

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, OCTOBER 11, 2018 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

William “Skip” Dickson, Chairman
Deborah Cadwell
Janet Griggs
John Houchin
Hernan Salas
Corinne (Cory) Bourgeois, Alternate (*seated*)
Michael Jensen, Alternate

ABSENT

Marshall Collins, Clerk

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

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

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED

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

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

COMMUNICATION:

1. A Letter from the Republican Town Committee endorsing Maryanne Casciano for the vacant Alternate Member position on the Board of Finance

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: SEPTEMBER 13, 2018 BOF REGULAR MEETING

M/S/C: Griggs/Cadwell, to approve the Regular Meeting Minutes of September 13, 2018. Discussion: None. Voice vote, 6-0, all in favor.

2. APPROVAL OF MINUTES: SEPTEMBER 19, 2018 BOF SPECIAL MEETING

M/S/C: Griggs/Cadwell, to approve the Special Meeting Minutes of September 19, 2018. Discussion: None. Voice vote, 6-0, all in favor.

3. 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 and provided the following responses to questions posed by Board Member Houchin:

Line item 4-097-070 – Miscellaneous, Insurance Claims/Refunds

The line item is 157.9% over budget as more funds have come in than projected, including a Member Equity Check that was recently received by CIRMA (Connecticut Conference of Municipalities).

Line item 410000-1050 – General Property Tax, MV Supplement

The line item refers to vehicles that have been added/removed after the start of the year; any specific information can be obtained from the Tax Collector.

Line item 5-138-804 – Employee Benefits, Unemployment Compensation

To date, 49.6% of the funds allocated to the line has been expended due to a previously employed individual who resigned from his/her position for another, which did not work out, and is currently receiving partial compensation from the Town. While it is unknown as to whether the line item will go over budget, the department total should remain within its budgeted amount.

The Board thanked Treasurer Henry for her report.

4. PUBLIC COMMENTS – none

5. SELECTMAN'S REPORT

First Selectman Lyden reported that Amnesty Day will be held on Saturday, October 20, Sunday, October 21, and Wednesday, October 24. He reminded everyone that mattresses, electronics, and metals are accepted free of charge by the Transfer Station year-round. The next Amnesty Day will be held in May 2019.

The United Way Mobile Food Pantry, which occurs on the first Wednesday of every month at 4:30 p.m. behind the School, served a record 156 families this month. Though information regarding the Town from which each individual resides and the number of members in his/her household is gathered, there is no income requirement. The Lions Club is available to deliver food for those who are unable to attend the Pantry.

A Risk Management Safety Committee, comprised of a member from each of the Town Departments, has been formed to increase the safety of their environment. The Committee meets monthly to discuss any potential safety issues and/or concerns.

Kim Bradley, an active member of the Inland Wetlands and Watershed Commission (IWWC), was recently appointed as an Alternate Member of the Eightmile River Watershed Committee and Ed Natoli, Chairman of the IWWC, was recently appointed to the Eightmile River Watershed Coordinating Committee filling the vacancy left by Eric Belt.

He expressed his appreciation to Rick Martin who has been working for the Town as a Firefighter/EMT/Maintainer and wished him well in his new position as a paid Firefighter for Pratt & Whitney. He will continue working as a volunteer for the Town. The interviewing process is underway for the, now vacant, position.

6. SUPPLEMENTAL APPROPRIATION FOR SVFCO \$13,365.23

M/S/C: Griggs/Houchin, to approve the supplemental appropriation of \$13,365.23 (thirteen thousand three hundred sixty-five dollars and twenty-three cents) to the Salem Volunteer Fire Company for the repairs to their 1991 Engine Tanker from the Unassigned Fund Balance to Line Item 5-222-618. Discussion: First Selectman Lyden stated that the Board of Selectmen has endorsed the supplemental appropriation at their recent meeting. Thanks to Salem Volunteer Fire Company Chief Gene Maiorano's hard work and efforts, the Company who originally serviced the vehicle has agreed to cover the costs for the in-chassis overhaul. The Board thanked SVFCO Chief Maiorano for his efforts. Voice vote, 6-0, all in favor.

7. CAPITAL PLAN DISCUSSION

A. Send letter to all Departments to review their Capital item requests and submit the requests with documentation before the December Board of Finance Meeting
Brief discussion was held regarding the letter and the respective parameters of their Capital item request(s). The Board will request the Financial Specialist to draft a letter for review.

B. Other discussion items regarding Capital Plan – *none*

8. FILL VACANT ALTERNATE SEAT

First Selectman Lyden stated that MaryAnn Casciano, who was endorsed by the Republic Town Committee for the Alternate Seat on the Board, has been a very active member of the Town and felt that she would be a good asset to the Board. Ms. Casciano, whose husband who serves in the Navy and is also an active member of the community, has resided in the Town since 2000. She expressed her appreciation for the Board and recognized them for their positive rapport with the First Selectman and the Town Hall staff.

M/S/C: Salas/Houchin, to appoint MaryAnn Casciano as an Alternate Member of the Board of Finance. Discussion: None. Voice vote, 6-0, all in favor.

Ms. Casciano was welcomed by the Board. Board Member Griggs stated the importance of Alternate Members attending the meetings, not only for their input, but also in case one of the Full Members is unable to attend a meeting and an Alternate Member, who is familiar with their discussions, is seated.

OTHER BUSINESS:

BOE Salary Negotiations – BOE Liaison and Board Member Cadwell reported that the rules for the negotiations have been established and the dates selected. The deciding date is November 14. First Selectman Lyden informed them that the three-year contract is public information and available, upon request.

OLD BUSINESS: *none*

ADJOURNMENT

M/S/C: Houchin/Salas, to adjourn the meeting at 7:38 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Respectfully Submitted by:

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