

Approved

**SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
December 8, 2011**

PRESENT

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

ABSENT

Peter Lee (Alt)

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

Recognition of Visitors: None

Communications: None

Additions to Agenda: None

- A. Presentation by Marien and Company (see audit attachment)**
Marcia Marien gave a slide presentation to the BOF members for the 2010/2011 Audit. Her presentation included many suggests.

The overall health of the Town of Salem was good. Salem's debt is low and its' asset to debt ratio is right where it should be. It was suggested that the town keeps its undesignated Fund balance on the higher side. The financial program that the town presently uses should be evaluated. The BOF should be receiving monthly financial statements on all their funds. At this time this is not possible with the Walsh System.

M. Marien stated that the mil rate and spending should go up gradually. It looks unfavorable to see big spending in a single year.

M. Marien ended her presentation with informing the BOF that Marien and Company is merging with O'Connell Davies.

1. Election of officers

Chairman Weinschenker opened the floor for nominations for Chairman of the Board of Finance.

G. Householder nominated William Weinschenker as Chairman of the BOF. There were no further nominations.

**M/S/C (Householder/Butcher) approved W. Weinschenker as Chairman
Vote: Approved Unanimously**

Chairman Weinschenker opened the floor for nominations for Clerk of the Board of Finance.

G. Preston nominated George Householder for the Clerk of the BOF. There were no further nominations.

**M/S/C (Preston/Butcher) approved G. Householder as Clerk.
Vote: Approved Unanimously**

2. Approval of Minutes:

M/S/C (Griggs/Preston) to approve the minutes of the November 11, 2011 regular meeting of the Salem Board of Finance

Vote: Approved Unanimously

M/S/C (Preston/Griggs) to approve the minutes of the December 1, 2011 Special Meeting of the Salem Board of Finance amended as follows:

Page 4: added "year" – budget year.

Page 4: Change the sentence from “the budget funds can only...”to At the Town Meeting the proposed budget can only be reduced not increased.

Vote: Yes (Butcher, Eckart, Dolan, Griggs, Kennedy, Weinschenker)

Abstain: (Householder, Preston)

3. Treasurers Report (Not Available)

- The Board of Finance reviewed the appropriate summary report. First Selectman addressed the question of legal expenses under the Planning and Zoning budget line. He said it is being monitored. The Planning and Zoning bottom line has not gone over but the Legal Service line has.

4. Public Comment: None

5. Selectman’s Report

- The oath of office ceremony was held in November. It was well attended by the new elected officials and their families.
- The tree lighting ceremony was held this weekend. It was very successful.
- Phase one of the sidewalk has been completed up to the Pastor’s house on Route 85. Phase two will be done next spring.
- The Pavilion is up. The water and electricity connections will be completed by the spring.
- The brush pile on Norwich Road cannot be burnt and will be ground. FEMA will pay for 75% of this work.
- Dunkin Donuts is coming to Town with a January opening.
- The round about project will begin in April.
- T J Butcher asked who the outstanding taxpayer is. The First Selectman said he would discuss this in an executive session.
- K. Lyden informed the BOF that a third person is Needed to address the recommendation from audit. A person has been interviewed and will be hired. This third person

will spend 2 to 3 days in the first month starting in January and maybe one day per quarter after that.

6. 2012/2013 Budget – Discussion on the Upcoming Budget

The Board agreed to give guidance to departments on what they expected the requests by each department heads for the 2012/2013-budget year. Discussion followed about what to tell the departments and chairman. Chairman Weinschenker summarized the discussion as follows: Zero percent for items that you can some what control and ½ to 1% for items that you cannot control. Any increase should be well justified.

M/S/C (Griggs/Butcher) to go into executive session to discuss a legal issue. 9:55 PM.

Vote: Approved Unanimous.

M/S/C (Griggs/Butcher) to end the executive session. 10:16 PM.

Vote: Approved Unanimous.

M/S/C (Griggs/Butcher) to adjourn. 10:16 PM.

Vote: Approved Unanimous.

Virginia Casey,
Recording Secretary