

Board of Finance Meeting  
7:30 p.m., Tuesday, November 18<sup>th</sup>, 2008  
2<sup>nd</sup> Floor Conference Room, Town Hall

### Minutes

Present: Fran Korn, Rosemarie Naples, Elmer Clark, Rob DeSimone, Jay Berardino,  
Maryjane Malavasi, Laura Francis, Francis Willett

### Call to order

Fran Korn called the meeting to order at 7:30 p.m.

Francis Willett, Director of Emergency Management was in attendance to talk about a capital request for two items; Emergency Shelter Upgrades and a Community Notification System. He first talked about why the town needs emergency shelter upgrades; the current shelter at Strong School is not adequate, emergency power is limited to life safety only, it is not a usable shelter if power goes out, there is not enough space for 250-1000 residents and additional space is needed for food services and pet shelter of household pets. He stated the Emergency Management Shelter sub-committee worked with RSD13 to conduct an analysis of the high school as a potential new location. He talked about specific criteria that the high school would be able to support, doubling the square footage of Strong School; larger shelter space for cots, larger bathroom and shower facilities, heating and cooling for shelter area when on emergency power, cafeteria, pet shelter, town meeting facilities, larger vehicle parking, phone and computer backup power. He then made recommendations from the committee; upgrade emergency power systems to support shelter areas in the high school gym, north bathroom and shower facilities, cafeteria and kitchen services, and lobby between the cafeteria and gym. The next step would be to design and bid out the project; summer of 2009 when school is not in session. Using the current engineering firm, Bob Banning of Silver Petrucelli & Associates to perform initial assessment, design and bid management. He then talked about the total projected cost being \$45,500 and that capital funds were set aside for this project; \$30,000 fy07-08, and \$30,000 fy08-09. F. Willett stated for the record that these improvements were not to fix a design flaw but to bring the power up to levels that would properly support the shelter.

F. Korn asked if the town has all the proper approvals to move forward and if we were compliant with the Department of Emergency Management and Homeland Security (DEMHS). F. Willett responded that Susan Viccaro has granted approval and he will be meeting with the Board of Education after the outcome of this meeting and yes, we are compliant with DEMHS. F. Korn commented about a prior event at Graphite Die Mold and asked how the Strong School shelter measured up. F. Willett stated that a 5 mile radius was evacuated and they didn't have enough space; people were standing in the hallways, filling the gym in 20 minutes, they only had enough cots for 250 people, power was an issue, and if the evacuation went past midnight they would have been in trouble. J. Berardino reiterated the following figures for accuracy; a total of \$28,000 was required for electrical upgrades including wiring from generator to all rooms referred to in the print, plus soft costs of \$17,500, for a total projected cost of \$45,500. He then asked if the school building committee has approved the plan. F. Willett confirmed the figures and responded that Rob Francis, member of the school building committee, was part of this committee. F. Korn then suggested the Board of Selectmen take to meeting an appropriation from reserve.

**MOTION TO REQUEST THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE TRANSFER OF \$45,000 FROM #9440 RESERVE FOR EMERGENCY MANAGEMENT TO 6700-488 CIP-SHELTER MANAGEMENT FOR EMERGENCY SHELTER UPGRADES AT THE HIGH SCHOOL. 4 AYE. E. CLARK OBSTAIN.**

F. Willett then made a presentation of the need for a Community Notification System stating the goal of the system is for key emergency staff to immediately notify residents of an emergency by sending a text, voice recorded, or email message. He stated he and Laura Francis met with and evaluated three

vendors and found the following items to be considered; the system needs to have the ability for anyone with authorization to run the system, the backend system infrastructure needs to be able to support the system, it needs to be secure, and it needs to handle multiple calls and confirmation of calls. He then talked about the three vendors and their capabilities; Reverse 911 was very expensive, the town must administer the system and there was a higher complexity of use. Code Red was an easier to use, web based system, the backend system is shared across all customers but he had concerns around failover and what would happen if all users hit the system at the same time, \$7,500 annually for up to 10,000 in population. 3N Global is a web based service vendor with more features and capabilities, it was the easiest to use sending notification can be from a PC, phone or combination, the backend system is most robust, the cost being higher at \$14,000 annually for up to 10,000 numbers and there is an option to try before you buy.

F. Korn asked whose budget this would fall under, if it would need to be budgeted next year and if there was a possibility to co share with the Town of Middlefield. L. Francis stated that this fell under emergency management and there was a potential to co share with Middlefield. The 10,000 number limitations and how this would be apportioned between the two towns were discussed. F. Willett talked about security being very important and the specific vendor's ability to handle heavy volume; he stated he has extensively researched the different vendors and 3N's back infrastructure will guarantee that it will try and try to get through to the resident until they are reached. R. Naples asked if the town was required to participate in such a system. L. Francis stated these programs are endorsed by the Governor but have never been funded. L. Francis talked about current funding; money currently available in reserve and the eligibility to use Homeland Security monies from fy06-07 and fy07-08, but stated it would eventually become a budget item. L. Francis stated for the record if the board takes issue with the difference between vendors they would go with Code Red. F. Willett stated both companies have waived setup fees and have given the town a no cost pilot offer from January 1<sup>st</sup> to June 30<sup>th</sup>, stating this would be a good time to test a system. After that period it could be re-evaluated. F. Korn asked what the preferred system was. F. Willett responded 3N for the reasons stated previously.

**Minutes: October 21, 2008 Regular Meeting**

MOTION BY ROSEMARIE NAPLES SECONDED BY ROB DESIMONE TO APPROVE OCTOBER 21, 2008 MINUTES WITH CORRECTIONS. ALL AYE

**Invoices: James A. George, P.C.**

MOTION BY ROSEMARIE NAPLES SECONDED BY ROB DESIMONE TO APPROVE BALANCE DUE OF \$2,490. TO JAMES A. GEORGE, P.C. ALL AYE

MOTION BY FRAN KORN SECONDED BY JAY BERARDINO TO APPROVE W.B. MASON INVOICE IN THE AMOUNT OF \$72.64 FOR PAYMENT. ALL AYE

**Correspondence**

NONE

**2008-2009 Budget Reduction Plan**

Laura Francis informed the Board there was an anticipated \$100,000 budget shortfall for fy08-09. She has asked all department heads and board chairmen to take a good look at their budgets and find something to cut or defer until later in the fiscal year. In addition, any expenditure of \$1,000 or more must have pre-approval of her office excluding any regular contractual obligations.

Approximately \$47,000 has been earmarked so far and she is still waiting for additional responses. Additional savings anticipated from changing payroll to a bi-weekly system has been rejected by the Union and she is very disappointed, stating negotiations have been difficult; she will be calling a staff meeting to discuss again to hear employee concerns.

F. Korn talked about the options of contracting out services and positions as a cost savings measure. He asked about the status of getting the interior lighting in town hall shut off after hours. L. Francis responded that K. Bober was currently talking with an electrician about potential options and hopes to have this remedied in the next couple of weeks. L. Francis commented that she was also looking at revenue, specifically current fees in the building and health department, stating they are the lowest amongst the surrounding towns and is working on a proposal to bring them up to date.

**Additional Appropriation - Water Expenses for the Durham Fair**

L. Francis advised the board that she was not ready to report on this.

**Additional Appropriation - Tree Removal**

F. Korn stated his concern over fy07-08 and fy08-09 budgets and asked L. Francis what criteria the Tree Warden uses to determine when a tree needs to be removed; \$115,000 has been spent so far and he is requesting an additional \$36,000. L. Francis stated she would request a meeting with him to validate the expense and also ask him to attend the next meeting.

**Additional Appropriation - Highway Projects - Haddam Quarter Road**

L. Francis brought the board up to date on the status of Haddam Quarter Road; the retaining wall has collapsed and the road is now buckling and falling in. She has received documentation from Town Engineer, Brian Curtis and K. Bober is working on bid specifications. J. Berardino asked about the possibility of combining town engineers with the Town of Middlefield. L. Francis responded that fiscally it would be a wash and the town would lose all of the capabilities that Nathan Jacobson has to offer and she would not consider at this time.

**2009-2010 Budget Preparation**

There was general discussion around the fy09-fy10 budget schedule. F. Korn commented he felt the process in which the Board of Selectmen reviewed and presented the budget last year went well and asked the board to review the dates presented along with the departments to make sure everyone has been included. J. Berardino commented that Killingworth utilizes their Finance Director to the point that their Board of Finance approves the final draft. F. Korn commented he felt the reason this board met so much was that they receive so many supplemental appropriations. Rosemarie Naples commented she thought last years system worked very well. E. Clark requested that he would like the budget books by the February 10<sup>th</sup> Board of Finance meeting.

F. Korn asked Maryjane Malavasi was the status of the Capital Plan was. M. Malavasi responded that she would be meeting with L. Francis on November 19<sup>th</sup> to discuss and a cost analysis on a new vehicle for the sanitarian was being done.

**2009 Meeting Calendar**

M. Malavasi asked the board if they wanted any changes to the existing budget forms and stated she would work on the meeting schedule.

**Public Comment**

None

**Any other business that comes before the board**

None

**Adjournment**

MOTION BY FRAN KORN SECONDED BY ELMER CLARK TO ADJOURN MEETING AT 9:30 P.M. ALL AYE

Respectfully submitted,

Beth Moncata

RECV'D: Office of the Town Clerk  
November 25, 2008 at 10:10 am