

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JANUARY 9, 2020 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

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

ABSENT

Michael Jensen, Alternate

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

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

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS:

1. A copy of a letter from James Savalle, Gardner Lake Volunteer Fire Company

AGENDA:

1. APPROVAL OF MINUTES: DECEMBER 12, 2019 SPECIAL MEETING

M/S/C: Griggs/Collins, to approve the Regular Meeting Minutes of December 12, 2019, with the following amendment:

Page 7, Top paragraph, 4th sentence:

SVFCO Deputy Chief Chip Weston stated that both he and Board Member Griggs were members of the Committee that reviewed the ~~Auditor's findings~~ *Municipal Resources, Inc., Public Safety Services Organizational Analysis for the Town of Salem, CT, dated September 2014*, and urged the Board to review their follow-up to the Report, which notes those items that they would be unable to accomplish.

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 with the Board, stating that there were no unusual occurrences. She noted that the reports were prepared by the Auditor and, while the numbers are accurate, they include the numbers for the first week of January 2020. She will e-mail the Board Members a revised report with the numbers for just the month December 2019, for comparison purposes and for their records.

3. **SELECTMAN'S REPORT**

First Selectman Lyden wished everyone a Happy New Year.

He reported on the recent passing of Planning & Zoning Commissioner David Miller and asked that the Miller family be kept in their thoughts and prayers. A Memorial Scholarship Fund is in the process of being established in his honor.

A letter from the New London Homeless Hospitality Center, requesting \$1,000.00 in funding, was recently received. The Center serves Salem residents as well as those of several other neighboring municipalities. A request for a line item to be added in the Town's budget under Regional Services will be made when the budget is presented.

At their most recent Board of Selectmen Regular Meeting, the Selectmen appointed John Bernier (U), who attended the December Board of Finance Meeting, as an Alternate Member of the Board of Finance. Mr. Bernier, a 28-year Salem resident, is a former member of the Zoning Board of Appeals and School Building Committee and has continued to be a very active member of the Town. Also appointed was long-time Salem resident Hank Horn to the Inland Wetlands and Conservation Commission. The Selectmen also approved the State's Homeland Security Grant and Resolution for Federal Fiscal Year 2019.

a. Supplemental Appropriation requests per Section 10.09 of the Salem Town Charter and approved by the Board of Selectmen

M/S/C: Cadwell/Griggs, to approve the supplemental appropriation of \$8,000.00 to Line Item 5-126-202, Labor Relations, and \$12,000.00 to Line Item 5-126-209, Town Issues, from the Town's Unassigned Fund Balance, per Section 10.09 of the Salem Town Charter. Discussion: First Selectman Lyden stated that Department 5-126 – Town Counsel is currently 98.9% expended and additional funding would be necessary to cover the costs of ongoing labor relations, which will be entering into mediation later this month, and other town issues. Voice vote, 6-0, all in favor.

M/S/C: Griggs/Collins, to approve the supplemental appropriation of \$5,000.00 for the payment of weekend custodian fees regarding the use of Salem School for community use from the Town's Unassigned Fund Balance, per Section 10.09 of the Salem Town Charter. Discussion: First Selectman Lyden reported that the item, which is, technically, not an education expense, was previously under the School's budget in exchange for the Town's in-kind services and was cut from their FY2019/20 budget. An invoice for the amount of \$933.00

was received from the School for the month of December. He is requesting the supplemental appropriation of \$5,000.00 to cover the cost of the weekend custodian for the remainder of the fiscal year. Any unexpended funds would be returned to the Town. It was confirmed that the facility is utilized by the Recreation Department and not for educational use over the weekends. A line item will be added to the Town's future budgets under the Recreation Department for transparency purposes. Voice vote, 6-0, all in favor.

4. PUBLIC COMMENTS

Ruth Savalle, Chairperson, Planning & Zoning Commission, inquired as to when the notifications to each of the Town departments for their operating budget would be sent out. She was informed that the notices were either sent out this week or will be sent out next week.

James Savalle, Gardner Lake Volunteer Fire Company (GLVFCO), distributed an addendum to the Fire Company's Capital Request. He also spoke with regards to his letter regarding the Fire Company's point of contact and his request to amend his title on the December Board of Finance Meeting Minutes from Member to Chief. Clerk Collins confirmed and re-confirmed with Mr. Savalle, GLVFCO Board of Directors President Cheryl Philophena, and the GLVFCO Board Members who were present, that all correspondence is to be addressed to both Mr. Savalle and Ms. Philophena.

5. CAPITAL EXPENDITURE REVIEW AND ACTION ITEMS

- a. Salem Volunteer Fire Company (SVFCO) – *presented by SVFCO Chief Gene Maiorano*
Fire Gear & Hose \$15,500.00

The cost of the gear and hose has increased from \$14,000.00 to \$15,500.00. The Fire Company is planning to replace three (3) sets of gear, which includes the coat, pants, boots, helmets, gloves, and hoods, next fiscal year. The older (expired) gear is currently being utilized by the non-interior firefighters. The helmets are sometimes replaced sooner, depending upon its manufactured date. The Fire Company also plans to replace their 5" hose.

- b. Recreation Commission – *not present*

The Recreation Commission Chairman will be contacted regarding their Capital request and confirm his attendance at the Board's next meeting. Clerk Collins requested they confirm that they have done their due diligence, including the obtaining of multiple bids, for the Disc Golf Course project and the status of the Volunteer Field Project at that time.

- c. Public Works – *presented by Public Works Director Donald Bourdeau, Jr. & First Selectman Lyden*

PW Large Snow Plow Truck #2 \$64,000.00

The item is currently separated into three (3) payments of \$62,000.00 and the truck will be purchased off of the State bid. Because they plan to purchase a truck with a stainless

steel body, the cost is expected to increase. An updated cost estimate will be obtained and provided to the Board.

Fuel System Replacement (Library)	\$225,000.00
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The Town's Fuel System has been partially funded and the replacement of the fuel system head and computer system have been completed. First Selectman Lyden reported that he has spoken with Salem School District Business Manager Kim Gadaree and BOE Chairman Sean Reith regarding the possibility of combining the School and Town's oil tanks under the same RFP (Request for Proposal). He is currently in the process of obtaining cost estimates for the Library heating system, which would be intertwined with the oil tanks. The requested amount of \$225,000.00 has been submitted as a placeholder until a more definite amount is established. Currently, \$157,000.00 has been allocated for the Town's tanks, \$180,000.00 for the School, and \$225,000.00 for the Library, totaling \$562,000.00. He noted that, though they have been unsuccessful in receiving the grant in the past, it appears that STEAP (Small Town Economic Assistance Program) Grants may become available again by the State. They have received one rough estimate for the replacement of the Library heating system and the schematics are currently being reviewed by another company. He is also in the process of investigating the advantages and disadvantages of the various heating systems available and their relative costs. The current system is 16 years of age and they are paying a minimum of approximately \$8,500.00 in maintenance costs annually. After the tanks for the Town, Library and School are replaced, there will only be one five (5) year old tank remaining at the School.

d. First Selectman – *see above regarding the Fuel System Replacement*

e. Board of Education (BOE) – *presented by BOE Chairman Sean Reith*

FY2020/21: Oil Tank Replacement (new request)	\$180,000.00
Replace Clock System (revised quote)	\$17,500.00
Sound System for the Gym (revised quote)	\$17,292.00

As previously noted, the BOE is working with the First Selectman to investigate whether there would be a cost savings by bundling the oil tank replacement projects.

The School currently houses 76 clocks. The importance of having all of the clocks synchronize with each other and the safety issues it presents were discussed.

FY2021/22: Fire Alarm Upgrade (new request)	TBD
Milestone Video Surveillance System Expansion	\$52,860.00
Replace Carpet in Library	\$22,267.00

The need for the Fire Alarm Upgrade was prompted by an issue which occurred during the last school year. The current Video Surveillance System has been experiencing failures and losing reliable signals, among other issues. The expansion would fund the replacement and upgrading of the current system, purchasing of new cameras for those

areas that are not currently monitored, and upgrade the system's hub and storage of videos. The amount, which was obtained in October 2018, is a cost estimate to be used for budgetary planning purposes. In response to Board Member Bourgeois, BOE Chairman Reith stated that he was unsure whether the Clock System Replacement and the Video Surveillance System Expansion would be tied together, but felt they would be two separate systems.

FY2022/23: Replace Corridor Lockers (1994 addition corridor) \$41,190.00

FY2023/24: Athletic Fields Upgrade (revised quote) \$192,000.00

The revised quote includes over 8,000SF of sod, complete re-grading of the field, materials to ensure that the soil compact density is appropriate, and the installation of a new well and irrigation system. In response to Chairman Dickson, Public Works Director Bourdeau stated that they would be able to maintain the field once it has been upgraded. He added that, over the years, due to constant budget cuts, the field has not been properly maintained and has become compacted resulting in safety issues, e.g., possibility of concussions, due to the hard, compacted soil. He also noted that the School field is utilized much more than the other Town fields. Clerk Collins recommended aerating, overseeding, and composting the field over the next few years and revisiting/evaluating the field rather than completely overhauling the field. While Public Works Director Bourdeau agreed to do so, he stated the necessity of maintaining the funding to avoid any future issues. In response, BOE Chairman Reith stated that funding could be allocated in their operating budget for the rehabilitation of the field. The item will remain on the BOE's Capital Plan for the time being. First Selectman Lyden added that, similar to the weekend use of the School facilities, the Town also owns the field and allows the School to utilize the field. As such, he provided the option to allow the Board to allocate funding for the ongoing maintenance of the field in either the Capital or Public Works budget. The School would continue to maintain the field, e.g., mowing, etc. The Board felt that the item is a maintenance, rather than Capital, item and could be placed under the Public Works' budget. Board Member Griggs suggested the possibility of contacting the Connecticut Agricultural Experiment Station, New Haven, to assess the field. Public Works Director Bourdeau stated that a maintenance plan would be created, noting that there are also limitations as to what they could do on a school field for maintenance, e.g. fertilization.

f. Gardner Lake Volunteer Fire Company – *presented by James Savalle*

Fire Gear & Hose \$14,000.00

Roof Replacement \$151,770.44

A copy of the addendum listing the recommended contractors/vendors for the roof replacement and their respective cost estimates was presented to the Board. Background checks have been conducted. Allstars Electrical, LLC, who installed the original photovoltaic panels, informed him that there would be no benefit to upgrading the old

(10 to 15 year old) panels with new panels. As such, the solar panels will be removed and temporarily stored. The roof will, then, be stripped, bad plywood replaced, and re-roofed. Also included in the estimate is the cost of the rental for the dumpsters. 10% was added to the prices to accommodate for any overruns due to any unexpected or increased expenses. In response to Chairman Dickson regarding any recent issues that have been encountered with the roof, he stated that he has repaired some of the deteriorating boots and flashing leaks with tar and some of the shingles have come off during the stronger windstorms.

On a separate note, in response to Clerk Collins' question regarding the Fire Company's status of their compliance with the Auditor's recommendations regarding the ambulance service, which would help the Board with the crafting of the FY2019/20 budget, Mr. Savalle stated that they have neither been approached by the Board nor seen the recommendations with which they are being asked to comply. He added that they would be very happy to sit down with the members of the Board of Finance, as well as the Board of Selectmen, for a discussion and invited them to call or e-mail him should they have any additional questions.

6. EMERGENCY SERVICES and BOE SUBCOMMITTEES

Chairman Dickson reported that Board Members Bourgeois and Casciano have agreed to serve on the Emergency Services Subcommittee and Board Members Cadwell and Griggs have agreed to serve on the Board of Education Subcommittee.

OLD BUSINESS: *none*

ADJOURNMENT

M/S/C: Cadwell/Griggs, to adjourn the meeting at 8:33 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