

Board of Finance Meeting
7:00 p.m., Tuesday, May 18, 2010
2nd Floor Conference Room, Town Hall

Minutes-Revised

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

Members absent: Rob DeSimone

Others present: Maryjane Malavasi, Laura Francis, Chuck Corley

Call to order

Fran Korn called the meeting to order at 7:00 p.m.

Minutes

MOTION BY ROSEMARIE NAPLES SECONDED BY RENEE EDWARDS TO APPROVE APRIL 20, 2010 MINUTES AS PRESENTED. ALL AYE

MOTION BY ROSEMARIE NAPLES SECONDED BY RENEE EDWARDS TO APPROVE APRIL 28, 2010 MINUTES AS PRESENTED. COE, LARKIN, NAPLES, EDWARDS; AYE KORN; ABSTAIN

Invoices

None

Correspondence

None

Funding Request for New Public Works Vehicle

Laura Francis stated that the Board of Selectmen approved Kurt Bober's request to use the alternative bidding option in the Towns procurement policy. K. Bober currently has five proposals for a 2010 model truck with 2009 emission standards already on a lot and is negotiating with leasing companies. K. Bober will be attending the next Board of Selectmen's meeting for approval of the purchase.

Additional Appropriations/Budget Adjustments:

- 1015 Board of Assessment Appeals
MOTION BY LORAIN COE SECONDED BY ROSEMARIE NAPLES TO TRANSFER \$47.00 FROM #6200 CONTINGENCY TO #1015-151 BOARD OF ASSESSMENT APPEALS LEGAL ADS. ALL AYE
- 3016 Sweeping
MOTION BY ROSEMARIE NAPLES SECONDED BY RENEE EDWARDS TO TRANSFER \$620.00 FROM #3011-118 WINTER OVERTIME WAGES TO #3016 SWEEPING. ALL AYE
- 5004 Library Books and Media
MOTION BY ROSEMARIE NAPLES SECONDED BY RENEE EDWARDS TO TRANSFER \$925.00 FROM #5003-251 LIBRARY EXPENSES ELECTRICITY TO #5004-371 LIBRARY BOOKS & MEDIA ADULT BOOKS. ALL AYE

Long-Term Building Maintenance Plan

Maryjane Malavasi reviewed a long term maintenance plan prepared by Dick McManus that included all town owned facilities. Members were asked to review the plan and bring back any questions they may have at the next meeting. M. Malavasi noted that this was a working document and the first in a series. There was discussion amongst all members on the exorbitant cost of maintenance projected over the years to buildings within the historic district and how these costs could be reduced by working with the Historic District Commission.

FEMA Storm Damage Reimbursement Report

L. Francis stated she was not sure which projects submitted would be approved by FEMA at this time, but anticipated the cost to be \$50,000-\$100,000. There will be a 75/25% split if storm related, 100% if it is a mitigation project. She noted that she would come back to the Board for funding when finalized.

ARRA Maiden Lane Report

L. Francis received confirmation from DOT today that of the \$130,000 originally allotted in the grant award only \$116,732 was being reimbursed; up to 15% goes to DOT for administrative costs. Four bids were received and were not as competitive as they wanted. The lowest bid came in at \$127,134 and there will be additional inspection and engineering costs of \$40,000 to \$45,000. L. Francis noted that she would come back to the Board to seek funding.

Annual Report Acceptance at Town Meeting

Laura Francis reported that after significant research, she could find no requirement to accept the annual town report at a town meeting. After discussion, the Board agreed that it was not necessary to do so.

MOTION BY LORAIN COE SECONDED BY ROSEMARIE NAPLES NOT TO ACCEPT ANNUAL REPORTS AT TOWN MEETING. ALL AYE

2010-2011 Budget - Set Mill Rate Discussion

A meeting was scheduled for Tuesday, June 1st, 2010 at 5:00 p.m., to set the mill rate should the referendum pass on May 25th.

Meeting dates for June - August

Meeting dates for June through August were kept as originally scheduled; meeting rooms are currently booked for any other dates that were considered.

Public Comment

None

Any other business that comes before the board

L. Francis discussed the following items:

The Town's pension document has been signed. She met with Merrill Lynch today to discuss how to transfer the funds. She has been asked to quantify savings for the Board of Selectmen which she will do. She also noted that she would like to retain bond counsel in the future.

The town will be able to participate in Workforce Alliances work program which would provide six summer helpers at no charge.

L. Francis expects to receive a draft lease for the Durham Activity Center. She will forward the lease to CIRMA for review; she also noted that CIRMA took a site walk of the facility. The Senior Board will be meeting next week and will be producing a list of items that they will seek from donations. Dick McManus is currently looking over samples of carpeting and paint.

At the last Board of Selectmen's meeting they awarded the catch basin cleaning bid and were able to save an additional \$2.00 per basin for labor. Traffic guideline bid was also awarded with additional savings. Sweeping services was not awarded due to only receiving one bid; K. Bober will be negotiating with two suppliers. The Town will be using the state contract for chip sealing.

Maryjane Malavasi reported that the consortium bid for diesel fuel was awarded at \$2.56 per gallon; 0.22 cents less than what we are currently paying. The consortium is looking to contract for heating oil at an estimated \$2.45 a gallon, which is also lower than our current contract.

Adjournment

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO ADJOURN MEETING AT 7:50 P.M. ALL AYE

Respectfully submitted,
Beth Moncata