

*Special Board of Finance Meeting
7:00 p.m., Wednesday, February 17, 2010
3rd Floor Meeting Room, Town Hall*

Joint Durham Middlefield, Board of Selectmen and Board of Finance Meeting

Meeting Minutes

Call to order and roll call

In attendance: Laura Francis, John Szewczyk, James McLaughlin, Fran Korn, Loraine Coe, Renee Edwards, Helen Larkin, Rob DeSimone, Maryjane Malavasi, Jon Brayshaw, Lucy Petrella, Bob Yamartino

Laura Francis called the meeting to order at 7:00 p.m. and opened the meeting by asking everyone to introduce themselves. L. Francis then asked everyone to think about what kind of areas they thought would make sense for both towns to share/do research on; focusing not only on cost but efficiency and improvement.

Public Works Functions

Renee Edwards suggested public works functions, specifically bundling contracts related to public works. L. Francis noted that the Town of Durham is currently working with East Hampton, Portland, Killingworth and Chester to do just that by bidding out chip sealing, sweeping, line painting and catch basin cleaning. She suggested that Middlefield provide their town information to M. Malavasi as soon as possible so they can participate.

Bob Yamartino talked about the potential savings/revenue of outsourcing winter plowing; the State of Massachusetts is currently outsourcing their state and town roads. L. Francis spoke about models already available; interlocal agreements, rental agreements, etc. B. Yamartino also suggested leasing products from rental companies.

Fuel Oil

Jon Brayshaw stated that Middlefield currently bids out fuel oil, diesel, gasoline and propane. Fran Korn asked if Durham has approached local gas stations for special pricing. B. Yamartino suggested both towns go out to bid for fuel oil and also ask RSD#13 which would increase the volume.

Payroll Services

The suggestion to combine Middlefield, Durham and RSD#13 payroll services was suggested.

IT Support

Durham is currently negotiating with RSD#13's IT Support Consultant and suggested that Middlefield contact Kim Garvis if interested.

James McLaughlin suggested that the Finance Directors from both towns get together with RSD#13's Business Manager to discuss and investigate all contracts that may be bundled.

Janitorial

Middlefield currently has (2) part time custodians. Durham bids out for these services.

Town Engineer & Town Planner

Both towns utilize the same town engineering firm and town planner; there was discussion regarding length of service, knowledge and current costs. F. Korn suggested going out to bid to use as a current benchmark.

Shared Employees

Discussion was held on the future potential of sharing employee resources:

- Dog Warden and kennel
- Fire Marshal
- Park & Recreation Director
- Senior Center Director
- Youth & Family Services; discussion regarding their current mission and qualified personnel. J. Szewczyk asked about the status of the grant to renovate the building. J. Brayshaw said he would look into it. B. Yamartino suggested getting a committee together to identify what services are needed utilizing current members from Park & Rec, Senior Center and Youth & Family Services.

Regional District #13

Middlefield has designated Jeremy Renninghoff as their liaison to the Board of Education. The current budget, reserve fund balance, transparency, reporting, facilities, and the sports stadium were discussed. L. Francis and J. Brayshaw meet monthly with S. Viccaro and R. Melnik; they have asked for a report on the fund balance for the last 4 years and because of declining enrollment asked them to start a consolidation study of facilities.

Motion to adjourn at 9:30 p.m.

Respectfully submitted,

Beth Moncata