

*Board of Finance Meeting*  
*8:00 a.m., Saturday, February 27, 2010*  
*3<sup>rd</sup> Floor Meeting Room, Town Hall*

Minutes

Members present: Fran Korn, Loraine Coe, Renee Edwards, Rob DeSimone, Helen Larkin

Members absent: Rosemarie Naples

Others present: Maryjane Malavasi, Frank Behrens, Jim Ledford, Francis Willett, Geoff Colegrove, George Eames, Peter Cascini, John Philip, Lisa Gargiulo, and Bernadette Basiel

Call to order

Fran Korn called the meeting to order at 8:00 a.m.

Budget Hearings

4025-Fire Company Trustees

Frank Behrens, Jim Ledford.

- 155-service contracts: generator service twice a year
- 205-custodial services: on call. Need to start power-washing the bathrooms in lieu of painting
- 253-telephone: (2) direct lines to panels that were paid prior by NE Utilities now being billed to the town. \$65.00 monthly. D. McManus working with Monitor Controls on the new alarm system; extended contract with America's Alarm for 30 days to resolve.
- 451-building maintenance: (note that this will be moved to the facilities management budget)
  - Ceiling needs to be painted (estimate \$5-7,000). Been on hold pending air handling system. Kevin Johnson working on moisture issue.
- 254-water: recently hooked up to water line. B. Moncata to check with CT water on monthly charge.
- 251-electricity: F. Behrens noted there is a new light on pole outside firehouse on Main St. Not sure who requested or who is paying for it. B. Moncata to check with CL&P.

4000-Emergency Management

Francis Willett

- 230-ENS Safer Durham: .49 cents per household = \$4,900. May 2011 contract renewal date, going forward will be on a fiscal year calendar. Working with RSD13 on the Safer Schools Program; this year will be implementing staff module this year and the parent/student module next year. Middlefield opted out this year.

4003-Emergency Operations/Shelter

Francis Willett

- 253-telephone/internet: re-negotiated pricing with vendors
- 314-equipment: generator maintenance twice a year
- 315-communication equipment: expanding communications through grant funding but do not have enough antenna space at current facility; looking to relocate. Presentation equipment; the DFA has purchased this equipment and as long as the facility is housed on the fairgrounds he can utilize, if relocated he would need to purchase.
- 316-DART/shelter supplies: DART team is starting to receive donations. M. Malavasi has set up a revenue line to document.
- EMPG Grant: estimating \$2,200 this year

- New Grant: applied for/estimating \$10,000. Has not gotten notification of acceptance yet.
- Balance from High School/Shelter Project: \$14,500 in reserve fund. Asked for a portion of this to be reallocated to next year's project.

### **1555-Planning & Zoning Legal**

Geoff Colegrove

- 203-legal: Arrigoni Suit just settled. RSD#13 suit currently active. G. Colegrove estimated \$10,000 for (1) suit and legal advise (on a good year). G. Colegrove will send latest status update outline on this year legal expense.

### **2010-Planning & Zoning**

Geoff Colegrove, George Eames

- 103-secretarial wages: currently over budget \$513 at six months. The Board asked why this line was constantly under budgeted. G. Colegrove stated that the secretary is paid \$42.00 for the first two hours and \$15.00 an hour thereafter. He noted that this has been a topic of discussion many times. G. Eames stated that the Board feels they need a very detailed level of minutes. G. Colegrove noted that minutes are not admissible in court and only transcripts are.
- 141-Assistant ZEO: assigned at least 2 to 3 issues a month
- 154-printing: reproduction of regulations
- 204-consultants: bill based on hours; includes secretary and GIS personnel

### **2015-Economic Development**

Peter Cascini

- Requested additional \$1,500 to Board of Selectmen's request.
- 353-Programs: Business Expo; Anticipating a total cost to be \$4,000 and needs funding upfront. Already negotiated with the DFA for next year's event. Additional expenses for tables, chairs, insurance, security, restroom cleaning and marketing. P. Cascini noted the expenses would be offset with revenue from anticipated 50-60 participants.

### **1500-Assessor**

John Philip

- 154-printing: QDS Grand List produced each year that is housed in the Town Clerks office and personal property declarations contracted services through the state.
- 155-service contracts: mapping services; subdivisions, changes to lots, etc.
- 303-data processing: appraisal package and UNIVRS on-line host updated quarterly
- 204-consultants: contract with CLT for fieldwork; desks, sheds, etc.
- Capital-Revaluation: \$131,400 total cost. Meeting on March 2<sup>nd</sup> to kick off. Will be mailing notices by November 2010, hearing will be held in December, and reval should be complete March 2011. J. Philip noted he expects the grand list to drop by 10%.

### **4570-Durham Middlefield Youth and Family Services**

Lisa Gargiulo, Bernadette Basiel

- Program fees: after school and summer program
- Special programs: school dances, red cross training, holiday shopping day.
- Fundraisers: Durham Fair
- Accounting: tax preparation and audit
- Enrichment program supplies: after school snacks, drinks, supplies
- Insurance: Director liability, workers comp
- Payroll: represents Executive Director (\$40,000), Program Coordinator (\$13.00 hour/15 week), Bookkeeper (\$10.00 hour/10 hours week), and program staff (5-6 staff at minimum wage)
  - Executive Director position currently vacant. Will be discussing the position at the next board meeting. No certification will be required, may be changing to 30 hours per week.
- Rent: paid to Middlefield

Program currently servicing up to 20 families after school (\$10.00 per child)  
Summer program 30 families (\$30.00 per child, discounts for multiple children)  
50/50 split between each town; have not always received level funding from each town.  
The Board has had discussions with Laura Francis and Jon Brayshaw and will be bringing their recommendations to the next board meeting; reducing some special program, combining insurance and internet.

### **Budget Workshop**

#### **2000-Inland Wetlands**

As presented \$2,550.

#### **2005-Zoning Board of Appeals**

As presented \$1,500.

#### **2020-Conservation Commission**

- 204-consultants - White's Farm Brook restoration - reduce to \$3,000.
- 449-mowing/cleanup - reduce to \$2,860.
  - Total \$6,600.00

#### **2010-Planning & Zoning Commission**

- 103-secretarial wages - (1) request Board of Selectmen for written policy for secretarial services; (2) request Board of Selectmen to ask the Compensation Review/Personnel Policy Board for salary recommendation.
- 141-Asst ZEO - reduce to \$8,000.
- 154-printing - reduce to zero
- 157-printing - reduce to zero
  - Total pending secretarial wages

#### **2015-Economic Development Commission**

- 353-programs - add \$1,500.
  - Total \$3,750.

#### **2035-Historic District Commission**

- 154-printing - reduce to zero
- 353-programs - reduce to zero
  - Total \$940.

#### **2050-Ethics Commission**

As presented \$100.

#### **1555-Planning and Zoning Legal**

- 203-legal - reduce to \$15,000.
  - Total \$15,000.

#### **1500-Assessor**

As presented \$13,845.

#### **1505-Midstate Regional Planning**

As presented \$4,921.

**1506-Middlesex Soil & Water**

As presented \$1,698.

**1510-Probate Court**

As presented \$8,381.

**1515-Town Counsel**

As presented \$40,000.

**1520-Building and Health**

- 124-engineer -reduce to \$38,880. F. Korn requested analysis of permits issued ie: new housing, electric, etc. over the last 3 years.
- New 239-DEP fees - add \$1,749. DPH Cross Connection Fees
  - Total \$46,975.

**1525-Finance Department**

As presented \$7,745.

**1565-Information Technology**

Revisit

Meeting Adjourned at 12:00 p.m.

Respectfully submitted,

Beth Moncata