

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JULY 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
John Bernier, Alternate (*seated*)

ABSENT

Kate Belleville, Alternate
Maryann Casciano, Alternate

ALSO PRESENT

First Selectman Ed Chmielewski
Selectman Kevin Lyden

CALL TO ORDER

Chairman Dickson called the meeting to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE, IF NEEDED: *none*

M/S/C: Griggs/Cadwell, to seat Alternate Board Member Bernier for the vacant position.

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

COMMUNICATIONS: *none*

ALTERATIONS TO THE AGENDA:

Item 3, Treasurer’s Reports was moved to follow Item 6, First Selectman Transfer Requests.

AGENDA:

1. TREASURER’S REPORTS

A. REVENUE SUMMARY

B. TRIAL BALANCE

C. FUND BALANCE

Treasurer Pam Henry reviewed the *Balance Sheet* and *Budget vs. Actual* Reports. The unexpended funds from the 2012 School Construction Fund were deposited into the town’s

General Fund. Though the fiscal year ended on June 30, the *Budget vs. Actual* Report is not finalized due to additional invoices that will be received. July 31 is the deadline to receive any outstanding invoices for the town for the fiscal year; the Board of Education's fiscal year budget is finalized in August. The revenue numbers are, relatively, finalized.

Selectman Lyden reported that the School Roof Project is continuing. The first bill of \$558,000.00 has been processed. He reminded the Board that \$550,000.00 was bonded approximately three years prior and \$275,000.00 was allocated through the town's Capital Plan Budget. The total cost for the project is \$1.1 million; they expect to receive approximately \$435,000.00 in state funding through progress payments, which will be deposited into the School Construction Account. The roof is nearly complete and the installation of the HVAC system is slated to begin in October.

This year, a STEAP (Small Towns Economic Assistance Program) Grant of \$15 million will become available to small towns that the town plans to apply for.

2. APPROVAL OF MINUTES: JUNE 8, 2023 BOF REGULAR MEETING

M/S/C: Cadwell/Bernier, to approve the June 8, 2023 Board of Finance Regular Meeting Minutes, with the following amendments:

Page 4, 1st paragraph, 7th sentence:

In response to the question of transparency, Board Member Rucci clarified that, per the draft proposal, the BOE's request to use the funds would require the ~~Board's~~ *BOF's* approval.

Page 5, 3rd paragraph, last sentence:

Clerk Collins also noted the BOE's unique position in which the ~~Board~~ *BOF* does not have any control over the line items in their budget.

Page 6, last paragraph, last sentence:

...and; the donation of \$11,209.29 *worth of landscaping services* from Sprigs and Twigs thanks to Salem Seniors Group Member Joan Gaynor.

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

3. PUBLIC COMMENTS – none

4. FIRST SELECTMAN'S REPORT

First Selectman Chmielewski reported that a Special Town Meeting for a Resolution to authorize the First Selectman to enter into an agreement with the Commercial Property Assessed Clean Energy ("C-PACE") is scheduled for Tuesday, July 25 at 6:00 p.m. at Salem Town Hall. The Resolution will enable commercial properties to pay for green improvements in existing buildings or new construction over time. The Public Works Department continues to work on the dangerous tree mitigation project with Eversource; he encouraged the public to inform the Town Hall of any trees they view as a threat. The old

Library renovation continues to move forward. The building will be utilized as an additional meeting space for town and community organizations. He provided updates to the town's various departments, including Human Resources and Finance, Public Works Department, Library, Seniors, Building, Emergency Management, and Planning & Zoning Departments. Of note is the tax collection rate of 16.49%, and the tax collection rate of 98.61% for FY2022/23. A seasonal helper has been hired to help in the Tax office for July. In addition, the Economic Development Commission is hosting a Christmas in July event on July 29, at 11:00 a.m. with the Recreation Department.

5. FIRST SELECTMAN TRANSFER REQUESTS

M/S/C: Griggs/Cadwell, to approve the transfers of funds from Line Item 5-210-216, Security, to the following line items:

5-126-208, Town Counsel, Town Issues	\$ 2,414.00
5-135-609, Municipal Building Maintenance, Building Maintenance	\$ 4,400.00
5-140-702, Utilities, Telephone Library	\$ 3,500.00
5-140-723, Utilities, Electricity, GLVFCO	\$ 1,930.00
5-630-224, Planning and Zoning Commission, Legal Services	\$ 2,800.00
	\$ 15,044.00

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

6. EXECUTIVE SESSION: LITIGATION WITH GARDNER LAKE VOLUNTEER FIRE COMPANY

M/S/C: Griggs/Bernier, to enter into Executive Session to provide an update and to discuss legal strategies for the current lawsuit "The Gardner Lake Volunteer Fire Company, Inc. vs. Town of Salem" pursuant to C.G.S. Section 1-200 (6)(B) at 7:30 p.m. Discussion to include the members of the Board of Finance, First Selectman Ed Chmielewski, and Selectman Kevin Lyden.

Discussion: None. Voice vote, 6-0, all in favor. Chairman Dickson resumed the meeting at 8:18 p.m. No motions were made or votes were taken during Executive Session.

7. BOF MEMBER VACANCY

Chairman Dickson proposed appointing Alternate Board Member Bernier to fill the vacancy left by former Board Member Collins. First Selectman Chmielewski reminded the Board that Alternate Board Member Bernier's term expires in 2027. Should he be appointed as a Full Member of the Board, he would need to run for re-election in November.

M/S/C: Cadwell/Griggs, to appoint Alternate Board Member Bernier to fill a vacancy as a Full Member of the Board of Finance. Discussion: None. Voice vote, 5-0-1. Voting in Favor: Board Members Bourgeois, Cadwell, Griggs, Rucci, and Dickson. Voting in Opposition: None. Voting in Abstention: Board Member Bernier.

Board Member Griggs has notified the Democratic Town Committee and Board Member Bourgeois will notify the Republic Town Committee regarding the vacancy for an Alternate Member on the Board. Per the Town Charter, the Board has 30 days to fill the position.

8. BOF CLERK

Chairman Dickson called for any volunteers or nominations for the position of Clerk. Board Members Bernier and Bourgeois volunteered to take the position.

M/S/C: Bernier/Rucci, to nominate and elect Board Member Bourgeois as the Clerk of the Board of Finance. Discussion: None. Voice vote, 6-0, all in favor.

9. NON-LAPSING ACCOUNT

Board Member Griggs volunteered to contact CCM (Connecticut Council of Municipalities). Board Member Bourgeois volunteered to contact the Auditors and the town's State Representatives.

Board Member Griggs also recommended they investigate whether their approval of the non-lapsing account could lead to other town entities requesting the same.

10. LIAISON REPORTS

a. EMERGENCY SERVICES

The Safety Tip for the month is to stay hydrated and avoid engaging in any heavy activities during the day.

b. BOE (Board of Education)

The BOE has been on their summer schedule and will be meeting next Monday evening.

OTHER BUSINESS

Board Member Bernier reported that East Lyme First Selectman Kevin Seery reported that less than 10% of those registered to vote in the town voted in their referendum. The town is considering revising their Town Charter to not send the budget to a referendum if the delta is less than 5%.

Board Member Griggs noted that the town would need to revise its Town Charter should the structure of the Emergency Services Department be changed.

OLD BUSINESS – *none*

ADJOURNMENT

M/S/C: Cadwell/Bourgeois, to adjourn the meeting at 8:35 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**