

BOARD OF FINANCE
SPECIAL MEETING

August 12, 2008

MINUTES

Members Present: Fran Korn, Loraine Coe, Elmer Clark, Rosemarie Naples, Rob DeSimone and Jay Berardino (arr. 7:35)

Others Present: Laura Francis, Maryjane Malavasi, Kurt Bober, Joan Zito, Donya Viola, 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) Minutes:

MOTION MADE BY ROB DESIMONE, SECONDED BY ROSEMARIE NAPLES, TO APPROVE THE MINUTES OF THE JUNE 17, 2008 REGULAR MEETING. UNANIMOUS AYE.

3) Invoices:

MOTION MADE BY LORAIN COE, SECONDED BY ROB DESIMONE, TO APPROVE PAYMENT IN THE AMOUNT OF \$1,000 TO JAMES A. GEORGE, P.C. FOR PROGRESS PAYMENT ON THE JUNE 30, 2008 AUDIT. UNANIMOUS AYE.

4) Correspondence:

The Town Clerk Year End Financial Report was noted as correspondence.

5) Roadside Mowing:

Laura Francis reported that one bid was received for roadside mowing services. A cost-benefit analysis comparing contracted services, renting, and purchasing a mower was provided to the members. Laura noted that the purchase cost has been updated based on current State Contract pricing. Maryjane Malavasi explained the spreadsheet and Kurt Bober provided a detailed listing of minimum mower usage. The price of the mower is expected to increase after Friday.

Kurt Bober responded to questions from the members. He stated that 2 men are trained to operate the mower, but one person is normally assigned the duty. The current mower is beyond repair. He explained the need for the boom mower.

Donya Viola suggested this go out to bid. Kurt explained that this is State Contract pricing, which means that bidding has already been done by the State.

Rob DeSimone asked if there is any other way to mow certain roads without the need for a boom mower. He requested the number of roads, and miles of roads, that we mow, the percentage of miles of roads where the boom mower is necessary and other alternatives to the boom mower where the boom mower is not necessary.

RECEIVED: 8-14-08	TIME: 4:05 PM
Kim Garvis, Town Clerk	
OFFICE OF THE TOWN CLERK, DURHAM, CONNECTICUT	

Elmer Clark stated the he would like to lease or purchase the mower by Friday to save the cost of the expected increase. Rosemarie Naples stated that we have waited too long to purchase the mower already. Loraine Coe stated that the board was given what they asked for and now the decision should just be whether to lease or purchase.

Jay Berardino said that he spoke with the Town of Middlefield regarding renting their mower. Maryjane Malavasi sent an email to their finance director but has not heard back from him with a proposal. Jay stated that he would like to see if we can work with Middlefield before going forward with the purchase of our own.

MOTION MADE BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE, TO TRANSFER \$98,853 FROM UNDESIGNATED FUND BALANCE TO PURCHASE THE PROPOSED BOOM MOWER.

Fran Korn asked what the lead time for the purchase of the machine would be. He noted that it was reported to be 6 weeks at the last meeting. If that is true, then we will miss the mowing season. A call was placed to the vendor to confirm the lead time. Fran Korn moved on to other agenda items while waiting for the answer.

6) DMYFS Grant Appropriation 07/08:

MOTION MADE BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE, TO TRANSFER \$5,000 FROM UNDESIGNATED FUND BALANCE TO #4570 YOUTH & FAMILY SERVICES TO APPROPRIATE A GRANT FROM THE CONNECTICUT STATE DEPARTMENT OF EDUCATION ENTITLED “YOUTH SERVICE BUREAU – ENHANCEMENT” IN THE FISCAL YEAR 2007-2008. UNANIMOUS AYE.

7) Durham Cemetery Company request for transfer from Reserve Fund:

MOTION MADE BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$13,900 FROM #9280 RESERVE FOR CEMETERY STONE REPAIRS TO #6005 DURHAM CEMETERY COMPANY FOR MONUMENT RESTORATION IN FISCAL YEAR 2008-2009. UNANIMOUS AYE.

8) Public Works Road Projects – Reserve Fund:

Laura Francis presented 5 projects for fiscal year 2008-2009 and requested funding be transferred in from the Reserve Fund in the amount of \$50,000. Her goals are to have time to accomplish these projects and to work on a comprehensive list of all anticipated projects.

Kurt Bober stated that they met with Brian Curtis to help put together this list of projects. He stated that all 5 projects can be done within the fiscal year and an audit will be done on each one after the project is complete. Fran Korn asked about material currently in the yard. Kurt stated that we will be using that material on these jobs when possible. Fran asked for a comprehensive computerized inventory of all of the material in the yard. Laura, Kurt, and Maryjane agreed to have this completed by the September meeting.

Rob DeSimone asked if there are other small projects that have been identified. Kurt stated that there are a number of small projects that can be competed through the regular budget, in particular Kurt is aware of the erosion issue on Meetinghouse Hill a curb will be installed which will address the issue and will be completed in two weeks, and a list of others that will be part of the comprehensive list of projects is in progress.

Fran asked when the list of projects will be completed, and he was told that it would be available for discussion during the budget season.

MOTION MADE BY ROB DESIMONE, SECONDED BY JAY BERARDINO, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$50,000 FROM #9681 RESERVE FOR HIGHWAY PROJECTS TO #3500 LOCAL HIGHWAY PROJECTS IN FISCAL YEAR 2008-2009. UNANIMOUS AYE.

9) June 30, 2008 Overages and Carryovers:

Frank Korn reviewed the list of overages for fiscal year 2007-2008. He noted that there are three that make up the transfer of \$71,427 from Undesignated Fund Balance, and that \$79,106 will come from contingency. Planning & Zoning's overage was discussed. Laura Francis stated that she has asked the Chairman to look at alternatives for recording secretary services to lower that cost.

MOTION MADE BY ROB DESIMONE, SECONDED BY LORAIN COE, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE FOLLOWING TRANSFERS FOR THE 2007-2008 FISCAL YEAR:

Transfer To:

1010 Office of First Selectman	-728
1013 Selectmen's Office Salaries	-262
1022 Tax Collector Office Salaries	-153
1030 Office of the Town Clerk	-4,161
1031 Town Clerk Salary	-34
1515 Town Counsel	-11,890
1520 Building & Health	-12,795
1526 Finance Dept. Staff Salaries	-3
2010 Planning & Zoning	-21,566
2500 Elections	-317
2560 Town Hall Expenses	-2,047
2562 Heating Fuel	-3,436
3000 Street Lights	-50
3005 Capital Equipment-Lease	-982
3006 Highway Wages	-223
3007 Seasonal Wages	-1,992
3008 Vehicle Maintenance	-5,000
3009 Garage Maintenance	-2,502
3013 Fuel	-5,776
3016 Highway Sweeping	-10,534
4020 Volunteer Fire Department	-17,557
4035 Fire Marshall	-150
4081 41 Main St. Environ. Cleanup	-21,279
5004 Library Books & Media	-2,203
5505 Recreation Expenses	-12,936
6010 Tax Refunds	-40,934
6030 Farmers' Market	-285
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	-179,795

Transfer From:

3010 Public Works	8,401
3011 Snow Removal	4,216
3012 Catch Basin Cleaning	7,560
3500 Highway Projects	6,882
5002 LION	2,203
6020 Contingency	79,106
Undesignated Fund Balance	<u>71,427</u>
	<u>179,795</u>

AND TO APPROVE THE FOLLOWING CARRYOVERS TO THE 2008-2009 FISCAL YEAR:

2540	Tree Warden	5,000
2566	Skating Pond Repairs	25,818
4020	Volunteer Fire Department	336,738
6700-493	CIP-Ambulance	7,100
6700-497	CIP-Library Renovation	27,500
6700-499	CIP-AV Equipment	637
	TOTAL CARRYOVERS	<u>402,793</u>

UNANIMOUS AYE.

10) 2007 & 2008 Annual Reports:

Maryjane Malavasi reported that the 2007 report has been printed. She and Elmer Clark have already begun to proof the 2008 report. She asked the board to consider what they want on the cover, for the dedication, and as pictures inside the report.

11) STEAP Grant – Water System Tie-Ins:

Laura Francis reported that the Town applied for and received a grant in the amount of \$56,000 to add 15 tie-ins down Main Street and to include the fire house to our water system. From the time that the grant was originally budgeted, costs have escalated and the current construction proposal is for \$11,400 more than anticipated. She requested the additional funding from the Town. Maryjane Malavasi recommended appropriating \$12,000 to include a small contingency. Donya Viola did not agree with appropriating more than was actually needed.

There was discussion regarding the homeowner's responsibility to tie into the street once this project is completed. Laura noted that the Water Commission included revenue from these tie-ins in their 2009 budget.

MOTION MADE BY JAY BERARDINO, SECONDED BY ROB DESIMONE, TO TRANSFER \$12,000 FROM #6020 CONTINGENCY TO #7533 MAIN STREET TIE-IN GRANT PROJECT. UNANIMOUS AYE.

5) Roadside Mowing, continued:

Maryjane Malavasi was unable to reach the salesman to determine an anticipated delivery date of the mower.

Rob DeSimone suggested renting a mower for another month and asked that the following information be researched: 1) the number of miles of road that require this particular machine; 2) total miles of roads that are mowed; and other alternatives to the boom mower where the boom mower is not necessary.

Jay Berardino did not see the point in buying a machine at the end of the season. He would like to try to use Middlefield's or rent one.

Elmer Clark called the question.

VOTE ON MOTION: AYE – KORN, COE, NAPLES; NAY – DESIMONE, BERARDINO, CLARK. MOTION FAILED.

MOTION MADE BY ROB DESIMONE, SECONDED BY ELMER CLARK, TO TRANSFER UP TO \$6,000 FROM #6020 CONTINGENCY TO #3010 ROADSIDE MOWING FOR THE RENTAL OF A ROADSIDE MOWER FOR ONE MONTH. VOTE: AYE – KORN, CLARK, BERARDINO, DESIMONE; NAY – NAPLES, COE. MOTION CARRIED.

12) Board Secretarial Services:

Maryjane Malavasi reported that a notice will be going into the paper to advertise for this position. Laura Francis noted that we had hoped to include this with others that were needed, but the other positions have been filled.

13) Adjournment:

MOTION MADE BY ELMER CLARK, SECONDED BY ROB DESIMONE, TO ADJOURN THE MEETING AT 9:07 PM. UNANIMOUS AYE.

Respectfully submitted,

Maryjane Malavasi