

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 1, 2022, 7:00 PM
SALEM TOWN HALL – CONFERENCE ROOM 1**

**The minutes submitted below have been filed in accordance with
Section 1-225 of the CT General Statutes. They are subject to
final approval with or without amendments by a vote of the Board of Selectmen.
Approval and any such amendments will be detailed in subsequent minutes.**

PRESENT

Edward Chmielewski, Jr.
Thomas (TJ) Butcher
Ron LaBonte
Kevin Lyden
Pam Munro

ABSENT

none

CALL TO ORDER

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

1. PLEDGE OF ALLEGIANCE

ALTERATIONS TO THE AGENDA

M/S/C: LaBonte/Butcher, to add the following item to the Agenda:

Item 4(e) Tax Collector's Refunds

Discussion: None. Voice vote, 5-0, all in favor.

2. APPROVAL OF MINUTES:

a. Tuesday, October 4, 2022 Board of Selectmen Regular Meeting

**M/S/C: LaBonte/Butcher, to approve the Board of Selectmen Regular Meeting
Minutes for Tuesday, October 4, 2022. Discussion: Selectmen Butcher and
LaBonte expressed their appreciation for the town departments' detailed
reports. Voice vote, 5-0, all in favor.**

3. CORRESPONDENCE / PUBLIC COMMENTS

Ed Artale, 359 Round Hill Road, inquired about the status of the motocross track on Old Colchester Road, noting that it has been relatively quiet.

The First Selectman referred him to the Zoning/Wetlands Officer, who would be the best equipped to provide him with an update.

Gary Closius, 294 Hartford Road, requested that the Selectmen review and approve/endorse the Plan of Conservation and Development (POCD), adding that changes may be made following the document's approval. He commended his fellow Commissioners' hard work to create, what he felt, is a good product for the Town.

4. AGENDA:

a. Approve meeting dates for 2023 (*Discussion & Action Item*)

M/S/C: Butcher/LaBonte, to approve the 2023 Board of Selectmen Regular Meeting Dates. Discussion: The meetings dates are scheduled for the first Tuesday of every month, with the exception of the months of July (Fourth of July holiday) and November (Election Day). All meetings will be held at 7:00 p.m. at Salem Town Hall, Conference Room 1. **Discussion: None. Voice vote, 5-0, all in favor.**

b. Authorize First Selectman to purchase Public Works Loader that is listed on Capital Plan (*Discussion & Action Item*)

M/S/C: Lyden/LaBonte, to authorize the First Selectman, per the Salem Town Charter Section 5.05(A)(6) and 6.02(D)(7), to enter into a loan for the purchase of a new Public Works 2022 Volvo L70H Wheel Loader with Chelsea Groton Bank in the principal amount of \$128,000 for a 2-year term at the currently prevailing interest rate and
FURTHER RESOLVE to authorize Ed Chmielewski, as First Selectman of the Town of Salem, Connecticut, to sign the P.O. (Purchase Order) and order the Loader.

Discussion: Selectman Lyden reported that the vehicle is expected to be received within two months. The Board of Finance approved the Capital expenditure of \$70,000.00 for FY2022/23; the remaining payments will be paid over the next two years. The total cost for the purchase, which meets the Town's Purchasing Policy, is approximately \$198,000.00. Per the Town Charter, multi-year contracts must be approved by the Board of Selectmen. The vehicle has an estimated lifespan of 25 to 28 years. First Selectman Chmielewski commended the Public Works Crew who diligently maintains the Town's equipment, further adding to their longevity. **Voice vote, 5-0, all in favor.**

c. Endorsement of the 2022 Plan of Conservation and Development (POCD) (*Discussion & Action*)

M/S/C: LaBonte/Lyden, to endorse the 2022 Plan of Conservation and Development (POCD). Discussion: Selectman LaBonte was pleased with the document and confirmed that the POCD could be updated at any time. Selectman Lyden stated the importance of the document, which qualifies

the Town for State grants. The document is required to be updated every ten (10) years and includes recommendations for each of the Town's Boards and Commissions. First Selectman Chmielewski, who witnessed the Planning & Zoning Commission's efforts, commended the Commissioners for their hard work and for taking the time to draft a good document for the Town. Selectman Butcher was also pleased with the document but was disappointed with the lack of feedback from the community, citing the low number of responses received from the Survey. He also noted that none of the questions equated to the total number of respondents and many wrote narratives making it difficult to determine or concretely define their responses. He stated the importance of informing the community regarding the significance of their input in the drafting of the POCD which helps determine the Town's direction and future. He recommended the Commission consider establishing an independent Committee or hiring a Consultant in the future to ease the heavy workload and ensure that the document maintains its objectivity. He was also dismayed with the limited inclusion of the document's subject matter: conservation and development. He was pleased with the commonalities between the 2012 and 2022 documents, including the public's wishes to maintain the Town's rural character and educational system and the need for additional single-family residences. Selectwoman Munro expressed her confusion regarding the following statement:

Since it is unlikely that Route 11 will ever be completed, Salem should explore solutions with the CTDOT to limit or prohibit large commercial and hazardous material vehicular traffic, as well as reduce the through traffic volume on Route 85 through Salem to preserve the rural character of the town. (*Chapter Two, Page 8*)

Selectman Lyden stated that, during his tenure as the Town's First Selectman, he pushed for the State to create a truck route to Waterford from Route 2 and Route 395, which would be a safer route. Any typographical errors may be directed to the Commission. Voice vote, 5-0, all in favor

- d. **Supplemental Appropriation for: Town of Salem Public Safety Service Organizational Analysis and Study Update/Review** (*Discussion & Action Item*)
M/S/C: Butcher/LaBonte, to approve and move the supplemental appropriation in the amount of \$30,500.00 (thirty thousand five hundred dollars) for the Town of Salem Public Safety Service Organizational Analysis and Study Update/Review to the Board of Finance for approval. Discussion: First Selectman Chmielewski stated that the Town has experienced numerous

changes since the previous Study was commissioned in 2014 by former First Selectman Lyden. It is anticipated that the Study will be funded by the second allotment of ARPA (American Rescue Plan Act) Funds and completed before the start of the FY2023/24 Budget Season. Emergency Services Liaison Selectman LaBonte agreed, adding that many changes have occurred over the past five years he has been working with the Fire Companies, including a decreasing number of volunteers, an aging ambulance, the appointment of an Emergency Services Administrator and Supervisor, first and second shift Resident State Troopers, and the hiring of two (2) full-time Firefighter/EMTs (Emergency Medical Technicians). He has reviewed the consultants' impressive body of work and is looking forward to working with them. Selectwoman Munro agreed that the hiring of a third party to review and update the Study would be prudent to ensure that an objective report is generated. Selectman Butcher also concurred, adding that the previous Study was very informative and unveiled several items that allowed the Town to make solid decisions. Selectman Lyden also agreed with the need for an updated review of the Study and added that, similar to the previous study, some resistance should be expected. Voice vote, 5-0, all in favor.

e. Tax Collector's Refunds (*Action Item*)

M/S/C: LaBonte/LaBonte, 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 \$3,258.52 (three thousand two hundred fifty-eight dollars and fifty-two cents) on this first day of November 2022. Discussion: None. Voice vote, 5-0, all in favor.

5. REPORTS:

a. FIRST SELECTMAN

A copy of the various departments' updates was provided to the Board (*attached*). First Selectman Chmielewski commended the Town Hall and Library staff and Public Works Department. A very nice and well-attended AppleFest event was held. He thanked the full-time and volunteer Firefighters and Resident State Troopers for providing their services at the event and continuing to keep the residents safe. The Town is looking forward to the holiday season and the Public Works department is preparing for the winter season. The Salem School second graders recently visited and held their Annual Town Hall Meeting at Town Hall during which the students voted to have homework over the weekends for the first time.

b. EMERGENCY SERVICES – POLICE / FIRE

In lieu of Emergency Management Director/Emergency Services Coordinator Bednarz,

who was on vacation, Selectman Liaison LaBonte reported that a productive monthly Fire Chiefs meeting was held last week. Their discussions included the Standard Operating Procedures (SOPs), upcoming trainings, and public safety procedures during Halloween. He is working with Selectwoman Munro, the career Firefighter/EMTs, and Town Attorney on the final details of the Union contract. First Selectman Chmielewski commended the career Firefighter/EMTs who are featured in the recent issue of *Our Town Salem*.

c. EMERGENCY MANAGEMENT – see item 5(b)

d. BOARD OF FINANCE

The Board of Finance is scheduled to meet next Thursday, November 10, and has begun preparing for the FY2023/24 budget season. Selectman Lyden added that it is hoped that the Auditors will be presenting the FY2021/22 audit to the members in December.

e. BOARD OF EDUCATION (BOE)

Selectwoman Munro reported that the BOE's Regular Meeting will be held next Monday, November 7.

First Selectman Chmielewski added that the Town and Resident State Troopers met with Superintendent Brian Hendrickson and Principal Dan Driscoll to discuss school safety. The Emergency Management Plan is in the process of being finalized.

f. PLANNING AND ZONING COMMISSION

First Selectman Chmielewski commended the Commission for the completion of the POCD.

g. ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission is continuing to network with the Town's businesses, including the new owners of Salem Plaza located at 1 New London Road who are continuing to improve the property.

h. LIBRARY

First Selectman Chmielewski reported that the Library Board has begun working on its budget and updating its policies. He commended newly appointed Director Shannon Henson, who is working with the Board and Staff to rebuild the Children's Room and host more activities for the Town's Seniors and Salem School students. Selectwoman Munro commended their use of social media to help promote their many events and activities.

i. TVCCA (Thames Valley Council for Community Action)

Selectwoman Munro reported that she has joined a Strategic Planning Subcommittee. She reminded everyone to visit their website (tvcca.org) or Facebook page (facebook.com/TVCCAcared) for helpful information.

Care & Share of East Lyme – Selectwoman Munro encouraged residents to contact Care & Share which serves the towns of Salem & East Lyme for any needs they might have.

Election Day – First Selectman Chmielewski encouraged everyone to vote next Tuesday, November 8. He expressed his appreciation to the Registrars and Election staff who are working hard to prepare for the day and handle the last-minute rules and regulation changes. Both of the Districts will vote at the Town Hall and will be greeted and directed by the Greeter.

Unsung Heroes – Selectman LaBonte reported that the Unsung Heroes Committee is working on the final updates of the Celebration Banquet where he will be serving as the event's Master of Ceremony. The Banquet will be held on Sunday, November 13, 1:00 p.m., at the Gardner Lake Volunteer Fire Company. He encouraged everyone to attend the Banquet and celebrate the Town's volunteers and the spirit of volunteerism.

ADJOURNMENT

M/S/C: LaBonte/Lyden, to adjourn the meeting at 7:47 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

A VIDEO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S WEBSITE UNDER BOARDS & COMMISSIONS – BOARD OF SELECTMEN – MEETING VIDEOS.

Board of Selectman
Tuesday, November 1, 2022 Regular Meeting
First Selectman's Report – Department Updates for October

Finance Department– Lisa Jablonski

- Vast amounts of time resolving new brokerage contract and all ancillary lines, correction of incorrect billing and Employees and Dependents covered roster omissions
- Partial review Library policy(s)
- Resolved Random Drug Company billing issues
- Discussions with BOE/vendors re: Custodians for week end coverage and electric supplier contract renewal
- Assist Alesha – STEAP Grant
- Assist Alesha with Roads Grant review
- Review multiple years EMPG Grants, prepare reimbursement 20-21, apply 22-23
- Entry and reconciliation of new Capital Budget for 22-23 in QuickBooks
- Resolve Dept of Labor error
- Assist with Capital purchase and financing with CG Bank Underwriting Dept
- Multiple Worksite Report Qu3 to Dept of Labor completed
- Invoiced Qu 1 Fuel Use to BOE
- Reconciled GLVFC Ambulance Stipend payment schedules Qu 1
- Dept Head discussions balancing current Budgets and preparing for next year
- Employee discussions regarding Parking, Salary Budget, Hours Budget, PTO Accruals
- Lost time on Internet and network issue for laptop port, review updating equipment w Yucatech
- Processed 127 Checks for \$170,127 for October

Human Resources Department – Lisa Jablonski

- Cyber Class onsite Training
- Disbursed Credible Insurance notices to employees
- Discussions re: new hires, EAP planning, filed complaints
- Review Post for additional PT FF/EMT's

Public Works – Tony Gallicchio

- Repaired beam rails at Sullivan
- Repaired brakes on several trucks
- Pothole patching @ Darling
- Reworked infield with tractor and mower
- Replaced 5 Street signs
- Got PW 1 back and installed
- Installed last catch basin at Skyline
- Mowed fields and properties
- Billing and invoicing approvals
- Fertilized fields
- Moved trailer 3 times for school debris
- Relined fields four times
- Moved materials and machinery back to Skyline

Board of Selectman
Tuesday, November 1, 2022 Regular Meeting
First Selectman's Report – Department Updates for October

Salem Library – Interim Head Librarian Shannon Henson

Building Maintenance:

- Public Works installed a water bottle filling station at the entryway of the library. This replaced the water fountain.
- Public Works has been painting and replacing our ceiling tiles, some were damaged and stained with glycol during the HVAC renovation.
- Public Works brought electricians in to replace the light fixtures that were broken behind our Circulation Desk.

Events:

Wizard Walk October 15, 2022

- The program was a great success! We had several craft stations set up which included a wand-making station, a quill-making station, and a potions class.
- We served owl cookies and butter scotch soda
- Cyril the Sorcerer amazing the children with a wonderful magic show
- We had over 40 participants.

Upcoming Events:

- We are planning and looking forward to the Library's anniversary party December 3, 2022.

Tax Collector - Vivian Waters

- The last round of warrants has gone out for the calendar year – our Marshall does not deliver them in November or December.
- Our collection rate as of 10/24/22 is 57.26% bringing us in at .26% higher for the same date last year. The current breakdown is as follows:
 - Motor vehicle 90.32%
 - Personal Property 56.28%
 - Real Estate 52.99%
 - Pro-Rated Real Estate 50.00%
- We no longer have envelopes with return service requested on them saving the office roughly \$1.50 per piece of returned mail.

Recreation – Agnes Miyuki

- Adult Co-ed Basketball Pick-up Games at Salem School, Open to Salem & East Lyme residents, Age 18 and over, Tuesdays & Thursdays, 7:00 to 9:00 p.m., starting Tuesday, November 1, 2022 through March 30, 2023
- Disc Golf Course Staff Site Walk (Emergency Services, Building, etc.), Volunteer Park, Saturday, November 5, 1:30 p.m.
- Adult Co-ed Volleyball Pick-up Games at Salem School, Open to Salem & East Lyme residents, Age 18 and over, Wednesdays, 7:00 to 9:00 p.m., starting Wednesday, November 9, 2022 through March 29, 2023
- Seniors & Strollers Walking at Salem School, Mondays, Wednesdays & Fridays, November 7 to May 31, 2023

Board of Selectman
Tuesday, November 1, 2022 Regular Meeting
First Selectman's Report – Department Updates for October

Town Planner - Justin LaFountain

- The Planning and Zoning Commission has three public hearings set over the next two months. One is for a text amendment to potentially permit lumbering in the Rural A zone, the second is for a series of text amendments initiated by the Commission to ensure the Zoning Regulations are in compliance with State Statutes (both of these are set for November 22nd), and the third is for the POCD adoption (on December 13th).
- An application for housing near Woodchuck Road is expected in the near future.

Zoning & Wetlands Official – Matt Allen

Zoning:

- A Notice of Violation was issued for an unpermitted lumbering use at 630 West Rd. The property owner has elected to peruse a Regulation Amendment through the PZC to allow for lumbering in the Rural A zone.
- A Notice of Violation and Cease and Desist Order were issued for 343R Old Colchester Rd. for an unpermitted dirt bike track to which the public was apparently invited. The property owner has elected to pursue a Special Exemption through the PZC for a private recreational club per Sec. 4.2.13.
- Zoning permits issued YTD = 48.

Wetlands:

- The Wetlands Commission recently welcomed Lisa MarcAurele as a new alternate member.
- Vice Chair Diba Kahn-Bureau will serve as interim chair and Secretary Roger Phillips will serve as interim vice chair until new officers are elected in January.
- The Wetlands Commission will hold a public hearing in December to consider regulation amendments including (1) increasing the Upland Review Area from 75' to 100' and (2) revising Sec. 12 – Action of Duly Authorized Agent to mirror controlling state statute (CGS Sec. 22a-42a(c)(2)).
- Wetlands permits/approvals YTD = 7.

Town Clerk – Linda Flugrad

- We have issued over 140 absentee ballots as of the end of the 4th week of October.
- Some issues with USPS delivery. Had two people call and say their ballots either weren't received or it took 10 days for delivery
- FOIA requests have been processed and delivered
- There have been 70 documents placed on the land records; 4 marriage licenses issued; \$56,881 collected in State conveyance taxes and \$13,907 in Town conveyance taxes
- We continue to issue dog licenses on a regular basis