

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, JUNE 14, 2018 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING**

**PRESENT**

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

**ABSENT**

Hernan Salas  
Michael Jensen, Alternate

**ALSO PRESENT**

First Selectman Kevin Lyden

**CALL TO ORDER:**

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

**RECOGNITION OF VISITORS:** *none*

**SEAT ALTERNATE IF NEEDED:**

**M/S/C: Collins/Houchin, to seat Alternate Member Bourgeois for Full Member Salas.**

**Discussion: None. Voice vote, 5-0, all in favor.**

**COMMUNICATIONS:**

1. Contract and Progress Questionnaires from the Auditor
2. Correspondence from the local lending institutions regarding the financing for the fire truck and snow plow
3. Chairman Householder reported that he attended the recent Board of Education (BOE) Meeting during which they approved the purchase of technology equipment and replacement security cameras from their unencumbered funds. Chairman Householder assured the BOE that the Board would cover any unexpected school-related expenses that might arise prior to the end of the fiscal year.

**ADDITIONS TO THE AGENDA:** *none*

**AGENDA:**

**1. APPROVAL OF MINUTES:**

**a. May 10, 2018 BOF Regular Meeting**

**M/S/C: Houchin/Griggs, to approve the Regular Meeting Minutes of May 10, 2018.**

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

**2. TREASURER'S REPORTS****A. REVENUE SUMMARY****B. TRIAL BALANCE****C. FUND BALANCE****D. OTHER**

The Board reviewed the *Balance Sheet* and *Budget vs. Actual* Reports. Treasurer Pam Henry noted that line item 212019 – Due to GF Comm. Found Grant 09 on the *Balance Sheet* indicates a negative amount due to the date the expended funds and the receipt of the funds were entered. The items that were to be corrected on the *Budget vs. Actual* Report, per last month's meeting, will be corrected in next month's report. The question arose as to whether the line item for Adult Education should be included in the Town's budget since it is part of the BOE though the grant is received by and partly paid for by the Town with those funds. By State Statute, the Town receives the grants for education while Federal Grants are received by the BOE. Chairman Householder plans to send a communication to the BOE regarding the need to discuss the acceptance of special needs students with moneys from other Towns in order to ensure that the funds are properly handled and that there would be no additional needs. Board Member Griggs suggested expanding the correspondence to request that both Boards discuss any item resulting in a significant financial impact. Chairman Householder commended the departments for not exceeding their budgets to date. Nearly all of the departments have expended approximately 95% of their budgets, reflecting a well-budgeted year.

**3. PUBLIC COMMENTS – none****4. SELECTMAN'S REPORT**

First Selectman Lyden commended Treasurer and Senior Liaison Henry for organizing the successful senior luncheon at *Two Brothers Restaurant*. The luncheon, which takes place on the first and third Tuesdays of the month at 11:30 a.m., will continue during the winter months when they do not normally meet. A group of seniors also meet at the Library every Tuesday from 12 to 4 p.m.

He and Administrative Assistant Louise Tyszkiewicz are now coordinating the field rentals to out-of-town organizations. Due to complaints received by the Public Works Department regarding the condition of the fields following their games/tournaments, those organizations interested in renting the field(s) must submit a \$200.00 deposit and submit a payment to cover the cost of the rental of the dumpster and cleaning of the porta-potty.

The Board Members are invited to attend Salem School's D.A.R.E. (Drug Abuse Resistance Education) Graduation on June 20 at 5:30 p.m. The classes are taught by Resident State Trooper LaRue and the event is sponsored by the Lions Club.

The alcohol ban at Gardner Lake State Park will be continuing this summer.

Chairman Householder commended Board Member and Lions Club member Houchin for organizing the eye screening for pre-k to first graders at Salem School and local daycare centers. Next year, the eye screening will be open to all students.

In response to Board Member Collins, First Selectman Lyden reported that the Multi-Purpose Path currently has approximately \$21,000.00 in unexpended funds, which must be utilized by August 17 or lose the funding. The Committee discussed and the State confirmed the possibility of utilizing the funds to purchase, utilize, and install a temporary bridge to extend and resurface the Path.

## **5. FIRST SELECTMAN TRANSFER REQUESTS**

First Selectman Lyden requested the transfer of funds for the Resident State Troopers' fringe benefits, the bulk of which is for retirement funding. While the projected fringe benefits and workman's compensation insurance for Fiscal-Year 2016/17 was 89.54%, the total projected amount for Fiscal-Year 2018/19 is 107.53%.

**M/S/C: Collins/Cadwell, to approve the transfer the following funds to line item 5-210-216, Security – Resident Troopers:**

**Line item 5-138-802, Employee Benefits – Insurance (PHS & BC Dent) \$18,000.00**

**Line item 5-410-627, Transfer Station – Maintenance & Improvements \$3,000.00**

**line item 5-410-932, Transfer Station – Trash Tipping (CRR) \$3,000.00**

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

First Selectman Lyden requested the transfer of funds due to additional time required to coordinate the Board of Assessment Appeals decisions.

**M/S/C: Houchin/Cadwell, to transfer \$2,000.00 from line item 5-105-115, Salaries – Recreation Coordinator, to line item 5-105-106, Salaries – Assessor. Discussion: None. Voice vote, 6-0, all in favor.**

First Selectman Lyden requested the transfer of funds due to the accumulation of overtime hours for emergency calls.

**M/S/C: Collins/Houchin, to transfer the following funds to line item 5-105-121, Salaries – EMT/Maintenance:**

**Line item 5-105-111, Salaries – Sanit. / Bld Off \$3,000.00**

**Line item 5-105-116, Salaries – Public Works \$4,200.00**

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

**M/S/C: Collins/Houchin, to transfer \$1,400.00 from line item 5-105-116, Salaries – Public Works to line item 5-105-119, Salaries – On Call Program. Discussion: None. Voice vote, 6-0, all in favor.**

First Selectman Lyden stated that the item is included in the Capital Plan and has been approved by the Board. The first payment will be due in July 2019.

**M/S/C: Griggs/Houchin, to authorize the First Selectman to enter into a lease/contract for a new Fire Truck with Republic First National in the amount of \$555,555.00 for a 6-year-term at 3.65%, per Section 6.02d9 of the Salem Town Charter. Discussion: Chairman Householder noted a discrepancy in the amount indicated in the proposed motion vs. the amount being financed. The amount was corrected and the motion was amended to read:**

**Griggs/Houchin, to authorize the First Selectman to enter into a lease/contract for a new Fire Truck with Republic First National in the amount of \$555,563.00 for a 6-year-term at 3.65% annual interest, per Section 6.02d9 of the Salem Town Charter. Discussion: Clerk Collins confirmed that the amount is consistent with the amount that was previously approved by the Board. Voice vote, 6-0, all in favor.**

First Selectman Lyden stated that the Dump Truck has been funded and the second payment will be due on July 1.

**M/S/C: Collins/Houchin, to authorize the First Selectman to enter into a lease/contract for a Dump Truck in the amount of \$60,000.00 for a 1-year-term at no higher than 3.2% annual interest, per Section 6.02d9 of the Salem Town Charter. Discussion: None. Voice vote, 6-0, all in favor.**

## **6. TAX COLLECTOR SUSPENSE LIST**

Chairman Householder explained that the Suspense List is a list of property that the Tax Collector has billed numerous times, but was returned to the Town for various reasons. Should the property be a motor vehicle and the individual attempts to register another vehicle in the State of CT within 15 years, their registrations will be denied until their account is up to date. 80% of the accounts listed are motor vehicle accounts. Discussion ensued regarding the taxing of trailers and/or vehicles parked for an extended period of time at any given location in the Town.

**M/S/C: Collins/Cadwell, to accept the Suspense List, as presented by the Tax Collector, in the amount of \$8,134.18 (eight thousand one hundred thirty-four dollars and eighteen cents). Discussion: None. Voice vote, 6-0, all in favor.**

## **OLD BUSINESS:**

Clerk Collins confirmed that the additional amount allocated to the Registrar of Voters budget would be adequate.

## **ADJOURNMENT:**

**M/S/C: Houchin/Collins, to adjourn the meeting at 8:02 p.m. Discussion: None. Voice vote, 6-0, all in favor.**

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