

TOWN OF DURHAM
BOARD OF FINANCE
P.O. Box 428
DURHAM, CONNECTICUT 06422-0428

BOARD OF FINANCE

MAY 18, 2005

MINUTES

The Board of Finance met at the Durham Public Library on Wednesday, May 18, 2005. Chairman Fran Korn called the meeting to order at 7:30 PM.

Members Present: Fran Korn, Loraine Coe, Paul Keurajian, Elmer Clark, Fred Raley

Others Present: Jane Ericksen, Valerie Kilmartin, David Turley

1. Minutes

MOTION BY FRED RALEY, SECONDED BY LORAIN COE TO APPROVE THE MINUTES OF APRIL 4, 2005 WITH THE FOLLOWING CORRECTIONS:

On page 3 under Public Comments and Questions on General Expenses Budgets, second sentence under third bullet should read:

*Fran reported that the line item reflects the cost for medical insurance for Town employees from Anthem/Blue Cross and includes **5 single policies** and 18 family policies.*

On page 4 under Public Safety, fifth bullet should read:

*Town-Wide Radio Communications (4032) is a new budget this year and includes costs for a tower **fee**, telephone service, and repairs.*

On page 4 under Public Comments and Questions on Public Safety Budgets, first bullet should read:

*Roger Kleeman asked what the Town's cost is for the Resident State Trooper and Fran replied it is **\$84,000**.*

On page 5 under Recreation, first sentence should read:

*Fran Korn explained that the total budget proposed for Recreation (5505) is \$99,553; a 9% reduction from the current budget of \$109,004 based on a reduction in **anticipated program revenue**.*

MOTION TO APPROVE THE MINUTES OF APRIL 4, 2005 AS AMENDED PASSED UNANIMOUSLY.

MOTION BY LORAIN COE, SECONDED BY FRED RALEY TO APPROVE THE MINUTES OF APRIL 20, 2005 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MOTION BY FRED RALEY, SECONDED BY ELMER CLARK TO APPROVE THE MINUTES OF MAY 4, 2005 AS PRESENTED. AYES: FRED RALEY, ELMER CLARK, FRAN KORN, LORAIN COE. ABSTAIN: PAUL KEURAJIAN. MOTION PASSED.

MOTION BY PAUL KEURAJIAN, SECONDED BY FRED RALEY TO APPROVE THE MINUTES OF MAY 9, 2005 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2. Correspondence

The Board reviewed the following correspondence:

- Revised budget projections dated April 20, 2005 from CT Conference of Municipalities
- Memo (not dated) to the Board of Selectmen and the Board of Finance from Bill Smith, Public Safety Committee, requesting unused funds be carried over to the next fiscal year.
- Copy of letter dated April 15, 2005 to Wendy Manemeit, Town Treasurer, from Beverley Tilley, Officer of the Government Banking Division of Citizens Bank confirming the handling, monitoring, and FDIC protection of Town of Durham accounts.
- Memo dated May 6, 2005 to All Department Heads from Rett Mancinelli, Finance Officer requesting that attached Year to Date Budget Reports as of April 30, 2005 be reviewed for accuracy.

3. Invoices

MOTION BY LORAIN COE, SECONDED BY FRED RALEY TO APPROVE INVOICE DATED APRIL 30, 2005 FROM ALBERT J. RUSILOWICZ FOR ATTENDANCE AT THE ANNUAL BUDGET HEARING (\$180.00) AND FOR MEETINGS REGARDING RESERVE FUND ACTIVITY (\$67.50) FOR A TOTAL OF \$247.50. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE, SECONDED BY FRED RALEY TO APPROVE INVOICE DATED APRIL 27, 2005 FROM SPEED PRINT IN THE AMOUNT OF \$598.96 FOR PRINTING 3,161 COPIES OF THE ANNUAL BUDGET. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE, SECONDED BY PAUL KEURAJIAN TO APPROVE POSTAGE EXPENSES OF \$355.32 INCURRED BY LORAIN COE ON APRIL 29, 2005 FOR MAILING 2,961 COPIES OF THE ANNUAL BUDGET. MOTION PASSED UNANIMOUSLY.

NOTE: THIS EXPENSE HAS ALREADY BEEN REIMBURSED.

4. Library Presentation – HVAC System

Jane Ericksen and Valerie Kilmartin presented a proposal from AC Mechanical Service & Controls to improve the heating and cooling system in the Library for a cost of \$15,000. They explained that there have been recurring problems with the HVAC system for the past eight years, and three companies were asked to submit bids to improve the system. AC Mechanical Service & Controls is the company that has been providing maintenance and repairs to the system for many years, and they submitted the lowest bid. The company that originally installed the system is no longer in business.

Jane and Valerie explained that the new system will result in significant cost savings in heating oil and electricity. The current system runs the heating system 365 days a year to control the moisture and humidity in the building. As a result, during the summer months both the heating system and the air conditioner are being used at the same time with the air conditioner controlling the temperature and the heating system controlling the humidity. The new system will have four separate zones with thermostats for each zone. Dehumidifiers with pumps will be installed to control the humidity. The pumps will discharge water to a drain, and each will discharge 65 pints of water per 24 hours of running time. The heating system will no longer be necessary during the warmer months, resulting in a cost savings for fuel oil. In addition, there should be cost savings for electricity because the air conditioning units will not have to work as hard to offset the heater.

David Turley, Chairman of the Library Building Maintenance Committee joined the meeting. The new system will be easier to use and will be more economical. The vendor will bring electrical work in the basement up to code and will provide detailed documentation of the new system including wiring diagrams. This would allow a third party to provide maintenance for the system and/or troubleshoot repairs. Installation of the system is estimated to take approximately four days with no disruption of Library operations. Discussion followed regarding the number of service calls that were required during prior years and the costs to repair and service the existing system.

Fran Korn asked if there were any other Library issues that the Board of Finance should be made aware of. Discussion followed regarding a recurring plumbing problem that has required repairs and cleanup. A company was requested earlier this month to provide an estimate to look at the septic system to diagnose the problem and repair it. The estimate has not been received to date. Fran requested that the Library Board provide the Board of Selectmen with the same information they provided to the Board of Finance tonight. Valerie explained that Maryann Boord is already aware of the plumbing problems because the Town crew was called to assist with a recent clean up. Jane offered to provide a copy of tonight's presentation to Maryann Boord tomorrow.

5. Ambulance Billing Software

MOTION BY LORAIN COE, SECONDED BY PAUL KEURAJIAN THAT FUNDING FOR THE PURCHASE OF AMBULANCE BILLING SOFTWARE COME FROM THE CURRENT FY 2004-2005 BUDGET, LINE ITEM 4031-AMBULANCE SERVICE BILLING, IN AN AMOUNT NOT TO EXCEED \$35,000. MOTION PASSED UNANIMOUSLY.

6. Review of 2005-2006 Town Budget

There was discussion about the budget for Regional School District 13. Elmer Clark reported that the Board of Education plans to submit the same total budget amount for the second referendum on Tuesday, May 24th. There will be a change to two line items in the budget; however the bottom line will remain the same as the amount submitted for the May 3rd referendum. It was unanimously agreed that a Special Meeting of the Board of Finance will be scheduled for May 25, 2005 at 7:00 PM in the Library to set the mil rate in the event that the budget for Regional School District 13 is approved on May 24th. If the budget is not approved on May 24th the Special Meeting on May 25th will be cancelled.

7. Status of 2004 Annual Report

Members reviewed the status of reports provided by Boards, Commissions, and Departments to date. There was discussion and agreement to include both a Dedication and an In Memoriam in the 2004 Annual Report.

8. Other Business

Elmer Clark reported that he was informed by Martin French, Tax Collector, that delinquent real estate taxes for three large accounts have been collected to date.

9. Adjournment

The meeting adjourned at 8:45 PM.

Respectfully submitted,

Alice Tucker

Alice Tucker

Secretary to the Board of Finance