

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

BOARD OF FINANCE

JULY 19, 2006

MINUTES

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The Board of Finance met at the Durham Public Library on Wednesday, July 19, 2006. Vice Chairman Loraine Coe called the meeting to order at 7:40 p.m.

**Members Present:** Loraine Coe, Jay Berardino, Elmer Clark, Rosemarie Naples

**Others Present:** Jane Eriksen, Valerie Kilmartin, Charles Corley (*Town Times*)

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**1. Minutes**

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE THE MINUTES OF JUNE 28, 2006 AS CORRECTED. MOTION PASSED UNANIMOUSLY.

**2. Correspondence**

The following correspondence was received:

- Monthly Revenue Report from the Town Clerk's Office through June 30, 2006.
- Copy of letter from the Senior Citizens Board requesting a carryover of funds from 2005-2006 to 2006-2007. Board secretary reported that the original was given to Jim McLaughlin.
- Detailed Budget Report for FY 2005-2006 as of July 19, 2006. Board secretary reported that Karen Antin confirmed that this was not the final budget report for FY 2005-2006 because invoices payable from the 2005-2006 budget will continue to be processed through July 21<sup>st</sup>.
- Copy of memo dated July 12, 2006 from Jim McLaughlin to all Town Hall Department Heads and Staff informing them that invoices to be paid out of the 2005-2006 budget must be submitted by July 21, 2006. Invoices received after that date will be paid for out of the 2006-2007 budget.

**3. Invoices**

No invoices were submitted for the Board's consideration or approval.

**4. Library Alarm System**

Jane Eriksen and Valerie Kilmartin distributed a handout containing a summary of the problems with the existing fire alarm system, the current contract costs for monitoring and maintaining the system, and quotes from three companies to replace the system. Valerie explained that it has been difficult to support the existing alarm system because the manufacturer has gone out of business. Following the receipt of three bids to replace the current system, the Library Board would like to recommend America's Alarm Company which submitted the lowest bid and is the company that currently monitors the existing system. America's Alarm also has the contract to monitor and maintain the new alarm system at the Town Hall.

Valerie explained that the cost to install the new system will be \$13,295. She explained that with some reconfiguration, portions of the alarm system that was formerly in the Town Hall can be reused in the Library. In response to a question, Valerie reported that a new proprietary alarm system was donated to the Town for the Town Hall.

In response to a question from Elmer Clark, Valerie confirmed that the Library has sufficient funds to cover monitoring and maintenance of the alarm system; no additional money will be needed to cover those expenses once the new system is in place. In response to a question from Rosemarie Naples, Valerie and Jane confirmed that the only amount needed to replace the alarm system is the one-time installation expense of \$13,295.

Lorraine Coe noted that approval of this expense will have to go to Town Meeting. Elmer Clark asked if this request has been made to the Board of Selectmen. Valerie and Jane replied that the issue has been thoroughly discussed with Jim McLaughlin; however they have not brought it before the Board of Selectmen. Elmer asked if replacement of the system was urgent. Valerie and Jane agreed that it was not urgent; however the existing system is somewhat of a safety concern because it is not very reliable. Elmer asked if it could wait until the October Town Meeting, and Valerie and Jane agreed that it could.

Rosemarie Naples remarked that the Board of Finance would like to have the opportunity to discuss this request with the Board of Selectmen. Elmer asked why this issue was not addressed during the annual budget process earlier this year, and Valerie replied that this issue was addressed as part of the Library's budget presentation on February 8<sup>th</sup>. Lorraine Coe remarked that she recalls that this issue was discussed with the Board of Finance at that time.

Following discussion of the alarm system, Jane Eriksen asked if she could discuss another item. She reported that there are problems with the 1985 roof resulting in major leaks in the audio-visual area and the reference room. Valerie said the problem was reported to the First Selectman who asked the DPW crew to look into the problem immediately. The DPW crew determined that there was no metal flashing in the areas that were leaking. Rosemarie asked Jane and Valerie to solicit quotes for a new roof. Lorraine added that they should obtain a minimum of three bids.

Rosemarie asked Jane and Valerie to put together a list of items that will be needed for the Library over the next few years. Jane noted that the Trustees have reported in the past that the roof, the oil burner, and the compressor would need to be replaced in the near future. Valerie said it was her understanding that Jim McLaughlin was planning to ask the Town Engineer to inspect the Library and other Town buildings to determine what capital items need to be replaced now and in the near future.

At Lorraine's request, Jane and Valerie agreed to provide the list of items to the Board of Finance when they present their budget request next year so the Board of Finance can begin to set money aside for items that are needed. Jane and Valerie left the meeting at this time.

## **5. Review Proof of 2005 Annual Report**

Members reviewed and approved the proof of the 2005 Annual Town Report provided by the Printer. The Board secretary will return it to the Printer tomorrow.

A brief discussion followed regarding the effective date of the Grand List that should be used in the Town's Annual Reports. Lorraine Coe suggested that this issue be added to the agenda for a future meeting.

## **6. Other Business**

### Storage Space in Town Hall

Rosemarie Naples reported that she has confirmed with Jim McLaughlin that storage space will be made available in the Town Hall for Board of Finance material.

### Status of DVAC's Request for AEDs

Elmer Clark asked about the status of the DVAC's request for new AEDs. Loraine explained that Scott Wright was charged with obtaining answers to questions raised by the Board of Finance and then coming back to meet with the Board again when the information was available.

Loraine noted that she has exchanged a number of e-mails with Scott Wright, Fran Korn, Jim McLaughlin, Renee Primus Edwards, Craig Mansfield, and others as Scott continues to work on obtaining the information requested by the Board of Finance. Loraine reported that she has raised the question of who, if anyone, has been trained to use the AEDs that are housed in the schools. Renee is working with Superintendent Susan Viccaro to determine the answer to that question.

A brief discussion followed regarding the number of AEDs that the DVAC would like to have vs. the quantity that is actually needed.

### Stipends

Loraine Coe reported that she was recently asked why DVAC volunteers are still eligible for tax credits now that they receive stipends for providing their services to the Town. She went on to say that it was her understanding that tax credits were originally offered to members of both DVAC and the Fire Company because it was a way for the Town to "pay" members for their volunteer services. Now that DVAC members are receiving stipends, however, a question has been raised as to whether or not they should also be receiving tax credits.

Loraine noted that the Board of Finance has asked Scott Wright to provide an accounting of payments made to DVAC members who have received stipends for their volunteer service; however that information has not yet been provided. Members agreed that the issue of whether DVAC volunteers should receive both stipends and tax credits should be discussed again at a future meeting with Scott Wright in attendance.

## **7. Adjournment**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,  
Alice Tucker  
Alice Tucker  
Secretary to the Board of Finance