

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, JULY 12, 2018 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING**

**PRESENT**

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

**ABSENT**

Deborah Cadwell  
Hernan Salas  
Corinne (Cory) Bourgeois, Alternate  
Michael Jensen, Alternate

**ALSO PRESENT**

First Selectman Kevin Lyden

**CALL TO ORDER:**

Chairman Householder called the meeting to order at 7:01 p.m.

**RECOGNITION OF VISITORS:** *none*

**SEAT ALTERNATE IF NEEDED:**

**M/S/C: Collins/Houchin, to seat Alternate Member Dickson for Full Member Salas. Discussion:**  
**None. Voice vote, 4-0, all in favor.**

**COMMUNICATIONS:** *none*

**ADDITIONS TO THE AGENDA:**

The following item was added to the agenda:

**Item 6     FIRE TRUCK DISCUSSION**

**AGENDA:**

**1. APPROVAL OF MINUTES:**

**a. June 14, 2018 BOF Regular Meeting**

**M/S/C: Collins/Houchin, to approve the Regular Meeting Minutes of June 14, 2018,  
with the following amendment:**

**Page 4, top:   Add:     **6.     DISCUSSION OF CAPITAL FINANCING****

**Change:   ~~6: 7.~~   TAX COLLECTOR SUSPENSE LIST**

**Discussion: None. Voice vote, 5-0, 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 reported that the Auditors will be coming in next week. The Board requested that an additional page that includes the status of other funds, such as the Senior, Needy, and Open Space Funds, be added to their report on a quarterly basis. The previously requested changes have been made to line item 4-093 – Grants for Education. The remaining funding for TAR (Town Aid Roads), Pequot/Mohegan, and Munic Projects have been received, as indicated. LoCIP (Local Capital Improvement Projects) has been funded, but funding for a specific project(s) has not yet been assigned/requested. The funds will be included and requested in future budgets. In response to Chairman Householder, First Selectman Lyden will be requesting a transfer to balance line item 5-710-572 – Municipal Insurance, Insurance – Tanks, Bond, Crime (see Agenda item 5).

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

First Selectman Lyden reported that Sexual Harassment Training, held by CIRMA (Connecticut Interlocal Risk Management Agency), for most of the Town's employees has been completed. The Town's remaining employees will be completing their training online. The training was opened to other municipalities and he is hoping to host similar meetings and training sessions in the future.

The Salem Volunteer Fire Company (SVFCO) Engine Tanker Truck was ordered and is scheduled for delivery in approximately nine months.

He will be meeting with Moody's Investors Service next week to discuss the reversal of last year's negative outlook for the Town due to the State's fiscal issues. Due to the hard work and diligence of the Board and a great team, the Town is currently in great financial shape and it is felt that the State of CT is in a more stable position.

The office hours for the Tax Assessor's office has been extended and will now be open until 5:00 p.m. to better align with that of the Tax Collector's office.

In response to Board Member Griggs, who inquired about the recent work on the Town Hall roof, First Selectman Lyden reported that part of the roof was replaced last year and, due to leaks, another portion of the roof was recently replaced. The total cost of the strip and re-roof was \$8,000.00. Board Member Griggs felt, and Chairman Householder agreed, that such expenses should be requested/included in the Capital Plan in the future; the First Selectman agreed to include the stripping and re-roofing of the remaining roof in the Capital Plan.

Due to a recent audit by the Postmaster, several residents were required to adjust the height of their mailbox and/or its distance from the road. Those who did not comply with the requirements have had their mail delivery ceased as of July 1, until the heights/distances have been remedied. The Postmaster also cited the Town, stating that the mailbox would need to be returned to its original location across the street. Due to concerns for the staff when crossing the road to retrieve the mail, the First Selectman requested and the Postmaster agreed to deliver the mail directly to the Town Clerk's office and Library.

The Multi-Purpose Path Committee has approved the purchasing of gravel, which will be delivered next week, and a temporary bridge. Due to the Grant stipulations, the funds must be expended by August 17 or returned. In addition, an invoice for the signage has been submitted to the Finance office.

Long-time resident Ann Marie Rios was recently appointed to the Gardner Lake Authority. The First Selectman, Montville Mayor Ronald McDaniel, and Bozrah First Selectman Glenn Pianka have approved a 24" drawdown of the Lake in an effort to clean/control the invasive weeds. Concerns regarding the lack of water during emergencies were raised by Gardner Lake Volunteer Fire Company Chief James Savalle due to the lowering of Oxoboxo Lake this year to conduct repairs to the dam.

In response to Board Member Houchin, there will be a partial blockage of Route 85 while the State replaces the bridge, located between Town Hall and the Salem Volunteer Fire Company. The State has been conducting core drills in preparation for the work, which is scheduled to go out to bid in 2019/2020. Board Member Griggs, who has spoken with the State D.O.T. (Department of Transportation), reported that they are actively surveying the area. SVFCO Maiorano is currently investigating the possibility of installing sirens that will stop the traffic as their emergency vehicles approach the traffic light. For the bridge replacement along Route 82 towards East Haddam, the State will fund to house an ambulance on the other side of the Town to accommodate any emergencies.

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

First Selectman Lyden requested the transfer of funds to cover the expenditure of legal bills, including public works negotiations and enforcement of the Salem Town Center, as well as the transfer of funds to balance line item 5-710-572 – Municipal Insurance, Insurance – Tanks, Bond, Crime.

**M/S/C: Griggs/Dickson, to approve the transfer of \$8,000.00 from line item 5-138-802, Employee Benefits – Insurance (PHS & BC Dent), to line item 5-126-208, Town Counsel – Town Issues. Discussion: None. Voice vote, 5-0, all in favor.**

**M/S/C: Collins/Dickson, to approve the transfer of \$2,000.00 from line item 5-138-802, Employee Benefits – Insurance (PHS & BC Dent), to line item 5-710-572, Municipal Insurance – Insurance – Tanks, Bond, Crime. Discussion: None. Voice vote, 5-0, all in favor.**

**6. FIRE TRUCK DISCUSSION**

SVFCO Chief Maiorano reported that the Fire Company has experienced major breakdowns on two of their trucks over the past three weeks. One of two trucks is the 1991 Engine Tanker Truck that is currently on the Capital Plan for replacement. The Truck, which died on its way to a call, has experienced damage to its cylinders, resulting in an estimated \$17,000.00 in repairs and will take approximately three weeks to repair. It has been surmised that the damage was caused by the use of a lower weight oil during the truck's last service. The towns of Colchester, Lyme, and Chesterfield have agreed to help the Fire Company cover part of the Town while the truck is being repaired. The insurance company has been contacted and the cost for the towing of the vehicle will be covered.

In reviewing the Town Charter, Chairman Householder confirmed that the Board does have the ability to approve the transfer of funds without a Town Meeting. Board Members Collins and Houchin agreed that the funds should be appropriated from the Town's Supplemental Capital Fund.

SVFCO Chief Maiorano, concerned with the lack of funds as the fiscal year transpires, also requested the possibility of increasing the funding to include the \$2,500.00 repair for their 1999 Tanker Truck, which also broke down. He also reiterated his request for the possibility of establishing a contingency fund to ensure that the Fire Company has adequate funds for such unexpected expenses. He was ensured that the Board would be open to considering the funding of any additional emergency requests he might have in the future.

**M/S/C: Houchin/Griggs, to approve the transfer of \$17,000.00 from line item 399999 – Supplemental Capital Fund to line item 5-222-618, Salem Fire Department – Repair/Maintenance of Equipment. Discussion: A note regarding the expense will be included in next year's budget. Voice vote, 5-0, all in favor.**

**OLD BUSINESS:** *none*

**ADJOURNMENT:**

**M/S/C: Collins/Dickson, to adjourn the meeting at 8:10 p.m. Discussion: None. Voice vote, 5-0, all in favor.**

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem