

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 14, 2019 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

William “Skip” Dickson, Chairman
Marshall Collins, Clerk
Deborah Cadwell
Corinne (Cory) Bourgeois, Alternate (*seated*)
Maryann Casciano, Alternate (*seated*)

ABSENT

Janet Griggs
John Houchin
Hernan Salas
Michael Jensen, Alternate

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:

M/S/C: Cadwell/Collins, to seat Alternate Board Members Bourgeois and Casciano.

Discussion: None. Voice vote, 3-0, all in favor.

COMMUNICATIONS: *none*

AGENDA:

1. APPROVAL OF MINUTES: JANUARY 24, 2019 SPECIAL MEETING

M/S/C: Collins/Cadwell, to approve the Special Meeting Minutes of January 24, 2019, with the following amendments:

Page 4, Item B:

M/S/C: Griggs/Houchin, to approve the 10-Year Capital Plan in the total amount of \$15,026,721.00 (includes Capital, Principal and Interest), *subject to review and/or revision*. Discussion: None. Voice vote, 6-0, all in favor.

M/S/C: Griggs/Collins, to approve the FY2019/20 Capital Plan in the total amount of \$1,529,979.00 (includes Capital, Principal and Interest), *subject to review and/or revision*. Discussion: None. Voice vote, 6-0, all in favor.

Discussion: None. Voice vote, 5-0, 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, with no unusual occurrences. The Audit has been completed and the adjusting entries will be made in the near future. The *Budget vs. Actual Report* reflects the revenues received from General Property Tax (Line Item 410000) and Grants for Education (line Item 4-093). Also included in the packet is the 2018/19 Revenues For Selected State Grants report which was received by the State Department of Education indicating the status of the Grants for the town. The town received \$31,579.00 less than anticipated from the State for the ECS (Education Cost Sharing) Grant. She also noted that, though the report indicates an amount of \$4,750.00 for the Adult Education Grant, the town has only received \$3,141.00 to date and is unsure as to whether the remaining amount would be received.

3. PUBLIC COMMENTS – none

4. SELECTMAN'S REPORT

First Selectman Lyden reported that, though the dam at Gardner Lake has been open for over three months, the water level has not lowered and the lake has been at near flood stage for the last several months. The State is in the process of lowering the water level, which helps to eliminate the invasive weeds and protect the docks from the freezing water. The water quality at the Lake is better than it has ever been.

He commended the town's new Zoning/Wetlands Enforcement Officer (ZWEO) Matt Allen, who is currently working on Mondays & Thursdays from 3:00 to 7:00 p.m. He regularly meets with Town Planner Justin LaFountain, whose hours have changed from Wednesdays to Thursdays to partially overlap with that of the ZWEO.

The Building Department will soon be accepting credit card payments, joining the Town Clerk and Tax Collector's offices. As a municipality, they are not able to discount the transaction fee. As such, those wishing to use their credit card for payments must acknowledge and accept the nominal transaction fee.

He expressed both his surprise and disappointment with Eversource. While Eversource has increased their preventative work, cutting and trimming trees throughout the town, he was disappointed with their performance during the last storm as they did not follow the designated protocol. Recently, they informed Town Planner LaFountain regarding their plans to install a gas line along West and Witch Meadow Roads, Route 85, Music Vale Road, and Route 82 joining the Colchester and Montville lines. As the town's Traffic Authority, the First Selectman denied their request and recommended they install the line along the State roads for safety reasons as both Witch Meadow and Music Vale Roads would be closed during construction. Clerk Collins suggested he contact State Senator Paul Formica, who is a Ranking Member of the State's Energy & Technology Committee.

A. APPROVE BOS SUPPLEMENTAL APPROPRIATION OF \$1800 TO INCREASE LINE #5-610-261 LEGAL/INLAND WETLANDS

First Selectman Lyden stated that the Inland Wetlands Conservation Commission (IWCC) budget, which has been reduced several times over the last few years with the understanding that they may request additional funding should they need to do so, is \$1,350.00, \$1,000.00 of which is allocated to pay for their share of the GIS Expenses. A pertinent legal issue arose and the Board of Selectmen has unanimously approved their requested appropriation of funds. IWCC Chairman Ed Natoli stated that they will be requesting an additional appropriation of \$350.00 due to another invoice that was received today for legal fees. It is hoped that the matter will be resolved in the very near future.

M/S/C: Collins/Cadwell, to approve the Board of Selectmen's supplemental appropriation in the amount of \$1,800.00 to line item 5-610-261, Inland Wetlands Conservation Commission, Legal Service. Discussion: None. Voice vote, 5-0, all in favor.

5. ACT ON PROPOSED APPROPRIATIONS FOR 2019-2020

A. #110 BUILDING OFFICAL

Building Official Vernon Vesey, II, presented the budget request for the Building Department, which includes a decrease of \$800.00 as the Code Books, which are revised every two years, were purchased during the current fiscal year.

M/S/C: Cadwell/Collins, to approve the appropriation of funds in the amount of \$3,003.00 for Department #110 – Building, subject to review and/or revision, pending approval at the Board of Finance's March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

B. #112 TOWN CLERK'S DEPARTMENT

Town Clerk Linda Flugrad presented the budget request for the Town Clerk's Department, which remains flat. Line items within the department were re-allocated to help maintain a flat budget.

M/S/C: Cadwell/Casciano, to approve the appropriation of funds in the amount of \$15,645.00 for Department #112 – Town Clerk, subject to review and/or revision, pending approval at the Board of Finance's March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

C. #114 TREASURER/AUDITOR/BOF

First Selectman Lyden presented the budget request for the Treasurer/Auditor/BOF, which includes an increase of \$522.00 due to a 3.5% increase for the Auditor and Expenses; the budget for mileage has been reduced to help offset the costs. The note at the bottom indicating "Credit for prev CPA disc. Contract" should be removed.

M/S/C: Collins/Bourgeois, to approve the appropriation of funds in the amount of \$37,507.00 for Department #114 – Treasurer/Auditor/BOF, subject to review and/or revision, pending approval at the Board of Finance's March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

D. #122 REGISTRAR/ELECTIONS

Democratic Registrar of Voters Betsy Butts presented the budget request for the Registrar/Elections, which includes an increase of \$520.00 due to the need for an additional election worker to help with the two upcoming Spring 2020 presidential primaries. The increase also includes an increase for paid training from \$10.10/hour to \$13.00/hour for election workers, rising conference registration fees, and recertifications for the moderators. A supplemental appropriation of \$1,600.00 for the required classes might be requested in the future should a new registrar be elected.

In response to Clerk Collins, she clarified that the election workers are paid \$13.00/hour when they work the elections, but were being paid \$10.10/hour for the one-hour of training.

M/S/C: Collins/Cadwell, to approve the appropriation of funds in the amount of \$14,035.00 for Department #122 – Registrar/Elections, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

E. #210 SECURITY

First Selectman Lyden presented the budget request for Security, which includes a 3.5% increase of \$21,314.00 due to an expected increase in retirements/pensions. The estimated increase is based upon that of the previous year.

M/S/C: Collins/Cadwell, to approve the appropriation of funds in the amount of \$282,360.00 for Department #210 – Security, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: In response to Clerk Collins who questioned the fluctuation of funds for line item 5-210-418, Other Expenses, First Selectman Lyden stated that, in FY2016/17, the actual expenditure (\$1,142.00) included repairs to the speed trailer while the following year, due to the State’s fiscal issues, they refrained from expending any funds. Voice vote, 5-0, all in favor.

F. #222 SALEM VOLUNTEER FIRE CO.

Salem Volunteer Fire Company Chief Gene Maiorano presented the budget request for the Fire Company, which was revised to include an additional \$2,500.00 decrease from the original proposed budget request. The revised request includes an increase of \$4,640.00 due to increases in insurance costs (line item 5-222-529), compressor maintenance, and air testing. These increases are offset, in part, by the elimination/reduction of the tanker tires and front end, maintenance, and aerial testing lines.

In response to Clerk Collins who questioned the fluctuation in line item 5-222-437, Supplies, Chief Maiorano stated that the Fire Company is investigating the possibility of purchasing an additional CPR manikin as well as a Fitbit-type device to record compressions. The note regarding the ballistic vest should be replaced with CPR manikin. Also, additional bills are expected for line item 5-222-518, Training, which is difficult to project due to the inability to predict the number of new members who join their team.

M/S/C: Collins/Bourgeois, to approve the appropriation of funds in the amount of \$94,225.00 for Department #222 – Salem Fire Department, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

G. #240 PUBLIC SAFETY

First Selectman Lyden presented the budget request for Public Safety, which remains flat. The funding for some of the line items have been re-allocated to maintain a flat budget.

M/S/C: Collins/Bourgeois, to approve the appropriation of funds in the amount of \$64,200.00 for Department #240 – Public Safety, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

H. #645 RECREATION

Recreation Commission Chairperson Teri Natoli presented the budget request for Recreation, which remains flat. The Commission is looking forward to trying new things and establishing new programs, including pickle ball and expanding the town’s walking areas. The expenses allocated for Fee Base Activities (line item 5-645-946) is balanced out by the revenue generated by their programs, which is deposited into the town’s General Fund. The Commission is actively seeking additional activities and indoor venues during the month of August when the School is closed. The upwards trend of line item 5-645-929, Community Out Reach/Other Appropriated Expenses, is due to her recent realization that the Commission is a member of the CT Parks and Recreation Association. The fluctuation in costs for line item 5-645-928, Holiday Activities, is due to the help of volunteers, groups, and organizations, including the Witch Meadow Campground, who hosts the Trunk or Treat event; the Girl Scouts, who made the cookies and volunteers who made the hot cocoa for the Tree Lighting event. This year, the additional funds will be utilized for new/expanding events and activities centered around the town’s Bicentennial celebrations, including the Medallion project and, possibly, a Winter Festival Day at the town’s Christmas Tree Lighting event.

M/S/C: Casciano/Bourgeois, to approve the appropriation of funds in the amount of \$47,100.00 for Department #645 – Recreation, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: Clerk Collins will abstain from the motion as his daughter-in-law is the Executive Director for the CT Parks and Recreation. Voice vote, 4-0-1. Voting in Favor: Board Members Bourgeois, Cadwell, Casciano, and Dickson. Voting in Opposition: None. Voting in Abstention: Board Member Collins.

I. #910 INTEREST PAYMENTS

First Selectman Lyden presented the budget request for Department #910, Interest Payments, which was also briefly discussed at the Board’s Capital Plan meetings. The School Bond Interest Payment (line item 5-910-992) and the East Lyme Debt Service Interest (line item 5-910-995) are both in their final year, resulting in a reduction of \$14,735.00 for FY2019/20. The Interest Payments are included on the Capital Plan as a reminder and are not part of the Capital Plan. The Board’s approval of the Capital Plan did include both Departments #910,

Interest Payments, and #920, Principal Payments, which are a fixed costs that the town is required to pay. The First Selectman also requested that line items 5-910-000, School Bond Fees, and 5-910-993, Library & Gadbois Property Bond, be removed as there have been no expenses for the line items over the past three years.

M/S/C: Collins/Casciano, to approve the appropriation of funds in the amount of \$108,063.00 for Department #910 – Interest Payments, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

M/S/C: Collins/Cadwell, to remove the following line items from Department #910, Interest Payments, due to lack of activity:

5-910-000, School Bond Fees

5-910-993, Library & Gadbois Property Bond

5-910-995, East Lyme Debt Service Interest

And, to remove the following line item from Department #920, Principal Payable, for the same reason:

5-910-993, Library & Gadbois Property Bond

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

J. #920 PRINCIPAL PAYMENTS

First Selectman Lyden presented the budget request for Department #920, Principal Payments, which includes an increase of \$1,734.00 for the final payment for East Lyme Debt Service (line item 5-920-994).

M/S/C: Collins/Bourgeois, to approve the appropriation of funds in the amount of \$411,706 for Department #920 – Principal Payments, subject to review and/or revision, pending the Board of Finance’s March 21, 2019 Special Meeting. Discussion: None. Voice vote, 5-0, all in favor.

6. DISCUSSION REGARDING DEDICATION FOR ANNUAL REPORT

The Board discussed dedicating Norm & Judy Rabe and Stu & Judy Gadbois, all of whom have greatly contributed to the community, for the Annual Report. The Board Members not in attendance will be notified and the dedication will be further discussed at their next meeting.

OLD BUSINESS: none

ADJOURNMENT

M/S/C: Collins/Casciano, to adjourn the meeting at 8:13 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

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