

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, JANUARY 14, 2021 – 7:00 P.M.  
VIRTUAL MEETING VIA ZOOM**

Per State of Connecticut, Governor Lamont Executive Order Number 7B, the Town of Salem Board of Finance Regular Meeting on January 14, 2021 will be following the suspension of in-person open meeting requirements. Please click the link below to join the webinar:

<https://zoom.us/j/92406394565?pwd=VWhObCt3Nnp1dGhpbzQwcTVVdFNUUT09>

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**Webinar ID:** 924 0639 4565 | **Password:** 067244

**PRESENT**

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

**ABSENT**

Hernan Salas  
Dean Wojcik, Alternate

**ALSO PRESENT**

First Selectman Kevin Lyden

**CALL TO ORDER:**

Chairman Dickson called the meeting to order at 7:06 p.m.

**RECOGNITION OF VISITORS:** *none*

**SEAT ALTERNATE IF NEEDED:**

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

**COMMUNICATIONS:** *none*

**AGENDA:**

**1. APPROVAL OF MINUTES: DECEMBER 10, 2020 REGULAR MEETING**

**M/S/C: Marshall/Bourgeois, to approve the Board of Finance December 10, 2020 Regular Meeting Minutes. Discussion: None. Voice vote, 7-0, all in favor.**

**2. TREASURER'S REPORTS – *no report; no discussion***

**A. REVENUE SUMMARY**

**B. TRIAL BALANCE**

**C. FUND BALANCE**

**D. OTHER**

**3. SELECTMAN'S REPORT**

First Selectman Lyden reported that he has been communicating with the School regarding Phase 1b of the COVID-19 vaccination. Phase 1b now includes individuals between 65 and 74 and individuals with comorbidities. The town's emergency responders have been vaccinated. The logistics of the receipt and administration of the vaccination is in the process of being organized. The Governor recently issued Executive Order No. 86, allowing for the suspension and modification of tax deadlines and collection efforts for taxes that become due and payable on January 1, 2021. The Finance Department continues to be busy compiling the COVID-19-related expenses. Information is available on the town website regarding the Home Energy Solutions – Income Eligible Program, which provides an assessment and funding for various home efficiency measures, and the Eversource Payment Assistance and Protection Programs for those who are experiencing difficulty paying their utility bill. The town is very fortunate to have so many volunteers and generous donors who have donated their time, energy, and/or funds to the town's Benevolent Fund, which helps our town's residents-in-need.

**4. PER SECTION 10.09 OF THE SALEM TOWN CHARTER TO APPROVE A SUPPLEMENTAL APPROPRIATION TO PLANNING AND ZONING LINE: 5-630-224 LEGAL SERVICES IN THE AMOUNT OF \$10,000**

The First Selectman requested a supplemental appropriation to the Planning & Zoning Commission's legal services line item, which is over-expended due to legal guidance obtained for public hearings and various issues, including the Route 82 truck terminal (old *Panfili's* property) and 48-unit age-restricted development.

**M/S/C: Casciano/Collins, to, per section 10.09 of the Salem Town Charter, approve a supplemental appropriation to Department 630, Planning and Zoning Commission, Line Item 5-630-224, Legal Services, in the amount of \$10,000.00. Discussion: none. Voice vote, 7-0, all in favor.**

**5. SUPPLEMENTAL APPROPRIATION TO REPLACE SCHOOL OIL TANK: PURSUANT TO SALEM TOWN CHARTER SECTION 10.09, THE SALEM BOARD OF FINANCE ENDORSE A SUPPLEMENTAL APPROPRIATION OF ONE HUNDRED AND FIFTEEN THOUSAND DOLLARS (\$115,000.00) FROM UNASSIGNED FUND BALANCE FOR REPLACEMENT OF AN UNDERGROUND HEATING OIL STORAGE TANK WITH AN ABOVE GROUND HEATING OIL STORAGE TANK AT THE SALEM SCHOOL.**

First Selectman Lyden stated that, per their discussion last month, one of the items requiring attention is the funding for the de-installation/replacement of the underground Salem School fuel oil tank, which is approximately 29 years of age. The underground tank requires annual testing and, after 25 years of age, requires a \$100,000.00 deductible (compared to a \$10,000.00 deductible for tanks under 25 years of age). In addition, per CT DEEP (Department of Energy and Environmental Protection), underground oil tanks must be removed by 30 years of age. The funds must be allocated by the town prior to applying to the State for reimbursement, which, based on the eligible costs, is 50.71%. The project is estimated to cost approximately \$155,000.00, \$40,000.00 of which has already been allocated in the town's Capital Plan. The reimbursed funds will be returned to the town's General Fund. Per the Town Charter, the item does not need to go to a referendum, but a Town Meeting must be held to approve the appropriation. Due to the pandemic, the Town Meeting will be hybrid. Residents will be able to view the Town Meeting via Cable TV and Vimeo and vote via Zoom and a minimum of 10 individuals may be physically present at the meeting. The Town Meeting will be posted on the Town website and e-blasted to those who have registered to receive the Town's News & Announcements. Once approved, the item will be sent to the State for approval and estimates will be sought. The project will take place while school is adjourned during the Summer. If approved, the line item may be removed from the Capital Plan. The roof replacement will be held off for another year.

**M/S/C: Casciano/Griggs, to, pursuant to the Salem Town Charter Section 10.09, paragraph B(3), endorse the supplemental appropriation of one hundred fifteen thousand dollars (\$115,000.00) from the Unassigned Fund Balance for the replacement of an underground heating oil storage tank with an above-ground heating oil storage tank at the Salem School. Discussion: The Hybrid Town Meeting, under Governor Lamont's Executive Order H, regarding the supplemental appropriation will be held on Tuesday, February 2, 2021, at 6:30 p.m., at Salem Town Hall. Board Member Casciano thanked the First Selectman for working on the issue and moving the item forward. Voice vote, 7-0, all in favor.**

**6. PUBLIC COMMENTS:** *none*

**7. BOF MEMBER VACANCY**

Chairman Dickson recited the resignation letter submitted by Full Board Member Salas, who will be relocating to Florida, for the record.

Clerk Collins expressed his regrets, adding that the Board is fortunate to have two Alternate Board Members who regularly attend and actively participate in their meetings. The Republican Town Committee endorsed Alternate Board Member Casciano to fill the vacancy.

**M/S/C: Collins/Cadwell, to nominate and appoint Alternate Board Member Casciano as a Full Member of the Board of Finance to fill the vacancy left by Board Member Salas. Discussion: None. Voice vote, 7-0, all in favor.**

Board Member Casciano was welcomed as a Full Member of the Board. She thanked the Board, adding that Board Member Salas was a valuable contributing member whose shoes will be difficult to fill; she looks forward to continuing serving on the Board as a Full Member.

The next meeting agenda will include an item to fill the vacancy left by Alternate Member Casciano. Clerk Collins stated that he plans to nominate former Planning & Zoning Commission Chairman Joe Duncan, who has been endorsed by the Republican Town Committee and agreed to serve on the Board and fill the vacancy.

## **8. CAPITAL EXPENDITURE REVIEW AND ACTION ITEMS**

**a. Salem Volunteer Fire Company – *no members present; no discussion***

Firefighting Turnout Gear and Hose	\$ 14,000.00	FY2021/22
Scott 4500 psi SCBA Air Packs	\$ 306,000.00	FY2023/24

**b. Gardner Lake Volunteer Fire Company**

Firefighting Turnout Gear and Hose	\$ 10,000.00	FY2021/22
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GLVFCO Chief Pete Silva requested the replacement of the turnout gear and hose that is either expired or damaged. In response to First Selectman Lyden, GLVFCO Chief Silva stated that conversation has been held with Emergency Services Administrator Michael Bednarz and SVFCO Chief Weston regarding the gear and hose. Board Members Cadwell and Collins requested a five-year joint plan between the two fire companies and additional details. Per their contract, the gear and training for the paid staff are funded through the town's Public Safety budget.

**c. Public Works**

Bucket Truck	\$ 155,000.00	FY2021/22
Field Groomer		FY2021/22
Front End Loader	\$ 195,000.00	FY2022/23
Backhoe		FY2023/24

Public Works Director Donald Bourdeau, Jr., stated that the town's current 1987 bucket truck was purchased used and, due to its age, parts for the vehicle have become increasingly difficult to acquire. The truck is often utilized during the Fall and Winter seasons to trim the trees. First Selectman Lyden added that the vehicle is often-used, old, and in need of replacement. Expenditures in the maintenance and repair line should decrease after the truck is replaced.

The Front End Loader, which is used to load the salt during the winter, is being moved back one year. Due to its constant exposure to the salt, the vehicle is experiencing extensive rusting; it has been welded and repaired to help extend its lifespan. The Rubber-tire

Backhoe will also be pushed out three years and the Field Groomer will need to be replaced.

The Road Improvements line item, which was reduced last year due to unexpected COVID-19 costs, will remain the same to ensure that the town does not fall behind on the road work.

d. First Selectman

Public Works Fuel Tank      ~~\$120,000.00~~      \$ 80,000.00      FY2021/22

First Selectman Lyden reported that the 1986 generator that is connected to the fuel pumps, EOC (Emergency Operations Center), and Town Hall has been experiencing issues. Thanks to the receipt of a STEAP (Small Town Economic Assistance Program) Grant for the project, the cost of the project for the town has been reduced to \$80,000.00. An annotation will be made informing the public that the cost includes the cost of the new generator, which also supports the EOC.

e. BOE (Board of Education) – *no members present; no discussion*

Network Upgrade	\$ 110,000.00	FY2021/22
Roof & A/C Units	\$ 1,055,265.00	FY2021/22
Milestone Video System Expansion	\$ 52,860.00	FY2021/22
Library Carpet	\$ 23,001.32	FY2021/22
Oil Tank Replacement	\$ 137,362.00	FY2021/22
Sound System for the Gym	\$ 17,933.00	FY2021/22
Fire Alarm Upgrade	\$ 72,492.00	FY2022/23
Wall Padding (Gym & Multi-Purpose Room)	\$ 26,700.00	FY2022/23

A list of questions will be provided to the BOE Chairman Sean Reith with a request for a written response prior to their January 28 meeting.

First Selectman Lyden reported that he spoke with Superintendent Joseph Onofrio, Business Manager Kim Gadaree, Public Works Director Bourdeau, and the Board's BOE Liaisons regarding the status of the Roof & A/C Units. The project will be extended one year due to the current Executive Orders in place and their inability to send the item to a referendum, receive State approval for the reimbursement, and obtain RFPs (Request for Proposal) for the project in a timely manner. He is anticipating bonding the cost of the project. The item may be included as part of the referendum in May or, depending upon the status of the pandemic, an Executive Order could be issued allowing the Board to approve the item unilaterally. To date, \$304,000.00 has been allocated for the project. His goal is to add the remaining amount to the re-funding of the existing bond for the Salem School Renovation Project. He also suggested the possibility of engaging the services of an engineer to provide an analysis/ assessment upon which the RFP can be based, as was done with the Library HVAC system. Board Members Bourgeois, Collins, and Dickson agreed.

In response to Board Member Casciano regarding whether the Fire Alarm and Network Upgrades could go hand-in-hand, Public Works Director Bourdeau stated that he could investigate the matter, but, traditionally, the two items have been handled separately by two different vendors. Currently, the Fire Alarm system is divided into zones. The upgraded system would be addressable such that the exact location of the incident(s) would be detected and pinpointed, allowing for a quicker response time.

The Video Surveillance System is critical as it would provide coverage throughout the entire school. The Velcro that is used to affix the Wall Padding to the walls of the Gymnasium and Multi-Purpose Room is failing, causing the pads to fall on a consistent basis. The Wall Padding was installed in 1993.

The 1993 Library Carpeting has been worn out, especially in high traffic areas, for the last few years. Carpet squares will replace the old carpeting such that only those areas that are worn or damaged would need to be replaced in the future.

Numerous complaints have been received by the residents and parents over the years regarding the sound system that is used for concerts, plays, and the like.

Board Member Bourgeois requested that their Capital Plan items be prioritized. Clerk Collins felt that both a short- and long-term plan might be necessary and expressed his disappointment with the lack of detail for their Capital Requests. He is encouraged by the idea of seeking an independent analysis and suggested the possibility of adding a line item to the budget for that purpose. Obtaining an expert, rather than a sales, opinion would be beneficial and would allow the bidding process to be more specific and independent. Board Member Casciano agreed, adding that, because many of the items (Fire Alarm Upgrade, Video System Expansion, Network Upgrade, Sound System) are technology items, it would be prudent to engage the services of an engineer for an independent analysis. Clerk Collins suggested adding the following line item to their budget as a placeholder:

Network Upgrade/Independent Analysis	\$ 20,000.00
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Board Member Griggs expressed her concerns regarding the timing of the assessment, which could preclude the items from being included in their FY2021/22 Capital Plan. She also expressed her concerns regarding connectivity issues with the State that they might be experiencing during student testing.

f. Library

HVAC System Replacement	<del>\$200,000.00</del>	\$ 85,000.00	FY2021/22
<del>Fuel Tanks</del>	<del>\$</del>	<del>20,000.00</del>	<del>FY2021/22</del>

First Selectman Lyden stated that the amount allocated for the Library Fuel Tanks may be eliminated. The Fuel Tanks have been de-installed and above-ground propane tanks have been leased and installed. The fee for the cost of the lease (approximately \$4,000.00-\$5,000.00) may be waived should the Library purchase above a certain volume. He

expressed his disappointment of and to their previous vendor for the HVAC system, which, he believes, is part of the cause of the demise of the system; the previous vendor is considering returning approximately \$10,000.00 to the town.

## **9. SUBCOMMITTEE REPORTS**

BOE (Board of Education) Subcommittee (Board Members Cadwell and Griggs)

Board Member Cadwell reported that the Superintendent's proposed budget for FY2021/22 budget includes a 4.62% increase. While the town has been able to receive a return of the funds from East Lyme through their Reconciliation process in years past, they are expecting to be under-expended in the line item in future years.

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

Clerk Collins reported that Board Member Griggs and himself have been discussing the updates to the Freedom of Information (FOI) requirements. He will continue gathering and reviewing the information. Board Member Griggs added that the main issue involved the posting of materials on the website prior to the meeting for the public.

**OLD BUSINESS** – *none*

## **ADJOURNMENT**

**M/S/C: Casciano/Bourgeois, to adjourn the meeting at 8:47 p.m. Discussion: None. Voice vote, 7-0, all in favor. Meeting adjourned.**

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem