

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, NOVEMBER 12, 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 September 10, 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/99769824636?pwd=THVubUJqZUt0ZFhwcjVWRTIVNUtvUT09>

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**Or Via Telephone:**

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**Webinar ID:** 997 6982 4636 | **Password:** 671936

**PRESENT**

William “Skip” Dickson, Chairman  
Marshall Collins, Clerk  
Corinne (Cory) Bourgeois  
Deborah Cadwell  
Janet Griggs  
John Bernier, Alternate  
Maryann Casciano, Alternate

**ABSENT**

Hernan Salas  
Dean Wojcik, Alternate

**ALSO PRESENT**

First Selectman Kevin Lyden  
Emergency Services Administrator Mike Bednarz

**CALL TO ORDER:**

Chairman Dickson called the meeting to order at 7:00 p.m.

**SEAT ALTERNATE IF NEEDED:**

**M/S/C: Collins/Bourgeois, to seat Alternate Board Member Casciano for Full Board Member Salas. Discussion: None. Voice vote, 6-0, all in favor.**

**COMMUNICATIONS:**

Board Member Collins reported that he spoke with Alternate Board Member Wojcik, who is hopeful that he will be able to attend the meetings in the near future.

**ADDITIONS TO THE AGENDA: *none***

**AGENDA:**

**1. APPROVAL OF MINUTES: OCTOBER 8, 2020 REGULAR MEETING**

**M/S/C: Griggs/Collins, to approve the Board of Finance October 8, 2020 Regular 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**

Board Member Casciano questioned whether the \$17,000.00 that was expended from line item 320001, Assigned Fund Balance, were the funds allocated for the replacement of the Salem School clock system in the 2020/21 Capital Plan. Board Member Griggs confirmed that the Board of Education reported that funds were expended for the clock system and computers. The First Selectman confirmed that a request for the funding of the computers was recently approved and will investigate the source of the \$17,000.00 expenditure.

## **2. PUBLIC COMMENTS**

*E-mail Public Comments to [financepubliccomment@salemct.gov](mailto:financepubliccomment@salemct.gov) or place in the dropbox located by the entrance to Town Hall prior to 7:10 p.m.*

No comments were received via e-mail or in the dropbox as of 7:10 p.m.

## **3. SELECTMAN'S REPORT**

First Selectman Lyden reported that the Town of Salem is currently designated as an 'orange' zone for the coronavirus. Seven (7) additional individuals have tested positive over the past two weeks for a total of 44 total positive cases and one (1) death, to date. The recent drive-thru COVID-19 testing serviced 109 individuals.

The following information is currently available on the town website:

- TVCCA's (Thames Valley Council for Community Action, Inc.) Energy Assistance Program for heating assistance to residents within certain income ranges;
- State of Connecticut's Temporary Rental Housing Assistance Program for those residents that have been impacted by the pandemic, and;
- CDC's (Center for Disease Control and Prevention) recommendations for low and moderate risk activities for holiday celebrations.

He encouraged everyone to subscribe to the town's E-Alerts to receive news & announcements.

The installation of the Library's HVAC (Heating, Ventilation, and Air Conditioning) system has been progressing well. The propane furnaces and heat pumps have been installed and the air conditioning system and underground oil tank have been de-installed. The de-installation of the underground oil tank will result in a savings for the insurance and testing fees. The project is now slated for completion by the end of November. Depending upon the status of the town's COVID-19 positive cases, he is hoping to open the Library in December to a limited number of patrons at a time for a limited amount of time. The computers would be available and cleaned after each use and there would be no close contact allowed between the staff and the visitors for an extended period of time. The bids for the HVAC system ranged from \$191,000.00 to

\$289,000.00 and, after reviewing the bids with the engineer, the lowest bidder was selected. The selected company, Controlled Air, Inc., also agreed to conduct the job for the estimated amount. The same company also completed a series of projects at the school, including the water heater replacement.

Approximately half of the estimated cost of \$180,000.00 for the deinstallation of the underground oil tank and installation of a slab and above-ground oil tank at Salem School is expected to be reimbursed by the State. The full cost of the project must be appropriated by the town in order to receive the documentation for the reimbursement. To date, \$40,000.00 of the \$180,000.00 has been allocated for the oil tanks. In addition, the town must acquire a commitment to either borrow or bond the funds via a resolution in order to receive state funding for the Roof Replacement/HVAC project, which is estimated to cost approximately \$1,055,000.00. Under normal conditions, the allocation of the funds would be voted upon via a Town Meeting. The town has approved financing the project over a seven (7) year period and two (2) years of those funds (\$281,000.00) have been allocated to date. The First Selectman will investigate the Executive Orders and consult with the Town's Investment Banker and Attorney regarding the correct process.

#### **4. EMERGENCY SERVICES ADMINISTRATOR MIKE BEDNARZ – UPDATE**

First Selectman Lyden introduced Emergency Services Administrator Mike Bednarz, a resident of Salem, who is currently the Fire Marshal in Groton and is working towards his master's degree in Emergency Services. He has been meeting and working with Acting Selectman and Liaison Ed Chmielewski, full-time Firefighter/EMT Ryan Teixeira, and former Salem Volunteer Fire Company (SVFCO) Chief Rick Martin, who recently returned as a part-time member. He is also in the process of filling the available part-time staff and full-time Firefighter/EMT/Maintainer positions.

Emergency Services Administrator Bednarz shared an updated report with the Board. The main priority has been to improve communication between the various agencies and the town. He expressed his appreciation to Selectmen Chmielewski and Lyden, with whom he regularly communicates, for their ongoing guidance and support. Monthly meetings and open and frequent communications have been established with SVFCO Chief Chip Weston and Gardner Lake Volunteer Fire Company (GLVFCO) Chief Pete Silva. He also acknowledged his appreciation for the continued work and support of retired SVFCO Chief Gene Maiorano.

He is in the process of investigating a user-friendly, shared scheduling platform to manage the schedules of the day-time career staff, ambulance, and R-1 Services. The responses received for the part-time Firefighter/Emergency Medical Technician (FF/EMT) job posting are being reviewed and the job posting for the full-time Career FF/EMT/Maintainer position has been published. It is hoped that a full-time Career FF/EMT/Maintainer will be hired by mid-January. He noted that there are openings for similar positions at three (3) of the surrounding towns and 8-12 departments state-wide, diminishing the pool of qualified applicants. There are currently six

(6) part-time employees and one (1) full-time career employee. The current full-time vacancy has been filled by a part-time employee since the beginning of the fiscal year and the volunteers have been able to assist when coverage was needed.

He thanked the Board for the opportunity to represent the town in this capacity and for the support he has received from the various town agencies and the leadership and looks forward to providing additional reports.

In response to Board Member Bernier, Emergency Services Administrator Bednarz stated that both he and Selectman Liaison Chmielewski have been meeting with the Chief Officers of both Fire Companies together as a group.

Chairman Dickson and the Board Members expressed their appreciation to Emergency Services Administrator Bednarz for his involvement and providing the update.

## **6. AUDITOR PROCUREMENT**

Board Members Bernier and Bourgeois volunteered to review and draft the RFP (Request for Proposal) for the Auditor. First Selectman Lyden also offered to be available for any assistance and added that the RFP should include a requirement that the auditor have at least five (5) years of experience with municipal audits and maintain an office in the State of Connecticut. He also recommended that the RFP be reviewed by the Town Attorney regarding any necessary legal verbiage before being posted in January.

## **7. SUBCOMMITTEE REPORTS**

Fire Safety Subcommittee (Board Members Bourgeois and Casciano) – *no report*

Emergency Services Administrator Bednarz' contact information will be provided to the Board and the Subcommittee will work together with him.

BOE Subcommittee (Board Members Cadwell and Griggs)

Board Member Griggs provided a report regarding the BOE's COVID-19 Expense Report, 10-Year Capital Plan, HVAC Upgrade, SPED (Special Education) Expenditures, Budget Planning, and State-provided Technology Equipment. She added that, due to the pandemic, they are basing their staffing projections on the current student population. Some of the State's school districts are considering moving to remote-learning during the holiday season (Thanksgiving to Martin Luther King Day) to limit the risk of acquiring the virus.

The BOE has made all supporting documents to their meetings available to the public on their website per the information received by Executive Assistant to the Superintendent/Human Resources Jennifer Kayser, who attended a FOIA (Freedom of Information Act) training session.

In response to Clerk Collins regarding the status of the search for the Superintendent and Director of Student Services positions, Board Member Griggs stated that the BOE is in the process of reviewing the administrative structure as a whole, but is not aware of any of the details at this time. Clerk Collins stated his hope that the BOE is investigating the possibility of shared regional services.

**OLD BUSINESS** – *none*

**ADJOURNMENT**

**M/S/C: Collins/Cadwell, to adjourn the meeting at 7:53 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