

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JANUARY 23, 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
John Bernier, Alternate

ABSENT

Maryann Casciano, Alternate
Michael Jensen, Alternate

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

Chairman Dickson called the meeting to order at 7:00 p.m.

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS:

1. A copy of an e-mail from Bond Consultant Mark Chapman regarding the Town’s Unassigned Fund Balance Policy.

ALTERATIONS TO THE AGENDA:

M/S/C: Collins/Griggs, to add Public Comments to the Agenda, immediately following Communications. Discussion: None. Voice vote, 6-0, all in favor.

PUBLIC COMMENT:

Chairman Dickson prefaced the public’s comments by stating that the Board has neither begun the FY2020/21 budget process nor have they received any information regarding the Board of Education (BOE)’s proposed budget. The purpose of this evening’s meeting is to discuss and act upon the Capital Plan. The public was invited to provide a brief comment(s) related to the Capital Plan and state their general concerns regarding the BOE budget.

Jessica Fletcher, 231 Laurelwood; Christina Grillo, 635 West Road, and; Krystal Hales, 391 Laurelwood Drive, spoke as parents and PTO members to advocate for the needs of the students, the school, and the community. Ms. Fletcher spoke in support of providing additional funding to the BOE budget, stating that the school is currently understaffed and running on a minimal budget; they are unsure as to how the BOE will manage their budget in the next fiscal year. Ms. Grillo added that they

hope that the Board, like them, are invested in the school and stated their willingness to collaborate and work with them for the future of their school and its students. Understanding of the Board's tough job ahead of them, they expressed their appreciation for the Board's time and effort.

Chairman Dickson stated that they, too, are concerned and have created a subcommittee comprised Board Members Cadwell and Griggs to act as their Liaisons to the BOE. Ms. Fletcher added that the recent Joint Meeting between the BOE, BOF, and Board of Selectmen to discuss the issues was very helpful. Ms. Grillo reiterated that they would, similarly, be open to meeting with the Board to informally discuss their concerns and some of their ideas.

Tiffany Cunningham, 89 Rattlesnake Road, commented on the recent BOE meeting in which the Superintendent presented his proposed budget with an 8% increase. The largest increase derives from the East Lyme High School tuition costs and excludes funding for sports and technology, which she plans on, personally, voting to reinstate. As a member of the BOE, she believes in efficiency, making smart decisions, and presenting the most appropriate budget. Technology, she felt, should be included in the budget every year, citing that some of the computers are 10 years old and due for replacement. She also advocated for the new sound system, citing the audience's inability to hear the students performances at school events. She invited the Board members to attend the BOE's upcoming meeting on February 3.

First Selectman Lyden stated that he has been requesting an inventory of items from the various town departments and felt it might be beneficial for the BOE to do the same for their technology equipment so that they could plan for the regular replacement and include adequate funding for those items in their annual budgets.

The Board thanked them for attending and speaking at the meeting.

AGENDA:

1. APPROVAL OF MINUTES: JANUARY 9, 2020 REGULAR MEETING

M/S/C: Griggs/Collins, to approve the Regular Meeting Minutes of January 9, 2020.

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

2. ACT ON PROPOSED APPROPRIATIONS FOR 2020-2021

A. #930 CAPITAL EXPENDITURES

Recreation Commission

Recreation Commission Chairman Alan Maziarz apologized for the miscommunication and thanked the Board for their willingness to allow him to present the Commission's Capital requests. He discussed the following items:

Forsyth Road/Volunteer Park Project – After re-evaluating the Project and based on the current needs of the Town, the Commission agreed not to pursue the well and septic portion of the proposed project, which has already been approved and allocated by the Town for \$90,000.00. The funds will be returned to the Town's General Fund. The Commission would like to continue to pursue the construction of the pavilion (Line Item 17, \$45,000.00)

and proposed moving the item to the FY2021/22 Capital Budget. Because the project will no longer include the previously proposed bathroom facility, the size of the pavilion will be reduced and the project will be put out for bid with the revised plans.

Disc Golf is an outdoor recreational activity that invites people of all ages and abilities to enjoy. The 18-hole course, which has been designed in collaboration with Disc Golf Consultant Shawn Callaghan who was also involved with the organization and construction of the Disc Golf Course in East Haddam, would be installed within the landscape of the Salem Community Park and its trails. The proposal includes a detailed outline of the construction costs, which is primarily comprised of the cost for materials. The labor would be provided by volunteers. The course, which would require very little maintenance, would be maintained by volunteers and would consist primarily of the trimming back of foliage. Once constructed, the Commission plans to have the equipment available for loan through the Library. The Commission is requesting \$23,499.00 for FY2020/21 for the project.

Board of Education – The cost estimate for the replacement/upgrades/additions to the fire alarm system is unknown at this time. Those items without any cost estimates will be deleted for the time being.

Public Works – The amounts indicated for the proceeding years on Line Item 24, PW Large Snow Plow Truck #3, similar to Line Item 19, PW Large Snow Plow Truck #2, will be increased, accordingly. A brief discussion was held regarding Line Item 31, PW Road Improvement, which was reduced for FY2019/20 based on the scheduled projects for the fiscal year; the importance of maintaining the roads to avoid future repair costs, and; the need to fund the line item a minimum of \$190,000.00, which is the amount of funding received by the State's TAR (Town Aid Roads) Grant. A summary of the scheduled projects for FY2020/21 will be provided to the Board by the Public Works Department.

Salem Volunteer Fire Company – The proceeding amounts for Line Item 45, SVFCO Replacement Gear and Hose, will be increased to \$15,500.00.

General Government – Discussion ensued regarding the Library HVAC System and the Fuel Tanks for the Town, School, and Library. Two companies are in the process of generating proposals for the Library HVAC Fuel Replacement System (Line Item 49); rebates might also be available. A preliminary proposal of \$287,624.00, excluding the de-installation of the fuel tanks, was provided. The Town plans to place the de-installation of all three fuel tanks (Town, School, and Library), with options, out to bid in the near future. The Board agreed to revise the amount for Line 49 to \$300,000.00, which excludes any rebates, and allocate \$25,000.00 and revise the item to read Gen Govt *Library* Fuel Tanks for Line 51, as placeholders. Funding for the Town's fuel tanks was previously allocated.

B. 10 YEAR CAPITAL PLAN

Following an extensive discussion regarding the FY2020/21 Capital Plan, the following motion was made:

M/S/C: Collins/Griggs, to amend the FY2020/21 Capital Plan as follows:

Additions:	Line	8 BOE Fuel Tank	\$ 180,000.00
	10	BOE Library Carpet	\$ 22,267.00
	11	BOE Clock System	\$ 17,500.00
	12	BOE Sound Sys Gymnasium	\$ 17,292.00
	16	Rec Disc Golf	\$ 23,499.00
	33	PW Fuel Tanks	\$ 157,077.00
	45	SVFCO Replacement Gear & Hose	\$ 15,500.00 *
	49	Gen Govt Library HVAC	
		Fuel Replacement System	\$ 300,000.00
	51	Gen Govt <i>Library</i> Fuel Tanks	\$ 25,000.00

*** Line 45, SVFCO Replacement Gear & Hose, is not an addition, but an increase of \$500.00.**

Amendments: The following item was moved from the FY2020/21 to the FY2021/22 Capital Plan:

Line 41 GLVFCO Bldg Roof Replacement \$ 51,770.00

Discussion: The difference will derive from the Town's Unassigned Fund Balance. Voice vote, 6-0, all in favor.

OLD BUSINESS:

BOE Subcommittee Report – Board Member Griggs, who attended the recent BOE Meeting, reported that the BOE was presented with the additional cost of the 14 additional students that are attending East Lyme High School and the additional special education and out of district placement costs. In response to Clerk Collins, BOE Chairman Reith confirmed that the BOE is aware of the estimated \$110,000.00 reduction in ECS (Educational Cost Sharing) funds from the State for FY2020/21.

Emergency Services Report – Board Member Bourgeois reported that she and Board Member Casciano have not yet met with either of the Fire Companies, but have communicated with them and plan to request information to better familiarize themselves with the synergies between the two Fire Companies. She distributed a copy of the information they are seeking for the Board to review and provide input. Clerk Collins suggested adding the request of information regarding the allocation of the Fire Companies training funds.

M/S/C: Bourgeois/Griggs, to request the details regarding the Calls for Service for the Fire Companies for 2017, 2018, and 2019 from the First Selectmen. Discussion: The Calls for Service for the ambulance and fire are separate. Voice vote, 6-0, all in favor.

M/S/C: Bourgeois/Collins, to request an inventory of all Town-owned equipment; training plans for 2018, 2019, and 2020, and; an itemized list of the allocation of those funds from the Gardner Lake and Salem Volunteer Fire Companies. Discussion: None. Voice vote, 6-0, all in favor.

Board Member Griggs requested the distribution of the Board's roster with their contact information so that information could be distributed to the members. Discussion ensued regarding avoiding any FOIA (Freedom of Information Act) violation. GLVFCO Chief James Savalle added that he was unable to send the requested information to the Board due to the lack of contact information. It was requested that any communication to the Board be directed to the Chairman and/or Clerk, who would disseminate the information.

ADJOURNMENT

M/S/C: Collins/Salas, to adjourn the meeting at 9:04 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