

**TOWN OF SALEM
BOARD OF FINANCE
SPECIAL MEETING MINUTES
THURSDAY, FEBRUARY 23, 2017 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

George Householder, Clerk
Deborah Cadwell
Marshall Collins
Janet Griggs
Hernan Salas
Will Evanson, Alternate
John Houchin, Alternate (*seated*)

ABSENT

TJ Butcher, Chairman

GUESTS

none

ALSO PRESENT

First Selectman Kevin Lyden

CALL TO ORDER:

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

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED:

M/S/C: Griggs/Cadwell, to seat Alternate Board Member Houchin for Full Board Member Butcher. Discussion: None. Voice vote, 5-0, all in favor.

COMMUNICATIONS:

An e-mail regarding a past court case in which a resident was seeking the return of funds due to the town, which raised its mil rate, receiving a less than anticipated cut from the State.

Discussion ensued regarding the anticipated cuts. The mil rate must be set by early June. Should the budget not be passed by June 30, the Governor has the power to withhold or delay funds from the municipalities. Currently, under the Governor's proposed budget, Salem is slated to receive a \$703,000.00 cut. A variety of changes are being proposed, including providing protection for those towns with deadline dates for the passing of the budget within their Charter, the elimination of the position of Superintendent of Schools for towns with a population of less than 10,000, a bill proposing to cut federal funding to all local school districts, and changes to the funding for teacher pensions.

AGENDA:

- 1. APPROVAL OF MINUTES: FEBRUARY 16, 2017 BOF Special Meeting – *not approved***
- 2. PUBLIC COMMENTS – *none***

3. PROPOSED APPROPRIATIONS FOR 2017-2018 FY (see File Copy)**A. #118 TAX COLLECTOR**

Tax Collector Cheryl Philopena presented the budget request for the Tax Collector Department, which remains flat. The budget increase that was received for the last fiscal year has generated a very positive return.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$14,415.00 for Department #118 – Tax Collector, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

B. #230 AMBULANCE

Deputy Fire Marshal John Cunningham presented the budget request for the Ambulance Department, which has a total increase of \$2,065.00. The most significant increase includes the new maintenance contract for the Stryker Stretcher. Discussion ensued regarding the concern for the purchase by departments for items that require the Town to pay an annual maintenance cost. Board Member Griggs suggested sending a letter to all Town Agencies requesting that the Board be informed of any purchases that will require any regular maintenance costs so that they can better prepare the budget. Deputy Fire Marshal John Cunningham will review the costs of the EMS training costs for any possible adjustments. The Board requested a total cut of \$1,300.00 from the proposed budget, possibly from the following line items: Biohazard Transportation and Uniforms.

M/S/C: Collins/Houchin, to approve the appropriation of funds in the amount of \$42,470.00 for Department #230 – Ambulance, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

C. #220 GARDNER LAKE FIRE COMPANY

Deputy Fire Marshal John Cunningham presented the budget request for Gardner Lake Fire Company, which has a total increase of \$6,635.00. Discussion ensued regarding the line item increases for Physicals in comparison to that of the Salem Fire Company. The following line item adjustments for the Proposed Budget 2017-2018 were proposed:

5-220-214 Physicals	\$ 9,650.00	\$ 9,100.00 (-\$ 550.00)
5-220-436 Chief's Account	\$ 2,500.00	\$ 2,250.00 (-\$ 250.00)
5-220-464 Expendables	\$ 4,035.00	\$ 3,535.00 (-\$ 500.00)
5-220-626 Tanker Pumper		
Department Total	\$81,575.00	\$80,275.00 (-\$1,300.00)

M/S/C: Collins/Salas, to approve the appropriation of funds in the amount of \$80,275.00.00 for Department #220 – Gardner Lake Fire Company, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

D. #116 ASSESSOR

First Selectman Lyden presented the budget proposal for the Assessor's Department, which has a total increase of \$1,090.00. Board Member Collins and Salas requested that

the Board be provided with an itemized list of the cost for any training and conferences for which each of the Departments are requesting funding. The increase in the Binding/DMV Expenses will be investigated. Brief discussion ensued regarding the possibility of the interlocal sharing of assessor services. The following line item adjustment for the Proposed Budget 2017-2018 was proposed:

5-116-205 Bd. of Assessment Appeals	\$-3,000.00	\$ 1,900.00 (-\$1,100.00)
Department Total	\$18,100.00	\$17,000.00 (-\$1,100.00)

M/S/C: Collins/Salas, to approve the appropriation of funds in the amount of \$17,000.00 for Department #116 – Assessor, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

E. #158 LIBRARY

Len Giambra introduced the new Director for the Library, Vicky Coffin, who has enabled a very smooth transition, and presented the budget proposal for the Library, which has a total increase of \$792.00. With the help of the installation of a people counter, it has been determined that there are over 32,000 patrons who visit the Library annually. While the usage of the Library has remained steady overall, the type of patrons has changed in that usage by adults has increased while that by children has decreased. All revenue generated from the Library is deposited into the General Fund. A total of cut of approximately \$800.00 from the Proposed Budget 2017-2018 was proposed.

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$34,350.00 for Department #158 – Library, subject to review and/or revision. Discussion: The Library will inform Finance Specialist Jablonski regarding the specific line item(s) from which the cut(s) will be made. Voice vote, 6-0, all in favor.

F. #600 ECONOMIC DEVELOPMENT COMMISSION

First Selectman Lyden presented the budget proposal for the Economic Development Commission, which has a total decrease of \$100.00. The following line item adjustment for the Proposed Budget 2017-2018 was proposed:

5-600-323 Dues & Education	\$-300.00	\$ 0.00 (-\$300.00)
Department Total	\$2,050.00	\$1,750.00 (-\$300.00)

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$1,750.00 for Department #600 – Economic Development Commission, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

G. #610 INLAND WETLANDS & CONSERVATION COMMISSION

First Selectman Lyden presented the budget proposal for the Inland Wetlands & Conservation Commission, which remains flat. The following line item adjustments for the Proposed Budget 2017-2018 were proposed:

5-610-324 Conferences	\$ 250.00	\$ 0.00 (-\$250.00)
5-610-525 Mileage	\$ 500.00	\$ 350.00 (-\$150.00)
Department Total	\$2,400.00	\$2,000.00 (-\$400.00)

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$2,000.00 for Department #610 – Inland Wetlands & Conservation Commission, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

H. #630 PLANNING & ZONING COMMISSION

First Selectman Lyden presented the budget proposal for the Planning & Zoning Commission, which remains flat. An itemized list of the training and conferences and their respective costs (line item 5-630-425, Other) was requested.

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$20,500.00 for Department #630 – Planning & Zoning Commission, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

I. #640 ZONING BOARD OF APPEALS

First Selectman Lyden presented the budget proposal for the Zoning Board of Appeals, which remains flat. The Expenditures for 2016-2017 Budget should read \$559.00, rather than \$174.00, as of February 23, 2017.

M/S/C: Collins/Houchin, to approve the appropriation of funds in the amount of \$800.00 for Department #640 – Zoning Board of Appeals, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

J. #645 RECREATION COMMISSION

Recreation Commission Chairperson Sue Spang presented the budget proposal for the Recreation Commission, which remains flat. Discussion ensued regarding line item 5-645-945, Weekend School Access, which includes weekend custodial costs. Chairperson Spang was somewhat hesitant to cut the line item due to current budgetary issues and the possibility of the item being cut by the School. Should the School cut their funding for this item, the Town would need to renegotiate their agreement with the School since the item is funded by the School in exchange for various in-kind services by the Town, including snow plowing. As such, it was agreed to cut the funding for the line item. The following line item adjustments for the Proposed Budget 2017-2018 were proposed:

5-645-946 Fee Base Activities	\$20,000.00	\$15,000.00 (-\$ 5,000.00)
5-645-945 Weekend School Access	\$ 5,800.00	\$ 0.00 (-\$ 5,800.00)
Department Total	\$52,900.00	\$42,100.00 (-\$10,800.00)

M/S/C: Collins/Cadwell, to approve the appropriation of funds in the amount of \$42,100.00 for Department #645 – Recreation, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

K. #710 MUNICIPAL INSURANCE

First Selectman Lyden presented the budget proposal for Municipal Insurance, which has a total increase of \$2,800.00.

M/S/C: Collins/Houchin, to approve the appropriation of funds in the amount of \$105,800.00 for Department #710 – Municipal Insurance, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

L. #810 UNANTICIPATED EXPENSES

First Selectman Lyden presented the budget proposal for the Unanticipated Expenses, which remains flat.

M/S/C: Collins/Salas, to approve the appropriation of funds in the amount of \$1,000.00 for Department #810 – Unanticipated Expenses, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

M. #935 REVALUATION

First Selectman Lyden presented the proposed budget for Revaluation, which remains flat.

M/S/C: Collins/Griggs, to approve the appropriation of funds in the amount of \$0 for Department #935 – Revaluation, subject to review and/or revision. Discussion: None. Voice vote, 6-0, all in favor.

6. 10-YEAR CAPITAL PLAN DISCUSSION – *No discussion*

OLD BUSINESS: *none*

ADJOURNMENT:

M/S/C: Collins/Houchin to adjourn the meeting at 8:37 p.m. Discussion: None. Voice vote, 6-0, all in favor.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem