the 10 year Capital Plan be reworked to show the changes that were made tonight and to incorporate the School items in the 10 year Capital Plan.

M/S/C: (Preston/Butcher) table the 10 Year Capital Plan until the March 22, 2012 BOF or sooner if information is available.

Vote: Approved Unanimously.

M/S/C (Butcher/Householder) adjourn 10:15 PM.

Vote: Approved Unanimously.

Virginia Casey,
Recording Secretary