

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, NOVEMBER 9, 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, Clerk  
Deborah Cadwell  
Janet Griggs  
Kate Belleville, Alternate (*seated*)  
Maryann Casciano, Alternate  
James Moran, Alternate (*seated*)

**ABSENT**

John Bernier  
Matt Rucci

**ALSO PRESENT**

First Selectman Ed Chmielewski  
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:** *none*

**SEAT ALTERNATE, IF NEEDED:**

**M/S/C: Griggs/Bourgeois, to seat Alternate Board Members Belleville and Moran for Full Board Members Bernier and Rucci. Discussion: None. Voice vote, 4-0, all in favor.**

Chairman Dickson congratulated Alternate Board Members Belleville and Moran on their recent election to the Board.

**COMMUNICATIONS:**

1. Copy of a Letter from the State of Connecticut Department of Education regarding the Salem 2023/24 MBR (Minimum Budget Requirement) Calculation
2. Copy of a Letter from the Gardner Lake Volunteer Fire Company regarding a review of the Ambulance Billing Funds by the Board of Finance

**AGENDA:**

1. **Approval of Minutes: October 12, 2023 BOF Regular Meeting**  
**M/S/C: Cadwell/Griggs, to approve the October 12, 2023 Board of Finance Regular Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor.**

2. **TREASURER'S REPORTS**

- A. **REVENUE SUMMARY**

- B. **TRIAL BALANCE**

- C. **FUND BALANCE**

- D. **OTHER**

Treasurer Pam Henry reviewed the *Balance Sheet* and *Budget vs. Actual* Reports. The Town's Assets are in line with the Liabilities and Equities at \$15,341,500.01 and there were no unusual occurrences. Of note in the *Budget vs. Actual* Report is the receipt of General Property Tax (Line Item 410000), which was approximately 83% for the month of October, and Municipal Stabilization Grant (Line 420000-038), which includes two (2) grants, one of which might be moved to another line item once clarification is received from the state. In response to Board Member Casciano, Finance Specialist Jablonski reported that expenses, including supplies, salt, and maintenance, are coming in at a higher amount than expected.

3. **PUBLIC COMMENTS – none**

4. **FIRST SELECTMAN'S REPORT**

First Selectman Chmielewski congratulated the recently elected members of the Board, adding that the election garnered a very positive turnout. The Swearing-In Ceremony will be held Wednesday, November 15, at 7:00 p.m., at Town Hall, for newly elected officials. The Department Heads are currently working on their Capital and Operational Budgets. The Board of Selectmen is in the process of establishing a Charter Revision Committee. Training is being scheduled for all board and commission members, including FOIA (Freedom of Information Act) and state-mandated training. The Gardner Lake Volunteer Fire Company has not yet submitted to an Audit and Selectmen Liaisons Butcher and LaBonte are continuing to try to meet with them to discuss the renegotiation of the On Call Nominal Fee Payment Structure for the Ambulance Volunteers. He expects to receive the Selectmen's responses to the Board's questions regarding the Board of Education's (BOE) request for a Non-Lapsing Fund. Once received, it will be forwarded to the Board. Selectmen Liaison LaBonte is working with the Fire Chiefs, Board of Finance Chairman, and Board of Finance Clerk/Emergency Services Liaison to review and proceed with the recommendations included in the MRI (Municipal Resources, Inc.) Public Safety Study. He looks forward to continuing to work together with the Board for the next two years.

**5. OPEN ALTERNATE POSITION**

**M/S/C: Griggs/Cadwell, to nominate and appoint Matt Rucci as an Alternate Member of the Board of Finance. Discussion: Board Member Griggs stated that Board Member Rucci has expressed his continued interest in serving on the Board. Clerk Bourgeois felt that he has played a positive role on the Board and expressed her full support. The Board Members concurred. Voice vote, 6-0, all in favor.**

**6. APPROVE 2024 MEETING CALENDAR**

**7. REVIEW 2024/25 BUDGET CALENDAR**

**M/S/C: Griggs/Cadwell, to approve the 2024 Board of Finance Meeting and 2024/25 Budget Calendars. Discussion: None. Voice vote, 6-0, all in favor.**

**8. LIAISON REPORTS**

**A. EMERGENCY SERVICES – *no report***

Chairman Dickson and Clerk Bourgeois will be attending a meeting with Salem Volunteer Fire Company Chief Gene Maiorano regarding the FY2024/25 Budget. The Emergency Management Committee is scheduled to meet next Tuesday, November 14.

**B. BOE (BOARD OF EDUCATION)**

BOE Liaison Griggs reviewed the line-item transfers, which include transportation cost increases to/from the vocational schools. Part of the cost will be offset by the reduction of buses from eight (8) to seven (7); other options are being investigated. She will inquire about the possibility of partnering with East Lyme. Other transfers include costs for the State Board of Labor Relations (SBLR) Hearings for staff grievances.

She also provided an update regarding the MBR. At her request, the BOE is currently pursuing a response from the state regarding the reduction in the number of students attending East Lyme High School as an allowable reason for the reduction (Page 2 of communication from the CT Department of Education, Item 4, Designated High School Deduction). Once received, the response will be forwarded to the Chairman, who will disseminate the information to the Board.

**9. FORMAT & PLANNING DISCUSSION FOR LETTER TO DEPARTMENTS REGARDING BUDGETARY EXPECTATIONS AND GUIDELINES FOR 2024/25, INCLUDES DISCUSSION ON ISSUES & CONCERNS FOR THE UPCOMING BUDGET SEASON**

Chairman Dickson distributed and reviewed the edited version of the proposed letter. The edits included references to the ARPA (American Rescue Plan Act) Funds and ECS (Education Cost Sharing) Expenses.

**M/S/C: Griggs/Belleville, to approve the Board of Finance letter to the departments regarding budgetary expectations and guidelines for FY2024/25. Discussion: None. Voice vote, 6-0, all in favor.**

**OLD BUSINESS – *none***

**ADJOURNMENT**

**M/S/C: Griggs/Bourgeois, to adjourn the meeting at 7:29 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.**