

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JANUARY 25, 2024 – 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
Kate Belleville
John Bernier
Deborah Cadwell
Janet Griggs
Maryann Casciano, Alternate
Matt Rucci, Alternate

ABSENT

James Moran, Alternate

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:

Horace Lindo, 542 Flanders Road, Oakdale

SEAT ALTERNATE, IF NEEDED: *none*

COMMUNICATIONS:

- a. Copy of an email from King, King & Associates, P.C., regarding the status of the Audit

AGENDA:

1. APPROVAL OF MINUTES: JANUARY 11, 2023 BOF MEETING

M/S/C: Griggs/Bernier, to approve the January 11, 2023 Board of Finance Regular Meeting Minutes, with the following amendment:

Item 7, BOE MBR (MINIMUM BUDGET REQUIREMENT) ISSUE
~~Board Member Bernier requested clarification...designated high school deduction.~~

Board Member Bernier requested clarification on the deadline date for action and sought an explanation of their of the correspondence from the BOE citing conversations with the State that stated even though Salem does not have a high school the associated allowable exemption, per Connecticut General Statutes (CGS) §10-262j (and 10-33) does not apply since Salem has a cooperative agreement, per §10-158a. Previous correspondence also cited resident students. He recalled that their discussions and reasoning for reducing the School Budget below last year's appropriation did not involve the net reduction in the number of resident students. Rather, it dealt with the fact that the town does not have a high school and there is a reduction in the number of students attending high school and therefore a corresponding reduction in tuition which is an allowable exception.

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

2. ACT ON PROPOSED APPROPRIATIONS FOR 2024-2025

A. #930 CAPITAL EXPENDITURES

The following proposed FY2024/25 Capital Expenditures were deferred:

Line 4, BOE Corridor Lockers	\$ 77,736.00
Line 10, BOE Replace Floor – Multi-Purpose Room	\$ 46,500.00
Line 28, PW Small Snowplow Truck	\$ 102,000.00
Line 34, PW New Carpet at Old Library	\$ 6,000.00
Line 41, GLVFCO Building Roof Replacement	\$ 64,000.00

Per the Auditor's recommendation, the Capital Plan Budget should be within 10% of the town's overall budget, excluding the Principal and Interest. The proposed FY2023/24 Capital Plan Budget is \$728,824.00 above the projected amount. There is approximately \$400,000.00 in ARPA (American Rescue Plan Act) Funding remaining. The following items will be provided to the ARPA Committee for possible funding:

Line 5, BOE Gymnasium Wall Padding	\$ 38,780.00
Line 6, BOE Full Building Duct Cleaning	\$ 35,000.00
Line 8, BOE Indoor Air Quality Inspections/Service	\$ 25,000.00

May be included in future Capital Budgets if regular inspections/service required

Line 24, Rec Volunteer Park – Pavilion	\$ 85,000.00
Line 52, Radio Equipment/System Upgrade	\$ 100,000.00

Spread out over three (3) years; included in Capital Plan for future years

Line 53, Emergency Services Operations Center – Relocation/Enhancement (partial STEAP Grant funding)	\$ 40,000.00
Line 54, Gen Gov't – First Selectman – Salem Town Campus and Property Security & Safety Monitoring System Upgrades	\$ 34,978.00

TOTAL ARPA	\$ 358,758.00
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The Board Members agreed to preliminarily fund the following items:

Line 1, BOE Replace 1994 Boilers	\$ 35,000.00
Line 2, BOE Fire Alarm Upgrade	\$ 116,900.00
Line 7, New Stage Curtains – Gym Stage	\$ 12,000.00
Line 9, BOE Repair Uneven Concrete Walking Areas	\$ 10,000.00
Line 10, BOE Replace Floor – Multi-Purpose Room	\$ 46,500.00
Line 23, BOE Roof/HVAC Project – Supplement (if needed)	\$ 70,000.00
<i>May need additional funds for HVAC controls; possible reimbursement by state</i>	
Line 25, Front End Loader	\$ 70,000.00
<i>Committed item; must remain in Capital Budget</i>	
Line 26, PW Large Snowplow Truck #3	\$ 95,000.00
Line 27, PW Over Rail Mower	\$ 67,000.00
<i>Committed item; must remain in Capital Budget</i>	
Line 33, PW Road Improvement	\$ 451,088.00
Line 34, PW New Carpet at Old Library	\$ 6,000.00
Line 35, PW Commercial Mower	\$ 21,000.00
Line 37, PW Transfer Station Repairs	\$ 10,000.00
Line 39, GLVFCO Fire Fighting Turnout Gear and Hose	\$ 14,000.00
<i>Committed item; must remain in Capital Budget</i>	
Line 44, SVFCO Engine Tanker	\$ 120,000.00
Line 45, SVFCO Replacement Gear and Hose	\$ 21,100.00
Line 47, SVFCO Replacement 2500-Gallon Tanker	\$ 125,000.00
<i>Spread out over five (5) years; old Tanker may be sold for \$80,000.00</i>	
Line 48, SVFCO MagneGrip System Upgrade (includes GLVFCO)	\$ 14,000.00
Line 49, SVFCO Meeting Room Floor Sanding & Refinishing	\$ 5,500.00
Line 50, Public Safety Firefighter Turnout Gear Storage Racks	\$ 3,000.00
Line 51, Public Safety Firefighter Turnout Gear	\$ 18,600.00
TOTAL CAPITAL REQUESTS	\$ 1,325,688.00

M/S/C: Cadwell/Bernier, to approve the preliminary FY2024/25 10-Year Capital Plan with a total of \$1,325,688.00 (one million three hundred twenty-five thousand and six hundred and eighty-eight dollars), subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

B. 10 YEAR CAPITAL PLAN

The FY2025/26 Capital Plan Budget is approximately \$1 million over the recommended amount. It was noted that the town's Principal and Interest will be paid off in 2031 and the SVFCO Ladder Truck, which is estimated to cost at least \$2 million, is slated for replacement in FY2033/34.

M/S/C: Cadwell/Griggs, to approve the preliminary FY2024/25 10-Year Capital Plan, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

2. SUPPLEMENTAL APPROPRIATION per Section 10.09 of the Salem Town Charter in the amount of \$11,385 for SVFC, Repair/Maintenance of Equipment, Account 5-222-618

M/S/C: Cadwell/Griggs, to approve a Supplemental Appropriation, per Section 10.09 of the Salem Town Charter, in the amount of \$11,385.00 (eleven thousand three hundred eighty-five dollars) for the Salem Volunteer Fire Company (SVFCO), Repair/Maintenance of Equipment, Account 5-222-618. Discussion: The funding was approved by the Board of Finance during their previous meeting, contingent upon the approval of the Board of Selectmen. Per the Town Charter, supplemental appropriations must be approved by the Board of Finance prior to the Board of Selectmen. Voice vote, 6-0, all in favor.

3. SUPPLEMENTAL APPROPRIATION per Section 10.09 of the Salem Town Charter in the amount of \$20,000 for Charter Commission needs.

The Supplemental Appropriation would be utilized for attorney fees, public notices for the public hearings and town meeting, and other related expenses. Discussion ensued regarding the total scope of the project, final expenses, and under which Department the line item should be added.

M/S/C: Cadwell/Belleville, to approve a Supplemental Appropriation, per Section 10.09 of the Salem Town Charter, in the amount of \$20,000.00 (twenty thousand dollars) for the Town Charter Commission. Discussion: The Board Members agreed to add an additional line item under Department 100, Selectman. Voice vote, 6-0, all in favor.

First Selectman Chmielewski congratulated Board Member Griggs for being awarded the Salem Lions Club Humanitarian of the Year Award.

OLD BUSINESS – none

ADJOURNMENT

M/S/C: Cadwell/Griggs, to adjourn the meeting at 10:19 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.