

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 22, 2018 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

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

ABSENT

Michael Jensen, Alternate

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

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

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS:

Communication was received from the Board of Selectmen regarding the approval of motions (item 6) that were carried at their recent Special Meeting to discuss the budget.

AGENDA:

1. APPROVAL OF MINUTES: FEBRUARY 8, 2018 BOF Regular Meeting

M/S/C: Houchin/Collins, to approve the Regular Meeting Minutes of February 8, with the following amendments:

Page 5, Item 7, last line:

George ~~Siebert~~ *Ziegra*. Multiple and/or Group dedications are also possible.

Page 5, designate the final paragraph as Item 8:

8. Board Member Collins did not feel that...

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

2. PUBLIC COMMENTS – *none*

3. ACT ON PROPOSED APPROPRIATIONS FOR FY2018-2019

A. #118 TAX COLLECTOR

Tax Collector Cheryl Philophena presented the budget for the Tax Collector’s Office, which includes a decrease of \$560.00 from line item 5-118-306, Conference/Mileage/Dues, due to the Assistant Tax Collector’s achievement as a certified Tax Collector.

M/S/C: Collins/Houchin, to approve the appropriation of funds in the amount of \$13,655.00 for Department #118 – Tax Collector, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

B. #230 AMBULANCE

Gardner Lake Volunteer Fire Company (GLVFC) Chief Jim Savalle presented the budget request for Department #230 – Ambulance, which includes a decrease of \$15.00. In response to Chairman Householder who questioned the expenditures to date for line item 5-230-519 – Training, GLVFC Chief Savalle explained that, due to the State's Fiscal Crisis and possibility of a request for additional cuts, the expenditures for line items 5-230-019 – Equipment and 2-230-519 – Training were delayed.

M/S/C: Collins/Houchin, to approve the appropriation of funds in the amount of \$42,455.00 for Department #230 – Ambulance, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

C. #220 GARDNER LAKE VOLUNTEER FIRE COMPANY

GLVFC Chief Savalle presented the budget for the Fire Company, which includes a reduction of \$5.00. Decreases were made to various line items to balance out the significant increase for line item 5-220-827 – Building Maintenance for the buffing and finishing of the floors, repairing and painting of the ceiling, and painting of the walls of the hall. A contractor will be hired for the flooring and ceiling repairs and the York Correctional Institute Inmates will be painting the hall.

M/S/C: Griggs/Salas, to approve the appropriation of funds in the amount of \$77,470.00 for Department 222 – Gardner Lake Volunteer Fire Department, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

GLVFC Chief Savalle also requested that the Board review their Capital Plan request for FY2018-19 for Fire Gear (line 41), which includes an increase for the purchase of two (2) additional sets. He also stated that one of the Thermal Imaging Cameras (line 43) on the Capital Plan could be carried over into the following year. In addition, they will be applying for a Volunteer Workforce Solutions Grant for physicals and training, which, if received, would be returned to the Town's General Fund.

D. #116 ASSESSOR

First Selectman Lyden presented the budget for Department #116 – Assessor, which includes a \$10.00 reduction. The increases in three of the four line items are balanced out by the decrease in line 5-116-305 – Conferences/Mileage due to the recent certification of the Assistant Assessor as a CCMA (Certified Connecticut Municipal Assessor) I.

M/S/C: Houchin/Griggs, to approve the appropriation of funds in the amount of \$16,790.00 for Department #116 – Assessor, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

E. #158 LIBRARY

Library Board Chairperson Sue Butler expressed her gratitude to Head Librarian Vicky Coffin for her hard work and presented their proposed budget, which includes a number of line item adjustments to achieve an overall flat budget. Increases include expenditures for the replacement of two (2) computers and, due to a number of recent maintenance issues, a lease agreement for both the copier and printer. Decreases include the cancellation of *JobNow* and *Constant Contact*. Chairman Householder requested that the verbiage “No inflation adjustment – flat funding” be removed from the Explanation of Services/Expenses under line items 5-158-315 – Conf/Mileage/Dues and 5-158-458 – Supplies. Expenses for CT/CEN Internet, which was cut by the State, was added to their budget. Having reviewed their current revenue for Library Fees/Fines (line 4-097-072), Chairman Householder suggested considering the institution of a 10-can donation/\$10.00 fine limit for their *Food for Fines* Program. In response, Library Director Coffin stated that a patron with a fine of over \$10.00 is an extremely rare occurrence and donations cannot be used for the replacement of lost items. She also felt that the 25 bags of canned food items that were received and donated to *Care and Share of East Lyme*, which also serves the Town of Salem, far exceeds the cost of the fines. The Board annually votes upon the Library’s participation in the Program. The decrease in the amount of income is primarily due to a decrease in State funding and collections.

M/S/C: Cadwell/Griggs, to approve the appropriation of funds in the amount of \$34,350.00 for Department #158 – Library, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

F. #600 ECONOMIC DEVELOPMENT

First Selectman Lyden presented the budget for the Economic Development Commission, which includes a decrease of \$50.00. The Commission works closely with seCTer (Southeastern Connecticut Enterprise Region) and the Town Planner, who works with CCOG (Connecticut Council of Governments) on a regular basis. The Commission is tasked with researching, bringing in, expanding, and supporting prospective, new, and existing businesses as well as reviewing business-related regulations. Board Member Collins suggested reducing line item 5-600-498 – Mailing & Materials by \$200.00 based on the history of the actual expenditures over the past two fiscal years.

M/S/C: Collins/Salas, to approve the appropriation of funds in the amount of \$1,500.00 for Department #600 – Economic Development, subject to review and/or revision. Discussion: Board Member Griggs requested that the Board be open to revisiting their budget should EDC Chairman Frank Sroka, who is fiscally conservative, have any issues with the reduction. Voice vote, 6-0, all in favor.

G. #610 CONSERVATION COMMISSION/IWCC

Inland Wetlands and Conservation Commission Chairman Ed Natoli presented the Commission’s budget, which includes a reduction of \$650.00. Because part of the reduction

includes a \$350.00 reduction from line 5-610-941 – Engineering, resulting in \$0 allocated for the line item, he stated that, should any developments requiring the need for any engineering services arise, he would be returning to the Board to request additional funds.

M/S/C: Collins/Salas, to approve the appropriation of funds in the amount of \$1,350.00 for Department #610 – Conservation Commission/IWCC, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

H. #630 PLANNING AND ZONING COMMISSION

First Selectman Lyden presented the budget for the Planning & Zoning Commission, which includes a decrease of \$5,000.00. The Commission has been very busy and active, rewriting regulations, including one regarding age-restricted housing. He reported that a new Town Planner, who currently works for CCOG, has been hired. The mileage expenditure for the ZEO (line item 5-630-425) is currently at \$0 as she bills for her mileage annually. The reasoning behind the \$0 Actual expenditure for FY2015/16 is unknown, but the funds are presumed to have possibly derived from a different line item.

M/S/C: Collins/Houchin, to approve the appropriation of funds in the amount of \$14,500.00 for Department #630 – Planning & Zoning Commission, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

I. #640 ZONING BOARD OF APPEALS

Chairman Householder requested that the Department name be included in the header.

First Selectman Lyden presented a flat budget for the Zoning Board of Appeals.

M/S/C: Cadwell/Griggs, to approve the appropriation of funds in the amount of \$800.00 for Department #640 – Zoning Board of Appeals, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

J. #645 RECREATION COMMISSION

The budget for the Recreation Commission was presented at the February 8 Regular Meeting.

K. #710 MUNICIPAL INSURANCE

Chairman Householder requested that the Department name be included in the header.

First Selectman Lyden presented the budget for Department #710 – Municipal Insurance, which includes an increase of \$20,332.00, due to a 10% increase in Workmen's Compensation Insurance and 5% increase in Liability/Property Insurance. Currently, the insurance for both the Town and School is provided by CIRMA (Connecticut Interlocal Risk Management Agency), which is a membership-based not-for-profit association comprised of approximately 167 municipalities. Funds for this line item were reallocated with the School due to an increase in claims for the Town/Emergency Services this fiscal year. First Selectman Lyden stated that he is very pleased with CIRMA and their services and reminded the Board that the Town did receive a member's equity dividend check for \$8,133.00 in 2017. The required insurance for the underground tanks also reflects an increase of \$800.00 – an amount that should decrease when some of the underground tanks are replaced with aboveground tanks.

He does not anticipate that the insurance costs would grow at the same rate in the near future. In response to Board Member Salas, he stated that he can research and request quotes from other companies, noting that when last researched, he discovered that there are very few companies that handle municipalities.

M/S/C: Cadwell/Griggs, to approve the appropriation of funds in the amount of \$121,132.00 for Department #710 – Municipal Insurance, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

L. #810 UNANTICIPATED EXPENSES

Chairman Householder requested that the Department name be included in the header.

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$1,000.00 for Department #810 – Unanticipated Expenses, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

M. #935 REVALUATION

Chairman Householder requested that the Variance amount from the Previous Year be corrected to read \$0.

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$0 for Department 935 – Revaluation, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

4. 10-YEAR CAPITAL PLAN DISCUSSION

Chairman Householder will review the GLVFC's Capital Plan Requests for the Fire Gear and Hoses and Thermal Imaging Camera(s).

5. DISCUSSION REGARDING DEDICATION FOR ANNUAL REPORT

Board Member Griggs suggested dedicating the Annual Report to Robyn McKenney and Board Member Collins suggested it be dedicated to George Ziegra at their previous meeting. Chairman Householder suggested the possibility of dedicating the Annual Report to three couples who have been and are very active in the Town: Hugh and Katherine Teel, Jim and Gloria Fogarty, and Stu and Judy Gadbois. While not opposed to any of the suggestions, Board Member Griggs felt that should the Board not honor Ms. McKenney this year, she might never be formally recognized for her contributions to the community. Board Member Collins felt that Mr. Ziegra, who has been an active member of and held leadership roles in the community for over 40 years and is nationally recognized for his accolades, might pair nicely with Ms. McKenney; he is open to recognizing the three couples in the future.

M/S/C: Collins/Houchin, to dedicate to the Annual Report to Robyn McKenney and George Ziegra. Discussion: Board Members Collins and Griggs will write the dedications for Mr. Ziegra and Ms. McKenney, respectively. Voice vote, 6-0, all in favor.

6. Per Section 10.09 of the Salem Town Charter, Additional Appropriations:**A. Formax Folder Insert – \$9,990.00**

The average life expectancy for folder inserts, which folds and stuffs envelopes, is five (5) years; the current Folder Insert was purchased in 2006 and is used by the Tax Collector's office, Assessor's Office, and other Town organizations. The machine is utilized to prepare approximately 1,500 to 2,000 in-house delinquent notices every month and the January supplemental bills. The Town currently holds a maintenance contract, but, due to its age, a number of its parts, which may be hard to find, are need of replacement.

M/S/C: Cadwell/Griggs, to approve the purchase of a new Formax Folder Insert for \$9,990.00 with funds deriving from the Unassigned Fund Balance. Discussion: In response to Alternate Board Member Dickson, Tax Collector Philophena stated that the possibility of leasing the equipment was investigated and is not cost effective. The current service contract, which costs approximately \$1,300.00/year and is paid every July, will be carried over to the new machine. As part of the contract, the machine is serviced every three (3) months and all of the parts and labor are included. First Selectman Lyden added that three (3) estimates for the machine were received. Voice vote, 6-0, all in favor.

B. Salem Volunteer Fire Company Repair/Maintain Vehicles – \$6,000.00

Salem Volunteer Fire Company Chief Gene Maiorano stated that, due to the unexpected repairs to their 27-year old truck, the Fire Company is currently \$8,900.00 over budget. In addition, but not included in the current request, the truck is in need of a \$600.00 repair for a rusted tank for the radiator. The Board of Selectmen unanimously approved the additional appropriation. Though a fire truck to replace this truck is included in this year's Capital Plan, the Truck will not be delivered for 12 months.

M/S/C: Griggs/Collins, to approve the transfer of \$6,000.00 from the Unassigned Fund Balance to Department 222 – Salem Volunteer Fire Company, line number 5-222-618, Repair/Maintenance of Equipment. Discussion: None. Voice vote, 6-0, all in favor.

OLD BUSINESS: *none*

ADJOURNMENT:

M/S/C: Collins/Salas, to adjourn the meeting at 8:35 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Respectfully Submitted by: Agnes Miyuki, Recording Secretary for the Town of Salem