

**TOWN OF SALEM
BOARD OF FINANCE
SPECIAL MEETING MINUTES
THURSDAY, NOVEMBER 21, 2019 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

William “Skip” Dickson, Chairman
Marshall Collins, Clerk
Deborah Cadwell
Janet Griggs
Hernan Salas
Corinne (Cory) Bourgeois, Alternate

ABSENT

John Houchin
Michael Jensen, Alternate
Maryann Casciano, Alternate

CALL TO ORDER:

Chairman Dickson called the meeting to order at 7:05 p.m.

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS: *none*

PUBLIC COMMENT: *none*

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPOINT ALTERNATE MEMBER BOURGEOIS TO FULL MEMBER

M/S/C: Collins/Salas, to appoint Alternate Member Cory Bourgeois as a Full Member of the Board of Finance. Discussion: None. Voice vote, 5-0, all in favor.

2. APPROVAL OF MINUTES: OCTOBER 10, 2019, REGULAR MEETING

M/S/C: Griggs/Salas, to approve the Regular Meeting Minutes of October 10, 2019. Discussion: None. Voice vote, 5-0, all in favor.

3. TREASURER’S REPORTS

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

The Board reviewed the *Balance Sheet* and did not notice any questionable items.

4. PUBLIC COMMENTS: *see above*

5. SELECTMAN'S REPORT

First Selectman Lyden reported that a very nice Unsung Heroes Awards Banquet was held on November 10, where the Board of Finance's Janet Griggs was recognized as one of the community's Unsung Heroes. The following day, a wonderful presentation was provided by the Salem School students and staff at their held their annual Veterans Day event. On November 12, Lt. Governor Susan Bysiewicz, Senator Paul Formica, Representative Holly Cheeseman, and the CT Department of Veterans Affairs and the Towns of Salem and Bozrah honored 33 Korean and Vietnam War Veterans.

In the prior month, on October 29, Salem School's 2nd grade students held their Annual Town Meeting at Town Hall. The energetic and courteous group of children discussed and voted upon whether they should have homework on weekends. Numerous letters of appreciation were received from the students.

A meeting was held with the Town's CIRMA (Connecticut Interlocal Risk Management Agency) regarding the Town's policy. Due to environmental regulations, the Town is required to pay for the insurance for the underground tanks under a separate policy. The gas and diesel tanks located at Town Hall supplies gas to the school buses, public works, fire and emergency vehicles. The tank at the library and two tanks at the School supply gas for their respective heating systems. The estimated life of underground tanks is 30 years, but after 25 years, obtaining insurance for the tank becomes difficult. The tank at the School is now over 25 years of age, the tanks at Town Hall is approximately 22 years of age, while the tanks at the Library is approximately 15/16 years of age. Due to its age, the tank at the School is insurable with a \$100,000.00 deductible in comparison to those at Town Hall which have a \$10,000.00 deductible. In addition, due to the high cost of and constant issues with the Library's heating system, he is currently investigating other heating options, including propane heat. Board Members Dickson and Salas suggested the possibility of geothermal heat. He felt that the replacement of the two tanks should be the Town's highest priority on the Capital Plan. Clerk Collins suggested the possibility of seeking out an estimate for replacing the tanks at all three locations. There are no STEAP (Small Town Economic Assistance Program) or CT DEEP (Connecticut Department of Energy and Environmental Protection) grants available. The usage of the LoCIP (Local Capital Improvement Program) Grant is possible. He is in the process of seeking out cost estimates for the heating system and the Public Works Director is seeking cost estimates for the tank(s). The possibility of utilizing part of their Unassigned Fund Balance for these Capital Items is also an option. Board Member Griggs suggested the possibility of filling the underground tanks rather than pulling them out. She also recommended they check with the Auditors regarding the rate at which they should be spending their Unassigned Fund Balance so as not to affect their bonding, should they opt to utilize those funds for the project.

In response to Board Member Griggs regarding the cost of the upgrades to the Old Library and from which line items the funds derived, Clerk Collins suggested she request the information via e-mail to the First Selectman, who did not have that information before him. First Selectman

Lyden reported that, as part of the improvements to the Town's center, the Old Library building was upgraded for both safety and beautification reasons. The building is utilized by the Friends of the Library for the storage and sorting of books. As such, for safety reasons, one of the windows was replaced with a door, providing an additional point of egress, and a new wheelchair ramp was installed. In addition, the front porch was updated and a sidewalk was installed. The engineer has also reviewed the building for the possibility of raising the cupola to its original position on the roof. A bench dedicated to Judy Rabe has been installed and the building was mildew-washed and the poison ivy removed.

PUBLIC COMMENT: *none*

OLD BUSINESS: *none*

The Board will be electing new officers at their next meeting and they will begin discussing the Capital requests. The current alternates are Board Members Casciano and Jensen and the Democratic and Republican Town Committees will be requested to submit a recommendation(s) for the remaining alternate position. It was noted that the alternate should be one who regularly attends their meetings. The possibility of requesting that any alternate(s) who do not regularly attend the meetings to voluntarily resign will also be made to the Town Committees.

ADJOURNMENT

M/S/C: Collins/Salas, to adjourn the meeting at 7:41 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem