

**TOWN OF SALEM  
BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
THURSDAY, MAY 12, 2022 – 7:00 P.M.  
SALEM TOWN HALL – CONFERENCE ROOM 1**

**PRESENT**

William “Skip” Dickson, Chairman  
Corinne (Cory) Bourgeois  
Deborah Cadwell  
Janet Griggs  
Matt Rucci  
John Bernier, Alternate

**ABSENT**

Marshall Collins, Clerk  
Kate Belleville, Alternate  
Maryann Casciano, Alternate

**ALSO PRESENT**

First Selectman Ed Chmielewski  
Selectman Kevin Lyden

**CALL TO ORDER**

Chairman Dickson called the meeting to order at 7:02 p.m.

**PLEDGE OF ALLEGIANCE**

**RECOGNITION OF VISITORS:** *none*

**SEAT ALTERNATE IF NEEDED:**

**M/S/C: Griggs/Bourgeois, to seat Alternate Board Member Bernier for Board Member Collins. Discussion: None. Voice vote, 5-0, all in favor.**

**COMMUNICATIONS:**

1. Communication from Board Member Griggs regarding approved/unapproved minutes  
*Following a brief discussion, the possibility of including a notice on the website noting that all minutes are unapproved until the minutes are approved/amended will be investigated.*
2. The Town recently received \$3,800.00 in surcharges for the sale of nips

**AGENDA:**

**1. APPROVAL OF MINUTES:**

**a. APRIL 14, 2022 BOARD OF FINANCE REGULAR MEETING**

**M/S/C: Cadwell/Bernier, to approve the April 14, 2022 Board of Finance Regular Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor.**

**2. TREASURER’S REPORT**

- A. REVENUE SUMMARY**
- B. TRIAL BALANCE**
- C. FUND BALANCE**
- D. OTHER**

None submitted. The third payment for the Educational Cost Sharing Grant was received.

**3. PUBLIC COMMENTS – none**

**4. SELECTMAN’S REPORT**

First Selectman Chmielewski congratulated and commended the Board on passage of the FY2022/23 Budget, reflecting the good job they and all of the departments are doing and their ability to devise a fair budget. He reviewed the results as follows:

Approved:	112
Opposed:	59
Undecided:	1

The survey heeded the following responses:

	Too Low	Just Right	Too High
General Government Budget	7	94	48
Board of Education Budget	33	61	56
Capital Plan Budget	14	96	33

Selectman Lyden stated his continuing surprise with the low turnout for the Budget Referendums. With only 172 of the 2,800 registered voters residing in the town voting, it is difficult to make any clear decisions. He stated the importance of informing the public regarding what they (the Town) are paying for and receiving in return.

Based on comments she received from members of the community, Board Member Bourgeois felt that the low turnouts are due to the lack of adequate communication. She questioned why the Referendums are not held on a Saturday. A brief discussion ensued regarding ways in which the Budget Public Hearings, Town Meetings, and Referendums could be better publicized. The date of the Referendum is scheduled per the Town Charter.

Board Member Bernier stated the need to be more mindful of their words, with respect to the term “deficit” which is based on the Board’s zero-based budgeting practices.

**5. FIRST SELECTMAN TRANSFER REQUESTS**

**M/S/C: Griggs/Cadwell, to transfer the following funds from Line Item 5-935-295 – Revaluation, to the following line items:**

**Capital Plan – Field Groomer** **\$ 4,200.00**

*The cost of the Field Groomer increased in price since the time the price estimates were received and the funding was approved.*

**5-135-609 – Building Maintenance** **\$ 6,000.00**

*Such items as the Exterminator contract (includes the Town Hall, Library, Public Works, and Fire Companies), Quarterly Water Testing, HVAC Contract for Town Hall and Library are currently overbudget.*

**5-126-208 – Town Counsel/Town Issues** **\$11,800.00**

*Due to pending litigation*

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

**6. APPOINTMENT OF ANNUAL AUDITOR NOTIFICATION**

**M/S/C: Cadwell/Bourgeois, re-appoint King, King & Associates, P.C., as the Auditor for the Town of Salem. Discussion: None. Voice vote, 6-0, all in favor.**

**7. REFERENDUM – DISCUSSION – SET MIL RATE**

The previously discussed increases to the Town's mil rate (2.5 and 3.0) were presented. Board Member Bernier suggested the possibility of increasing the Town's collection rate either this or in future years. Board Member Griggs agreed. She also felt, and Board Members Bourgeois and Bernier agreed, that the Supplemental Fund Balance of \$379,080.00 should be spent down, as planned. In addition, the Board should work with their legislators to change the metric of the ECS Grant formula, which is based on larger towns.

The Unassigned Fund Balance is 15.8% as of June 30, 2021 and should grow to approximately 16.5% on June 30, 2022. Per the Policy, the ideal range is 15% to 20%, with a target of 18%. The current collection rate is 99.08%.

The Board agreed to expend all of the funds in their Supplemental Fund Balance to help reduce the mil rate.

**M/S/C: Collins/Cadwell, to allocate \$379,080.00 from the Supplemental Capital Fund for a resulting mil rate of 28.8. Discussion: Voice vote, 6-0, all in favor.**

**LIAISON REPORTS**

**a. EMERGENCY SERVICES – none**

**b. BOE**

Board Member Liaison Griggs reported that the BOE budget was recently presented with various financial issues, including the costs the education and transportation costs for a Special Education student with complex needs, and an unexpected increase of 2.8% in the State Health Insurance Policy. The Teachers' Union has not yet signed the MOU (Memorandum of Understanding) indicating the revised insurance policy. The BOE is discussing the continued funding for the student and insurance costs.

**OLD BUSINESS: none**

**ADJOURNMENT**

**M/C: Griggs/Cadwell, to adjourn the meeting at 7:51 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