

Approved

**SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
June 14, 2012**

PRESENT

Carole Eckart
Janet Griggs
John Dolan (Alt)
David Kennedy (Alt)
Greg Preston
Bill Weinschenker

ABSENT

George Householder
Peter Lee (Alt)
TJ Butcher

B. Weinschenker called the meeting to order at 7:34 pm.

Recognition of Visitors: None

Seat Alternate:

M/S/C (Eckart/Griggs) to seat J. Dolan in the place of TJ Butcher

Vote: Approved Unanimously.

Communications:

- Chairman Weinschenker received a planning letter from O'Connor Davies informing him that the auditors will be doing the preliminary work for the 2011/2012 fiscal year.

The BOF members wanted it communicated to the auditors that any additional work above the contract price should be detailed on a work order prior to the charges being incurred.

AGENDA

1. APPROVAL OF MINUTES

M/S/C (Preston/Griggs) to approve the May 10, 2012 minutes of the Regular Board of Finance Meeting minutes as amended.

Vote: Approved Unanimously.

Amended as follows:

- Page 1: change : "will present" to "who were asked to present an audit proposal"
- Page 4: Appointment of Audit Firm - add the following under item #5 "A written proposal from O'Connor Davies was included in the BOF member's packets". Change the motion to read: " agreed to accept the audit proposal from O'Connor Davies"
- Page 5: Set Mil Rate - change from "were not" to "are" and remove the "of 7%" at end of sentence. Change motion to read "to set the mil rate for the 2012/2013 fiscal year at 29.6 mil rate"

2. TREASURER'S REPORT (SEE ATTACHED)

- Collections are at 100.2%.
- M. Ferren reported on the changes that will be made when the BOF will receive reports on the QuickBooks software.

All taxes and all permits reporting lines will be condensed to one line each.

M/S/C (Preston/Griggs) to seat D. Kennedy in the place of G. Householder

Vote: Approved Unanimously.

3. PUBLIC COMMENT: NONE

4. SELECTMAN'S REPORT:

First Selectman, K. Lyden informed the BOF members that:

- The Farmer's Market will start on Thursday, June 28th between the hours of 3:00 PM to 6:00 PM and will continue every Thursday, until the beginning of October. The Town will be selling T-shirts and tote bags for \$3 each.
- A claim was submitted to CIRMA for damages due to flooding from a leaky toilet in the Center School building.
- The First Selectman attended the Gold Award Ceremony, Girl Scouts' highest award. Receiving this award were E. Holle, V. Nortz and T. Horan.
- DOT has approved the sidewalk project. We should be receiving \$70,000 in this fiscal year and the remainder in the next fiscal year.
- K. Lyden is expecting to return \$170,000 to the General Fund at the end of the 2011/2012 budget year.
- D. Bourdeau, E. Burr, G. Alligood and S. Spang will be taking a trip to view the Willimantic Waste facilities next week.

5. TRANSFERS FOR THE 2012/2013 BUDGET YEAR (SEE ATTACHMENT)

- During the 2011/2012 budgeting process it was noted that there would be a total of 53 weeks this fiscal year due to leap year (29 days in February). Additional money will need to be transferred to the salary lines noted in the attachment.

M/S/C (Griggs/Dolan) to approve salary transfers per attached list.

Vote: Approved Unanimously.

6. TAX COLLECTOR'S SUSPENSE LIST (file copy attached)

- Chairman Weinschenker presented to the BOF, the Suspense list from the Tax Collector, C. Philapena, listing accounts that she believes to be non-collectable. BOF approval is needed to place accounts in suspense.

M/S/C: (Griggs/Preston) detailed examination has been made of the attached Suspense list of accounts totaling \$27,285.86 that are believed to be non-collectable. Pursuant to section 12-165 of the General Statutes, authority is hereby given to you to transfer such taxes in accordance with the law to the Suspense Tax Book. Transfer \$27,285.86 to the Suspense Tax Book.

Vote: Approved Unanimously

Adjournment

**M/S/C (Preston/Dolan) motion to adjourn at 8:10 pm.
Vote: Approved Unanimously**

**V. Casey
Recording Secretary**