

**TOWN OF SALEM
BOARD OF FINANCE
REGULAR MEETING MINUTES
THURSDAY, JANUARY 27, 2022 – 7:00 P.M.
VIRTUAL MEETING VIA ZOOM**

Please click the link below to join the webinar:

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PRESENT

William “Skip” Dickson, Chairman
Marshall Collins, Clerk
Corinne (Cory) Bourgeois
Deborah Cadwell
Janet Griggs
Matt Rucci
Kate Belleville, Alternate
John Bernier, Alternate
Maryann Casciano, Alternate

ABSENT

none

ALSO PRESENT

First Selectman Ed Chmielewski

CALL TO ORDER

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

RECOGNITION OF VISITORS: *none*

SEAT ALTERNATE IF NEEDED: *none*

COMMUNICATIONS: *none*

ADDITIONS TO THE AGENDA: *none*

AGENDA:

1. APPROVAL OF MINUTES: JANUARY 13, 2022 BOARD OF FINANCE REGULAR MEETING

M/S/C: Cadwell/Griggs, to approve the January 13, 2022 Board of Finance Regular Meeting Minutes, with the following amendments:

Page 2, Item 2, Treasurer's Reports (*see attached communication*):

Treasurer Pam Henry...noted that the funds for Line Item 1100002, Investment Account (STIFF), which was previously ~~received through Advisor Central, are now received directly from the State.~~ *accessed through the Advisor Central website, is now accessed through the State of Connecticut website.*

Page 12, Item 7, Emergency Services and BOE Subcommittees, 1st paragraph, 3rd sentence:

Clerk Collins...reminded the Board that the town would continue receiving incremental cuts of approximately ~~\$500,000.00 to \$600,000.00~~ *\$110,000.00/year* in ECS Funding in the future.

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

2. ACT ON PROPOSED APPROPRIATIONS FOR FY2022/23

a. #930 – CAPITAL EXPENDITURES

Chairman Dickson provided a brief background of the Capital Plan, which includes the Principal and Interest for the bonding of the Salem School addition and, with the recent refinancing, the Salem School Roof Replacement and HVAC System. Potential items that might be funded through the town's receipt of ARPA (American Rescue Plan Act) Funds are also included. Per the Auditor's recommendation, the Capital Plan budget should be within 10% of the town's overall budget with an annual escalation rate of 1% per year (average Grand List growth) for the following years. The goal is to even out any swings and/or spikes in Capital spending.

The Board reviewed the following Capital requests for FY2022/23:

BOE Front & Back Lot \$ 93,153.00

Considered one of the higher priorities for the BOE, the expense will be funded over a two-year time period.

BOE Generator Replacement \$ 318,755.00

The item might qualify for ARPA Funding and will be referred to the Board of Selectmen to determine whether it is necessary to power the entire school.

Board Member Griggs felt that the probability of rolling brown-outs should be investigated as well as the need to power the offices should the secondary EOC (Emergency Operations Center) need to be utilized. Board Member Bernier questioned whether other options were investigated, including the possibility of adding a second generator. The Board agreed that the town should conduct an assessment and determine the requirements and needs of an emergency shelter.

BOE Network Upgrades \$ 109,768.00

The amount includes the BOE's FY2022/23 Capital request for cabling, switches, access points, etc. Discussion ensued regarding the possibility of spreading out the cost

over two or more years and the need for the IT Study to help them plan for their technology expenses. Board Member Rucci, who reviewed the request, stated that the School's infrastructure is significantly old and beyond its useful life. He felt that the requested upgrades are necessary regardless of the results of the IT Study, especially in terms of the security of the School. While understanding the leadership changes, Clerk Collins expressed his dismay with the BOE and Board of Selectmen who were tasked with working together to hire an independent company to assess the IT needs; he stated his opposition to funding the item without the study having been conducted. Board Member Bourgeois questioned whether the item might qualify for funding through the BOE's ARPA Funds.

BOE Fire Alarm Upgrade \$ 78,444.00

The item, which was viewed as a lower priority, was pushed out to the FY2024/25 Capital Plan budget.

BOE Bathroom Renovations \$ 95,000.00

The item was pushed out to the FY2025/26 Capital Plan budget.

BOE Corridor Lockers \$ 63,450.00

The item, which was viewed as a lower priority, was pushed out to the FY2024/25 Capital Plan budget.

BOE Gymnasium Wall Padding \$ 26,700.00

The item was pushed out to the FY2023/24 Capital Plan budget.

BOE Traffic Signals \$ 16,490.00

Viewed as a high priority, the item remains on the FY2022/23 Capital Plan budget and could be funded through either the BOE or Public Works Capital Plan budget.

Rec Volunteer Park – Concession Stand \$45,000.00

The item was pushed out to the FY2025/26 Capital Plan budget.

Discussion ensued regarding allowing Recreation Commission Chairman Alan Maziarz, who was not present at their last meeting, as scheduled, to speak and the possibility of placing their FY2022/23 Capital Plan requests on the list for the ARPA Committee to review and consider. Clerk Collins expressed his dismay with the lack of supporting information for their Capital requests and lack of presence during the last meeting to present their requests. The Board Members agreed to allow Recreation Commission Chairman Maziarz to speak.

Rec Dog Park \$ 25,000.00

Recreation Commission Chairman Maziarz thanked the Board for allowing him to present their Capital requests on behalf of the Recreation Commission. He stated that, due to the interest voiced by the community, the Commission is in the process of

forming a Dog Park Subcommittee. The Commission has also consulted with surrounding towns regarding the formation of their dog parks for advice and guidance. The funds would be utilized to prepare a proposed site and purchase and install the fencing. The Board Members posed the following questions:

Board of Selectmen Support (Chairman Dickson) – *Recreation Commission Chairman Maziarz stated that it is his understanding that a new form is in the process of being drafted by the town. The Commission has also drafted a letter of intent. They are looking forward to working with the First Selectman on the project.*

Insurance/Liability Concerns (Board Member Rucci) – *The Subcommittee would be tasked with reviewing any liability concerns and the Commission would be partnering with the town for their guidance.*

Ongoing Maintenance (Chairman Dickson) – *The project is expected to have minimal, if any, impact on the Public Works Department.*

Possible Locations (Chairman Dickson) – *Possible locations include the lower portion of the 89 Norwich Road property, near the cornfield; the area which was previously proposed to house a new age-restricted development (also on Norwich Road), and; along the recreation trail (near Public Works and behind the Zemko property).*

Formal Recreation Commission Vote (Chairman Dickson) – *The Commission did not take a formal vote to request the Board of Finance for Capital Request funding.*

Rec Storage Shed for Pavilion \$ 5,000.00

The shed would be utilized for the storage of recreational items, including portable volleyball nets, disc golf equipment, etc. The estimate is for a prefabricated structure and includes the installation costs. Board Member Casciano disagreed that the prefabricated structures have a lifespan of 50 years, as stated in their request.

Rec Ulffer Walking Path \$ 15,000.00

In an effort to bring additional trails to the town, the Commission is proposing the creation of a gravel walking path to complete the Multi-Purpose/Harris Brook Trail to the Round Hill Road Fields. The Commission would work with the Public Works Department and community members, i.e., volunteers, to help create the path. The amount includes the cost of materials only.

PW Large Snowplow Truck #2 \$ \$85,000.00
Committed item (final payment)

PW Front End Loader \$ 70,000.00
Considered a priority, the item was spread out over three years and will be included in their FY2023/24 and FY2024/25 Capital Plan budget in the amount of \$65,000.00.

PW Large Snowplow Truck #3 \$ \$70,000.00

The item, which is divided into three payments, will be included in the FY2023/24, FY2024/25, and FY2025/26 Capital Plan budgets.

PW Over Rail Mower \$ 50,000.00

Considered a priority, the Over the Rail Mower is spread over three years. Board Member Bourgeois expressed her opposition to including the item in the FY2022/23 Capital Plan, stating that the submission was not received in a timely manner and the estimate, which is dated August 2021, is outdated. Clerk Collins agreed. While Chairman Dickson also agreed, he felt that there were extenuating circumstances that precluded both the Public Works Director and Foreman from submitting their request on time. He added that the item was previously on the Ten-Year Capital Plan.

PW Small Snowplow Truck \$ 60,000.00

The item was pushed out to the FY2024/25 Capital Plan budget.

PW John Deere Gator \$ 20,000.00

Discussion ensued regarding the possibility of including the item on their list of recommended items for ARPA Funding or in their future Capital Plan budgets. Board Member Bourgeois questioned the possibility of sharing similar vehicles currently being utilized by the Salem and Gardner Lake Volunteer Fire Companies. Board Member Cadwell stated that they would not be able to share the vehicles as the Fire Companies' vehicles are equipped for emergency use.

PW Road Improvement \$ 447,243.00

Because the line item has been reduced in previous years, the item was increased by \$5,000.00 for the FY2022/23 Capital Plan budget,

PW Bingham Field Restoration \$ 11,000.00

PW Fuel Tanks \$ 76,000.00

Committed item (final payment)

GLVFCO Fire Fighting Turnout Gear and Hose \$ 14,000.00

GLVFCO Seal Parking Lot \$ 5,000.00

GLVFCO Building Roof Replacement \$ 51,770.00

GLVFCO Replacement of F350 Forestry Truck \$ 78,000.00

These items were pushed out to the FY2025/26 Capital Plan budget

GLVFCO AED Replacements \$ 41,944.00

SVFCO Engine Tanker \$ 120,000.00

Committed item (one of three payments remaining)

SVFCO Replacement Gear and Hose \$ 13,000.00

SVFCO Replacement 2500 Gallon Tanker \$ 135,000.00
Chairman Dickson questioned whether the item might be pushed out to the FY2023/24 Capital Plan budget.

SVFCO Reporting and Inventory Software \$ 12,000.00
The Fire Company was requested to investigate the possibility of combining their software needs with that of the Gardner Lake Volunteer Fire Company.

Emergency Services – Operations Center \$ 25,000.00
Chairman Dickson suggested dividing the cost between the FY2022/23 and FY2024/25 Capital Plan budgets. Board Members Cadwell and Rucci felt that additional research should be conducted on the item, including how the equipment would be utilized, whether they might be able to pilot the program, and the possibility of not purchasing the equipment all at once. Board Member Griggs, who supported the request, expressed her concerns regarding whether the system was the best option, citing that the system would not be usable should the internet fail. While the radios utilized by the Emergency personnel are adequate, the need for a broader system that supports visual collaboration would be ideal. Board Member Bourgeois proposed and Board Member Rucci agreed with the possibility to earmark \$15,000.00 for the FY2022/23 and FY2023/24 Capital Plan budget as a placeholder while the item is being further investigated. The possibility of referring the item to the ARPA Committee was also raised and briefly discussed.

b. 10-YEAR CAPITAL PLAN

Discussion ensued regarding the need for the recently formed ARPA Committee to meet and appropriate funds for the Board of Finance to determine the town's FY2022/23 Capital Plan budget in time for the Public Hearing. No meetings for the ARPA Committee have taken place to date. The items that have been earmarked for possible ARPA Funding will not be included in this evening's vote on the FY2022/23 10-Year Capital Plan.

M/S/C: Collins/Griggs, to approve the preliminary FY2022/23 10-Year Capital Plan with a total of \$1,174,598.00, subject to review and/or revision. The total, including the 10-Year Principal and Interest, is \$1,638,098.00. Discussion: None. Voice vote, 6-0, all in favor.

M/S/C: Collins/Cadwell, to recommend and support the following proposed FY2022/23 Capital items for ARPA Funding consideration by the Board of Selectman and ARPA (American Rescue Plan Act) Committee:

BOE Generator Replacement	\$ 318,755.00
BOE Network Upgrades	\$ 109,768.00
Emergency Services – Operations Center	\$ 50,000.00

And to refer the following proposed FY2022/23 Capital items, for which the Board takes no position, for possible APRPA Funding:

PW John Deere Gator	\$ 20,000.00
Rec Dog Park	\$ 25,000.00
Rec Storage Shed for Pavilion	\$ 5,000.00
Rec Ulffer Walking Path	\$ 15,000.00

Discussion: Chairman Dickson questioned the inclusion of the BOE Network Upgrades, which is included in their FY2022/23 Capital Plan Budget. While agreeing that, at least, part of the item would need to be funded, Clerk Collins also felt that the item would be a good candidate for ARPA Funding. Voice vote, 6-0, all in favor.

Board Member Griggs recommended the Chairman contact BOE Chairman Sean Reith regarding how much the BOE received in ESSR (Elementary and Secondary School Emergency Fund Relief) Funds and how they will be utilizing the funds. Per Board Member Bernier, Chairman Dickson will also inquire as to the mechanics of the budget with respect to the ARPA Funds.

Discussion ensued regarding the possibility of hosting either in-person or hybrid meetings for their future budget meetings. The Board will gauge the situation as the time nears.

Clerk Collins commended First Selectman Chmielewski and his Administrative Assistant Meredith Eisenberg for their hard work in becoming one of the 169 State of Connecticut's cities and towns to receive additional funding as part of the Opioid Settlement. The amount is to be determined.

OLD BUSINESS – none

ADJOURNMENT

M/S/C: Collins/Cadwell, to adjourn the meeting at 9:27 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



Agnes Miyuki <amiyuki@salemct.gov>

1/13/22 BOF minutes review of Treasurer reporting

Pam Henry <phenry@salemct.gov>

Mon, Jan 24, 2022 at 12:47 PM

To: cory <brgs97@aol.com>, campwitch Deb <campwitch@aol.com>, Janet Griggs <Janet@ajgriggs.net>, "JLOBERNIER AOL.COM" <jlobernier@aol.com>, "MACASCIANO SBCGLOBAL.NET" <macasciano@sbcglobal.net>, mrcollinssr <mrcollinssr@sbcglobal.net>, sdickson133 <sdickson133@gmail.com>, mattrucci@gmail.com, Kate <thebellevillefamily@comcast.net>, Ed Chmielewski <Ed.Chmielewski@salemct.gov>, Linda Flugrad <Linda.Flugrad@salemct.gov>, Agnes Miyuki <agnes.miyuki@salemct.gov>, "MEREDITH.EISENBERG SALEMCT.GOV" <Meredith.Eisenberg@salemct.gov>

Hi Agnes and everyone,
Upon review of the minutes from 1/13/22

I'm not sure if I misspoke during my Treasurer's reporting:
The website for access to Investment account STIF - TRB; account access was through the Advisor Central website. However, as of December 2021, STIF is now accessed through the State of CT website.
I don't think it should be stated in minutes that the funds "are received directly from the State" as the change I was intending to note was simply; a new website for access (nothing regarding the actual account or how or where funds are sent or received - just the new website to access the information).
Sincerely,
Pam

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Pamela T. Henry
Town of Salem Treasurer
Municipal Agent for the Aging
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