

Board of Finance Meeting
7:30 p.m., Tuesday, December 16, 2008
2nd Floor Conference Room, Town Hall

Minutes

Members Present: Fran Korn, Rosemarie Naples, Elmer Clark, Rob DeSimone, Loraine Coe
Others Present: Maryjane Malavasi, Laura Francis, Francis Willett, Kurt Bober, Terence Keenan

Call to order

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

Minutes

MOTION BY LORAIN COE SECONDED BY FRAN KORN TO APPROVE NOVEMBER 13, 2008 MEETING MINUTES AS PRESENTED. ALL AYE

MOTION BY ROSEMARIE NAPLES SECONDED BY ROB DESIMONE TO APPROVE NOVEMBER 18, 2008 MEETING MINUTES AS PRESENTED. ALL AYE

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO APPROVE NOVEMBER 25, 2008 MEETING MINUTES AS PRESENTED. ALL AYE

Invoices

MOTION BY ROSEMARIE NAPLES SECONDED BY ROB DESIMONE TO APPROVE INVOICE FROM BETH MONCATA IN THE AMOUNT OF \$97.50 FOR SECRETARIAL SERVICES. ALL AYE

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO APPROVE INVOICE FROM JAMES A. GEORGE, P.C. FOR FINAL BILL FOR FY 2008 AUDIT IN THE AMOUNT OF \$2,490.00. ALL AYE

Correspondence

None

Additional Appropriation - Tree Removal

Terence Keenan was present to discuss additional appropriation request. Rosemarie Naples asked for an update on the current tree list. T. Keenan responded that 385 trees have been taken care of; 280-285, Raiola 150, Town Crew 60, Jandreau 15-20, 10-15 trees fell, and CL&P took care of a lot when doing line clearing. Fran Korn asked what percentage of the list would be completed with \$36,500 and would he be requesting additional funding next year. T. Keenan responded that he did not know the exact percentage and did anticipate requesting additional funding explaining that over past years the trees have been neglected, there are old trees that have grown up unhealthy due to undeveloped roads, ash tree disease and road salt. Loraine Coe asked for clarification of what constitutes removal of a tree. T. Keenan responded a tree has to be diseased or sick, dead, or a safety hazard. L. Coe asked about the bidding process. T. Keenan stated every year he goes out to bid with the following criteria; the size of the tree, hourly emergency rate and regular rate. Kurt Bober stated the Public Works department takes care of trees that are on the ground, working with T. Keenan to determine what they can help out with. F. Korn asked T. Keenan to provide the Board with a copy of what trees would be removed with the additional appropriation. T. Keenan agreed to do so. Rob DeSimone asked Laura Francis where she stood on the budget shortfall voicing concern that funds may be needed for snow plowing or emergency situations. Elmer Clark reiterated the same and suggested tabling this item until the next meeting. L. Francis responded that \$77,000 of the \$100,000 shortfall has been recovered. F. Korn stated he would like to get the majority of the work done with year and hopes that next years budget can be funded with a manageable amount of money.

MOTION BY LORAIN COE SECONDED BY FRAN KORN TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$36,500 FROM UNDESIGNATED FUND BALANCE TO #6700-481 CIP-TREE WARDEN FOR TREE REMOVAL AND TRIMMING. FRAN KORN, ROSEMARIE NAPLES, LORAIN COE, ROB DESIMONE ALL AYE. ELMER CLARK OBSTAIN. MOTION PASSED

Additional Appropriation and Grant Acceptance - Community Notification System

Francis Willett was in attendance to update the Board on the selection of the community notification system. 3N Global Inc. was the preferred vendor for an 18 month agreement, December 1, 2008 - June 30th 2010, at the cost of \$12,865.00. The 2009-2010 service balance after DEMHS reimbursement will be \$2,667.00 payable July 31, 2009. Prepayment of \$10,198.00 was submitted and all paperwork required for the full reimbursement from DEMHS has been submitted.

MOTION BY ROSEMARIE NAPLES SECONDED BY FRAN KORN TO TRANSFER \$10,198 FROM UNDESIGNATED FUND BALANCE TO #4000-231 MONITORING FEES. ALL AYE

Additional Appropriation - Highway Projects-Haddam Quarter Road Bid

Kurt Bober was in attendance and updated the Board on pending issues due to the heavy rain storm on December 12th. He stated Seward and Mountain Road have major damage and the worst washouts along side the roads have been barricaded. E. Clark asked if he knew if money from the state would be coming. K. Bober stated there was no official notification yet but he has documented everything grid by grid. He noted what he spent in expenses so far should be covered under his current budget but he may need to come back to request funds for materials to fix washouts on the side of roads.

K. Bober then updated the Board with statistics on the bid for a replacement headwall on 804 Haddam Quarter Road; thirteen bids were received in the amounts of \$93,640 to 28,975.00. He is very comfortable with the bids in the range of \$31,000-\$38,000 stating he feels this will cover what needs to be done and does not expect it to exceed \$40,000. He also stated he would confirm that the vendors bid information complies with the Town Engineers specifications on design and bid materials and cautioned that there may be a carry over of paving into the spring because of the time frame. E. Clark asked if the Public Works department could delay any road projects to do this project. K. Bober responded that he will be doing this project with an outside contractor due to the overload of storm related work and the impending winter storm; he has contacted four vendors to date. L. Francis asked the Board how they intended of funding the project. F. Korn stated that money has been set aside for a culvert review; the intent being a quick review and asked the status of this. L. Francis presented the Board with three different studies from prior years and stated these would need to be updated and put into a database.

L. Francis talked about the State of Connecticut "Shovel Ready" program stating she is looking into getting the water connection from Middletown on the list.

F. Willett talked about a meeting with public works and fire department personnel about the heavy rain storm and the intensity of the water. There was a general discussion over the Pickett Lane culvert and the implications that the water caused; traffic, busing, and delayed school openings. F. Willett stated he felt at some point, after an action report of the area that will need to be repaired, there should be a discussion as a group to talk about making better decisions.

L. Francis updated the Board on the Ambulance Headquarters roof and water leaking into the third floor that houses volunteers. She stated the town sanitarian can find no evidence of mold but the water leak may have activated something in the carpet or wood flooring producing a noxious odor, stating the third floor is not inhabitable. The best temporary solution they could find is to have public works move everything from the third floor to the main floor. K. Bober stated they would need to get someone out to inspect the roof and noted the chimney was leaning.

L. Francis talked about the in ground oil tank at the Durham Library that is currently holding oil that should be removed and/or tested. K. Bober stated the cost for testing the tank would be \$450.00 to \$600.00. There was general discussion on the cost of removing the tank; K. Bober anticipated the cost to be under \$40,000. F. Korn stated that funds have been put aside for this over the past couple of years and asked why it was taking so long. F. Korn stated the need to be able to fix and repair items as budgeted items and not as emergency items. He also talked about seed money to get projects in order for federal funding.

L. Francis updated the Board on the following issues: Forty four resumes have been received to date for the Administrative Coordinator for Building, Health and Public Works department; the audit of road projects will be done to report on at the next meeting; and she has been in active negotiations with Connecticut Water to take over the operation of the Water Company. L. Coe asked if the negotiations will effect the water connection from Middletown. L. Francis responded no, that it would be sold at the border, that only the operation would be turned over, and the town would retain all assets; once depreciated the assets would be turned over to the Connecticut Water.

L. Francis stated that Ellen Waff and Jon Szewczyk will be meeting with Jon Brayshaw this week to discuss the DMIAAB budget. Correspondence from the audit on the Maple Avenue Bridge shows that the town owes \$8,000; Janet Muraca is working on reducing this amount. The Public Safety Committee will be asking the Board of Selectmen to conduct an independent investigation on the Blue Trail Range. She noted that Attorney General Blumenthal is on board and agreed with the reasoning; injunction to close and will try to get the Blue Trail Range to do an independent audit. She is trying her best to have someone, other than the town, pay the cost. Auxiliary snow plowing was put out to bid with only one bid received; \$95.00 per hour.

2009-2010 Budget Schedule

2009-2010 budget schedule approved as follows:

All Meetings Held at the Durham Town Hall
3rd Floor Conference Room (unless otherwise noted)

DATE	TIME	DEPARTMENT/BOARD/COMMISSION	BUDGET(S)
Tuesday, February 17	6:30 PM	Board of Selectmen Presentation (2 nd Floor Conference Room)	All
Saturday, February 21	8:00 AM 8:30 AM 9:00 AM 9:30 AM	Fire Company Fire Company Trustees Ambulance & Radio Communications Emergency Management	4020 4025 4030, 4032 4000, 4003
Tuesday, February 24	6:30 PM	Public Works	3005-3500
Saturday, February 28	8:00 AM 8:30 AM 9:00 AM 9:30 AM	DMIAAB Recreation Tree Warden Assessor	7500 5501, 5505 2540 1500, 1502
Tuesday, March 3	6:30 PM 7:00 PM 7:30 PM 8:00 PM	Library Ethics Commission Tax Collector Town Clerk & Information Technology	5001-5006 New 1021, 1022 1030, 1031, 1032, 1565, 1566
Saturday, March 7	8:00 AM 8:30 AM 9:00 AM 9:30 AM	Conservation Commission Planning & Zoning Economic Development Revenue	2020 1555, 2010 2015 All
Tuesday, March 10	6:30 PM	Workshop	
Saturday, March 14	8:00 AM	Workshop	
Tuesday, March 17	6:30 PM	Workshop	

ANNUAL BUDGET HEARING: Monday, April 13, 2009 8:00 PM CRHS Auditorium

ANNUAL BUDGET MEETING: Monday, May 11, 2009 8:00 PM CRHS Auditorium

2009 Regular Meeting Schedule

2009-2010 regular meeting schedule approved as follows:

Regular monthly meetings will be held on the third Tuesday of each month at 7:00 PM in the second floor conference room of Town Hall except where noted.

January	20	July	21
February	17 *	August	18
March	17 * **	September	15
April	21	October	20
May	19	November	17
June	16	December	15

* Meeting will start at 6:30 PM

** Meeting will be held in the 3rd floor conference room of Town Hall

June 30, 2008 Audit

F. Korn referred to the audit letter and asked the Board if they had any questions. No questions were offered.

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO APPROVE AUDIT AS AMENDED 6/30/08.
ALL AYE

Public Comment

None

Any other business that comes before the board

Adjournment

Meeting adjourned at 9:20 p.m.

Respectfully submitted:

Beth Moncata

RECV'D: Office of the Town Clerk
January 2, 2009 @ 3:44pm