

Board of Finance Meeting
6:30 p.m., Tuesday, March 2, 2010
2nd Floor Conference Room, Town Hall

Minutes

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

Others present: Maryjane Malavasi, Martin French, Valerie Kilmartin, Mary Ryan, Sherry Hill, Kim Garvis, and Dom DelVecchio

Call to order

Fran Korn called the meeting to order at 6:30 p.m.

Minutes: Special Meetings of January 28th and February 17th, 2010

MOTION BY RENEE EDWARDS SECONDED BY LORAIN COE TO APPROVE JANUARY 28, 2010 MEETING MINUTES AS PRESENTED. ALL AYE

MOTION BY ROB DESIMONE SECONDED BY RENEE EDWARDS TO APPROVE FEBRUARY 17, 2010 MEETING MINUTES AS PRESENTED. ALL AYE

Budget Hearings

1020-Tax Collector

Martin French

- 349-court filing fee; foreclosure activities based on filings. (4) Active all real estate. No pending small claims.
- 354-Motor Vehicle Collection fee; by participating in this program it allows the town to put people on hold with motor vehicle who don't pay their taxes. Fee based on program budget divided by population of participating towns.

Collected 98.6% of budget requirement as of March 1st; 26% of all uncollected are past due, 74% of all uncollected are current.

M. French will be attending an on-line payments seminar sponsored by QDS and Webster Bank.

5002-Library Information Technology

Valerie Kilmartin, Mary Ryan

- 367-LION Contract; software used by a consortium of 22 libraries for the inter-loaning of books. Includes the price of software and hardware support. No rate increase this year.
- 369-LION other; quarterly membership fee, Overdrive (on line books), barcoding, keyboards, web host fee

5004- Library Books and Media

- 371-Adult books; average price of adult book \$13.00, large print books \$20.00.
- 375-library adult media; films, music cd's, books on cd
- 377-378 children & young adult media; books on cd

Total books purchased a year \$10-15,000. Books that are culled are sold at annual book sale, PALS finds organizations to dispense to. Technology, such as the "kindle", has had little to no impact on the library. V. Kilmartin noted that the Overdrive (downloadable book service) is not very popular. Circulation is up for all levels of materials; recorded book and media are up.

5005- Library Expenses

Pursued email addresses (campaign) which has saved a lot of money collecting past due fees.

- 353-programs; used for craft materials, refreshments, petty cash format.

5006-Parking Lot Lease

M. Malavasi to check on lease date.

5501-Recreation Department Wages

Sherry Hill

- 116-staff; minimum wage increase, 15 staff @ \$8.25, plus supervisors

2567-Allyn Brook Park

- 456-park maintenance; used wood chips, sand for play area.

2567-Allyn Brook Park Capital Request

- 500-CIP; Water entering the bathroom facility from the outside. Fixtures inside are leaking and need to be repaired. The floor of the facility is constantly wet and presents a slip and fall hazard. The Board recommended that S. Hill meet with D. McManus to visit the site and come up with a complete plan for repair and bring back to the Board.

Sherry Hill stated that she fully supports and is very excited about the possibility of a Durham Activity Center and she feels the town should give it a try.

7500-DMIAAB

Dominic DelVecchio reviewed proposed fy10-11 budget. TIP fees at \$69.00/ton. Income for the recycling of paper and bottles and cans is back (last year they were paying to have the paper hauled away). Demolition income and expense is a problem because they cannot accurately weight the materials. There was discussion amongst the board on the use of scale and bag systems.

They are requesting purchase of two new containers; 50 yard and 40 yard. F. Korn asked if both were needed this year. D. DelVecchio responded that would need the 50 yard container this year.

Payroll expenses discussed; one full time driver with benefits, 4-5 drivers, 4-5 site employees, and bookkeeper. D. DelVecchio will supply Quickbooks backup to Board.

It was noted that the 2011-2012 contract is coming up for renegotiation.

1565-Service Contracts

Kim Garvis

- 204-consultants; 5 companies were asked to submit quotes; 2 quotes received, 2 companies did not submit quotes - could not compete with current rate, did not hear back from 5th company.
 - Computer Company - 240 hrs @ \$85.00hr
 - I.T. Resources LLC - unlimited hrs @ \$65.00hr

1566-Equipment

- 9350 Reserve Fund-Server Replacement (2) quotes
 - Computer Company
 - Option 1: new server with new os \$19,987.33
 - Option 2: new server w/current os \$14,290.33
 - IT Resources
 - Server 2, replace with new
 - Server 3, Upgrade
 - Total price \$22,487.00

Technology replace log reviewed. Virtualized systems, leasing discussed.

Meeting adjourned at 9:00 p.m.

Respectfully submitted, Beth Moncata