

**BOARD OF FINANCE
SALEM, CONNECTICUT
MEETING MINUTES
FEBRUARY 27, 2014**

PRESENT

TJ Butcher
Greg Preston
Janet Griggs
George Householder
David Kennedy
Carole Eckart
John Dolan, Alt
Cindy Noe/ Recording Secretary

ABSENT

Robert Sartori, Alt
Vacancy

GUESTS

Gene Maiorano
James Savalle
Kevin Lyden
Donald Bourdeau
Vernon Vesey

CALLED TO ORDER

TJ Butcher called the meeting to order 7:00pm

RECOGNITION OF VISITORS

There were no visitors that wished to be recognized in attendance

SEAT ALTERNATE IF NEEDED

No alternates were required

COMMUNICATIONS

None

ADDITIONS TO AGENDA

8, add to agenda: Discussion on meeting with Salem School Building Committee.

AGENDA

1. APPROVE MEETING MINUTES FROM JANUARY 23, 2014

Minutes were approved as amended:

Page 4, ¶5, change fiscal year 2015/2016 to Salem Volunteer Fire Company
Annual Equipment Budget

Insert commas in dollar amounts through out minutes.

M/S/C- Preston/Griggs to approve 1/23/2014 meeting minutes as amended.

Vote: Approved with Eckart abstaining.

2. TRESURER'S REPORTS

The Treasurer, Pam Henry, presented her reports (See File Copy). Henry stated that line two, *Revenue Receipts % of Budget*, should read Total Property Tax not General Property Tax. Henry also stated that the reports generated for the next Board of Finance meeting will reflect money in the amount of \$96,633.53 from the Tar Fund, \$2,000.00 from the News Letter, and \$37,210.00 received from the State Department of Education.

a. Revenue Summary

No questions from the Board on this report

b. General Fund Balance Sheet

No questions from the Board on this report

c. General Fund Budget vs. Actual

Dolan questioned page 6, line 5-9200, Principle Payable. The report shows that all payments have been paid for the year. Lyden confirmed that the report is correct.

3. PUBLIC COMMENTS

None

4. SELECTMAN'S REPORT

Kevin Lyden stated that the Freedom of Information Act meeting was well attended and that handouts and DVD's are available from the meeting.

Lyden stated that \$1,025,000.00 has been received in reimbursement from the State of Connecticut for work completed on the Salem School reconstruction. He also stated that per a discussion with Marcia Marien that the money is in the School Construction Account for ease of auditing. Lyden stated that the reimbursement will be moved to the General Fund shortly. Lyden also stated that the Board of Finance should consider possibly bonding the construction note July of 2014 for a 15 year note to save on interest.

Lyden stated that per the current auditors, the town is in great financial health with competent and committed employees. He stated that there are more internal controls being put into place. Butcher stated he feels that three sets of eyes should be used for the town's financial matters. Lyden stated that financial matters are currently looked at by the Treasurer/CPA, Tax Collector, and the Assistant Tax Collector. Butcher stated that procedures should be in writing for employees to follow. Lyden stated that all procedures are in the process of being written.

Lyden stated that due to the 12 winter storms, the snow removal budget is over by about \$44,000.00.

5. SALEM FIRE COMPANY'S REQUEST \$4,500.00 ET REPAIR

Gene Maiorano stated that the repair to the ET Truck cost \$3,500.00. There was also a repair to the brake lines of the 2001 Squad truck that cost \$1,000.00. He

stated the bills have already been paid out of the Salem Volunteer Fire Company Maintenance Budget.

M/S/C- Griggs/ Kennedy to approve \$4,500.00 from the Undesignated Fund Balance to budget line number 5-222-618, Salem Volunteer Fire Company Repair /Maintenance Vehicles Fund.

Vote: Approved Unanimously

6. AUDITOR FOR THE 2013/2014 BUDGET YEAR- SENDING OUT REQUESTS

The Board discussed sending out requests to other auditing companies. Pam Henry, Treasurer, will bring recommendations from Cheryl Miller, to the next meeting. The Board stated that they are currently happy with O'Conner Davies but should still research other auditing companies. Eckart and Preston will gather information on other firms and their current customers for review by the Board.

7. ON PROPOSED APPROPRIATIONS FOR 2014/2015

A.) #110 BUILDING OFFICIAL

Vernon Vesey presented the Building Official Proposed Budget for fiscal year 2014/2015 (See File Copy). He stated that the lower budget is a result of lower mileage reimbursement and monies put back into the budget from code books.

M/S/C- Preston/ Householder to approve Department #110, Building Official, appropriation in the amount of \$2,636.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

B.) #112 TOWN CLERK'S DEPARTMENT

Linda Flugrad presented the Town Clerk's Proposed Budget for fiscal year 2014/2015 (See File Copy).

M/S/C- Eckart/ Preston to approve Department #112, Town Clerk, appropriation in the amount of \$15,100.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

C.) #114 TREASURER/AUDITOR/BOF

Lyden presented the Treasurer/Auditor/BOF's Proposed Budget for fiscal year 2014/2015 (See File Copy). He stated that the 3% increase is the fee increase for O'Conner Davies.

M/S/C- Griggs/ Preston to approve Department #114, Treasurer/Auditor/BOF, appropriation in the amount of \$38,075.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

D.) #118 TAX COLLECTOR

Lyden presented the Tax Collector's Proposed Budget for fiscal year 2014/2015 (See File Copy). Lyden stated that the increase is due to the need for colored ink cartridges and the cost for conferences the tax collector will attend.

M/S/C- Kennedy/ Preston to approve Department #118, Tax Collector, appropriation in the amount of \$6,780.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

E.) #210 SECURITY

Lyden presented the Security's Proposed Budget for fiscal year 2014/2015 (See File Copy). He stated the increase was due to pay rate increases.

M/S/C- Householder/Griggs to approve Department #210, Security, appropriation in the amount of \$218,600.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

F.) #220 GARDNER LAKE VOLUNTEER FIRE COMPANY

James Savalle presented the Gardner Lake Volunteer Fire Company's Proposed Budget for fiscal year 2014/2015 (See File Copy). The Board of Finance would like the comments on the report changed to show that the \$110,243.00 budget amount includes the \$24,847.88 tanker upgrade and the \$15,586.00 pump repair. The Board also wants Line # 5-220-626, Tanker Pumper Upgrade, under Budget 13/14 changed from \$25,000.00 to zero; with the statement saying it was appropriated in 2012/2013 and carried over to 2013/2014. Savalle stated increase in the budget is due to the costs associated with the new recruits.

M/S/C- Kennedy/Griggs to approve Department #220, Gardner Lake Volunteer Fire Company, appropriation in the amount of \$73,745.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

G.) #222 SALEM VOLUNTEER FIRE COMPANY

Gene Maiorano gave the board members a breakdown on what the Salem Volunteer Fire Company purchases themselves through various fundraisers (See File Copy). The total spent has totaled \$71,065.00 from 2005 – 2013. Maiorano presented the Salem Volunteer Fire Company's Proposed Budget for fiscal year 2014/2015(See File Copy). Maiorano stated the increase in the budget is due to ladder testing, compressor testing to meet necessary codes, adding the defibrulators into his budget, and contractual services Householder

suggested raising the vehicle maintenance amount from \$15,000 to 17,000 due to the fact of being over budget the last five years. Householder believes that it would reflect a truer budget. Eckart thinks the amount should remain at the current \$15,000.

**M/S/C- Preston/Griggs to approve Department #222, Salem Volunteer Fire Company, appropriation in the amount of \$86,256.00, which reflects a \$2,000.00 increase in line #5-222-618 Repairs/Maintenance of vehicles, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.
Vote: Approved with Eckart opposing.**

H.) #230 AMBULANCE

James Savalle presented the Ambulance's Proposed Budget for fiscal year 2014/2015 (See File Copy). Savalle stated that the increase is due to the new recruits, training and insurance.

**M/S/C- Preston/Griggs to approve Department #230, Ambulance, appropriation in the amount of \$41,565.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.
Vote: Approved Unanimously**

I.) #240 PUBLIC SAFETY

Donald Bourdeau presented the Public Safety's Proposed Budget for fiscal year 2014/2015 (See File Copy). Bourdeau stated the KX communication is the reason for the increase.

**M/S/C- Householder/Eckart to approve Department #240, Public Safety, appropriation in the amount of \$73,150.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.
Vote: Approved Unanimously**

J.) #910 INTEREST PAYMENTS

The Board reviewed the Interest Payment Budget for fiscal year 2014/2015 (See File Copy).

**M/S/C- Householder/Eckart to approve Department #910, Interest Payments, appropriation in the amount of \$25,740.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.
Vote: Approved Unanimously**

K.) #920 PRINCIPAL PAYMENTS

The Board reviewed the Principal Payment Budget for fiscal year 2014/2015 (See File Copy). The Board would like School Bond Payment amount changed from \$420,000.00 to \$362,000.00.

M/S/C- Preston/Householder approve Department #920, Principal Payments, appropriation in the amount of \$633,966.00, subject to review/revision/table at the 3/27/2014 Board of Finance meeting.

Vote: Approved Unanimously

8. Old Business – Discussion on Meeting with the Salem School Construction Committee

The Board discussed what capital items to discuss with the Salem School Building Committee that may be able to be absorbed into the building project. Such as removing the manhole covers, paving on the north side of school, and the additional lighting for a total of around \$71,000.00. They also discussed who would attend on behalf of the Board of Finance.

M/S/C- Kennedy/ Eckart to approve Butcher and Householder to represent the Board of Finance at the meeting with the Salem School Building Committee on Wednesday, March 5, 2014.

M/S/C – Butcher/ Eckart to adjourn meeting at 8:53pm