

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, OCTOBER 13, 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 (BOF).
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
Kate Belleville, Alternate
Maryann Casciano, Alternate

ABSENT

John Bernier, Alternate

ALSO PRESENT

First Selectman Ed Chmielewski

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS:

- a. Board Member Griggs announced that the 11th Salem Unsung Heroes Banquet will be held on Sunday, November 13, 1:00 p.m., at the Gardner Lake Firehouse. Tickets are available at the Salem Health Mart.
- b. Board of Education (BOE) Request to establish a Non-Lapsing Account.
The item will be included in their November Regular Meeting Agenda.

AGENDA:

1. APPROVAL OF MINUTES:

a. SEPTEMBER 8, 2022 BOARD OF FINANCE REGULAR MEETING

**M/S/C: Rucci/Cadwell, to approve the September 8, 2022 Board of Finance
Regular Meeting Minutes, with the following amendment:**

Page 3, First Selectman's Report:

Zemko Building Insurance (Board Member Griggs) – ...First Selectman Chmielewski stated that the items that were stored in the Zemko building were ~~temporarily~~ removed to assess its condition and determine any necessary maintenance. The insurance company has not been informed that the items were ~~temporarily~~ removed....

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

3. 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 sent her regards for not attending this evening's meeting due to illness. Two items of note include the receipt of Town Aid Roads (TAR) funds (*Budget vs. Actual*, Line Item 420000-001) and the recent Audit. King & King and Associates is planning to present their findings during the Board's December Regular Meeting.

4. PUBLIC COMMENTS – none

5. SELECTMAN'S REPORT

First Selectman Chmielewski distributed a packet, which includes the Selectman's Report, Board of Selectmen October 2022 Regular Meeting Minutes, Department Updates, and a letter addressed to the Gardner Lake Volunteer Fire Company, dated August 22, 2022.

He stated that the budget is on track, with the exception of the Legal expenses due to pending lawsuits. After meeting with Emergency Services Liaison Bourgeois and Selectmen Butcher, he requested that Item 5, Emergency Services Study, be tabled to allow the Board of Selectmen to discuss the Study. The Board was agreeable to tabling the item.

He reported that the Audit is being completed and no significant items were brought to his attention. He expressed his appreciation to the Finance Specialist, her assistant, and the Board for their hard work and continuing efforts on the budget. He looks forward to working with them on the FY2022/23 budget.

Because there is no definitive update regarding the Insurance Broker at this time, Clerk Collins requested that the item be included in the Board's November agenda for a status update. He also requested that the fuel/heating oil costs for both the Town and the School be provided to investigate the possibility of coordinating their efforts to obtain a lower rate.

Board Member Rucci thanked the First Selectman for setting up the Vibe Board to allow Chairman Dickson to virtually attend the meeting at the last minute. First Selectman

Chmielewski stated that, while it was purchased by Emergency Services/Management, their goal is to allow the Town to utilize the technology. Chairman Dickson also thanked Board Member Rucci for organizing the Vibe Board, allowing him to join the meeting.

6. EMERGENCY SERVICES STUDY:

M/S/C: Bourgeois/Collins, to table the Emergency Services Study Discussion.

Discussion: The item will be discussed by the Board of Selectmen prior to being returned to the Board of Finance. Voice vote, 6-0, all in favor.

7. TOWN INVENTORY/BUDGET INITIATIVES

8. LIAISON REPORTS

a. EMERGENCY SERVICES

Emergency Services Liaison Bourgeois reported that she was appointed to the Emergency Management Committee, aka Emergency Preparedness Agency. The Committee is in the process of reviewing its policies and ensuring that the information is up-to-date. She reminded everyone to be cognizant that they are currently in the midst of hurricane season. The Committee is also preparing for the upcoming budget season and evaluating its needs, including upgrading its technology.

The School is working on its Emergency Management Plan for the current school year, which must be submitted to the Town by the end of October.

First Selectman Chmielewski stated the value of Board Member Bourgeois' appointment to the Committee whose input has been "phenomenal". As a member of the Board and the Committee, she will further enhance the communication between the two entities.

b. BOE (Board of Education)

BOE Liaison Griggs reported on the highlights of the two summaries from the BOE's September 12 and October 3 Regular Meetings (*attached*).

In response to Chairman Dickson who enquired about the status of the Gymnasium Sound System Bids, BOE Liaison Griggs stated that she did not know whether the bids were within the budgeted amount.

9. CAPITAL PLAN DISCUSSION

- a. Review letter to all Departments to review their Capital Item Requests and advise Departments that Capital Requests along with documentation should be prepared before the December Board of Finance Meeting

Chairman Dickson stated that he is aware that the Board will be presented with a Capital Item Requests for Fire Equipment.

Board Member Griggs suggested including a request that the departments investigate the possibility of sharing resources. Board Member Bourgeois requested that she be provided with the updated letter to which she could refer during her meeting with the

department heads regarding the budget process. Her presentation will include a discussion regarding the economies of scale and sharing of services. Board Member Casciano recommended the letter include stronger language regarding the need to submit their Capital Item Requests in a timely manner. Board Member Belleville agreed, adding that the letter should also include the process, their expectations, and deadlines. First Selectman Chmielewski also concurred and suggested the possibility of requesting that the Board/Commission Chairs include the letter as part of their Communications and be read into the record.

Clerk Collins questioned the status of the list of the Town's Capital Items. Board Member Bourgeois reported that the information was received from all departments, with the exception of the Gardner Lake Volunteer Fire Company. She plans to review the information and provide a report at their next meeting.

Upon Board Member Casciano's suggestion, Board Member Bourgeois will speak with the Finance Specialist to revise the deadline date for the Capital requests so she has ample time to organize the documents.

OLD BUSINESS: *none*

Clerk Collins reported that he attended a Site Walk for the proposed revised Disc Golf Course. The plans will be modified, based on any comments that are received, and will be presented to CIRMA (Connecticut Interlocal Risk Management Agency) for an assessment. Once the Course is finalized, it will be presented to the relevant departments, boards, and/or commissions for review and approval. The Recreation Commission will return to the Board of Finance for additional funding, if necessary.

Board Member Casciano questioned the Town's status of those in need of additional support. First Selectman Chmielewski reported that the numbers fluctuate and Town utilizes its Benevolent Fund and outside resources, including TVCCA (Thames Valley Council for Community Action) and Care & Share. Clerk Collins reported that discussions have been held regarding the possibility of organizing a Volunteer Human Services Board to help those in need. There are several programs available for the various issues residents might be encountering, including housing, fuel, food, transportation, and health. A brief discussion was held regarding the possibility of organizing a food pantry and/or point of collection and providing outreach regarding the available resources.

ADJOURNMENT

M/S/C: Collins/Bourgeois, to adjourn the meeting at 7:52 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