

TOWN OF DURHAM
BOARD OF FINANCE
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BOARD OF FINANCE

March 4, 2008

MINUTES

The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Tuesday, March 4, 2008. Chairman Fran Korn called the meeting to order at 7:00 p.m.

Members Present: Fran Korn, Elmer Clark, Rob DeSimione, Jay Berardino, Rosemarie Naples

Members Absent: Loraine Coe

Others Present: Scott Wright, Sue Wimler, Martin French, Frank Behrens, Ann Page, Kim Garvis (Town Clerk), Charles Corley (*Town Times*).

1020 Office of the Tax Collector

Discussion Only – No Vote

Martin French presented the budget for the Office of the Tax Collector. He stated that the only increases were in items 153 Postage, 154 Printing and 354 DMV Expense. The postage is going up to .44 and the DMV is based on the population figures

1022 Tax Collector Office Staff Salary

Discussion Only – No Vote

Martin French stated that this budget shows an increase in hours for his assistant from 20 to 22 hours a week. The hours that the assistant works each week change throughout the year to accommodate the work load. He was asked what percentage of people pay their bills in person. Martin said that there are many people who come in to pay their taxes in person. Martin was asked to give the Board some numbers to see what the increase is in the workload.

Minutes:

Motion made by Rosemarie Naples, seconded by Jay Berardino to accept the minutes of February 26, 2008 as amended corrected by the Finance Director and the Chairman. Motion passed unanimously.

4030 Volunteer Ambulance Company

Discussion only – no vote.

Scott Wright presented the budget for the Volunteer Ambulance Company. He stated that item 221 has increased due to the number of people coming up for recertification. This fee is about \$250 per person and includes on-line training. Jay Berardino asked if there was someone in house to certify people. Scott stated that the problem was availability. Maryjane Malavasi said that there was someone to train but that person is no longer available. Scott said that the instructions are free but the materials are the cost.

Item 452 – Septic tank repair. The septic tank repair has already been taken care of.

Capital Items:

Replacement or addition of an ambulance: Fran Korn asked when the vehicle was scheduled for replacement. Scott said two years because the vehicle was in good shape. Basically he said they need another vehicle. The replacement cost is approximately \$150,000. To outfit the vehicle would cost approximately another \$80,000. The department responded to 492 calls this year. The stipend program has helped with coverage during the day. Jay said that we need another ambulance but there is no place to store it. It has to be in a protected area, reasonably heated. The medications and oxygen have to have certain temperatures. The current truck is six years old and could possibly be operated for another two years. Scott stated that the old ambulance had many problems and there were parts that could not be replaced. Scott will be attending an EMS show and will then come back to the Board with figures. He said they would like to keep the old ambulance in service and rotate it in service. He also stated that it would be better to have two ambulances for when there are multiple accidents.

Fran asked if there were any other capital expenditures that the Board should be aware of and Scott said that they were working on a quote for an SUV. They felt this was needed to get through various areas of town.

Another capital expenditure is the replacement of defibrillators. He said they have replaced three and just processed a purchase order for \$12,735. Also they would like to purchase an automated stretcher. He has tried to get grants for this but was unsuccessful. On March 26th the Town is going to do an inspection of the Ambulance building. The insurance company and Safety Committee will inspect it. The town owns the building.

Item 308 Safety Products. The Volunteer Ambulance Company is requesting 6 jackets at a cost of \$600 per jacket.

Item 504 – Pagers. The fifty pagers that were purchased in 2004 gave them nothing but problems. The manufacturer agreed to replace all that were under warranty. The five year warranty for the pagers is \$4,750. Jay Berardino asked if in the future there was something that we would need to do for communications. Fran said they needed an upgrade for the highway department. Scott said that they started last year with the upgrades but with delays with weather and the manufacturer not getting the product to us was frustrating. The Public Works Department is now using the pagers and it is very effective.

Additional portable radios are need for new volunteers. Right now they need nine portable radios. The cost is \$1,400 each, plus warranty. We are running out of the ones that were purchased. Fran asked if the ambulance could share space with the firehouse and Scott said they have a room for computers and equipment there. Telephone lines have to be replaced for a one time fee of \$6,000. This will save us approximately \$3,200 a year.

They are also looking into a Lock Box system for residences and/or businesses. It would be a key retention system with an automatic code. Jay Berardino asked how many lock boxes they were thinking of having and Scott did not have an answer for this at this time. Scott said that the key retention system would be a one time cost.

4025 Fire Company Trustees

Discussion only – no vote.

Frank Behrens presented the Fire Company Trustees budget. There issues with the air handling system, but will need to hire a consultant for advice.

Jay Berardino asked if they talked about a remedy for the diesel fuel problem and Frank stated that they are still working on this problem.

Frank said that the driveway has to be finished. If they could do it on their own it would be finished, the Trustees have been kept in the dark. Fran said that the Trustees requested the money and were told that it would go out to bid. It was news to the Board of Finance that the town was doing it. Frank said that the Trustees are very unhappy about the way things are going. Ann Page said she met someone in town who would have done it for nothing. Fran asked how much was left to be finished. Frank said the base foundation and curb are finished, they took the shed money and so far \$29,000 has been spent to this point. Fran said it is the same issue where we have not been told ahead what is needed. Frank said they have to finish the driveway and resurface the parking lot.

Frank told the Board that they were never told when the boiler inspection was taking place and that the town crew did it. The Trustees have an appointment for the boiler inspection for March 14th and a Trustee will be there. Maryjane asked for cost estimates for items in their 5-yr capital plan. Ann Page said they did not have enough time to get the prices but will get them to Maryjane.

1565 Information Technology

Discussion only – no vote.

Kim Garvis presented the budget for Information Technology. Item 204 is increasing by one hour per week. This service is to maintain our servers and computers. The IT person comes in on Fridays and needs the extra one hour because they have run out of time more than once.

Item 230 Finance Software. Maryjane would like to look into other options instead of MUNIS. We have only signed a one year contract to allow us the time to do so. Fran said if we don't want to use MUNIS for purchase orders why not take it out of the budget? Maryjane said she will look at other programs.

1566 Computer Equipment

Discussion only – no vote.

Kim said that item 161 could be reduced to \$1,500. She said that they don't need any computers at this time only printers. There is no schedule for the replacement of printers. Maryjane asked that the Treasurer's computer be replaced.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Sharon J. Criscuolo
Secretary