

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, JULY 14, 2022 – 7:00 P.M.  
SALEM TOWN HALL – CONFERENCE ROOM 1**

**The minutes submitted below have been filed in accordance with  
Section 7-342 of the CT General Statutes. They are subject to final approval  
with or without amendments by a vote of the Board of Finance.  
Approval and any such amendments will be detailed in subsequent BOF minutes.**

**PRESENT**

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

**ABSENT**

Kate Belleville, Alternate  
Maryann Casciano, Alternate

**ALSO PRESENT**

First Selectman Ed Chmielewski

**CALL TO ORDER**

Chairman Dickson called the meeting to order at 7:09 p.m.

**PLEDGE OF ALLEGIANCE**

**RECOGNITION OF VISITORS:** *none*

**SEAT ALTERNATE IF NEEDED:** *none*

**COMMUNICATIONS:**

- a. Copy of an e-mail from Clerk Collins regarding unapproved minutes

**AGENDA:**

**1. APPROVAL OF MINUTES:**

**a. JUNE 9, 2022 BOARD OF FINANCE REGULAR MEETING**

**M/S/C: Griggs/Bourgeois, to approve the June 9, 2022 Board of Finance Regular Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor.**

**2. TREASURER’S REPORT**

- A. REVENUE SUMMARY**
- B. TRIAL BALANCE**
- C. FUND BALANCE**

## **D. OTHER**

The Board reviewed the *Balance Sheets* and *Budget vs. Actual* Reports. Treasurer Pam Henry reported that there were no unusual occurrences. The numbers are not firm fiscal year-end figures as adjustments will continue to be made to August. The budget sheets for LoCIP (Local Capital Improvement, Line Item 420000-011) and Munic Projects Grants (Line Items 420000-012) reflect when the funds are received and their respective amounts were provided. It was noted that municipalities are required to submit a request for LoCIP funds for specific projects and the requests are approved/authorized for reimbursement by the State.

### **3. PUBLIC COMMENTS – none**

### **4. SELECTMAN'S REPORT**

First Selectman Chmielewski provided a copy of the departmental updates to the Board. Highlights include:

Finance/HR Department – The department continues to work on 2021/22 fiscal year-end expenditures and reports and is in the process of assisting the Library with the hiring of several Library Assistants and the Fire Marshal. She is also working on transferring the staff's medical insurance to the State Plan as well as the Workers Compensation and Liability and Property Insurance policy schedules. The office continues to train and advise the new department heads and staff and monitor the town's ARPA (American Rescue Plan Act) Funds.

Tax Assessor & Collector – The Tax Assessor & Collector continue to work well together and, with the help of the State Marshal, were able to collect a significant amount of funds. The tax notices have been mailed, liens have been placed, and a number of the suspense accounts have been paid. A successful audit took place and the Collection Rate for the 2020 Grand List is 99.39%. The Assessor is in the process of preparing for the tax wave, filing State reports, updating maps, and working with the Town Attorney regarding the pending lawsuit.

Recreation – A successful Summer Concert, sponsored by Sid's Auto Parts, was recently held and another Concert is planned for August. Numerous camps for children are being offered.

Salem Seniors – The Salem Volunteer Fire Company hosted a well-attended BBQ picnic for the Salem Seniors. An AARP Smart Driver Class will be offered this summer.

Building – To date, a total of 371 permits have been issued, with \$80,818.08 in total fees collected on projects with a total construction value of \$6,092,855.19.

Public Works – The Public Works Department completed a CPR (Cardio-Pulmonary Resuscitation) Certification class. They have widened the roadway to/around the Zemko building, which also serves as part of the School Evacuation Route. Other projects include the filling of potholes, chip sealing of roads, installation of various items and continuing maintenance of town properties, and responding to citizen complaints.

Town Clerk – The Historic Documentation Preservation Program Grant was approved. The Town Clerk has been busy reorganizing the vault and an increased number of dog licenses have been issued and are continuing to be issued beyond the deadline date.

Zoning & Wetlands Official – To date, 29 zoning permits and two variances have been issued for the 2022 calendar year.

Town Planner – The Planning & Zoning Commission recently approved a three-unit multi-family development (116 Old Colchester Road) and continues to finalize the POCD.

Salem Free Public Library – The Library is hosting many activities, including the annual Summer Reading Program, Make Music Day 2022, and Storytimes.

### **Board Member Questions/Comments**

Norwich Road Age-Restricted Housing Status (Clerk Collins) – The final sign-offs were received by the Fire Marshal and Building Official. The Developer/Contractor will be meeting with an individual regarding the water system. The Certificates of Occupancy have not yet been issued.

## **5. FIRST SELECTMAN TRANSFER REQUESTS:**

**M/S/C: Collins/Bourgeois, to approve the following transfer of funds from line item 5-210-216, Security, Resident Troopers to the following line items:**

<b>5-126-208, Town Counsel, Town Issues</b>	<b>\$ 16,200.00</b>
<b>5-630-224, Planning &amp; Zoning Commission, Legal Services</b>	<b>\$ 1,000.00</b>

**Discussion: First Selectman Transfer Requests are routine and require the action of the Board of Finance per Section 10.13d of the Salem Town Charter. It is also a proper procedure in preparation for the annual audit. Additional Transfer Requests will be made in August once the final reconciliation on fuel and the remainder of June bills have arrived. First Selectman Chmielewski will provide additional information regarding the transfer to line item 5-152-814, Town Services, Health Services. In consulting with Selectman Kevin Lyden and Finance Specialist Lisa Jablonski, he is confident that the Resident State Trooper line will have sufficient funding. The Legal Expenses include issues regarding the Gardner Lake Volunteer Fire Company and employee allegations. The following requested transfer was tabled, pending additional information:**

<b>5-152-814, Town Services, Health Services</b>	<b>\$ 4,000.00</b>
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**Voice vote, 6-0, all in favor.**

## **6. UPDATE ON INITIATION OF CONDUCTING AN INVENTORY OF TOWN, GLVFC, AND SVFC ASSETS**

During their previous meeting, Board Member Bourgeois proposed and volunteered to draft a letter addressed to all of the Town Boards, Commissions, and Departments requesting an

inventory list of all of the Town's capital assets with a deadline date of September 30. Discussion ensued regarding the letter and the types of items and accompanying information the list should include. The list may be updated annually and can be used as a tool for the Board as they prepare the Capital Plan and seek any possible efficiencies.

**M/S/C: Collins/Griggs, to approve and send the letter requesting the Town's Inventory of Capital Assets to all Town Boards, Commissions, Agency, and Departments that receive Town funding with a deadline date of September 30, 2022.**

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

**7. DISCUSSION REGARDING FORMATION OF 2023-2024 PLANNING/BUDGET WORKSHOP FOR DEPARTMENT HEAD/BOARD CHAIR**

Board Members Bourgeois and Rucci met with Emergency Management Director/Emergency Services Coordinator Mike Bednarz who provided a brief tutorial on the three (3) vibe boards. Board Member Rucci stated that the boards were purchased using the Town's ARPA (American Rescue Plan Act) Funds. He is impressed with the device, which is very easy to use and functional. An android- and app-based device, the board works much like a large Chromebook. Contingency plans include leveraging the existing internet in the buildings and establishing hotspots. Should the towers go down, a larger issue would exist and the device would not be usable without power or internet access.

Board Member Bourgeois provided a PowerPoint presentation regarding the workshop created on her laptop and saved in Google Drive. All changes can be made and viewed in real-time. She requested that the Board review and provide any feedback they might have regarding the proposed workshop. Feedback received by the Financial Specialist has been incorporated. Her goal is to present the information to all of the Town's boards, commissions, and departments at the end of September/early October, before the onset of the budget season.

The Board commended Board Member Bourgeois and expressed their appreciation.

**8. LIAISON REPORTS**

- a. EMERGENCY SERVICES – no report**
- b. BOE – no meeting (summer schedule); no report**

**OLD BUSINESS:** *none*

**ADJOURNMENT**

**M/S/C: Collins/Bourgeois, to adjourn the meeting at 8:09 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