

BOARD OF FINANCE
REGULAR MEETING

June 17, 2008

MINUTES

Members Present: Fran Korn, Loraine Coe, Elmer Clark, Rosemarie Naples, Rob DeSimone and Jay Berardino

Others Present: Laura Francis, Maryjane Malavasi, Jack Bubier, Charles Corley (*Town Times*)

1) Call to order:

The meeting was called to order by Chairman Fran Korn at 7:30 PM in the 2nd floor conference room of Town Hall.

2) Ground Water Quality Assessment:

Laura Francis requested funding to dig test wells and monitor for one year the contaminated soil found at the site of the new fire department driveway. She has spoken with the contractor that has worked on the issue so far, and the cost would be \$23,800. She noted that there would be additional costs if any of the tests come back bad. She stated that there is no immediate threat at this time.

Elmer Clark asked Ms. Francis to report on her other funding requests before a decision was made on this issue.

3) Roadside Mowing:

Laura Francis requested funding to replace the town's boom mower. She and Jack Bubier explained the need to replace the 14 year old machine that is currently out of commission. She reported on the difficulty another town had in finding a contractor to perform this work. A new mower can be purchased or leased off of a State Contract. The cost is approximately \$95,000.

The Board of Finance expressed concerns with the last minute request for a new piece of equipment. The Board requested that public works send out a bid for a contractor to perform this service as a comparison to the purchase of a new mower. Funding for the rental of a mower was provided in the meantime.

MOTION MADE BY FRAN KORN, SECONDED BY JAY BERARDINO, TO TRANSFER UP TO \$7,165 FROM #6020 CONTINGENCY TO #3010-579 ROADSIDE MOWING FOR THE RENTAL OF A BOOM MOWER. UNANIMOUS AYE.

MOTION MADE BY FRAN KORN, SECONDED BY JAY BERARDINO, TO REQUEST THE SELECTMEN GO OUT TO BID FOR CONTRACTED ROADSIDE MOWING SERVICES. UNANIMOUS AYE.

RECEIVED: 6-20-08	TIME: 11:00 AM
Kim Garvis, Town Clerk	
OFFICE OF THE TOWN CLERK, DURHAM, CONNECTICUT	

4) Other:

- a) Laura Francis reported that the Road Foreman is still out on medical leave. The Administrative Coordinator has been using up her accumulated time and will most likely be leaving our employment soon. It has been hard on the crew.

Fran Korn stated that the Board's comments on the management of the public works department are not a reflection on the crew. He noted that the Board has been very supportive of public works in the past, but that changes need to be made in how the department is managed.

Ms. Francis stated that we need to protect our crew and give them good equipment to work with.

- b) Laura Francis requested funding for a Phase I Environmental Study of the property on Meetinghouse Hill Road so that we can be in compliance with DECD grant requirements. She noted that the cost would be approximately \$3,000.

MOTION MADE BY FRAN KORN, SECONDED BY ROB DESIMONE, TO TRANSFER \$3,000 FROM 3010 SELECTMEN'S OFFICE CONSULTANTS TO FUND #45 COMMUNITY/SENIOR CENTER PROJECT, TO CONDUCT AN ENVIRONMENT STUDY ON THE PROPOSED PROPERTY TO BE PURCHASED ON MEETINGHOUSE LANE. UNANIMOUS AYE.

- c) Ms. Francis reported that she is working with Rick Hanley on a proposal to re-zone the property of the Lake Grove School to provide a better means of marketing the property for sale.
- d) Ms. Francis distributed copies of minutes from the Clean Energy Task Force.
- e) Ms. Francis reported that the town has been awarded a grant for approximately \$8,400 toward the purchase of a hybrid vehicle. The State contract for hybrid vehicles will not come out until October. She is considering doing our own local bid.

2) Ground Water Quality Assessment, continued:

Jay Berardino felt that the job should go out to bid. Rob DeSimone suggested looking at the worst case scenario in order to access our total possible liability. Fran Korn suggested testing the wells currently on the property.

MOTION MADE BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$23,800 FROM UNDESIGNATED FUND BALANCE TO 4081-472 41 MAIN STREET WELL WATER MONITORING.

Jay Berardino stated that the amount is significant enough to warrant bidding.

**VOTE: KORN, COE, BERARDINO, DESIMONE, NAPLES – AYE; CLARK – NAY.
MOTION CARRIED.**

5) Minutes:

MOTION MADE BY ELMER CLARK, SECONDED BY ROB DESIMONE, TO APPROVE THE MINUTES OF THE MAY 20, 2008 REGULAR MEETING. UNANIMOUS AYE.

6) Invoices:

MOTION MADE BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE, TO APPROVE AN INVOICE FROM THE MIDDLETOWN PRESS IN THE AMOUNT OF \$62.50 FOR THE LEGAL NOTICE FOR THE BUDGET PUBLIC HEARING; \$1,360 FROM MARYJANE MALAVASI FOR SECRETARIAL SERVICES; AND \$640 FROM SHARON CRISCUOLO FOR SECRETARIAL SERVICES. UNANIMOUS AYE.

7) June 30, 2008 Auditor Selection:

Loraine Coe reported that the Auditor Selection Committee, Wendy Manemeit, Maryjane Malavasi, and herself, interviewed the 3 low bidders for auditing services. After asking the same 13 questions to each firm, and having an extensive discussion, the committee unanimously recommended James A. George, PC. She noted that the firm also received high praise from references.

There was considerable discussion regarding difficulties the Board has had in the past when changing auditing firms, and whether or not they should do so again.

Jay Berardino noted there James A. George, PC is the low bidder. Maryjane Malavasi stated that cost was not the main reason for their recommendation, although it was considered.

Rob DeSimone asked what the #1 reason would be for changing auditors. Ms. Malavasi stated that it would be to have a different set of eyes looking at our information.

MOTION MADE BY JAY BERARDINO, SECONDED BY ELMER CLARK, TO ACCEPT THE RECOMMENDATION OF THE AUDITOR SELECTION COMMITTEE AND TO APPOINT JAMES A. GEORGE, PC AS THE AUDITOR FOR THE 2007-2008 FISCAL YEAR.

Fran Korn stated that our current auditor has done a great job for us. Everyone agreed that he had and that hoped he would work with us again in the future.

Fran Korn noted that the bids were for a three year period. He asked that it be reviewed again after one year. Ms. Malavasi stated that the Board of Finance must appoint an auditor each year, and that she will be sure to stress all of the Board's concerns with the new firm.

VOTE: UNANIMOUS AYE.

8) Energy Conservation Programs/Alternate Energy Sources:

Fran Korn asked Ms. Malavasi to put together data for each building related to all energy purchases such as electricity, heating oil, gas, diesel, etc.

Jay Bernardino stated that geo-thermal is the way to go and should be considered for our buildings. Fran Korn noted that he has learned that changing from oil to propane can also be cost effective.

9) Finance Directors Report:

Ms. Malavasi distributed a spreadsheet listing quotations received for diesel fuel and heating oil. She asked the board for their opinion on payment options. The Board was agreeable to whatever might get us the best price.

Ms. Malavasi referred to a copy of an email from the Town Clerk regarding options she is looking into to replace our current land records recording system. Kim Garvis will report to the Board of Finance once she is ready to make a recommendation.

Ms. Malavasi reported on the recent fraudulent checks cashed on two of the town accounts. The bank has reimbursed us for the total of the checks and we have put additional safeguards in place to help limit our exposure. She stressed that what happened to the town's accounts could happen to anyone, and that there was no wrongdoing on the part of any town employee.

10) Board Secretarial Services:

Fran Korn reported that the person who the Board had hoped to meet with today has received a promotion at work and has removed her name from consideration. He stated that it would appear the Board will need to advertise the position.

11) Other:

The Board agreed to cancel its meeting scheduled for July 15, and changed its August meeting from the 19th to the 12th.

12) Adjourn:

**MOTION MADE BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE, TO
ADJOURN THE MEETING AT 9:30 PM. UNANIMOUS AYE.**

Respectfully submitted,

Maryjane Malavasi