

**Approved**

**BOARD OF FINANCE MEETING  
SALEM TOWN OFFICE BUILDING  
REGULAR MEETING  
MARCH 12, 2009 - 7:00 P.M.**

**PRESENT:**

Eckart, C  
Freiert, K.  
Householder, G.  
Lyden, K. (Alternate)  
Pech, G. (Alternate)  
Preston, G.  
Weinschenker, W.

**ABSENT:**

Griggs, J.

CALL TO ORDER: Chairman Weinschenker called the meeting to order at 7:03 p.m.

RECOGNITION OF VISITORS: N/A

SEAT ALTERNATE:

**M/S/C (Freiert/Householder) to seat K. Lyden in place of J. Griggs.**

**Yes: (5) Eckart, Freiert, Householder, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

COMMUNICATIONS: N/A

ADDITIONS TO THE AGENDA:

The Chairman added FY 2009/2010 Department 138 - Employee Benefits to the agenda as item E 1. Under Old Business - Audit Proposal - packet handed out at last meeting.

AGENDA:

1. APPROVAL OF MINUTES: February 12, 2009 - Regular Meeting  
February 19, 2009 - Special Meeting  
February 26, 2009 - Special Meeting

**February 12<sup>th</sup> Regular meeting**

C. Eckhart would like to add to the last sentence under item #5-Building and Maintenance- Included in this balance is the \$10,000 matching grant money....

**M/S/C (Eckhart/Freiert) to approve the minutes of the regular meeting of February 12, 2009 as amended.**

**Yes: (5) Eckart, Freiert, Householder, Lyden, Weinschenker**

No: (0)  
Abstain: Preston  
Motion carried.

**February 19<sup>th</sup> Special Meeting**

K. Freiert noted the misspelling of his name. Under section E, Dept #600- Economic Development- the motion should read in the amount of \$3,050.

**M/S/C (Freiert/Householder) to approve the minutes of the special meeting of February 19, 2009 as amended.**

**Yes: (4) Eckart, Householder, Preston, Weinschenker**

**No: (0)**

**Abstain: (2) Freiert, Lyden**

**Motion carried.**

**February 26, Special Meeting**

The BOF discussed the wordage in the paragraph under A- BOE. It was agreed to remove the line "When considering the school capital budget...."

**M/S/C (Freiert/Householder) to approve the minutes of the special meeting of February 26, 2009 as amended.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

2.) TREASURER'S REPORTS (Packet Included with minutes)

A. REVENUE SUMMARY

Treasurer K. Siebert reviewed the February 2009 revenues. Tax revenues are a little low but it was noted that there is plenty of time for collecting of taxes. This is the lowest in six years. C. Philopena informed the BOF that she believes that there would be no problem with collecting the 97%. Total revenue is lower than other years, but we also increase the budgeted amount. G. Pech asked Kim about the May payment of ECS money. Kim had not heard anything.

3.) PUBLIC COMMENTS - N/A

4.) Equipment for New Fire Truck- G. Maiorano

Gene requested money in the amount of \$7,000 that would be needed for equipment on the new fire truck. The BOF was informed of this request at the February 26<sup>th</sup> meeting and this increase was endorsed by the BOS at their meeting.

**M/S/C (Householder/Freiert) to increase capital line item 930-222-0011 to \$233,840 witch is an increase of \$7,000 with funds to come from undesignated fund balance.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

5.) Supplemental Appropriation Legal Expense and ZEO Mileage

Hugh McKenney requested money in the amount of \$7,000 for legal expenses and \$1,000 increase for ZEO mileage for the 2008/2009 year. BOF was informed of both of these items at the February 26<sup>th</sup> meeting and discussed at the BOS meeting.

**M/S/C (Freiert/Eckart) to increase Legal line item 630-45-456 in the amount of \$7,000 with funds to come from undesignated fund balance.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously**

The ZEO/IWCC mileage averages about 200 per month. The BOF noted that this increase is doubled from the original budget. This increase was due to the increase in the mileage rate after the 2008/2009 budget was passed. In the spring more travel is needed to inspection the campgrounds. Hugh McKenney addressed a question from last meeting concerning the GIS line items in P&Z and IWCC budget. IWCC and P&Z both use GIS. By having lines in each budget, the expenses can be allocated to the correct department.

**M/S/C(Preston/Freiert) to transfer \$1,000 from undesignated funds to mileage line item 110-095-30**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously**

6.) SELECTMAN'S REPORT

Selectman Ross noted that the \$10,000 Historic Grant is going before the committee. G. Householder asked for an update on the Transfer Station project. Selectman Ross stated he is waiting for the DEP ok. B. Weinschenker asked, "Once the money is available, when will the project be completed?" It was noted that the town is ready. Selectman Ross informed the BOF that we have three years to complete this project, but he intended to get this completed by this summer. The Selectman will report back to the BOF with more information.

7.) REVIEW/ACT ON BUDGET REQUESTS FOR 2009/2010 YEAR

a.) #118 - Tax Collector's Dept.

**M/S/C (Lyden/Preston) to accept Dept #118 - Tax Collector's Dept. in the amount of \$5,680, subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously**

b.) #100 - Selectman's Dept.

**M/S/C (Freiert/Eckhart) to accept Dept #100 - Selectman's Dept. in the amount of \$6,829 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

No: (0)

**Motion carried unanimously.**

c.) #126- Town Counsel

G. Householder noted that there was not much money spent so far in this year's budget. A union contract will be coming up for negotiation.

**M/S/C (Preston/Eckhart) to accept Dept #126 - Town Counsel in the amount of \$24,600, subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiart, Householder, Lyden, Preston, Weinschenker**

No: (0)

**Motion carried unanimously.**

d.) #134 - Town Office Operation

It was noticed that there is increases in computer expenses. K. Lyden asked about the annual fees for the Walsh System and Virtual Town Hall. Postage does not reflect the most recent expense. GIS expense is for a printer. C. Eckhart asked about the implementing of the Walsh Program. Selectman Ross informed the board that the dates for implementing this system are as follows: April 1<sup>st</sup> - all the dept, April 15<sup>th</sup> - mandatory to use, and on May first changes will be made if necessary.

**M/S/C (Lyden/Freiart) to accept Dept #134 - Town Office Operation in the amount of \$86,700, subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing;**

**Yes: (6) Eckart, Freiart, Householder, Lyden, Preston, Weinschenker**

No: (0)

**Motion carried unanimously.**

e.) #135 - Municipal Building Maintenance

Selectman Ross wanted the BOF to realize that this department has a \$10,000 increase. In this year's budget, there is \$10,000 for the Historic grant which makes the department looks like there was no increase. It was mention that this department needs to have justifications on what the money will be used for. G. Householder asked if some of these items need to be in the capital budget. D. Bourdeau addressed this issue and informed the BOF that this money is for regular maintenance on the town's building and grounds (not including the school).

**M/S/C (Freiart/Householder) to accept Dept #135 - Municipal Building Maintenance in the amount of \$34,000, subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiart, Householder, Lyden, Preston, Weinschenker**

No: (0)

**Motion carried unanimously**

e.) #138 - Employee Benefits.

The board discussed tabling this item until salaries are finalized.

f.) #140 - Utilities

The department has an increase of \$9,000. Selectman Ross stated that these figures are just estimates. Selectman Ross would like to add two more lines for cell phones. (SVFC, GLVFCO) No increase for this department is necessary.

**M/S/C (Freiert/Eckhart) to accept Dept #140 - Utilities in the amount of \$181,651, subject to revision at the March 19, 2009 BOF meeting and to add 2 lines to this dept with no additional \$ for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

g.) #152 - Town Services

This department has a \$2,000 decrease. Health services were lower base on previous years spending rate. The Garden Lake Authority was asked to lower their request.

**M/S/C (Eckhart/Freiert) to accept Dept #152 - Town Services in the amount of \$29,575 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

h.) #157 - Regional Services

K. Lyden had questions regarding budgeting for the Homeless Shelter. Discussion followed and it was agreed to remove this from the budget. G. Preston asked about the increase in the TVCC line. It was noted that there is a greater need for their serves.

**M/S/C (Lyden/Preston) to accept Dept #157 - Regional Services in the amount of \$11,451 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

i.) #310 - Public Works

Snow removal line item was discussed.

**M/S/C (Eckhart/Preston) to accept Dept #310 - Public Works in the amount of \$234,000 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

j.) #410 - Transfer Station

This department has an overall decrease of \$4,000. D. Bourdeau was asked about tipping fees. Selectman Ross has a meeting with Preston Trash Facilities to discuss tipping fees. Covered material is not needed in this budget, but will be needed in the future. See revenue section of budget for offset on some expenses.

**M/S/C (Freiert/Householder) to accept Dept #410 - Transfer Station in the amount of \$186,142 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

k.) #640 - Zoning Board of Appeal

This is not a new department. It was funded last year. The line item number is 640-95-0010

**M/S/C (Freiert/Preston) to accept Dept #640 - Zoning Board of Appeal in the amount of \$300 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

**l.) #105 - Salaries (Library spreadsheet included with minutes)**

First Selectman Ross discussed the increase for the Finance Admin from PT to 3/4 time due to the implementation of the purchase system. There is a mistake in the EMT/Firefighter line. This should be a 3.5% increase in according with the union agreement. There are two contractual line items: Public Works and EMT/Firefighter. Discussion followed on asking union members to open their contacts. G. Householder addressed the 4 Selectmen's salary line item. The BOS voted to suspend their salary for the 2009/2010. George's concern was the lost of quality people to sit on varies boards. G. Preston wanted to know how many employees are covered under union contracts. (9) J. Rabe discussed the increases for the Library salaries. Only one person in the Library Dept. has benefits.

**M/S/C (Householder/Preston) to accept Dept #105 - Salaries in the amount of \$1,077,432 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

**e.) #138 - Employee Benefits.**

Increases are in insurance and pension costs. The figures in this department are actual figures. G. Householder addressed the decrease in the Firefighter Awards. Increase in the pension was to become competitive with other towns. K. Lyden discussed the 15% in insurance and if employees contributed to their insurance.

**M/S/C (Householder/Freiert) to accept Dept #138 - Employee Benefits in the amount of \$416,291 subject to revision at the March 19, 2009 BOF meeting, for presentation at the public hearing.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

**M/S/C (Householder/Freiert) to adjourn at 9:35 p. m.**

**Yes: (6) Eckart, Freiert, Householder, Lyden, Preston, Weinschenker**

**No: (0)**

**Motion carried unanimously.**

**Old Business**

**Chairman Weinschenker asked K. Lyden to do a spreadsheet listing the company name, fees and any added features for all the audit proposals received by the April Regular meeting.**

Virginia Casey  
Recording Secretary, BOF