

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

BOARD OF FINANCE

JUNE 28, 2006

MINUTES

The Board of Finance met at the Durham Public Library on Wednesday, June 28, 2006. Vice Chairman Loraine Coe called the meeting to order at 7:16 p.m.

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

Others Present: Scott Wright, Dr. Leo Willett, Renee Primus Edwards, Daryl Edwards, Charles Corley (*Town Times*)

In response to a request from Renee Primus Edwards, Board of Finance members unanimously agreed to change the order of the agenda so the DVAC request could be taken up first.

1. DVAC Request for AEDs

Scott Wright provided a handout to Board of Finance members and explained that he was in attendance at tonight's meeting to request funds for the purchase of 16 new Automated External Defibrillators (AEDs) to replace 10 AEDs currently in use by the DVAC. Scott explained that recent information received from the American Heart Association indicates that DVAC's current AEDs are not capable of handling the AHA's new AED guidelines. Changes recommended in the AHA guidelines include: pediatric rescues, the shock energy level for defibrillation, and the timing of shock repetitions for defibrillation. Adult defibrillation pads are also changing.

Scott explained that DVAC currently has 10 Medtronic LifePak-500 AEDs which are monophasic. Although the manufacturer's rep told DVAC that these units were programmable to handle any changes in AHA or Red Cross guidelines, the units are not, in fact, programmable. Scott said DVAC would like to purchase 16 new Medtronic LifePak-1000 AEDs which are biphasic and reprogrammable to comply with any future changes in AED guidelines. Scott explained that the 6 extra units could be kept in public places including the Town Hall and the Library. Scott went on to explain that Middlesex Hospital (MH) has adopted the new AHA guidelines, so if DVAC wants to continue to use MH's EMS, DVAC must upgrade its AEDs.

An extended discussion period followed. Loraine Coe asked who was actually mandating these changes. Scott replied that no one was mandating the changes, however the AHA has recommended the changes and MH adopted them on June 15, 2006. Rosemarie Naples asked what the consequences would be if Durham delayed the upgrade of its AEDs due to budget constraints. Scott replied that he is attempting to get an answer to that question from MH. Elmer Clark asked who mandated the type of AEDs that DVAC is using now, and Scott replied that there is no state or federal mandate for AED functionality. Rosemarie asked if the current AEDs could continue to be used with the possibility of adding one or two new units at a time. Scott replied that MH may not allow it, and added that he is still waiting for answers from them.

Jay Berardino asked if the manufacturer's rep provided a guarantee in writing that the LifePak 500s were programmable, and Scott said no. Jay asked if Hunter's Ambulance is also required to make this change and Scott said yes. In response to a question from Jay, Scott confirmed that DVAC purchased the current AEDs through Hunter's. Rosemarie asked if Hunter's is planning to purchase new AEDs, and Scott said they will replace their monophasic AEDs and upgrade their biphasic AEDs because biphasic units are reprogrammable to comply with the new guidelines.

Rob DeSimone asked Scott to confirm that what he was saying was that in order for DVAC to continue to provide defibrillation as part of its EMS with Middlesex Hospital, DVAC must upgrade or replace all of the existing AEDs; however DVAC was given only two weeks' notice to do so. Scott said that was correct. Rob asked what the grace period was and Scott said he did not know but was waiting to hear. Rosemarie asked if the AHA and the American Red Cross now have different protocols for AED functionality, and Scott said they may have different protocols.

Board of Finance members concluded that based on the documentation provided and Scott's report, there does not appear to be a mandate to replace DVAC's AEDs at this time. Elmer commented that DVAC could have informed the B/F about this during the budget review process. Scott explained that until one or two weeks ago DVAC had been told by the manufacturer's rep that our AEDs could be reprogrammed to conform to the new standards.

Elmer asked what the price would be to purchase new AEDs. Scott explained that if we use the same vendor the State is using, under the State contract the units cost \$2,000 each, or \$1,795 with trade in of the older units. The total cost of 16 units and ancillary equipment, after trade-in of the 10 older units, is \$39,984.

Lorraine asked Scott if he has contacted the State to see what municipalities are required to do in response to the new AHA guidelines. Scott said he will be sending a letter to Leonard Guercia. Rob asked Scott if he could obtain in writing: 1) information from Middlesex Hospital as to whether this change is a recommendation or a mandate, and 2) representation from the manufacturer as to which AEDs are upgradeable and which are not.

Elmer asked if our current AEDs still work properly. Rosemarie said she remembers when the existing AEDs were purchased and also recalls asking Scott at that time how they were working out. She said she recalled Scott saying they were working out very well and that they were "just what we needed." She asked Scott if the Town wasted money purchasing the existing AEDs. Scott replied that he would not say that the Town wasted its money. He offered to ask Middlesex Hospital what will happen to its support of DVAC's EMS if we do not replace our AEDs, adding that he believes they will tell him that MH will not be able to support Durham's EMS. Elmer said it sounds like the manufacturer is trying to sell more units of the newer AED model.

Lorraine remarked that she agreed with Rob that clarification is needed from MH. She said the B/F will need to see any mandate for this change from the AHA and/or from the State in writing, adding that the Board would also like to see in writing whether or not MH will continue to support DVAC's EMS service if the AEDs are not replaced immediately. Scott remarked that DVAC is as disappointed as everyone else that there was insufficient advance notice for this change and added that it would be ideal if new AEDs could be purchased through a grant.

Jay pointed out that \$39,000 is a great deal of money and recommended that DVAC: 1) send a letter to the manufacturer telling them that DVAC is considering suing them for misrepresenting their product, and 2) never purchase from the same manufacturer again. Scott responded that we need to have equipment that works with MH's equipment. Jay asked for clarification, and Scott said MH's AED equipment must be able to plug into the defibrillation pads used by DVAC.

Elmer asked how many times a year AEDs are used in EMS rescues. Scott said they are used about once a month or once every other month. Loraine asked Scott if he had a copy of the contract for the existing AEDs; Scott said he will ask for one.

Discussion followed about AEDs that are currently housed in Region 13's schools. Scott reported that several AEDs were provided to and are currently housed in various schools in town including Brewster, Strong, and CRHS. He noted that the AED units in the schools may have been purchased through a grant, adding that they may be newer models which would mean they are reprogrammable. Rosemarie asked Renee Primus Edwards to look into this issue and find out how and when the schools received these units, what type of units they are, and how many there are. Renee agreed to look into this and will start by contacting Jan Muraca to see if a grant was used to purchase AEDs for the schools.

Elmer asked when the AEDs currently used by DVAC were purchased. Scott said several units were purchased in 1997 and additional units were purchased after that.

[Scott Wright, Dr. Willett, Renee Primus Edwards, and Daryl Edwards left the meeting at this time (7:50)]

2. Minutes

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE THE MINUTES OF APRIL 19, 2006 AS PRESENTED. AYES: ROSEMARIE NAPLES, ELMER CLARK, LORAIN COE, JAY BERARDINO; ABSTAIN: ROB DESIMONE. MOTION PASSED.

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE THE MINUTES OF MAY 8, 2006 AS PRESENTED. AYES: ROSEMARIE NAPLES, ELMER CLARK, LORAIN COE, ROSEMARIE NAPLES; ABSTAIN: JAY BERARDINO. MOTION PASSED.

MOTION BY LORAIN COE, SECONDED BY ROB DESIMONE TO APPROVE THE MINUTES OF JUNE 1, 2006 AS PRESENTED. AYES: LORAIN COE, ROB DESIMONE, ELMER CLARK; ABSTAIN: JAY BERARDINO, ROSEMARIE NAPLES. MOTION PASSED.

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO APPROVE THE MINUTES OF JUNE 24, 2006 AS PRESENTED. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO APPROVE THE MINUTES OF JUNE 26, 2006 AS REVISED.

Discussion followed. Elmer Clark remarked that he understands that it was necessary to post an agenda for this meeting and appreciates the Board secretary's willingness to take minutes for this meeting. In his opinion, however, detailed minutes were not required because it was the Board of Selectmen's meeting, not a Board of Finance meeting. Elmer explained that although there was a quorum of members present at the meeting, no motions were made and no action was taken on the comments made by Jay Berardino who was expressing his personal opinion.

AYES: ROSEMARIE NAPLES, ROB DESIMONE, JAY BERARDINO; NAY: ELMER CLARK; ABSTAIN: LORAIN COE. MOTION PASSED.

3. Correspondence

The following correspondence was received:

- Monthly Revenue Report from the Town Clerk's Office through May 31, 2006.
- Municipal Management Bulletin from CCM dated May 25, 2006 regarding two Public Acts recently approved related to taxation of property following revaluation.
- Copy of letter, 2006-2007 budget, and 2006-2007 budget data sent by Board secretary to the State of CT OPM as required by section 7-406b of the CT General Statutes.

4. Invoices

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO APPROVE PAYMENT OF INVOICE DATED JUNE 28, 2006 FROM ALICE TUCKER IN THE AMOUNT OF \$1,000.00 FOR SECRETARIAL SERVICES TO THE BOARD OF FINANCE FROM APRIL 1, 2006 THROUGH JUNE 30, 2006 [PAYMENT TO COME FROM ACCOUNT 1000-103 IN THE CURRENT 2005-2006 BUDGET]. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO APPROVE PAYMENT MADE TO THE DURHAM POSTMASTER ON APRIL 26, 2006 IN THE AMOUNT OF \$482.76 FOR POSTAGE TO MAIL APPROXIMATELY 3,000 COPIES OF THE PROPOSED 2006-2007 TOWN BUDGET. [NOTE: THIS PAYMENT HAS ALREADY BEEN MADE–INVOICE NUMBER 9552.] MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO REIMBURSE LORAIN COE IN THE AMOUNT OF \$26.82 FOR ADDITIONAL POSTAGE REQUIRED TO MAIL APPROXIMATELY 3,000 COPIES OF THE PROPOSED 2006-2007 TOWN BUDGET ON APRIL 26, 2006 [PAYMENT TO COME FROM ACCOUNT 1000-153 IN THE CURRENT 2005-2006 BUDGET]. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO APPROVE PAYMENT OF INVOICE DATED APRIL 28, 2006 FROM SPEED PRINT IN THE AMOUNT OF \$584.42 FOR PRINTING 3,080 COPIES OF THE PROPOSED 2006-2007 TOWN BUDGET [PAYMENT TO COME FROM ACCOUNT 1000-154 IN THE CURRENT 2005-2006 BUDGET]. MOTION PASSED UNANIMOUSLY.

5. Budget Discussion

Rosemarie Naples asked if a copy of the current Town budget was available. One or two other members commented that they did not recall receiving a current copy of the 2005-2006 budget. The Board secretary explained that when copies of the budget are distributed at meetings, they are not always available to members who were not present. Copies of the 2005-2006 budget through May 31, 2006 were provided by Jim McLaughlin to Board of Finance members at the June 1st meeting.

6. Repair of Fire Company Engine #3

Loraine Coe reviewed a copy of an e-mail sent from Joe Hall to Fran Korn asking how to proceed with payment of an invoice for the repair of an unanticipated problem with the pump transfer case on Engine #3 that was discovered during a routine maintenance check. A copy of an invoice from First Line Emergency Services in the amount of \$8,312.50 for the repair of Engine #3 was also reviewed. Joe Hall indicated in his e-mail that Engine #3 is Durham's primary rescue truck, and the Fire Company's 2005-2006 budget is very low on monies.

MOTION BY LORAIN COE, SECONDED BY JAY BERARDINO THAT THE BOARD OF FINANCE RECOMMENDS THAT THE BOARD OF SELECTMEN TAKE TO TOWN MEETING PAYMENT OF THE INVOICE FROM FIRST LINE EMERGENCY SERVICES DATED MAY 9, 2006 IN THE AMOUNT OF \$8,312.50 FOR THE REPAIR OF FIRE COMPANY ENGINE #3, SAID FUNDS TO COME FROM THE FIRE COMPANY RESERVE FUND.

Discussion followed. Elmer Clark said he believes it would be more appropriate to use money from contingency to cover this expense because the Fire Company reserve fund is for capital expenditures, not repairs. Rosemarie Naples agreed that it would be more appropriate to use contingency funds to pay for the repair. Loraine agreed and amended her original motion.

AMENDED MOTION BY LORAIN COE, SECONDED BY JAY BERARDINO THAT THE BOARD OF FINANCE RECOMMENDS THAT THE BOARD OF SELECTMEN TAKE TO TOWN MEETING PAYMENT OF THE INVOICE FROM FIRST LINE EMERGENCY SERVICES DATED MAY 9, 2006 IN THE AMOUNT OF \$8,312.50 FOR THE REPAIR OF FIRE COMPANY ENGINE #3, SAID FUNDS TO COME FROM CONTINGENCY [PAYMENT TO COME FROM 2005-2006 BUDGET]. MOTION PASSED UNANIMOUSLY.

7. Status of the 2005 Annual Report

The Board secretary reported that the 2005 Annual Report is at the printer's. We are awaiting the 2005 Grand List which was difficult to obtain this year because MUNIS was unable to produce a report in the necessary format to display it in the Annual Report. In addition, we are waiting for the Dedication which Rosemarie Naples is coordinating with Mabel Hamma.

8. Other Business

Carryovers. Elmer Clark asked about the status of carryover requests from the 2005-2006 budget to the 2006-2007 budget. Members agreed that any carryover requests should be submitted by departments, boards, and commissions in writing to the First Selectman's office.

Board of Finance Laptop. Jay Berardino commented that he has the Board of Finance laptop in his home and asked for suggestions as to where it should be permanently stored. Members agreed that it should be stored at the Town Hall in storage space that is expected to be available for Board of Finance material.

2006 Annual Report. There was discussion about the dedication of the 2006 Annual Report.

2007 Meeting Schedule. Rosemarie Naples asked if the Board of Finance meeting schedule could be discussed at a future meeting to explore the possibility of moving meetings from Wednesdays to Thursdays in 2007. Several other members agreed that they would like to discuss moving meetings from Wednesdays to Thursdays because of meeting conflicts and other obligations on Wednesdays. The Board secretary was asked to include this item on the September meeting agenda.

9. Adjournment

The meeting adjourned at 8:35 p.m.

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