

Approved

**BOARD OF FINANCE MEETING
SALEM TOWN OFFICE BUILDING
REGULAR MEETING
AUGUST 13, 2009 - 7:30 P.M.**

PRESENT:

Eckart, C.
Freiert, K.
Griggs, J.
Householder, G.
Pech, G. (Alternate)
Weinschenker, W.

ABSENT

Preston, G.
Lyden, K. (Alternate)

CALL TO ORDER: Chairman Weinschenker called the meeting to order at 7:27 p.m.

RECOGNITION OF VISITORS: None

SEAT ALTERNATE:

M/S/C (Householder/Eckart) to seat G. Pech in place of G. Preston.

Yes: (5) Eckart, Freiert, Griggs, Householder, Weinschenker

No: (0)

Vote: Approved Unanimously.

COMMUNICATIONS:

Chairman Weinschenker informed the BOF that the new Auditors have been busy sending information to us. He received a packet with questions asking what controls were in place to prevent fraud that the BOF should address. Chairman Weinschenker stated that he attended the first workshop that was offered by Marien and Company. This workshop focused on checks, balances and fraud.

B. Weinschenker informed the BOF that the BOS met on the Economic Stimulus Grant. Chairman Weinschenker stated that he sat in on the BOE first Teacher contract negotiations. A representative from the BOF should be nominated to attend future meetings.

ADDITIONS TO THE AGENDA:

- Nominating a representative from the BOF to attend future Teacher Contract Negotiations. This will be addressed after the Selectman's report.

AGENDA:

1) APPROVAL OF MINUTES: July 9, 2009 - Regular Meeting

M/S/C (Griggs/Pech) to approve the minutes of the regular meeting of July 9th as presented.

Yes: (5), Griggs, Pech, Weinschenker

No: (0)

Abstain: (3) Eckart, Freiert, Householder

Motion Carried

2.) TREASURER'S REPORTS - Packet included with minutes.

- K. Siebert gave her report based on July 09. The 2008/2009 year has not been closed out. Next month she will have figures for June 09.
G. Pech asked K. Siebert about the use of town money received so far. It was stated it was too early to know if revenue will meet the expected budget.

3.) PUBLIC COMMENTS - N/A

4.) SELECTMAN'S REPORT

- First Selectman Ross informed the BOF that the 2008/2009 budget will be closed next week. The amount of money being returned to the General Fund from last year's budget will be approximately \$200,000.
 - The Selectman discussed with the BOF the status of the Transfer Station. Three contractors were awarded the jobs. The total amount of these contracts is \$263,000. The money received from the state is \$250,000 and the money in the Capital Project from the town was \$16,000. This project came in under budget by \$3,000. The town will work with the contractors to try to purchase some of the material at a lower cost. The project is expected to be finished this fall.
 - We have awarded the contract for the Historic Building assessment. The overall cost will be \$16,000. This contract is \$4,000 under budget. \$2,000 will be returned to the Town and \$2,000 will be returned to the State.
 - Selectman Ross also informed the BOF that he is seeking quotes from other insurance companies for the municipal insurance. He is not happy with the present insurance company which the town has been with for many years.
 - He informed the board that the BOS has endorsed the supplementary appropriation of \$2,860 for the P&Z engineering line in the 2008/2009 budget.
 - He also informed the board that at next month's BOS meeting he will be addressing the request by the Town Clerk to increase the hours for the town clerk assistant. G. Householder asked if this employee's hour will be below the hours for benefits. His answer was yes.
 - The BOS also took action on additional money for lights for the Tennis/Basketball courts.
 - No action taken on the Library Grant by the BOS.
- 4A.) APPOINTMENT OF REPRESENTATIVE TO ATTEND TEACHER CONTRACT NEGOTIATIONS MEETING .**

M/S/C (Freiert/Pech) to appoint G Householder as a representative of the BOF at the Teacher's Negotiation Contract meetings.

Vote: Approved Unanimously

5). RECREATION COMMISSSTIONS (Quote included with minutes.)

- S. Spang, Rec Commission Chairperson, handed out the 1st of 3 quotes on work that will be done for lighting the Tennis and Basketball courts. This first quote is for \$5,600. This work is for wiring, control panel and installing a button to control the lights. A question was asked about the electrical cost. S. Spang stated that this expense will be minimal. S. Spang gave a history of this Capital project. She informed the Board that this project benefited from the economic times, and being able to purchase supplies to finish the courts at reduced rates. She informed the BOF that the Rec Commission returned \$9,000+ in unused funds to the town in the 2008/2009 budget.

M/S/C (Householder/Griggs) to approve, but not to exceed, \$5,580 to install a new 100 amp panel, circuitry pole, outdoor pushbutton and time clock to regulate the lights on the tennis/basketball courts with funding to be placed in the Capital account from the Undesignated funds.

Vote: Approved Unanimously.

6). EMT/MAINTENANCE/ ON CALL PROGRAM

- D. Bourdeau reported to the BOF that the town has one of their fulltime EMT/Maintenance men on medical leave. This employee is currently using his sick, personal and vacation time. There is a possibility that he could use FMLA. The date he will return to work has not been determined. Additional staff has been hired to cover this employee's absence. D. Bourdeau anticipated that at the end of the budget year this salary line will be overspent. Discussion by the BOF and D. Bourdeau followed as to which salary line this additional cost should be allocated. Chairman Weinschenker stated that this expense should be deducted from the on call salary line not the EMT/Maintenance salary line. This line should be monitored and addressed later in the budget year.

7). P&Z NATHAN JACOBSON INVOICES (PACKET INCLUDED WITH MINUTES).

- The BOF reviewed invoices that were for engineering services completed in the 2008/2009 budget year. G. Householder noted that some invoices from Nathan Jacobson were dated for July 09. He questioned whether these invoices should be paid in the 2009/2010 year's budget. V. Casey explained that it was when the services were rendered not the date of the invoice that the auditors look at.
- V. Casey asked if the BOF should do a transfer from another department to the P&Z Engineering line in the 2008-2009 year. She informed the Board that she attended a

workshop at Marien & Co. that morning and learned that transferring money from another department to address an overspent line in another department was reviewed.

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M/S/C (Freiert/Griggs) to increase the P&Z engineering 630-45-455 line in the amount of \$2860 with funds coming from the Undesignated Funds.

Vote: Approved Unanimously.

8). LIBRARY GRANT

- V. Casey informed the BOF that the first installment of the Community Foundation Library Grant was deposited into account #20-700-0038.
The Board will need to appropriate money from the 20 account to a new line item in the Library's department to keep track of spending. According to the Charter, this amount should not exceed more than .2% of the town's budget.
If expenses exceed this amount in this year's budget, the Library department will need to go to a Town Meeting.
V. Casey is to create a new line item in department #158.
G. Householder asked that Judy Rabe be informed that before spending more Grant money, she would need to go to a Town Meeting prior to expending more than .2% of the town's budget.

M/S/C (Freiert/Griggs) to establish a procedure for expending the Community Foundation Library Grant funds, as the fund must be appropriated by the BOF at their meetings as defined by the Town's Charter.

Vote: Approved Unanimously.

M/S/C (Freiert/Pech) to transfer \$8,200 from line #20-700-0038 to the newly established line item in Dept #158

Vote: Approved Unanimously.

9). ECONOMIC STIMULUS GRANT FOR EDUCATION

- The First Selectman spoke with Dan at the School regarding the Economic Stimulus Grant money.
The discussion was about reducing the BOE Budget by the amount that will be received by the town. It is not necessary to take any action at this time. The time frame for further discussion will be at the September or October BOF meeting.

M/S/C (Eckart/Pech) to adjourn at 8:42 p.m.

Vote: Approved Unanimously.

Virginia Casey
Recording Secretary, BOF