

**TOWN OF SALEM
BOARD OF FINANCE
SPECIAL MEETING MINUTES
THURSDAY, FEBRUARY 16, 2017 – 7:00 P.M.
SALEM TOWN OFFICE BUILDING**

PRESENT

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

ABSENT

TJ Butcher, Chairman
Marshall Collins
Hernan Salas

ALSO PRESENT

First Selectman Kevin Lyden

GUESTS

none

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 Members Evanson and Houchin for Full Board Members Butcher and Salas. Discussion: None. Voice vote, 5-0, all in favor.

COMMUNICATIONS:

Though not final, under the recently released Governor's proposed budget, the Town of Salem is slated to be cut approximately three-quarters of a million dollars from the State. Board Member Collins is currently investigating and seeking clarification regarding the funding of the Special Education Grant. First Selectman Lyden stated that the budget reflects the State's attempt to realign their funds and, though the exact amount the Town will be cut is unknown at this time, the Board should plan the budget based on what they perceive as a reasonable, educational guess. He commended the Board with their estimation for the current fiscal year.

Board of Education (BOE) Liaison Sean Reith stated that Superintendent Joseph Onofrio has been keeping the Board, which has held multiple meetings to discuss the budget, apprised of proposals and budget updates that would affect their budget.

AGENDA:

1. APPROVAL OF MINUTES: JANUARY 26, 2017 BOF Special Meeting

M/S/C: Griggs/Evanson, to approve the Special Meeting Minutes of January 26, 2017.

Discussion: The following amendment was proposed:

Page 5, Item 2(B) –10-YEAR CAPITAL PLAN

M/S/C: Griggs/Evanson, to send a letter to each of the ~~Legislatures~~ *Legislators* from the Board of Finance clarifying....

M/S/C: Houchin/Griggs, to approve the Special Meeting Minutes of January 26, 2017, as amended. Voice vote, 5-0, all in favor.

2. TREASURER'S REPORTS**A. REVENUE SUMMARY****B. TRIAL BALANCE****C. FUND BALANCE****D. OTHER**

The *Balance Sheet* and *Budget vs. Actual* Reports were reviewed, with no unusual occurrences. Per their previous discussion, a line item for LEARN has been added (4-097-078, Miscellaneous). In response to Board Member Houchin, First Selectman Lyden stated that, while he would investigate the reasoning behind line item 5-116-435 – Assessor, Ledger/Maps, which is over-budget, the Department, as a whole, is still within budget.

M/S/C: Griggs/Cadwell, to accept the Treasurer's Reports, as presented. Discussion: None. Voice vote, 5-0, all in favor.

3. PUBLIC COMMENTS – none**4. SELECTMAN'S REPORT**

The Department of Transportation's (DOT) Project for the safety improvements on Route 85 from Shady Brook Picnic area to Skyline Drive has been successfully bid and is scheduled to be completed in Summer 2017. The Project includes drainage, sight line improvements, centerline rumble strips, and other safety improvements. State funding for the Project has been secured. In addition, all new and recently paved State roads will receive centerline rumble strips, a proven, cost-effective safety measure that is effective in all weather conditions.

The Revaluation has been completed and the Grand List, which has grown by 0.044% or \$121,747.00, has been certified.

As previously stated, the Governor's proposed budget includes a cut to the Town of Salem of approximately \$703,000.00 and the Board will need to plan accordingly.

5. ACT ON PROPOSED APPROPRIATIONS FOR 2017-2018**A. #110 BUILDING OFFICIAL**

Building Official Vernon Vesey, II, presented the budget request for the Building Department, which includes a reduction for office supplies and additional funding for Code Books, resulting in a total increase of \$350.00.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$3,582.00 for Department #110 – Building Department, subject to review and/or revision. 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. In response to Acting Chairman Householder, she was not aware of the Governor's proposed budget cut for Town Clerk's Records and Record Books. First Selectman Lyden stated that it might be with regards to a grant. She noted that there has been discussion regarding an increase in the cost of Liquor Permits, which have remained the same for approximately 40 years.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$16,025.00 for Department #112 – Town Clerk's Department, subject to review and/or revision. 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 remains flat.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$38,485.00 for Department #114 – Treasurer/Auditor/BOF, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

D. #122 REGISTRAR/ELECTIONS

Registrar of Voters Georgia Pech presented the budget request for Registrar/Elections, which includes a total reduction of \$2,400.00 due to decreases in the following line items: scheduled referendums, remaining conferences/mileage, and election expenses.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$11,980.00 for Department #122 – Registrar/Elections, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

E. #210 SECURITY

First Selectman Lyden presented the budget request for Security, which includes an increase for the two (2) Resident State Troopers and a reduction for Other Expenses (Supplies), resulting in a total increase of \$9,289.00, based on the State's current rate of 85% for the Town's share of the Troopers' salary and benefits. The Town currently budgets approximately \$3,000.00 to \$4,000.00 for overtime costs and does not receive any funds from tickets that are issued for traffic violations.

The Governor has proposed an increase of the Town's share to 100%. If passed, the line item for the Troopers will increase by an additional \$44,410.00. Based on past experience, it is believed that the Town is in favor of maintaining the two (2) Troopers. He commended the program and the Troopers who are keeping the Town safe, as reflected by their monthly reports, and play a very active role in the community, hosting D.A.R.E. programs in the

School, *Coffee with a Cop* Program, fundraisers, and the like. He suggested that the Board approve only part, if any, of the additional funding, such that, if the Town is required to fund 100% of the cost, the increase would be such that a Town Meeting would not be necessary.

In response to Board Member Houchin, First Selectman Lyden will investigate whether the line item for Other Expenses, which includes the D.A.R.E. Program, can be reduced due to the Lions Club's recent donation of \$1,000.00 for the Program. Following a brief discussion, it was agreed to maintain the line item at \$1,100.00 and any funds that are received for the Program would be returned to the General Fund.

M/S/C: Griggs/Evanson, to approve the appropriation of funds in the amount of \$251,648.00 for Department #210 – Security, subject to review and/or revision. Discussion: The item will be placed on a list of items to be revisited at a later date to determine the final funding for line item 5-210-216 – Resident Troopers. Voice vote, 5-0, all in favor.

F. #222 SALEM VOLUNTEER FIRE COMPANY

Salem Volunteer Fire Company Chief Richard Martin provided a brief report of the Fire Company's 2016 activities and expressed their appreciation to the Town and Board for their time and efforts. Their requested budget includes decreases in the following line items: Fire Fighting Equipment, Contractual Services, Physicals, and Testing and increases for Insurance and the Repair/Maintenance of Equipment, the largest expense being \$4,200.00 for the purchase of Ladder Truck Tires. In accordance to NFPA Regulation 1911, tires shall be replaced every seven (7) years or less. The tires will be seven (7) years of age in August 2017. Following a brief discussion, the Board agreed to approve an additional appropriation of \$4,200.00 for the cost of the tires in the current fiscal year, following the presentation and approval by the Board of Selectmen for the same. The following corrections will be made to their budget request and the department totals will be changed accordingly:

line item 5-222-218 – Contractual Services

Comments & Clarifications:	delete IAR (I Am Responding), which was moved to Emergency Communications
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line item 222-618 – Repair/Maintenance of Equipment

Proposed Budget 2017-2018:	change amount from \$22,600.00 to \$18,400.00
\$ Variance:	change amount from \$ 4,600.00 to \$ 400.00

For logistical reasons, the Fire Marshal has requested that the cost of approximately \$700.00 for the maintenance of the meters be moved to the Fire Company's budget. Chief Martin was confident that the Fire Department would be able to absorb the funds.

Chief Martin and the Fire Company were thanked for their efforts.

M/S/C: Houchin/Griggs, to approve the appropriation of funds in the amount of \$85,500.00 for Department #222 – Salem Volunteer Fire Department, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

G. #240 PUBLIC SAFETY

First Selectman Lyden presented the budget request for Public Safety. Since changing over to QVEC (Quinebaug Valley Emergency Communications), the costs have reduced \$6,500.00. All other expenses remain the same.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$66,700.00 for Department #240 – Public Safety, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

H. #910 INTEREST PAYMENTS

First Selectman Lyden presented the budget request for Interest Payments, which includes a decrease in funding for the 2012 School Bond Payment and East Lyme Debt Service Interest, resulting in a total decrease of \$13,069.00.

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$136,665.00 for Department #910 – Interest Payments, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

I. #920 PRINCIPAL PAYMENTS

First Selectman Lyden presented the budget request for Principal Payments. The following corrections will be made, resulting in a Department Total amount of \$382,104.00 for their Proposed Budget 2017-2018:

line item 5-920-000 – School Bond Payment

Proposed Budget 2017-2018: change amount from \$0 to \$300,000.00

\$ Variance: change amount from \$0 to \$300,000.00

M/S/C: Griggs/Cadwell, to approve the appropriation of funds in the amount of \$382,104.00 for Department #920 – Principal Payments, subject to review and/or revision. Discussion: None. Voice vote, 5-0, all in favor.

6. PROPOSED 10-YEAR CAPITAL PLAN DISCUSSION

The revised Proposed 10-Year Capital Plan will be sent to the Board Members.

OLD BUSINESS: none

ADJOURNMENT:

M/S/C: Griggs/Houchin to adjourn the meeting at 8:09 p.m. Discussion: None. Voice vote, 5-0, all in favor.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem