

**TOWN OF SALEM  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
THURSDAY, NOVEMBER 8, 2018 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING**

**PRESENT**

William “Skip” Dickson, Chairman  
Marshall Collins, Clerk  
Deborah Cadwell  
Janet Griggs  
John Houchin  
Hernan Salas  
Corinne (Cory) Bourgeois, Alternate  
Maryann Casciano, Alternate

**ABSENT**

Michael Jensen, Alternate

**ALSO PRESENT**

First Selectman Kevin Lyden

**CALL TO ORDER:**

Chairman Dickson called the meeting to order at 7:03p.m.

**RECOGNITION OF VISITORS:**

Board of Education (BOE) Chairman Sean Reith provided a brief update to the Board. The BOE interviewed two extraordinary candidates and has appointed Jennifer Rucci to fill the vacancy left by the resignation of long-time Board Member George Jackson. The alternate candidate was appointed to serve on the Board’s Long-Range Educational Planning (LREP) Subcommittee and the Ad-hoc Budget Committee. LREP Subcommittee Interim Chairperson Tiffany Cunningham is in the process of collecting the survey data and conducting an in-depth analysis and evaluation of shared services from which a cost-benefit analysis will be created. The BOE has made several line item adjustments to absorb approximately \$206,000.00 in unanticipated costs for an additional seven (7) students who are attending East Lyme High School and special needs services and transportation. The Board now has just over 2% unencumbered funds. In preparation for the FY2019-2020 budget, Superintendent Joseph Onofrio II presented the Board with next year’s staffing plan for evaluation. The Administration will be presenting their ten-year Capital Plan and transportation costs to the Board next month. The certified staff contract negotiations are continuing and a handshake agreement has been reached and a tentative agreement is in the process of being drafted. They are optimistic that they will be able to cancel the December 14 mediation meeting prior to incurring any costs. Board Member Finance Cadwell, who served as the Board’s Liaison, commended the BOE on an excellent job.

Clerk Collins recommended the BOE contact CABA (CT Association of Boards of Education) Executive Director Robert Rader as they delve into shared services. The organization has a multitude of information regarding shared services throughout the State.

**SEAT ALTERNATE IF NEEDED:** *none*

**COMMUNICATION:** *none*

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

**AGENDA:**

**1. APPROVAL OF MINUTES: OCTOBER 11, 2018 BOF REGULAR MEETING**

**M/S/C:** Griggs/Salas, to approve the Regular Meeting Minutes of October 11, 2018.

**Discussion:** None. **Voice vote, 5-0-1. Voting in Favor:** Board Members Cadwell, Griggs, Houchin, Salas, and Dickson. **Voting in Opposition:** None. **Voting in Abstention:** Board Member Collins.

**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. Due to the timing of the meeting, all of the information has not yet been input, e.g., category 410000 – General Property Tax and line item 4-093-035 – Education Equalization. In response to Board Member Houchin regarding the \$93,356.00 deficit in line item 1300007 – Allowance for Doubtful Acct, Board Member Griggs explained that the amount is related to those accounts the Tax Collector has deemed uncollectable. And, in response to his question whether the Gardner Lake and Salem Volunteer Fire Companies line items for Training and Insurance (line items 5-220-504 and 5-220-528 and 5-222-518 and 5-222-529, respectively) might pose an issue in the future, First Selectman Lyden stated that neither Fire Companies have voiced any concerns.

The Board thanked Treasurer Henry for her report and she wished everyone a safe and happy Thanksgiving holiday.

**4. PUBLIC COMMENTS – *none***

**5. SELECTMAN'S REPORT**

First Selectman Lyden expressed his appreciation to 50-year residents Frank and Linda Sroka, who will be moving to be closer to family in Delaware. Mr. Sroka has served on a number of Boards, Commissions, and Committees, including the BOE and, most recently, as the Chairman of the Economic Development Commission. Clerk Collins concurred, adding that Mr. Sroka has been a true asset to the community and has contributed to the Town for many years.

Ryan Teixeira started working as one of the Town's two paid EMT/Firefighter/Maintainers, replacing Rick Martin, on November 1. Over 20 candidates applied for the position and, of the five interviewed, the Committee recommended three to the First Selectman. Part of Mr. Teixeira's job as a Maintainer is to conduct small maintenance items in the Library. Because he continues to request line item transfers from year to year to cover the costs of the overtime hours, the First Selectman plans to request additional funding for the line in the near future.

One of the highlights of his job as the First Selectman is the Salem School second graders' Annual Town Meeting at Town Hall. Each year, the children are invited to take a tour of the building and visit the various offices. The students elected a Board of Selectmen and discussed and voted on whether they should receive homework on the weekends. They also received their Oath of Office, a Town of Salem pen, and a Good Citizens Award Certificate.

The Auditors have been busy working the Town's FY2016-17 Audit and plan to provide a presentation to the Board in December. In response to Alternate Board Member Casciano, First Selectman Lyden stated that the Board does not need to make any preparations for the presentation. The Auditor will provide a brief overview of the Town's finances, its trends, and numbers in relation to other towns. He noted that LoCIP (Local Capital Improvement Projects) Funds are allocated to the Town by the State and proposed the possibility of including those funds in the Town's budget and requesting the funds annually rather than allowing them to build up.

Clerk Collins reported that he recently attended a meeting of the Statewide Association of CT Assessors and stated that the Town's Assistant Assessor Mike Kapinos was one of two individuals who passed their Certified Municipal exams, allowing them to assess commercial property. First Selectman Lyden added that the Assessor's Office is a very balanced department filled with very talented individuals.

Similar to the previous year, Clerk Collins also reported on the State's budget schedule, which will not be finalized until after the Town's budget is passed.

## **6. FINALIZE CAPITAL MEMO TO BOARDS & COMMISSIONS**

The Board reviewed the final draft of the memo regarding the Capital budget to the Boards & Commissions. Chairman Dickson stated that Former Chairman George Householder will be providing the spreadsheets and suggested including a target percentage or amount in the letter. Board Member Griggs stated that the inclusion of the target amount was previously discussed and it was determined that the target amount is included in the letter regarding the regular budget, not in the Capital letter.

The 10-Year Capital Plan spreadsheet will be sent to the Board Members for reference prior to their next meeting. Clerk Collins also requested that the previous year's letter to all Departments regarding their budget request(s) be sent to the Board for discussion. The Board

will have a better idea on how to craft the letter following the final signing of the BOE's contract agreements.

The Capital letter, along with the 10-year Capital Plan and Form, will be sent to all of the Boards & Commissions under Chairman Dickson's name.

**M/S/C: Houchin/Collins, to accept the draft letter regarding the Capital budget, as presented. Discussion: None. Voice vote, 6-0, all in favor.**

**OLD BUSINESS:** *none*

#### **ADJOURNMENT**

**M/S/C: Collins/Houchin, to adjourn the meeting at 7:58 p.m. Discussion: None. Voice vote, 6-0, all in favor.**

Respectfully Submitted by:

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