

Approved

**SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
July 14, 2011**

PRESENT

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

ABSENT

B. Weinschenker called the meeting to order at 7:34 p.m.

Recognition of Visitors:

Seat Alternate: N/A

Chairman Weinschenker welcomed the two new members of the BOF that were appointed by the Board of Selectmen. The two new alternates are John Dolan and David Kennedy.

Communications:

- **Chairman Weinschenker received an engagement letter from the Audit firm of Marien and Company. This is the third year of a three-year contract. Next year the**

Board will need to negotiate a new contract for the 2011/2012-budget year.

- Chairman Weinschenker also received a letter from the CT River Coastal Council asking for funding. The Town of Salem did not fund this agency in this year's budget.
- J. Griggs asked to add discussion of the Town Report to the agenda. She would like to discuss the letter that was received by the BOF from P. Crisanti concerning the lack of dedication in the 2009/2010 Town Report. This will be item #8 on the Agenda.
- C. Eckart informed the BOF she is working to gather information on grants. She met with several people to find out characteristics of grants. She is looking to get everyone on the same page. She is looking for information on when the writer should or needs to address the BOF before applying for the grants.
- G. Householder suggested that C. Eckart contact Joe Courtney's office for help with the grant characteristics.

AGENDA

1. Approval of minutes

M/S/C (Griggs/Preston) to approve the June 9, 2011 Regular Board of Finance minutes as presented.

Vote: (6) Butcher, Eckart, Griggs, Traylor, Preston, Weinschenker.

Abstain: (1) Householder

2. Treasurer's Report

- V. Casey reported that the Treasurer, M. Ferron, stated that this month's report was not ready. She will email this report to the Board of Finance members.
- An Appropriation Summary is in the members' packets. This is the updated report, but not the final report.

3. Public Comment: None

4. Selectman's Report

- The First Selectman informed the BOF that the BOS has updated the Personnel Manual. The items that were updated were Sexual Harassment Policy, Computer Internet Policy, and Family Leave Act. This new manual is effective as of July 1, 2011.
- First Selectman, K. Lyden, informed the BOF members that the Town has outsourced its payroll starting with April 1st payroll. Prime Pay Payroll service is the company that is doing weekly payroll, weekly tax deposits, and quarterlies. They will also do the W-2s. The yearly cost is \$6,500. This replaces the Walsh Payroll System, which cost \$2,200 per year. Chairman Weinshenker asked if any adjustment is needed in the 2011/2012 budget. K. Lyden said yes, but no adjustments are needed as yet.
- Carson is back as the night trooper. K. Lyden talked about speeding on the Town roads. He asked the people to slow down.
- G. Householder asked K. Lyden about money being returned to the General Fund.

5. Continue Appropriations - Dept. 935 Revaluation

M/S/C (Griggs/Preston) to approve the continuing appropriation in department #935 from 2010/2011 to 2011/2012 in the amount of \$59,066.

Vote: Approved Unanimously

6. Status of 2010/2011 Fiscal Year

- First Selectman informed the BOF that the general government is expected to return, to the General Fund, between \$160,000-\$170,000 from the operating budget. In addition, the BOF can expect \$47,000 from the FEMA money, and \$6,511 from CIRMA in the form of insurance dividends for a total of approximately \$213,000 .

Chairman Weinschenker asked the Selectman if any money would be returned to the General Fund from the Capital Department. The Selectman did not have any firm amounts on what might be returned from this department at this time.

7. SIDEWALK PROJECT ENDORSEMENT (SEE HANDOUT)

- First Selectman Lyden gave the BOF background information, endorsement information and current status of the Sidewalk Project #120-XX01. He read sections of letters from Pastor Tim Debeau and Resident State Trooper Seery expressing support for this project stating safety issues. He also had a drawing showing the location of this project.
- D. Bourdeau informed the BOF that the sidewalk will be used during emergency management drills. These drills are now mandatory. Last year's drill used State Troopers and

PW trucks to stop the traffic on RT #85 so students could evacuate to the Town Hall.

M/S/C (Butcher/Griggs) to approve the Sidewalk improvements project #120-XX01, on Hartford RD in the amount of \$130,000 subject to the Town Meeting approval.

Vote: Approved Unanimously

8. DEDICATION OF FUTURE TOWN REPORTS

- Much discussion followed on how to ensure that the Town Report has a dedication. It was agreed that a letter should be sent at the same time as the request for information for town reports asking for suggestions for dedications.

Adjournment

M/S/C (Butcher/Griggs) motion to adjourn at 8:23 p.m.

Vote: Approved Unanimously

V. Casey

Recording Secretary