

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, APRIL 13, 2023 – 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
Corinne (Cory) Bourgeois
Deborah Cadwell
Janet Griggs
Matt Rucci
Kate Belleville, Alternate
John Bernier, Alternate (*seated*)

ABSENT

Marshall Collins, Clerk
Maryann Casciano, Alternate

ALSO PRESENT

First Selectman Ed Chmielewski
Selectman Kevin Lyden
Finance Specialist Lisa Jablonski

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS:

Library Director Shannon Henson

SEAT ALTERNATE, IF NEEDED:

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

COMMUNICATIONS: *none*

ALTERATIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: MARCH 16, 2023 BOF REGULAR MEETING

**M/S/C: Cadwell/Griggs, to approve the March 16, 2023 Board of Finance Regular
Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor.**

M/S/C: Cadwell/Griggs, to approve the March 23, 2023 Board of Finance Regular Meeting Minutes, with the following amendment:

Page 7, 2nd Paragraph, 3rd Sentence:

~~She~~ *Board Member Bourgeois* questioned whether the BOE reviewed East Lyme's curriculum in FY2020/21...

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

2. PUBLIC COMMENTS – none

3. TREASURER'S REPORTS

A. REVENUE SUMMARY

B. TRIAL BALANCE

C. FUND BALANCE

Selectman Lyden stated that the town's revenue is currently very strong in relation to the Board's projected budgeted amount, especially as the town has not yet received its ECS (Education Cost Sharing) Funds, the tax collection rate (currently at 98.16%) continues to grow, and interest rates continue to increase. He estimated that approximately \$250,000.00 in General Government funds would be returned to the town, increasing their Unassigned Fund Balance. It was noted that the town would be seeking additional funding in the amount of approximately \$40,000.00 for legal expenses.

4. FIRST SELECTMAN'S REPORT

First Selectman Chmielewski commended and thanked everyone for their hard work and efforts and was pleased with the comments and feedback received at the FY2023/24 Budget Public Hearing.

Chairman Dickson concurred, adding that Board Member Bourgeois' Budget 101 Sessions helped create a very streamlined process. Board Member Bourgeois agreed and was pleased with all of the departments' presentations and appreciated how well-prepared they were.

5. FINALIZE BUDGET FOR TOWN MEETING

Board Member Cadwell reviewed the comments and questions that were received during the Budget Public Hearing. The majority of the comments involved the residents' support for the Library's salary and budget requests. Other comments and/or questions included school security, emergency services, finance/human resources assistant's salary, the possibility of eliminating the green trash bags, and the possible installation of cell towers.

Board Member Griggs expressed her disappointment with the resulting turnout and expressed her hope that the Town Meeting would be better publicized. The signage announcing the Public Hearing was not posted on the town's main intersections nor was the announcement e-

blasted to the residents. First Selectman Chmielewski requested that the members inform and remind them of any item that has been overlooked.

M/S/C: Bernier/Griggs, to accept and send the Proposed FY2023/24 Budget with a total expenditure of \$17,215,594.00 to a Town Meeting to be held on Wednesday, May 5, 2021 at 7:00 p.m. The Proposed Budget is as follows:

General Government	\$ 4,824,791.00
Board of Education	\$ 11,304,501.00
<u>Capital Expenditures</u>	<u>\$ 1,086,302.00</u>
	\$ 17,215,594.00

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

4. LIAISON REPORTS

a. BOE

Board Member Liaison Griggs reported that, while additional revenue is expected for their participation in the Healthy Food Certification, the state's Appropriation Committee will be reviewing the program for the next school year which could negatively families who are receiving free lunches. Additional expenses may need to be allocated for a Special Education student(s) who might be added to the program.

b. EMERGENCY SERVICES

Emergency Services Liaison Bourgeois reported that Emergency Management will be presenting the Board-recommended items to the ARPA Committee for funding consideration. With the dry, windy, warm weather, this month's Public Service Announcement is Fire Danger.

First Selectman Chmielewski stated that the Emergency Services Study is slated for completion in either late April or early May. He is aware that additional individuals have been contacted for their input. Once completed, the Study will be presented to the Board and the town.

Chairman Dickson thanked all of the Board Members for their hard work and efforts on the budget; he is pleased with the results to date.

Selectman Lyden concurred and also extended his appreciation to the Chairman. In response to Board Member Griggs regarding the announcement for the Public Hearing, he stated that the announcement for the Budget Public Hearing was posted and e-blasted to the residents on April 4. He noted that the low turnout could also be due to the School's spring break coinciding with the Public Hearing. He recommended that anyone experiencing issues receiving their announcements contact the Town Hall. Board Member Bourgeois recommended the First Selectman's office inform the Board when the announcement for the Annual Town Meeting is sent so that the Board could confirm its receipt.

Board Member Bernier confirmed that the budget shortfall for the FY2023/24 Budget is currently \$738,921.00. He suggested they review their Fund Balance Policy during their next meeting to refresh their memories.

5. DISCUSSION REGARDING WHETHER BOF SHOULD CONSIDER ADAPTING RECUSAL POLICY

M/S/C: Cadwell/Griggs, to table the discussion regarding whether the Board of Finance should consider adapting recusal policy. Discussion: None. Voice vote, 6-0, all in favor.

OLD BUSINESS: *none*

ADJOURNMENT

M/S/C: Rucci/Bourgeois, to adjourn the meeting at 7:36 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

A VIDEO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S WEBSITE UNDER BOARDS & COMMISSIONS – BOARD OF FINANCE – MEETING VIDEOS