

**TOWN OF SALEM  
BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
TUESDAY, DECEMBER 3, 2019 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING**

**PRESENT**

Kevin Lyden  
Edward Chmielewski, Jr.  
Ron LaBonte  
Hugh McKenney  
Terri Salas

**ABSENT**

*none*

**CALL TO ORDER**

First Selectman Lyden called the meeting to order at 7:03 p.m.

**1. PLEDGE OF ALLEGIANCE**

- 2. APPROVAL OF MINUTES** – Tuesday, November 6, 2019 Regular Meeting  
**M/S/C: Chmielewski/LaBonte, to approve the Regular Meeting Minutes of Tuesday, November 6, 2019, Discussion: None. Voice vote, 5-0, all in favor.**

**3. CORRESPONDENCE/PUBLIC COMMENTS**

On behalf of the Board, First Selectman Lyden wished everyone a happy and safe holiday season and very, very *Mele Kalikimaka* and *Hau'oli Makahiki Hou*.

**4. AGENDA:**

**A. Appoint Acting First Selectman per Section 5.06A of the Salem Town Charter**

**M/S/C: Lyden/McKenney, to appoint Selectman Chmielewski as the Acting First Selectman, per Section 5.06A of the Salem Town Charter. Discussion: Selectman McKenney has expressed his interest in the appointment should Selectman Chmielewski, who has been serving as the Acting First Selectman following the passing of Selectman Stu Gadbois, not be interested in the appointment. Voice vote, 5-0, all in favor.**

Selectman Chmielewski thanked the Board for their ongoing support.

**B. Tax Collector Refunds**

**M/S/C: McKenney/Chmielewski to direct the Town Treasurer to issue refunds, recommended and certified by the Tax Collector, as presented, to the Board of Selectmen in the amount of \$192.02 (one hundred ninety-two dollars and two cents) on the 3rd day of December 2019. Discussion: None. Voice vote, 5-0, all in favor.**

## **REPORTS:**

### **A. FIRST SELECTMAN**

First Selectman Lyden expressed his appreciation to Salem VFW Post 2774, led by Commander George Jackson, and the self-proclaimed Septuagenarian Squad, who volunteered their time and energy to maintain a number of the Town's cemeteries this year.

The Auditors from O'Connor Davies worked on the Fiscal Year 2018/19 Audit at Town Hall last week and are now conducting their audit at Salem School. They are scheduled to present their findings to the Board of Finance in January. The Town appears to be in good financial shape with a healthy Unassigned Fund Balance (Rainy Day Fund). He has recommended to the Board of Finance that the Town adopt a Fund Balance Policy, stating the suggested amount of funds the Town should maintain in their Unassigned Funds with any overages utilized for one-time Capital improvements. One current necessary Capital improvement is the underground oil tank located at Salem School. The tank is currently insured with a \$100,000.00 deductible due to its age (over 25 years) versus the \$7,000.00 deductible for the Town Hall (approximately 22 years old) and \$13,000.00 deductible for the Library (approximately 15/16 years old) tanks. He is investigating alternative heating options for the system at the Library, which has been consistently problematic. Some funds have been allocated for the replacement of the tanks at Town Hall, which are nearing 25 years, and has, unsuccessfully, applied for grants. At the request of the Board of Finance, he is in the process of obtaining proposals for the three tanks.

The Mobile Food Pantry will be held on Wednesday, December 4, at 5:00 p.m. behind Salem School. The Pantry serves, on average, 80 to 100 families, and has served, at most, 140 families.

At 7:00 p.m. tomorrow evening, two (2) members each from the Boards of Education, Selectmen, and Finance will be holding a Special Joint Meeting at Town Hall to discuss the budget. The meeting has been noticed, an agenda has been posted, and minutes will be generated to maintain transparency.

He expressed his appreciation for the kindness of the many individuals and organizations that have donated funds to the Town's Benevolent Fund, which provides financial help to the residents of Salem who have encountered unexpected happenings in their lives that have temporarily precluded them from their ability to pay for their immediate basic needs. Those interested in donating to the fund may drop off their donations at Town Hall. Selectman McKenney added that TVCCA (Thames Valley Council for Community Action), which currently serves over 4,000 individuals and families in the region, also offers energy assistance to those in need. First Selectman Lyden noted that the Town's Agent for the Elderly Pam Henry has included the income qualifications in her submission for the Salem Seniors in the next issue of *Our Town Salem*. Selectwoman Salas suggested the possibility of advertising for donations at the Annual Tree Lighting event. Selectman Chmielewski commended Agent for the Elderly Henry and encouraged any seniors in need to contact her. The Town is very fortunate to have such generous townspeople, groups, and organizations, including the Salem Volunteer Fire

Company, who is also in the process of collecting funds to help those in need, and the First Congregational Church, who is always ready to provide assistance.

**B. BICENTENNIAL COMMITTEE UPDATE**

Selectman Chmielewski reported that the Committee is winding down. The revenue earned from the sales of the Bicentennial gear (\$100.43) has been donated to the Town's Benevolent fund. The Committee's next event will be its official closing at the Annual Tree Lighting event on Saturday, December 14. The Committee is planning to hold its final meeting(s) at the end of the first quarter of the year to organize a reception/recognition ceremony to thank all of the individuals, groups, and organizations for their involvement and participation in the year's events. Selectwoman and Bicentennial Committee Member Salas added that the Committee also discussed the disposition of the cake and are investigating the possibility of "passing the cake forward" to a Town or East Lyme group/organization or another CT town that will be celebrating their anniversary.

**C. BOARD OF EDUCATION (BOE)**

Selectman McKenney reported that the BOE budget currently has less than 0.25% of unencumbered funds, excluding any additional grant funding. Line item adjustments included balancing out a \$37,000.00 deficit due to unanticipated costs for the increase of ten (10) students attending magnet schools. The BOE approved their ten-year Capital Plan, which includes the replacement of the Roof, paving of the parking lot, replacements of the oil tank, clock system, and sound system. The BOE voted to maintain all of their current officers, with the exception of the Secretary, which will be Jennifer Rucci, replacing Pam Munro. New BOE Member LaVan Norwood was appointed to represent the BOE on the Building Committee.

**D. BOARD OF FINANCE**

First Selectman Lyden reported that, as noted earlier, a Special Joint Meeting will be held tomorrow evening. The Board of Finance will begin reviewing each of the department's Capital requests at their next meeting. The ten-year Capital Plan will be presented to and voted upon by the public at the Annual Town Meeting and the Capital Plan for the following fiscal year will be approved at the next Budget referendum.

**D. PLANNING AND ZONING COMMISSION**

Selectwoman Salas agreed to be the Board's liaison to the Planning and Zoning Commission.

**E. ECONOMIC DEVELOPMENT COMMISSION (EDC)**

Selectman Chmielewski reported that the Commission has approved their 2020 Meeting Dates, which will be held on the third Monday of each month at 8:00 p.m. The Commissioners continue to discuss senior-friendly housing and are continuing to reach out and speak with the Town's businesses, providing them with any support they might need (Salem Business and Outreach Support Initiative). Much positive feedback has been received by the businesses regarding the Town's support. The Commission also continues to work with State Representative Holly Cheeseman and the Small Business Advisory Committee as they aim to

increase their public outreach in 2020. He also looks forward to partnering with the Chamber of Commerce in the near future. He thanked his fellow Commissioners for all of their hard work and efforts throughout the year.

**G. LIBRARY – no report**

**H. MILITARY LIASION**

Selectman Chmielewski commended Captain Jackson, who was recently appointed to lead the Town's VFW (Veterans of Foreign Wars), for his leadership. He looks forward to working with him and all of the Town's veterans in 2020. The certificates for the Korean and Vietnam War era Veterans who were unable to attend the ceremony will be hand delivered to each of the veterans in the near future.

**I. UNSUNG HEROES**

Selectman McKenney reported that a fun and successful Unsung Heroes Banquet was held. He looks forward to their next event in three years. Selectman Chmielewski commented on a nice event and commended the Committee on a job well done. Selectman LaBonte added that the Committee has left the future Committee with equal financial stability.

*The item will be removed from future agendas.*

**ADJOURMENT**

**M/S/C: Chmielewski/McKenney, to adjourn the meeting at 7:55 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.**

Respectfully Submitted by:

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