

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, AUGUST 9, 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 7:01 p.m.

RECOGNITION OF VISITORS: *none*

COMMUNICATION: *none*

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: JULY 12, 2018 BOF MEETING

M/S/C: Houchin/Collins, to approve the Regular Meeting Minutes of July 12, 2018.

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. Chairman Householder informed the Board that an error occurred in the *Budget vs. Actual* Report, resulting in the indication that zero (0) funds were received for line item 420000 – General Property Tax, though taxes have been collected; the discrepancy will be corrected in the coming days. In response to Board Member Houchin, First Selectman Lyden, who noted that health services are billed quarterly, will investigate the reasoning behind the expenditure of 123.6% of the budgeted amount for line item 5-220-528 – Gardner Lake Fire Company, Insurance. Chairman Householder will inquire with the Treasurer regarding the inclusion of line item 5-1000 – BOE Control Accounts in the report, which he does not recall seeing in previous reports.

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.

3. PUBLIC COMMENTS – none

4. SELECTMAN'S REPORT

First Selectman Lyden reported that a Member Equity Check in the amount of \$8,684.00 was received by CIRMA (Connecticut Conference of Municipalities). He expressed his appreciation to the Town's Safety Committee and employees, who have been trained in effective risk management practices.

The Assistant Town Assessor's hours have been increased and the office is now open from 8:00 a.m. to 5:00 p.m. to align with those of the Tax Collector's office and better serve the residents. The additional professional staffing and hours has proved positive for the Town as evidenced by the revenue received from the State's recent Route 85 safety upgrades. In response to Chairman Householder, the First Selectman stated that he is expecting to request a line item transfer(s) at the end of the fiscal year due to the increased hours.

A telephone interview was held with Moody's Investment Service regarding the Town's Bond Rating. After speaking with himself and the Town Treasurer and reviewing the Town's finances, Moody's has not only removed the negative outlook that was placed on the Town due to the State's fiscal uncertainty and its effect on the Town, but has also upgraded the Town's Bond Rating from an A1 to an Aa3. He commended the Town's strong management team of employees and the leadership and fiscal responsibility of the Board of Finance and the supportive Board of Selectmen.

An ongoing topic of discussion, First Selectman Lyden reported on Town Attorney William Kollman's consistent opinion regarding electronic voting for Town Meetings and the recently received response from the Secretary of the State's office regarding their opinion for the same. Atty. Kollman is open to offering the electronic viewing of the meetings and receiving questions and comments from the public during Town Meetings but feels that residents should not be allowed to vote electronically due to the Town's inability to ensure the voter's identity. Mr. Peter Sielman, who disagrees with the Attorney's opinion, provided a 40-page document in support of electronic voting, which is available at the Town Clerk's office. He reviewed the motion made and carried at the January 13, 2010 Town Meeting Minutes to "authorize Virtual Town Meetings at the discretion of the Board of Selectmen"; his letter to Denise Merrill, Secretary of State, dated May 9, 2018, requesting their guidance, and; the letter received by Director of Elections Peggy Reeves from the Office of the Secretary of the State regarding their opinion on the matter. In addition, because the service which was being used to view their meetings in real time is no longer offered free of charge, he has engaged the assistance of the Town's IT Technician and volunteer Chris Regan to investigate and consider other available options. He is anticipating an additional expense to be added to the computer line item in the budget to fund the item. Clerk Collins agreed with the findings and, noting the importance of allowing residents to view the meetings so as to avoid any

misinformation, expressed his support of streaming the meetings for a reasonable price. Board Member Cadwell concurred.

First Selectman Lyden requested the transfer of \$2,625.00 from line item 5-138-802, Department 138, Employee Benefits, Insurance (PHS & BC Dent) to line item 5-126-208, Department 126, Town Counsel, Town Issues, for FY2017/18.

M/S/C: Griggs/Cadwell, to transfer of \$2,625.00 from line item 5-138-802, Department 138, Employee Benefits, Insurance (PHS & BC Dent) to line item 5-126-208, Department 126, Town Counsel, Town Issues. Discussion: None. Voice vote, 6-0, all in favor.

The General Government is expecting to return approximately \$70,000.00 and the School is hoping to return approximately \$55,000.00 to the Town for FY2017/18. In response to Clerk Collins who questioned the status of the regarding the expenditure of the Trail Grant funds for the Multi-Purpose Trail, the First Selectman reported that the bridge, gravel, a small walkway, plantings, and signage have been authorized and the bulk of the funds will be utilized prior to the deadline.

He also updated the Board regarding the Salem Volunteer Fire Company's 1991 Engine Tanker Truck, stating that either all or part of the expenses might be funded by either the vendor and/or the insurance company. The Board will be kept apprised of the matter. A note will be added to next year's budget regarding the reasoning behind the large, unexpected expenditure in the line item. Salem Volunteer Fire Company Chief Gene Maiorano invited the Board to the Fire Company to view their newly built storage building. He also reported that their old shed has been moved and the burn building is near completion. The paving of the parking lot is pending.

In response to Clerk Collins, the Public Works Department has completed the bypass trail allowing visitors to travel along the trail from Music Vale Road to the Zemko property and Town Hall area while school is in session.

5. DISCUSSION OF CAPITAL

Discussion ensued regarding the outstanding Capital Funds. The Board proposed and agreed to invite those departments that have not expended their Capital Funds once a year to provide a progress report and justify their continued need for the funds to the Board's November meeting. A letter will be drafted and sent to the departments. In response to Board Member Houchin, Chairman Householder will request any prior year details/amounts on the Capital Plan.

OLD BUSINESS: *none*

ADJOURNMENT

M/S/C: Collins/Houchin, to adjourn the meeting at 8:10 p.m. Discussion: None. Voice vote, 6-0, all in favor.

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