

**BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
TUESDAY, JANUARY 3, 2023, 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 (*via speakerphone*)  
Pam Munro

**ABSENT**

Kevin Lyden (*ill*)

**CALL TO ORDER**

First Selectman Chmielewski called the meeting to order at 7:04 p.m.

**1. PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF MINUTES:**

- a. Tuesday, December 6, 2022 Board of Selectmen Regular Meeting**  
**M/S/C: Butcher/Munro, to approve the December 6, 2022 Board of Selectmen  
Regular Meeting Minutes. Discussion: None. Voice vote, 4-0, all in favor.**

**3. EXECUTIVE SESSION**

- a. To provide an update and to discuss legal strategies for the current lawsuit “The Gardner Lake Volunteer Fire Company, Inc. vs. Town of Salem” pursuant to C.G.S. Section 1-200 (6)(B)**  
**M/S/C: Butcher/Munro, to enter into Executive Session for an update and discussion regarding the legal strategies for the current lawsuit “The Gardner Lake Volunteer Fire Company, Inc. vs. Town of Salem” pursuant to C.G.S. Section 1-200 (6)(B). Discussions to include the Board of Selectmen and Town Attorney Brian Estep. Discussion: None. Voice vote, 4-0, all in favor. Invited parties exited Conference Room 1 for Executive Session at 7:06 p.m. First Selectman Chmielewski resumed the meeting at 7:33 p.m. No motions were made and no votes were taken during Executive Session.**
- b. To discuss investigative reports regarding complaints by Salem Town Employees against The Gardner Lake Volunteer Fire Company, Inc. members pursuant to 1-200(6)(E) and 1-210 (b)(2).**

**M/S/C: Butcher/Munro, to enter into Executive Session to discuss investigative reports regarding complaints by Salem Town Employees against The Gardner Lake Volunteer Fire Company, Inc. members pursuant to 1-200(6)(E) and 1-210 (b)(2). Discussions to include the Board of Selectmen and Town Attorney Brian Estep. Discussion: None. Voice vote, 4-0, all in favor. Invited parties exited Conference Room 1 for Executive Session at 7:34 p.m. First Selectman Chmielewski resumed the meeting at 7:47 p.m. No motions were made and no votes were taken during Executive Session.**

#### **4. CORRESPONDENCE / PUBLIC COMMENTS**

##### Correspondence

Selectman Lyden sent his regrets for his inability to attend this evening's meeting due to illness.

##### Public Comments

Diba Khan-Bureau, 40 Hilltop Trail, distributed a copy of her *curriculum vitae* and a letter, which she recited, regarding her qualifications and interest in continuing to serve on the Inland Wetlands & Conservation Commission (IWCC) on which she was recently unanimously voted as the Chairperson.

James Miller, 19 Morgan Road, State Police Retiree, former Salem Resident State Trooper, and Coast Guard Veteran, spoke concerning the IWCC. He expressed his belief in the disenfranchisement of power in the government and his dismay over the unceremonious dismissal of the Commission's former Chairperson. The members' political affiliations are irrelevant to the job(s) they are accomplishing as a Commission which, he believes, is working well together and fulfilling their duties.

Leslie Hotary, 79 Harris Road Ext., Secretary, Democratic Town Committee, expressed the Committee's request and support for the re-appointment of Commissioner Khan-Bureau to the IWCC. Based on her background, extensive experience, and numerous accolades, she is eminently well-suited for the position and the town is fortunate to have an individual with her qualifications willing to volunteer and serve the town in this capacity.

Ed Natoli, 79 & 89 Music Vale Road, a 17-year member of the IWCC, also spoke in support of the re-appointment of Commissioner Khan-Bureau. He also expressed his disappointment with the Board's past decisions, citing the appointment of Commissioners who have neither attended their meetings regularly and/or completed the suggested courses, exposing the town to liabilities, as well as the removal of their sitting Chairperson. He stated the seriousness and importance of the Commission's duties and urged them to not continue their past practices and re-appoint Commissioner Khan-Bureau.

Janet Griggs, 122 New London Road, also spoke in support of Commissioner Khan-Bureau's re-appointment to the IWCC. Commissioner Khan-Bureau, who is willing to serve the town amidst her busy schedule, is an exceptional asset to the town, a subject matter expert in water

quality, and a keeper of the history of the IWCC. As a longtime member of the Board of Finance, she has found that having a longtime member on a board/commission could facilitate good decisions.

Sue Spang, 129 Hartford Road, also spoke in support and hopes of Commissioner Khan-Bureau's re-appointment to the IWCC. She expressed her disappointment when the former Chairperson, who was also very qualified, was not re-appointed to the Commission. Based on her personal experience, she agreed with Mr. Miller's statement regarding the irrelevancy of one's political affiliations, which should not be considered when making appointments. She also noted the subsequent appointment of members to a second board/commission though they had never attended a meeting of the first board/commission to which they were appointed. The appointed members should have an interest in serving on the board/commission, become educated, and attend the meetings.

Gary Closius, 294 Hartford Road, strongly recommended that the Board re-appoint Commissioner Khan-Bureau to the IWCC. He felt that she was eminently qualified to continue to serve as a member and Chairperson of the Commission and, as such, the Board would be hard-pressed to find a more qualified individual. Based on his first-hand experience working with her on the Planning & Zoning Commission, he felt that she has executed her duties and responsibilities with enthusiasm, diligence, and intelligence, and in the best interest of the town and its citizens.

Diba Khan-Bureau, 40 Hilltop Trail, also spoke in support of the re-appointment of Commissioner Roger Phillips to the IWCC. Commissioner Phillips plays an important role on the Commission and reiterated that one's political affiliations are irrelevant to the Commission's role and duties.

David Bingham, 50 White Birch Road, reminded the Board of the importance of the IWCC to the Town of Salem and the role the community plays in protecting its oasis. The town's positive efforts have been accomplished by the efforts of such individuals as Commissioner Khan-Bureau who help us understand the importance of community – the community of people as well as plants and wildlife – and their interconnections. In addition, Commissioner Khan-Bureau and those who conduct the science, help us understand the importance of maintaining our natural resources. He stated the importance of protecting the town's resources by making appointments of individuals who understand the regulations and the reason behind the regulations to apply those regulations in a fair and equitable manner. He thanked Commissioner Khan-Bureau for her service on the Planning & Zoning and Inland Wetlands & Conservation Commissions, the latter of which is one of the town's most important governmental bodies to protect one of the town's most important assets.

Jim Mulholland, 202 West Road, spoke in support of Commissioner Khan-Bureau's re-appointment to the IWCC. He expressed his pleasure in serving with Commissioner Khan-Bureau on the IWCC and the Planning & Zoning Commission and stated that her humble,

modest, respectful, open-minded, and receptive demeanor with her colleagues and the public has led to positive experiences.

Sue Spang, 129 Hartford Road, stated the ambiguity and angst regarding appointments over the last few years and recommended the Board draft a policy regarding appointments. She felt that a policy would be helpful and better serve the community. She also suggested the Board reach out to those whose terms are due to expire regarding their continued interest in serving on the board/commission/committee.

**5. AGENDA:**

**a. Supplemental Appropriation per Section 10.09 of the Salem Town Charter in the amount of \$32,000 for Town Counsel, Account 5-126-208**

**M/S/C: LaBonte/Munro, to approve the Supplemental Appropriation per Section 10.09 of the Salem Town Charter in the amount of \$32,000.00 (thirty-two thousand dollars) for Town Counsel, Account 5-126-208. Discussion: Town Attorney Estep stated that the town's recent efforts to resolve the pending litigation with one of the town's local Fire Companies through a mediation process and, more recently, a status conference, have not been successful. As such, the case will be moving forward, resulting in additional legal costs. The item will be sent to the Board of Finance for final approval. Voice vote, 4-0, all in favor**

**b. Tax Collector's Refunds**

**M/S/C: Munro/Butcher, to postpone the approval of the Tax Collector's Refunds to the next Board of Selectmen Regular Meeting. Discussion: None. Voice vote, 4-0, all in favor.**

**6. REPORTS:**

**a. FIRST SELECTMAN**

The Board reviewed the town departments' updates (*attached*). First Selectman Chmielewski reported that the town departments continue to work well together and look forward to continuing serving the town in this new year.

Selectwoman Munro noted that the collection rate in December was nearly 64%, indicating a very positive collection rate by the end of the fiscal year.

**b. EMERGENCY SERVICES – POLICE / FIRE**

In lieu of Emergency Management Director/Emergency Services Coordinator Mike Bednarz, First Selectman Chmielewski reported that a very productive meeting was held between Emergency Management Director/Emergency Services Coordinator Bednarz, Selectman Liaison LaBonte, Fire Supervisor Tom Maine, Assistant Fire Supervisor Jeff Standish, the Chiefs, Deputy Chiefs, and Assistant Chiefs of the Gardner Lake and Salem Volunteer Fire Companies, and himself. The meetings have been held since August 2020

and it has been several months since representatives from the Gardner Lake Volunteer Fire Company were present at the meetings. He looks forward to a very positive and cooperative future between all of the entities.

Selectman Butcher added that a Disc Golf Course Site Walk with Emergency Services has been scheduled for this Saturday, January 7, and all of the attendees, including the Gardner Lake and Salem Chief, Deputy Chief, and Assistant Chiefs have confirmed their attendance. First Selectman Chmielewski thanked Selectman Butcher and the Recreation Commission for all of their efforts.

**c. EMERGENCY MANAGEMENT**

First Selectman Chmielewski reported that a meeting was held with the School Officials to discuss the town's role in the School's Emergency Management.

**d. BOARD OF FINANCE**

First Selectman Chmielewski reported that the Board of Finance is preparing for the upcoming budget season and have received the various departments' capital requests. The budget calendar indicating the presentation dates has been sent to the boards, commissions, and departments. Board of Finance Member Cory Bourgeois provided a brief presentation of the budget process to the department heads and board/commission Chairpersons.

**e. BOARD OF EDUCATION (BOE) – no report; no meeting**

**f. PLANNING AND ZONING COMMISSION**

First Selectman Chmielewski reported that the Commission has completed the Plan of Conservation and Development and minor changes will be proposed to the document.

**g. ECONOMIC DEVELOPMENT COMMISSION**

The Economic Development Commission is continuing to meet.

**h. LIBRARY**

First Selectman Chmielewski expressed his appreciation to and commended Library Director Shannon Henson who continues to work with the Friends of the Library, the Library Board, her staff, and the Town Hall staff.

Selectwoman Munro added that the Library Board is currently working on revising its policies.

**i. TVCCA (Thames Valley Council for Community Action) – no report; no meeting**

**ADJOURNMENT**

**M/S/C: Butcher/Munro, to adjourn the meeting at 8:20 p.m. Discussion: None. Voice vote, 4-0, all in favor. Meeting adjourned.**

Respectfully Submitted by: Agnes T. Miyuki, Recording Secretary for the Town of Salem

**Board of Selectman  
Tuesday, January 3<sup>rd</sup>, 2023 Regular Meeting  
First Selectman's Report – Department Updates**

**Finance Department– Lisa Jablonski**

**Human Resources Department – Lisa Jablonski**

**Public Works – Tony Gallicchio**

- Worked on windows at Zemco building
- Moved furniture at Old Library
- Replaced lights at Library
- Repaired ceiling tiles at Library
- Brought and Picked up Dump truck at Columbia
- Cut downed trees
- Responded to 34 Maint. Requests
- Welded #10 truck plow frame
- Cleared leaves at Catch basins for 2 storms
- Responded to 12 “tree down” calls
- Installed new wainscot in Old Library stairwell
- Cleared out Old Library basement
- Framed, sheetrock and taped new ADA bathroom Old Library
- Re worked site at old Library to keep water from getting in
- Took down fence at Old Library for tree work
- Wired Old Library and had inspected by Stula
- Called building dept. for inspection, not sure who inspector is but took pictures of work
- Had 4 morning safety/tailgate meetings with crew
- 4 garbage runs
- Repaired tarp on truck 8
- Cleared leaves and did final seasonal mowing
- Put out curb stakes for plowing throughout the town
- Put lights on tree and decorations on buildings
- Had Safety meeting at town hall
- Had 4 tailgate meetings
- Repaired pot holes in town
- Put numbers together for budget
- Picked up 2000 sand bags for storm
- Worked 15 hours for storm
- Opened up 6 roads during storm

**Board of Selectman**  
**Tuesday, January 3<sup>rd</sup>, 2023 Regular Meeting**  
**First Selectman's Report – Department Updates**

**Salem Library Director - Shannon Henson**

*Building Maintenance:*

- Leak in Teen Room-The first week of December I had contacted Public Works about a leak in the Teen Room after heavy rainfall. Tony contacted the roofers and they came out to fix the leak.

*Events:*

- December 1, 2022-Santa's House Craft Kit-12 kits distributed.
- December 3, 2022-Anniversary/Holiday Party with Debra Vinick (Harp Concert). 61 attendees.
- December 3, 2022-Anniversary/Holiday Party with Mrs. Claus. 23 participants
- December 13, 2022-December Storytime. 5 participants
- December 14, 2022-Holiday Centerpiece Workshop with Denison Pequotsepos Nature Center. 10 participants.
- December 14, 2022-Holiday Sticker Scene Kits and Dough Mats. 22 kits distributed.

*Upcoming Events:*

- We are preparing for our Winter Reading Program, beginning January 10, 2022.

**Tax Collector - Vivian Waters**

- Collection rate continues to climb – 63.95% as of 12/29/22 with anticipation of achieving/exceeding 100% by July 1, 2023.
- The office sent out roughly 800 Supplemental bills in the month of December. Many payments on them as well as Personal property and real-estate payments not yet due until Jan 1 have been made.
- January is a busy time for our office so our assistant Athena will be increasing her hours for the month to assist in the anticipated heavy flow of traffic.
- We are currently 1.75% below the collection rate for last year as of this date. That should be rectified shortly as I have only received escrow payments from one bank/escrow company.

**Recreation – Agnes Miyuki**

- Adult Co-ed Basketball Pick-up Games at Salem School Gym, Open to Salem & East Lyme residents, Age 18 and over, Tuesdays & Thursdays, 7:00 to 9:00 p.m., through March 30, 2023
- Adult Co-ed Pickleball Pick-up Games at Salem School in the works
- Seniors & Strollers Walking at Salem School, Mondays, Wednesdays & Fridays, through May 31, 2023
- Tai Chi Classes, Session II, in progress. 8-week Sessions, Tuesdays, 6:00 to 7:00 p.m., Salem School Multi-Purpose Room. Next session scheduled to begin Tuesday, February 7, 2023.
- Re-scheduling for Disc Golf Course Staff Site Walk (Emergency Services, Building, etc.), Volunteer Park, scheduled for Saturday, January 7, 2023
- Various Collaborative Events/Activities, spring & summer programs in the works

**Board of Selectman**  
**Tuesday, January 3<sup>rd</sup>, 2023 Regular Meeting**  
**First Selectman's Report – Department Updates**

**Seniors – Agnes Miyuki**

- Municipal Medical Transportation for adults 60+ and/or with disabilities can reserve rides to/from their medical appointments within the County
- TVCCA (Thames Valley Council for Community Action, Inc.) offers:
  - Winter Heating Energy Assistance (<https://www.tvcca.org/energy-assistance>)
  - Senior Nutrition Program (<https://www.tvcca.org/food-nutrition/senior-nutrition-program>)
  - Retired & Senior Volunteer Program (<https://www.tvcca.org/volunteer/retired-and-senior-volunteer-program>)
- Next meeting: Tuesday, January 10, 10:30 am, Salem Firehouse
- Blood Pressure Screenings offered at Seniors' Monthly Meetings
- Monthly Meeting Raffles for Seniors Helping Seniors Fund
- Salem Seniors \$5 (+ tip) Lunches, Two Brothers Restaurant, first & third Tuesdays
- View their new monthly newsletter online at [saalemct.gov](http://saalemct.gov) — Departments — Salem Seniors
- Salem Free Public Library:
  - Fun and Games, Tuesdays, 1:00-4:00 p.m.
  - Busy Bee Quilters, second Wednesdays of the month, 12:00-4:00 p.m.
  - Clam Shell Quilters, first and third Fridays, 10:00 a.m.-3:30 p.m.
  - Knitting and Crocheting Circle, Thursdays, 10:00 a.m.-noon
- In the works are: BINGO, Potluck Dinner/Talent Show, Self Defense Course, 2023 Memorial Day Parade Float, Senior Yoga & Sittercise, Senior Night/Day at the Movies, Salem School Valentine's Day Wish List, Garden Team

**Building Department – Agnes Miyuki**

- FY2022/23, to date:
  - Total Permits Issued: 201
  - Total Fees Collected: \$57,598.88
  - Total Construction Value: \$4,611,492.54
  - Total Certificate of Occupancies Issued: 73

**Assessor's Office – Mike Kapinos**

- Personal Property Grand List Processing.



**Board of Selectman  
Tuesday, January 3<sup>rd</sup>, 2023 Regular Meeting  
First Selectman's Report – Department Updates**

**Town Planner – Nicole Haggerty**

- The Planning and Zoning Commission held a special meeting on December 7, 2022 to continue a public hearing regarding a proposed text amendment that could allow lumbering by right on lots greater than 10 acres in the Rural A Zone. After testimony and discussion, the application was denied.
- Following the denied application for lumbering in Rural A Zone, the Commission held a workshop at their December 13, 2022 meeting to work on new regulations that may allow commercial firewood processing in the Rural A Zone by special exception. A public hearing has been set for January 24, 2023 for the proposed regulation amendment.
- 2023 Meeting dates for PZC have been approved by the Commission and submitted to the Town Clerk. The Commission will discuss the 2023 budget at the January 10, 2023 meeting.
- Due to a noticing issue, the public hearing for the Plan of Conservation and Development has been rescheduled to the PZC meeting on January 10, 2023.

**Town Clerk – Linda Flugrad**

- Backfilled documents onto the land records (working in the 1870s)
- Recorded documents
- Assisted residents & the public with searching, etc.
- Encouraged residents and searchers to use our online public search application
- Registered and issued vital records
- Registered a few dogs (the volume has dwindled)
- Directed many people to the correct departments they should be contacting
- Contacted David Dundorf, Windswept Designs, of Salem to replace the flags at the Town Hall that were very tattered and torn. The flags have been replaced.
- Sent out many books and maps for microfilming for security purposes.
- Administrative tasks

## **Financial**

Verified by the Managing Director of Munistat Services (Bonds) Mark Chapman, the 2021-2022 Audit for the Town has been filed. We await notice of which January Meeting the Auditors will present their Audit Report.

Capital requests were reviewed at the December BOF Meeting and Budget request spreadsheets were distributed to all Depts in December for January submissions.

Provided multiple Financial data compilations for Fire Study

Managed continuing issue with BOE Custodial/Sanitation services issues

Multiple time consuming complications with issuance of Payroll due to labor shortage affecting the Labor market; numerous personnel turnover at Primepay

Preliminary Health Insurance rate Meeting online; estimating 12-19% rate increase

Beginning research into possible alternative Payroll or Accounting systems; service issues and IT issues regarding manual QuickBooks access vs online access.

## **Human Resources**

Maintenance of Online Training for CYBER and Sexual Harassment classes

Posting of and hired (1) additional PT Firefighter/EMT (more to review)

EAP Plan planning and implementing

### Annual count

New Hires: 14, including 4 Dept Heads

Departures: 15

Lisa Jablonski

Finance & HR Dir

1.3.23