

*Board of Finance Meeting*  
*7:00 p.m., Tuesday, August 18, 2009*  
*2<sup>nd</sup> Floor Conference Room, Town Hall*

*Minutes-Approved*

Members present: Fran Korn, Rosemarie Naples, Elmer Clark, Jay Berardino

Members absent: Rob DeSimone, Loraine Coe

Others present: Maryjane Malavasi, Laura Francis, John Szewczyk, James McLaughlin, Casey Cordes, David Heer, Andy Meiman, Edward Mik, Sue Wimler, Nate Ravid, Tom Arcari

Call to order

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

Minutes

Tabled until next meeting

Correspondence

Tabled until next meeting

Invoices

None

Request for Transfer from Reserve Fund - Casey Cordes - Conservation Commission

Casey Cordes, Conservation Commission Chairman was in attendance to discuss the preservation of Scott Farm on 142 Maiden Lane. Mr. Scott, owner of the property, has been working with Connecticut Farmland Trust on an easement that would permanently restrict residential and non-farm commercial development of the property and would permit all agricultural uses. Connecticut Farmland Trust is asking the Town of Durham to partner in the preservation by reimbursing Mr. Scott for his costs associated with the donation of the easement, specifically \$4,500 for an appraisal and \$7,500 for legal fees. J. Berardino questioned if the towns attorney had reviewed this and recommend that they do so before the Board could make a decision. L. Francis stated she would seek town counsel advice.

Emergency Services Committee Report

Andy Meiman and David Heer, Co-Chairs of the Public Safety Facility Renovations Planning Committee were in attendance to present the committees final report. D. Heer handed out an RFP Scoring Sheet that listed the seven firms (that were shortlisted from seventeen firms that submitted proposals) the qualitative components that the committee used to rate each firm, and their total points; he then explained the extensive process that brought the committee to the decision of the final recommendation of Silver/Petrucci & Associates. He then requested \$95,000 to cover a Phase I Conceptual Study/Design and Schematic Design/Development study which would provide a very detailed line item estimate. L. Francis noted that \$118,000 was already in reserve and felt this study would provide information needed to move forward. F. Korn felt the Board of Finance needed a formal recommendation from the Board of Selectmen before making a decision.

MOTION BY JAY BERARDINO SECONDED BY ROSEMARIE NAPLES TO RECOMMEND THE BOARD OF SELECTMEN TAKE TO TOWN MEETING A REQUEST TO TRANSFER \$95,000 FROM RESERVE ACCOUNT #9480 EMERGENCY SERVICES FACILITY, PENDING RECOMMENDATION BY THE BOARD OF SELECTMEN, TO FUND PHASE I CONCEPTUAL STUDY/DESIGN PHASE AND SCHEMATIC DESIGN/DEVELOPMENT PHASE OF PROPOSED PUBLIC SAFETY FACILITY. ALL AYE

### **Ambulance Building Study Presentation**

Tom Arcari of Quisenberry Arcari Architects presented a feasibility study prepared for the town's ambulance facility. Being charged with a Facility Assessment; existing conditions analysis and recommendations and Needs Assessment; facility planning, T. Arcari explained the core of the study was identifying the buildings physical needs and how the current assets meet current needs. He also compared the condition of the building to its current operation and space. He noted simple results being capital improvements that included the roof, windows, masonry and site work improvements for access and drainage, the apparatus bay floor, and life safety issues such as ventilation. He recommended protecting the building and improving it short term and to improve it to use as an alternate facility down the road for storage or limited office space. F. Korn questioned the final estimated project cost of \$711,000. T. Arcari stated this figure represented the entire project and that the report did not identify expendable items at this time because he was not tasked to do so in this study. L. Francis suggested reconvening the task force she formed to review the study and create a laundry list noting that \$100,000 has been set aside in reserve. F. Korn agreed that a list of essential items for the short term be determined until the proposed public safety facility project was determined. He commented that he was not sure that the Board of Finance could help until they know what essentials need to be done noting the Boards obligation to provide a healthy and safe working environment and also the need to supply residents with the best information available. Nate Ravid commented that health issues were not the only problem that there are operational issues as well and agreed there was a need to prioritize a list that the building and its habitants could not do without.

### **Durham Fair Water**

L. Francis explained that the town has an agreement with the Durham Fair Association to provide perpetual water service to all presently existing DFA property at no cost. She explained that last year the Department of Public Health required the DFA to do a Cross Connection Survey that required them to disconnect the DFA wells from the Maple Avenue booster station and install over 100 backflow preventers; due to these changes the water supply on fair weekend only reached up to Midway last year. Connecticut Water Company has agreed to provide a meter which will be placed in the basement of the DFA house on Town House Road versus the pump house and the DFA has agreed to restore 6" water service line water from the fair house and distribute it to the upper fairgrounds at an estimated cost of \$30,000.

MOTION BY ROSEMARIE NAPLES SECONDED BY FRAN KORN TO RECOMMEND THE BOARD OF SELECTMEN TAKE TO TOWN MEETING A REQUEST TO TRANSFER \$30,000 FROM #9200 BUILDING MAINTENANCE RESERVE TO 6700-492, 24 TOWN HOUSE ROAD WATER CONNECTION. ALL AYE.

### **New Tercentennial Reserve Fund Request**

Wendy Manemeit, Chairperson of the Town of Durham Tercentennial, requested by memo, permission to close the Tercentennial Account in the amount of \$4,087.40 and place it in a reserve account for the next town celebration. This item was discussed and approved by the Board of Selectmen at their last meeting. John Szewczyk urged the Board to send the money back into the general fund as he felt this belonged to taxpayers.

MOTION BY ROSEMARIE NAPLES TO PUT \$4087.40 INTO RESERVE ACCOUNT #9820. NO SECOND. MOTION NOT CARRIED.

MOTION BY JAY BERARDINO SECONDED BY ELMER CLARK TO PUT \$4,087.40 INTO GENERAL FUND. JAY BERARDINO AND ELMER CLARK AYE, ROSEMARIE NAPLES AND FRAN KORN NAY, MOTION NOT CARRIED.

### **Fund Balance and Year End Estimates**

Maryjane Malavasi reviewed an analysis of the fund balance as of June 30, 2009. She noted that the figures are unaudited, but it appears that the town will end the year in the black. She noted that

there were a number of capital projects that were not spent in order to minimize our budget deficit. Some of those projects are on the agenda tonight as carryovers.

**Additional Appropriations for 2008-2009**

MOTION BY ROSEMARIE NAPLES SECONDED BY JAY BERARDINO TO APPROVE THE FOLLOWING TRANSFERS FOR FISCAL YEAR ENDED JUNE 30, 2009. ALL AYE.

1032	Clerks Office Staff Salary	537.00
1502	Assessor Dept Salaries	7.00
1510	Probate Court	31.00
1515	Town Counsel	12,143.00
2005	Zoning Board of Appeals	140.00
2010	Planning & Zoning	13,910.00
2500	Elections	77.00
2510	Unemployment Compensation	917.00
2562	Municipal Heating Fuel	12,174.00
4003	EOM/Shelter	1,076.00
4020	Volunteer Fire Dept.	7,789.00
4500	Human Services Coordinator	6.00
4508	Human Services	2,202.00
5501	Recreation Department Wages	3,189.00
5505	Recreation Expenses	6,962.00
6030	Farmers' Market	1,603.00
7510	Household Hazardous Waste	1,015.00
	Transfer from 6020 Contingency	<u>63,778.00</u>
<b>Highway Department:</b>		
3000	Street Lights	4,837.00
3007	Seasonal Wages	79.00
3009	Town Garage Maintenance	1,298.00
3016	Highway Sweeping	1,303.00
	Transfer from 3500 Hwy Projects	<u>7,517.00</u>
<b>Library:</b>		
5002	Library IT	54.00
5003	Library Building & Grounds	1,669.00
5004	Library Books & Media	197.00
	Transfer from 5001 Library Wages	<u>1,920.00</u>

MOTION BY ROSEMARIE NAPLES SECONDED BY JAY BERARDINO TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE FOLLOWING TRANSFERS TOTALING \$119,017 FOR FISCAL YEAR ENDED JUNE 30, 2009: ALL AYE.

To 3011 Snow Removal from 3014 Chip Sealing	20,758.
To 1520 Building & Health from 1521 B&H Salaries	15,696.
To 1520 Building & Health from 6020 Contingency	3,331.
To 1555 Planning & Zoning from 6020 Contingency	24,938
To 3013 Vehicle Fuel from 6020 Contingency	22,992.

To 6010 Tax Refunds from 6020 Contingency

31,302.

**Carryovers from 2008-2009 to 2009-2010**

MOTION BY ROSEMARIE NAPLES SECONDED BY ELMER CLARK TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE FOLLOWING CARRYOVERS TOTALING \$89,844 INTO THE 2009-2010 BUDGET. ALL AYE

1010-204 Consultants	\$34,006.
2055-345 CETF Grant	1,412.
4030-308 Amb. Safety Equip.	6,969.
5005-345 Library OPM Grant	2,541.
6700-488 Shelter Mngmt	25,000.
6700-498 Radio/Comm	12,816.
8999-793 Ambulance Equip	7,100.

MOTION BY ROSEMARIE NAPLES SECONDED BY ELMER CLARK TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE FOLLOWING TRANSFERS TO RESERVE TOTALING \$34,548 FOR THE 2009-2010 BUDGET. ALL AYE

9760 Skating Pond Grant	25,818.
9580 Fire Apparatus	8,730.

**Grant Appropriations**

Maryjane Malavasi reported that she will bring two grant appropriations to the board at their next meeting. In the meantime, she requested, and was granted, permission to issue purchase orders against the line items.

**Any other business that comes before the board**

J. Berardino asked L. Francis if the DFA water improvements could be paid through STEAP funds. L. Francis responded that there is no available funding.

**Adjournment**

MOTION BY ROSEMARIE NAPLES SECONDED BY JAY BERARDINO TO ADJOURN MEETING AT 9:05 P.M. ALL AYE

Respectfully submitted,

Beth Moncata