

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, DECEMBER 13, 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
Michael Jensen, Alternate

ABSENT

none

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

Chairman Dickson called the meeting to order at 7:00 p.m.

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATION: *none*

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: NOVEMBER 8, 2018 BOF REGULAR MEETING

M/S/C: Griggs/Collins, to approve the Regular Meeting Minutes of November 8, 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. The Education Equalization Grant (Line Item 4-093-035) funds, which is received three times a year, was received. Due to the timing of the receipt of funds for Revenue Use of Town Money (Line Item 4-096-064), the balance reflects the moneys received for both October and November. The following responses were provided to questions posed by Board Member Houchin:

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

The line item indicates that only 8.1% of the budgeted amount has been received as the list of vehicles that have been added/removed is submitted in January.

Line Item 420000-012 – State/Federal Grants, Pequot/Mohegan Grant

Funding for the Grant is received sporadically and in varying amounts.

Department 5-220-436 – Gardner Lake Volunteer Fire Company, GLFD Chief's Account

Department 5-220-621 – Gardner Lake Volunteer Fire Company, Radio Repair

Department 5-220-827 – Gardner Lake Volunteer Fire Company, Building Maintenance

Department 5-230-624 – Ambulance, Repair/Maintenance

Gardner Lake Volunteer Fire Company (GLVFCO) Chief James Savalle stated that these line items are close to or over their budgeted amount due to unanticipated expenses; he does not anticipate any future issues and is mindful of their expenditures.

Line Item 5-310-023 – Public Works, Repair/Maintenance Vehicles 154.5

Public Works Director Donald Bourdeau, Jr., stated that due to an unexpected expense for motors, the line item is 154.5% over budget. Depending upon how the remainder of the fiscal year transpires, additional appropriations might be requested.

First Selectman Lyden added that, for the most part, all of the departments work well within their budget. The Board thanked Treasurer Henry for her report and she wished everyone a Merry Christmas and Happy New Year.

4. PUBLIC COMMENTS – none

5. SELECTMAN'S REPORT

First Selectman Lyden reported that two Safety Forum meetings were held yesterday with Resident State Troopers Chris Pariseau and Luke LaRue and Integrated Security Systems, who provides security for the town. The Troopers discussed the various ways and methods in which residents can deter crime and increase security and safety of their home and vehicles while Integrated Security Systems discussed the various available security systems. Though Salem is a very safe community, it is still a microcosm of society, citing two recent incidents. Residents can help keep the community safe by ensuring that the doors to their homes and vehicles are locked. He hopes to host an additional Safety Forum in the near future.

Thanks to Salem Volunteer Fire Company (SVFCO) Chief Gene Maiorano and his team, the Salem Seniors were treated to a holiday dinner. The seniors expressed their appreciation to their Liaison Pam Henry, who organized two monthly lunches at *Two Brothers Restaurant* and Indoor Walking at Salem School in which seniors are welcome to walk the hallways four mornings a week.

He has accepted the resignation of Zoning/Wetlands Enforcement Officer (ZWEO) Elizabeth Burdick, effective December 31, and has hired a qualified individual who will be starting on January 3. He thanked ZWEO Burdick, who has worked with the town for 4-1/2 years, for doing a very good and thorough job, which can be difficult at times. The town has been very fortunate

to have had her serving the town in this very important position; she will be available as an on-call employee.

6. APPROVE 2019 MEETING CALENDAR

M/S/C: Houchin/Griggs, to approve the 2019 Meeting Calendar with the following amendments:

March 7, 2019 (~~Regular~~ *Special Meeting* – 7:00 PM)

March 14, 2019 (~~Special-Regular~~ Meeting– 7:00 PM)

Discussion: None. Voice vote, 6-0, all in favor.

6. REVIEW 2019-20 BUDGET CALENDAR

M/S/C: Collins/Houchin, to approve the 2019-20 Budget Calendar with the following amendments:

MARCH 7, 2019 – ~~REGULAR~~ *SPECIAL* MEETING

MARCH 14, 2019 – ~~REGULAR~~ MEETING

Discussion: Board Member Collins reported that the Governor will be presenting his budget message on February 14 and the State's final budget is not expected until June 5, at the earliest. Voice vote, 6-0, all in favor.

**7. CAPITAL PLAN DISCUSSION: GARDNER LAKE VOLUNTEER FIRE CO.
BOARD OF EDUCATION
GENERAL GOVERNMENT**

First Selectman Lyden reminded the Board that this evening's requests are preliminary as the information is gathered for review in January in preparation for their final review in March.

Gardner Lake Volunteer Fire Company (GLVFCO) Chief Savalle discussed the following adjustments in their Capital budget:

Line Item 30	GLVFCO Fire Rescue Boat	FY2023/24	\$68,000
	to	FY2019/20	\$55,000

He is requesting to move the purchase of a larger, safer, and sounder 20' Fire Rescue Boat from FY2023/24 to FY2019/20 due to the age of their current boat and increased lake travel. While there are used boats available for purchase, he has been unable to locate this particular type of boat. He has also been unable to find any available grants for the past five years. First Selectman Lyden added that there appears to be very little funding available for a town such as Salem for the purchase of such an item. Competitive quotes for the boat would be sought as the item does not meet the State bid criteria.

Line Item 32	GLVFCO Replacement of F350 Forestry Truck	FY2019/20	\$78,000
	to	FY2020/21 or FY2021/22	

The Fire Company is anticipating the purchase of a new ambulance and is scheduled to purchase a new forestry truck. Should the forestry truck not receive adequate funds as a trade-in vehicle, he is proposing replacing the chassis of their current ambulance and utilizing that

vehicle as a forestry truck, thereby postponing their request by one to two years. The ambulance is not included in the Town's Capital Plan as the Fire Company annually sets funds aside in anticipation for the purchase.

Line Item 31	GLVFCO Building Roof Replacement	FY19/20	\$ 53,900
	to either Metal Roof		\$151,466
	or Asphalt Shingle Roof		\$ 75,160

The current roof was replaced by the town in 2003, rather than 2007 as noted on the form. While they have been making repairs, as necessary, the current roof is deteriorating and causing ongoing issues. He submitted two cost estimates, one for a \$143,485.65 metal roof, with a 50+ year warranty, and another for a \$67,180.00 asphalt shingle roof, with a 30-year warranty. An additional \$7,980.00 should be added to the cost of either roof for the removal and re-installation of the existing solar panels. There are no issues placing the solar panels on the metal roof and the town owns the panels. First Selectman Lyden added that the General Government is also submitting a capital request for the re-roofing of the Town Hall building and a bid for both buildings can be requested.

GLVFCO Chief Savalle also discussed an item that was recently brought to his attention regarding the 26 AED (Automated External Defibrillator) units located throughout the town. He proposed the possibility of instituting a plan in which the AEDs are replaced on a rotational basis, similar to that of the Fire Fighting Turnout Gear and Hose. The AEDs are inspected monthly and maintained by the Fire Company at their expense. The life expectancy of each AED, which costs approximately \$1,500.00, is 10 to 12 years. First Selectman Lyden proposed and Clerk Collins recommended that they determine the age and location of each of the AEDs and return to the Board with a proposed plan. GLVFCO Chief Savalle will also investigate how other towns are handling the issue. He added that approximately 1,776 Salem children, adults, and coaches have been trained on how to use the AEDs.

Board of Education (BOE) – Superintendent Joseph Onofrio thanked the Board for appointing Board Member Cadwell as their liaison for the contract negotiations and thanked her for attending and providing her input at all of their meetings. In line with their discussion regarding the AEDs, he relayed an incident which occurred this morning as one of the teachers was able to successfully perform the Heimlich Maneuver on a pre-school student who was being dropped off at the school. He presented a list of all of the items the BOE has proposed for inclusion in their Capital Plan, some of which are new. Business Manager Kim Gadaree explained the organization of the list of proposed items. The following Capital requests were discussed:

Current Item:

Line Item 1	BOE Replace 1994 Roof Top/AC Units	FY2018/19	\$ 175,000.00
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The total includes both the Roofing and A/C Units, which will be completed simultaneously; the State reimbursement for the project is unknown at this time.

Additional Items:

FY2020/21 – Line 1 Solar Panels \$ 1,395,000.00

The BOE is continuing their investigation regarding the installation of solar panels, which more and more schools are either investigating or investing in. If approved, the solar panels would be installed after the re-roofing of the school is completed.

FY2019/20 – Line 2 Milestone Video Surveillance System Expansion \$ 52,860.00

Superintendent Onofrio explained that the item could be partially reimbursed via a State Grant, but in order to qualify for the grant, the town must first show that the item has been 100% budgeted by the town.

FY2022/23 – Line 1 Athletic Fields Upgrade \$ 143,000.00

The entire field within the track area has become compacted over the years and is in need of a complete upgrade, i.e., aeration, regrading, reseeding, and top dressing; more definite information will become available as the time nears. Board Member Collins questioned whether this item and the maintenance costs for the video surveillance system, which is also included in their Capital request, and should be included in the BOE's operating budget rather than the Capital Plan. Public Works Director Bourdeau agreed, but added that the field must first attain a certain level of being prior to becoming a maintenance item. First Selectman Lyden agreed that such items would be considered a borderline capital item by the Auditors.

FY2019/20 – Line 6 Bollards for Front of School \$ 25,000.00

The security reasons behind their request was explained; the cost may change depending upon the type of bollards selected as they seek to balance its aesthetics with the School's safety needs.

FY2019/20 – Line 1 Replace Carpet in Library \$ 22,267.00

The cost of the carpet replacement is based on the State bid prices.

The Board requested a prioritized list, helping them determine their needs and wants, and additional, more detailed explanations, justifying their requests, be provided to the Board such that they might make a better and more informed decision(s).

General Government – First Selectman Lyden presented the following additional Capital requests:

Version 8 License & Data Conversion (Vision Upgrade) FY2020/21 \$ 21,000.00

The item will replace the current server located in the Assessor's office, which is in the process of being phased out. He is requesting that the system be upgraded prior to the revaluation year to avoid any conflicting issues that might arise due to the upgrade. The First Selectman will discuss whether the item should be included in the Assessor's budget rather than the Capital budget with the Auditors.

Above-Ground Fuel Tanks 2024 \$ 200,000.00

First Selectman Lyden plans to seek and apply for grants over the next few years as they become available to help fund the item. The de-installation of the tanks will be required in 2028 due to their age. The current underground tanks provide fuel for the buses and Public

Works and Emergency Services Departments. Some funding was previously included in the Capital Plan in previous years and the top fuel system, which can be reused with the above-ground tanks, has been upgraded. Board Member Jensen suggested speaking with the DEEP (Department of Energy and Environmental Protection) regarding the possibility of retiring the fuel tanks in place.

Town Hall Strip & Re-Roofing and Solar De-/Re-install FY2019/20 \$ 45,195.00
Due to continual leaks in the valleys, ceiling tile damage, and the potential for mold and mildew, he is requesting the stripping and re-roofing of the Town Hall building.

First Selectman commended the Board of Finance on doing a good job. Having served on the Board from 2007 to 2009, he admires the job they perform for the town and agrees with the importance of maintaining a stable and consistent Capital Plan.

Recreation Commission Chairperson Teri Natoli reported on the progress of their Capital request for Volunteer Park – Concession Stand (Line Item 9). Funds have been expended for the engineer, who attended the Commission's September Regular Meeting to discuss, clarify, and finalize some of their plans for the project. The Commission aims to keep the funding for the project below \$100,000.00 and competitive bids will be sought for the construction of a small pavilion, septic, and well. The cost has reduced due to a decrease in the number of children who are currently participating in soccer. She envisions Volunteer Park and Round Hill Road as the beginning/end of the town's greenway as they strive to promote the town's open spaces and provide recreation opportunities to its residents.

Salem Volunteer Fire Company (SVFCO) Chief Gene Maiorano expressed his concerns regarding funding for the F-350 replacement truck for the R-1 Medical Response Vehicle (Line Item 38), which is currently budgeted for \$80,000.00 for FY2019/20. The line item also includes the installation of a new service body for the current 2001 medical truck, which has rotted due to salt damage, on the existing cab-chassis. The current pricing for both items is \$77,300.00 and the new pricing for the vehicle, which includes the plow frame, radio installation, and lights, will be not be released until March 2019. Striping for the body of the medical truck is not included in the pricing.

In addition, First Selectman Lyden added that funding will also be necessary for the paving of the back area of the Fire Company, which is estimated to cost approximately \$60,000.00, including the installation of a catch basin, which was recommended by the paving company and can be completed by the Public Works Department. The amount is not currently included in the budget and will need to be added to their FY2019/20 budget.

8. FORMAT & PLANNING DISCUSSION FOR LETTER TO DEPARTMENTS REGARDING BUDGETARY EXPECTATIONS AND GUIDELINES FOR 2019-2020

The Board reviewed a draft of the letter to the departments and agreed to maintain a flat budget as their goal. Clerk Collins proposed and the Board agreed to replace the first paragraph with verbiage stating that the Town of Salem is faced with unprecedented uncertainty because of the State's fiscal crisis; a multi-billion dollar deficit cannot mean good things for the town and the State's maintenance of municipal aid at the current level is doubtful. Therefore, the Board has

established a goal of maintaining a flat and stable number and is requesting that all departments present a flat budget.

In response to Board Member Houchin regarding the teacher contracts, Board Member and Liaison Cadwell reported that, to the best of her knowledge, the contract has not yet been formally signed. Chairman Dickson will touch base with the BOE regarding the status of the contract.

OLD BUSINESS: *none*

ADJOURNMENT

M/S/C: Collins/Salas, to adjourn the meeting at 9:15 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Respectfully Submitted by:

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