

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, SEPTEMBER 13, 2018 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING**

**PRESENT**

George Householder, Chairman  
Deborah Cadwell  
Janet Griggs  
John Houchin  
Hernan Salas  
William “Skip” Dickson, Alternate (*seated*)

**ABSENT**

Marshall Collins, Clerk  
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:**

Paxton was recognized by the Board.

**SEAT ALTERNATE IF NEEDED**

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

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

**COMMUNICATION:**

- a. A Letter from Superintendent Joseph Onofrio regarding the final SY2017-18 School Operating Budget from which the Board of Education will be returning \$117,995.42 of unexpended funds to the Town.
- b. An article published in today’s *Lyme Times* regarding a study conducted by the Yankee Institute for Public Policy, which ranked the Town of Salem as a municipality within the (fiscally) “healthy” range. After investigating further, Chairman Householder discovered that the Study is based on 2016 data and ranks Salem as the 31st most financially healthy Town in the State. Should they have based the Study on today’s numbers, he estimated that the Town would have been rated 6th. Board Member Griggs added that she, too, investigated further and found that the Town ranked lower due to its higher debt level and, even more so, decreased property values. Chairman Householder added that the Towns also have no pension issues.

**ADDITIONS TO THE AGENDA:**

The following items were added to the Agenda:

5. Business Manager Kim Gadaree regarding the SY2017/18 School Budget
6. BOE Chairman Sean Reith regarding the Upcoming Salary Contract Negotiations

**AGENDA:**

**1. APPROVAL OF MINUTES: AUGUST 9, 2018 BOF MEETING**

**M/S/C: Griggs/Houchin, to approve the Regular Meeting Minutes of August 9, 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**

Treasurer Pam Henry reviewed the *Balance Sheet* and *Budget vs. Actual* Reports with the Board. Items of note included the receipt of the Town's first TAR (Town Aid Roads) (line item 420000-001) payment and the recent receipt of the Library Fees/Fines payment from Bozrah (line item 4-097-072, Miscellaneous, Library Fees/Fines). In response to Chairman Householder who noted the decrease in line item 5-220-528 – Gardner Lake Fire Company, Insurance, which, as he recalled from their meeting last month, the Board questioned, Finance Specialist Lisa Jablonski stated that the data was inadvertently entered into the wrong category and has since been corrected.

**M/S/C: Dickson/Cadwell to accept Treasurer's Reports, as presented. Discussion: None.**

**Voice vote, 6-0, all in favor.**

**3. PUBLIC COMMENTS – none**

**4. SELECTMAN'S REPORT**

First Selectman Lyden reported that the Salem Four Corners/Business District has been upgraded with new fencing and shrubs located on the State property line and approved by the CT Department of Transportation (DOT). It is estimated that approximately 14,000 to 20,000 vehicles drive through the area and requests to improve the area have been made by the Economic Development Commission. In addition, the Town's Plan of Conservation and Development (POCD) specifically lists improving "the conditions at the current commercial town center, Four Corners" and the Town's 2010 Vision Statement calls for maintaining and enhancing the Town's character to encourage economic development. Numerous positive comments have been received. The cost of the fencing and shrubs (under \$3,800.00) were paid for by the Public Works Department, grant funds, and donations by both Arrow Fence and Burnett's Country Gardens. The fencing was sub-contracted due to the Public Work Department's busy schedule. The Town's Zoning and Building Departments, Fire Marshal, and Uncas Health District are currently working with the new manager of the Center who is committed to performing the necessary maintenance, repairs and fix the outstanding violations. He looks forward to additional improvements in the near future.

Board Member Griggs questioned whether an opening could be placed in the fence so that pedestrians are encouraged to safely cross the street away from the round-a-bout. First Selectman

Lyden stated that, while he understands her concerns and could review the matter further, the current crosswalk has been CT DOT-approved.

Several Asplundh Tree Expert Company workers have been taking down problem trees, especially those located near electrical wires. He also met with the Town's Eversource representative to reiterate the priorities, which were not followed during the March storm.

Business activities in the Town include the breaking ground of a self-storage building on Route 85, near Forsyth Road; the upcoming re-opening of the gas station/convenience store located next to the Salem Volunteer Fire Company by a new owner(s), and; a six-unit age-restricted building, located behind the Pharmacy, is slated for completion by the end of the year.

The Public Works Dump Truck with a stainless-steel body has been delivered.

In closing, First Selectman Lyden invited the current and former Selectmen to the front and presented a Plaque of Appreciation to Chairman Householder in recognition of his outstanding service and commitment to the Town of Salem. He continued to thank Chairman Householder for his many years of service to the Town, donating countless hours and efforts to its municipal, civic, and religious organizations, and for his leadership, friendship, and unwavering commitment to the Town. Chairman Householder thanked everyone and stated that it has been a pleasure serving on the Board and, while he does not want to leave Salem, he does need to downsize. His resignation will be submitted Monday morning. He plans to attend the Board's next Meeting during which the new Chairman will be elected.

#### **5. BUSINESS MANAGER KIM GADAREE REGARDING THE SY2017/18 SCHOOL BUDGET**

Business Manager Gadaree stated that she is speaking before the Board at the request of BOE Chairman Sean Reith. She reviewed a report that includes the beginning, ending, and balance of the numbers for each respective category along with a short explanation regarding their respective over-/under-age.

In response to Chairman Householder, Business Manager Gadaree stated that the vacancy left by the retirement of the M-12 (Masters Degree and 12+ years of teaching experience) teacher was not filled as the incentive was offered to avoid laying off a teacher(s).

Board Member Griggs informed the public that the purchase of the computer hardware was discussed and decided in conjunction with the Board of Finance. Chairman Householder concurred, adding that they encouraged the BOE to purchase the equipment with the funds remaining in their SY2017/18 budget.

The Board thanked Business Manager Gadaree for attending the meeting.

#### **6. BOARD OF EDUCATION CHAIRMAN SEAN REITH REGARDING THE UPCOMING SALARY CONTRACT NEGOTIATIONS**

BOE Chairman Reith expressed his appreciation to Business Manager Gadaree for attending the meeting and providing the report. The report, which not only compares the budget vs. actuals, but

also explains where from the final numbers derived, will serve as an important resource as they begin reviewing their future budget(s).

He announced that the Teacher Contract Negotiations are slated to begin and invited the Board to designate a Liaison. The following key dates were noted:

October 3	Formal meeting with the BOE Attorney, BOE, BOE Personnel Committee, and BOF Liaison
November 22	Lock down agreement or enter into mediation process
December 17	If necessary, hold four (4) mediation sessions prior to December 17 or enter into the arbitration process
January 22	Arbitration process must end
February 17	Final decision must be rendered

Having served as the Liaison on three occasions, Chairman Householder stated that the process is interesting and, while the Liaison does not have any voting rights, he/she is able to offer their input. Any Board Member(s) interested in acting as the Liaison were asked to contact him.

On behalf of the BOE, BOE Chairman Reith expressed his appreciation to Chairman Householder for his service and support and recognized him for doing a fantastic job for the Town of Salem. He added that he, in partnership with the First Selectman, have steered the Town down a fantastic fiscal path and he will be missed.

Chairman Householder reiterated that his resignation will be submitted Monday morning. Clerk Collins may schedule a Special Meeting for the purpose of electing an Alternate Member as a Full Member of the Board, followed by the election of the new Chairperson. He added that it has been a pleasure serving on the Board.

**OLD BUSINESS:** *none*

#### **ADJOURNMENT**

**M/S/C: Householder/Griggs, to adjourn the meeting at 7:40 p.m. Discussion: None. Voice vote, 6-0, all in favor.**

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem