

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JUNE 11, 2020 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING, VIRTUAL MEETING VIA ZOOM**

Per State of Connecticut, Governor Lamont Executive Order Number 7B, the Town of Salem Board of Finance Regular Meeting on June 11, 2020 will be following the suspension of in-person open meeting requirements. Please click the link below to join the webinar:

<https://zoom.us/j/94523818305?pwd=L1NRMStUTjBtM1F4VnFZYUhjTXZXUT09>

Password: 268401

Or Via **Telephone:**

(312) 626-6799, (646) 558-8656, (346) 248-7799, (669) 900-9128, (253) 215-8782, or (301)715-8592

Webinar ID: 967 4299 0009 | **Password:** 268401

PRESENT

William “Skip” Dickson, Chairman
Marshall Collins, Clerk (7:30 p.m.)
Corinne (Cory) Bourgeois
Deborah Cadwell
Janet Griggs
Hernan Salas
Maryann Casciano, Alternate (*seated*)

ABSENT

John Bernier, Alternate
Dean Wojcik, Alternate

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

Chairman Dickson called the meeting to order at 7:17 p.m.

SEAT ALTERNATE IF NEEDED:

M/S/C: Griggs/Salas to seat Alternate Board Member Casciano for Full Board Member Collins. Discussion: None. Voice vote, 5-0, all in favor.

COMMUNICATIONS: *none*

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: MAY 28, 2020 SPECIAL MEETING

M/S/C: Griggs/Cadwell, to approve the Board of Finance May 28, 2020 Special Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor.

2. TREASURER'S REPORTS

A. REVENUE SUMMARY

B. TRIAL BALANCE

C. FUND BALANCE

D. OTHER

First Selectman Lyden reported that the reports included in their packet is through April 30. As such, the line item transfers which were approved during the May Board of Finance Meeting are not reflected in the report.

3. PUBLIC COMMENTS

E-mail Public Comments to financepubliccomment@salemct.gov or place in the drop box located by the entrance to Town Hall prior to 7:10 p.m.

Rosemary Collins, 14 Diamond Hill Drive, wrote in opposition to the proposed budget. She felt that, during these financially difficult times, a 5% increase [to the Board of Education] budget was not sustainable. She also apologized for the delayed comment, adding that six days was a very short period of time for the public to review and provide a comment on the budget.

4. SELECTMAN'S REPORT

First Selectman Lyden reported that all of the Town Hall departments continue to work with at least one staff member in each office. Two-and-a-half employees continue to work remotely and will be reintroduced back to Town Hall over the next few weeks. All of the COVID-19 expenses are being tracked for possible FEMA (Federal Emergency Management Bureau) reimbursement. The Public Works Department continues to report to either the Public Works garage or Center School and Summer help has been hired to mow the sides of the roads; he is currently working on a staggered shift for minimal contact. Masks, hand sanitizers, and interior and exterior signage in preparation for the re-opening of Town Hall, the Library, and the School have been ordered and/or received. Library staffing has been reduced and they are now offering curbside pick-up; residents may check out items through the Salem Library Catalogue or via phone/e-mail. The date for the re-opening of both the Library and Town Hall is to be determined and entry will be limited. Both the Building Department and Town Clerk have been handling and applications for permits and licenses through their windows, when necessary.

The May Amnesty Days have been re-scheduled for Saturday, June 13; Sunday, June 14, and; Wednesday, June 17. Residents are being asked to unload their vehicles, maintain proper distancing between vehicles, wear masks, and not bring mattresses, metals, or electronics, which are free on a normal basis. Two Public Works employees will be on-site to help direct traffic and ensure that the rules are being followed.

He commended and expressed his appreciation to Tom Melovitz of *Bethany Insulation Co.*, who installed the insulation in certain areas of the Library gratis. He will also be adjusting other areas with significant air gaps.

One of the town's daycare providers has been referred to the *Uncas Health District* regarding the requirements for opening their doors. He has also been in contact with *Two Brothers Restaurant*, who is considering offering outdoor dining and CT DEEP (Connecticut Department of Energy and Environmental Protection) regarding the opening of Gardner Lake Park. He commended the town's local businesses on instituting and following proper safety protocols.

Board Member Casciano thanked the First Selectman for replacing the flag at the circle, rescheduling Amnesty Day, and keeping things running smoothly in the Town during the pandemic. Likewise, First Selectman Lyden extended his appreciation to the Town Hall staff, who work hard to serve the residents, and the Board of Finance for their efforts during a very difficult budget year.

In response to Board Member Salas who questioned the number of Salem residents who have tested positive for the coronavirus, First Selectman Lyden reported that there are currently four (4) Salem residents, including one (1) new case this week, who have tested positive. While it was reported that six (6) residents had tested positive, three (3) were not residing in the town. He commended the residents and local businesses for following the recommended protocols helping keep the numbers low.

After resolving some technical issues, Clerk Collins joined the meeting at 7:30 p.m.

5. FIRST SELECTMAN'S TRANSFER REQUESTS

M/S/C: Cadwell/Griggs, to transfer \$14,700.00 from Line Item 5-138-802, Employee Benefits – Medical/Dental/Life Insurance, to Line Item 5-135-609 Building/Grounds Maintenance – Grounds/Building Maintenance. Discussion: The bulk of the funds allocated to the Building/Grounds Maintenance were expended to cover the ongoing heating issues at the Library. The additional funds have been and will be expended to replace the Center School doors to fire code, the Library roof and gutter, and water testing. Voice vote, 6-0, all in favor.

First Selectman Lyden commented on the School Roof Replacement/HVAC Project, stating that they should be on track to begin conducting the work next year. Due to the cost, the project will require a Town Meeting and Referendum, per the Town Charter. The State's reimbursement rate continues to be unknown. He also reminded the Board regarding the need to review and update the RFP (Request for Proposal) for auditing services. A copy of the previous RFP will be sent to the Board Members.

Chairman Dickson stated that they would also begin discussing the Fund Balance Policy next month.

6. OLD BUSINESS – none

ADJOURNMENT

M/S/C: Cadwell/Griggs, to adjourn the meeting at 7:35 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by: Agnes T. Miyuki, Recording Secretary for the Town of Salem