

Unapproved

SALEM BOARD OF FINANCE REGULAR MEETING MINUTES

November 10, 2011

Comment [SC1]: This date reads 2011, but the date on the file name is saying 2010

PRESENT

T J Butcher
Carole Eckart
Janet Griggs
George Householder
Greg Preston
D. Kennedy (Alt)
Bill Weinschenker

ABSENT

Roland Trailer (Alt)
John Dolan (Alt)

B. Weinschenker called the meeting to order at 7:32 pm.

Recognition of Visitors: None

Communications:

- Bill Weinschenker congratulated the successful election candidates. The BOF has **one new member**, Peter Lee. The new candidate's term will begin in two weeks.

Comment [SC2]: Important to mention name?

Building Committee up-date: Installing of the boilers at school is complete and one is operational. The Building Committee will present their plans to the State in Hartford January 2012. The major infrastructure project will begin this summer.

Additions to Agenda

- Board would like to add discussion on how funds are handled, and to discuss appropriation reports so that the new member will be able to understand these issues before the budget process begins. Discussed whether this should be a special meeting or added to the December regular meeting agenda. Agenda item #1A was added.

1. Approval of Minutes:

M/S/C (Griggs/Householder) to approve the minutes of the October 13, 2011 regular Meeting of the Salem Board of Finance amended as follows:

- Page 3 – change “a mil” to “approximately a mil rate.”
- Pages 3 add the word “have” to “could have cost.”

Vote: Approved Unanimously

1A. Added Agenda Issue

Chairman Weinschenker would like to hold a special meeting on December 1, 2011 to discuss how funds come in and out of the town. He would like to ask the following people to attend this meeting: Virginia Casey, Mary Ferren and Cheryl Phillopena.

Discussion on Accounts Payable, Accounts Receivable, Tax Collection and the BOE Budget will be the topics.

The Chairman asked if there are any charter or state statutes relating to this discussion.

2. Treasurer’s Report

M. Ferren presented her reports (see file copies).

- Total revenue is up slightly from previous years.
- The town has received \$774,924 in an Education Equalization grant this month.
- Also under Dept. #93, the Treasurer recorded the moving of \$51,502 from the Reich & Tang account to the general fund. The State has informed the Town that the Reich & Tang

account is closing and these funds will be deposited into a separate grant fund that has been set up at Chelsea.

- The Treasurer was asked by the BOF to remove last year's budget increase and the Community Fund Grant money adjustments from the detailed Budget increase on her spreadsheet. The Treasurer informed the BOF that the Undesignated Fund Balance has not been adjusted yet for the 2010/2011 year, so the increase should reflect last year's increases.
- G. Householder asked about the 2011/2012-appropriation expense that was already over 100%. His concerns were that we are only one third of the way through the budget year. It was noted that the following department lines were 100% or more expended: Assessor One time Expense and Ledger/Mapping, Tax Department's DMV Expense, Town Operation's Misc. services, and the Transfer Station's bulky waste. D. Bourdeau explained that these expenses are for rental, hauling and fuel expense.

3. Public Comment: None

4. Selectman's Report

- Selectman Lyden reported that William Leuck, a volunteer firefighter, returned home safely from active duty. He reminded everyone that November 11th was Veteran's Day and to take time to thank all veterans for their service and sacrifices.
- The Pavilion is in and Lindo Construction has poured the footings. It should be finished this month. CL&P will be bringing in the electrical supply and an electrician will connect the electric supply.
- Vision Appraisal sent out letters to town residents dated November 7th. This letter informs the property owner of their new and old assessed value and gives the property owners clear instructions on the appeal process if they have an issue with their assessment. Any meetings with the Vision Appraisal will meet at the town hall.

- The Grant list is expected to decrease by 17%.
- The Audit is near completion and Marien & Company should be presenting their findings.
- The BOS approved a Town Meeting for November 17th at 7:00 pm to be held at the town hall.
- G. Preston asked about the October snowstorm if there was any impact on the budget. A few trees were down and a few people lost power, but no major expense except OT for snow removal.
- The sidewalk project will start next Wednesday and the main section from the school to the green will be completed. Depending on the weather, the next section of this project might have to be completed in the -spring.

5. BOE MBR Issue

- The First Selectman informed the Board that he talked with Bill Maloney at the State about the in-kind services. He stated the town could not bill the BOE for these services.
- The BOF was given a list of maintenance items by D. Kung that would be repaired using the \$77,205 additional budget money to satisfy the MBR requirements. See Attached request.
- D. Kung stated that the list of repairs, presented to the BOF, was discussed at a meeting with Kaye Griffin, Don Bourdeau and staff members. The question was asked if any requested repairs were going to be addressed by the current Building Project. Yes. The roof was leaking during the October storm and the replacement of this roof is not planned to be replaced in the near future. The roof cannot wait until the replacement is installed. All other proposed maintenance work will not be addressed during the Building Committee project.

M/S/C (Butcher/Eckart) Subject to approval of the \$77,205, to meet the MBR requirement, at the November 17, 2011 Town Meeting , the BOF approves adding this amount to the BOE 2011/2012 budget with money coming from the Undesignated Fund.

Vote: Approved Unanimously

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Comment [SC3]: This paragraph is confusing to me. Please re-read and make sure it makes sense.

6. Town Meeting

- There will be two items on the agenda for the town meeting at 7:00 pm at the Town Hall on November 17th.
- The BOE increase for the 2011/2012 budget year to review and approve \$77,205 to meet the State's MBR requirement.
- A winter storm parking ban ordinance for the Town of Salem roads. Details of this ordinance will be presented at the town meeting.

7. BOF Meeting Schedule (Schedule Attached)

M/S/C (Householder/Butcher) to approve the Salem Board of Finance 2012 Schedule of meeting as presented.

Vote: Approved Unanimously.

8. 2012/2013 Budget – Discussion on the Upcoming Budget

- Virginia to remove the Department #930 Capital Expense and the 10 year Capital Plan on the February 9th meeting date.
- The Board agreed to give guidance to departments on what they expect to see the amounts requested by department heads for the 2012/2013-budget year.
- The Grand List will not be ready until late January.
- Chairman Weinschenker asked that before the December 1st special meeting that all members review the Town charter, and the First Selectman was asked to look into state statutes concerning revenues, expenses and duties of elected officials.

Comment [SC4]: Grand list or grant list?

M/S/C (Preston/Eckart) to adjourn at 8:35 pm.

Vote: Approved Unanimously.

Virginia Casey,
Recording Secretary