

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JANUARY 28, 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 28, 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/97565178922?pwd=aVRVZy9OcGxoYWx4Rmkxdm1LVdNnQT09>

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PRESENT

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

ABSENT

Dean Wojcik, Alternate

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

Chairman Dickson called the meeting to order at 7:04 p.m.

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS: *none*

AGENDA:

1. APPROVAL OF MINUTES: JANUARY 14, 2021 REGULAR MEETING

M/S/C: Casciano/Bourgeois, to approve the Board of Finance January 14, 2021, Regular Meeting Minutes, with the following amendments:

Page 1:

ABSENT: Hernan Salas (*resigned*)

Page 3, 5th sentence from the end:

Residents will be able to view the Town Meeting via Cable TV and Vimeo and vote via Zoom and a ~~minimum~~ *maximum* of 10 individuals may be physically present at the meeting.

Discussion: None. Voice vote, 6-0, all in favor.

2. DISCUSSION OF DEDICATION FOR THE ANNUAL REPORT

Any recommendations for the dedication may be sent to Clerk Collins. A list of the past recipients will be requested and forwarded to the Board Members.

3. OPEN ALTERNATE POSITION

M/S/C: Collins/Cadwell, to nominate and appoint Joseph Duncan as an Alternate Member of the Board of Finance to fill the vacancy left by Board Member Casciano. Discussion: None. Voice vote, 6-0, all in favor.

4. ACT ON PROPOSED APPROPRIATIONS FOR FY2021/2022

A. #930 CAPITAL EXPENDITURES

Per the Auditor's advice, the Board's goal is to set the Capital Plan budget within 10% of the town's overall budget for each of the years. An exception was made for the FY2020/21 Capital Plan and funds were utilized from the Unassigned Fund Balance (Rainy Day Fund) for one-time expenses. Currently, the Capital Plan for FY2022/23, 2023/24, and 2024/25 are over-budget. The Board discussed the following Capital requests for FY2021/22:

Salem Volunteer Fire Company (SVFCO)

FY2021/22

Line Item 39	SVFCO Replacement Gear and Hose	\$ 14,000.00
40	Scott 4500psi SCBA Air Packs (Includes GLVFCO)	—

Gardner Lake Volunteer Fire Company (GLVFCO)

~~Line Item 31 GLVFCO/SVFCO SCBA Replacement~~

33	GLVFCO Fire Fighting Turnout Gear and Hose	\$ 10,000.00
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SCBA Air Pack Replacement – In response to Chairman Dickson, Emergency Services Administrator Mike Bednarz stated that the request for the SCBA Air Packs for both fire companies have been combined. The Air Packs that are currently being used should be good for an additional five to ten years and, because they were purchased at the same time, they must be replaced at the same time. Discussion ensued regarding whether Line Item 31 or 40 should be deleted. While they continue to seek available grants to help fund the line item, SVFCO Chief Chip Weston stated that the Fire Company has applied for grants for the past several years but, due to the lack of call volume in comparison to other towns, they have been unsuccessful. The Board agreed to eliminate Line Item 31 and maintain Line Item 40, which is spread out over five years.

Fire Fighting Gear & Hose – With respect to Line Items 33 and 39, Clerk Collins requested an actual expenditure and projection schedule to be able to anticipate their future needs. SVFCO Chief Weston stated that the cost for the Hose is difficult to anticipate as it is dependent upon the amount of hose that is in need of replacement depending upon its use. In addition, the cost of the Hose increases annually by approximately 3%. The cost of the Gear is also difficult to anticipate as it is based upon the number of new members who join their team during any given year. One fixed number is the Turnout Gear, which must be replaced every ten years, per OSHA (Occupational Safety and Health Administration) requirements; the purchasing of the Turnout Gear is spread out in the Capital Plan. Clerk Collins questioned why the two departments are not purchasing their Gear and Hose together. First Selectman Lyden reminded the Board that they requested the Fire Companies to rotate their gears so as to avoid any large lump sum amounts. A set of Gear for each Fire Fighter costs approximately \$6,000.00 and must be fitted to each individual. SVFCO Chief Weston stated that they are in the process of investigating purchasing Gear from other manufacturers that might be more cost-effective. Emergency Services Administrator Bednarz encouraged the Board to contact him to answer any questions they might have.

General Government

Line Item 42 Gen Govt Library HVAC System Replacement \$ 85,000.00

First Selectman Lyden reported that the Library HVAC (Heating, Ventilation, and Air Conditioning) System will be finalized this year. He also received a commitment from the previous vendor to receive a \$20,000.00 refund, which will be deposited into the town's General Fund.

Public Works

Line Item 29 PW Bingham Field Restoration \$ 11,000.00

Line Item 17 Bucket Truck \$ 155,000.00

Bingham Field Restoration – Originally a \$225,000.00 Capital request from the Board of Education (BOE), the item was moved to the town's budget as the field is town-owned. A decision was subsequently made to consult with a soil specialist to determine the best and most cost-effective way to revitalize the field. The field has since been analyzed, aerated, limed, and over-seeded; the process to revitalize the field is estimated to take approximately three years. Public Works Director Donald Bourdeau, Jr., reported that they are continuing to work on the field and, depending upon its progress, the cost could be reduced.

Bucket Truck – Discussion ensued regarding the possibility of either purchasing a used Bucket Truck or replacing the parts of their current Bucket Truck with new equipment. Public Works Director Bourdeau stated that the current truck was purchased used and has cost the town thousands of dollars annually for repairs. The available used trucks are very well used and, while cost-effective at the time, require several thousands of dollars

in repairs to maintain the vehicle. The funds for a used truck must be readily available for purchase. First Selectman Lyden added that when the bucket truck is out of commission, the town must hire a subcontractor, costing the town additional money.

In response to Chairman Dickson, Public Works Bourdeau stated that there is some flexibility with some of the future items in the Capital Plan.

Recreation

Line Item	15	Rec Disc Golf	\$	23,499.00
	16	Rec Volunteer Park – Concession Stand	\$	—

The Concession Stand was previously moved to FY2022/23. Some of the items for the Disc Golf course, which will be located along the trails behind the Pavilion, have been purchased; the amount will be verified. First Selectman Lyden reminded the Board that approximately \$190,000.00 for the Volunteer Park/Forsyth Road field upgrades were returned to the town. The funding of \$45,000.00 for the Volunteer Park Concession Stand for FY2022/23 may be an issue with respect to their total Capital Plan budget.

Board of Education

Line Item	1	BOE Replace 1994 Roof Top/AC Units	\$	—
	3	BOE Front & Back Lot – Pave, Mill, Stripe, Curbing	\$	—
	5	BOE Network Upgrades	\$	110,000.00
	7	BOE Replace Milestone Video Recording Server	\$	52,860.00
	8	BOE Fuel Tank	\$	52,850.00
	11	BOE Sound Sys Gymnasium	\$	17,933.00
	14	Independent Technology Analysis	\$	20,000.00

Roof Top/AC Units – First Selectman Lyden stated his intent to include the Line Item with the re-funding of their current bond for the Salem School Renovation as opposed to borrowing the funds. The item will need to go to a referendum and, if approved, can be added to the re-funding. The item/amount would then be moved to the town's 10-Year Principal and Interest and removed from the Capital Budget. He suggested reducing the amount from \$152,000.00 to \$100,000.00 over the five-year period for the time being.

Network Upgrades & Independent Technology Analysis – BOE Chairman Sean Reith reported that the network upgrades are not emergent and may be moved out, if necessary, without causing any significant negative effects to the School. The Superintendent, Business Manager, and members of the BOE agreed that an engineering analysis, comprised of an integrated plan and assessment of the current network/infrastructure, would be beneficial. He reminded the Board that the BOE recently entered into a three-year contract with TBNG Consulting and felt that an independent analysis, with an emphasis on security, can be conducted by the firm. The analysis would include the School's IT (Information Technology) assets and hardware and a long-range schedule for the replacement of equipment. The BOE's service contract with TBNG Consulting

includes the maintenance and operation of the network infrastructure and an on-site individual who provides the school with all of the necessary technical assistance. In response to Clerk Collins who questioned whether the town has a long-term plan and if it wouldn't be possible to conduct a joint study with the School, First Selectman Lyden stated that the town engages the services of, what he believes is, a reasonably-priced, thorough IT company specializing in municipalities. All of the town's equipment is purchased at government prices. He recommended investing in an independent analysis to provide an assessment and recommendations. Board Member Bernier agreed, adding that such an assessment would ensure the Board that the funds are adequately spent. While BOE Chairman Reith believed that TBNG Consulting would be able to conduct an independent analysis and provide a plan and recommendations, he was also open to engaging in a third-party independent analysis. Clerk Collins stated that the company or individual who provides the analysis should not be one who provides or could potentially provide any materials or service or one with whom the School has an existing relationship. BOE Chairman Reith concurred, adding that the individual should have familiarity and experience with the education system, especially with respect to the virtual schooling needs that arose over the past year due to the pandemic. He confirmed that Line Item 5, Network Upgrades, may be deleted from the FY2021/22 Capital Budget.

Video Recording Server & Sound System – In response to Board Member Casciano regarding the possible inclusion of the Video Recording Server and the Sound System as part of the analysis, BOE Chairman Reith stated that, while the sound system could be connected to and integrated with other equipment, the item would not be related to the network upgrade. The security system is, traditionally, handled by a separate contractor. Because it may be integrated and transmitted via the network, the security system could be part of the assessment as a separate item. As such, he recommended the item remain on the Capital Plan as a separate item, which includes the cost of equipment that has failed, is failing, or is non-existent in certain areas in the School and additional storage capacity.

Parking Lot – Public Works Director Bourdeau will investigate the possibility of dividing the work on the parking lot (front & back) and/or investigate alternative maintenance options to help extend the life of the current parking lot. A crack-seal & re-sealing would extend the life of the surface by approximately five years; pavement preservation, which may or may not be adequate for a parking lot, by approximately ten years, and; a full milling and paving of the parking lot would have a lifespan of approximately 25 years.

Fuel Tank – First Selectman Lyden reminded the Board that a Hybrid Town Meeting will be held next Tuesday, February 2, at 6:00 p.m., for a \$115,000.00 supplemental appropriation for the fuel tank and encouraged the Board Members to attend the meeting.

M/S/C: Casciano/Bourgeois, Motion to remove Line Item 5, BOE Network Upgrades, \$110,000.00, and approve the 10-Year Capital Plan for FY2021/22 with a total of \$1,130,972.00. The total, including the 10-Year Principal and Interest, is \$1,538,035.00. Discussion: none. Voice vote, 6-0, all in favor.

B. 10-YEAR CAPITAL PLAN

The Board will discuss the 10-Year Capital Plan at their next meeting, pending the receipt of additional information, per their discussion. In addition, Chairman Dickson requested an update of the long-term plan for the Public Works trucks and equipment. Clerk Collins also requested the same for the Fire Department equipment.

OLD BUSINESS – *none*

ADJOURNMENT

M/S/C: Collins/Casciano, to adjourn the meeting at 8:53 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