

*Board of Finance Meeting  
8:00 a.m., Saturday, February 21, 2009  
3rd Floor Meeting Room, Town Hall*

Minutes

Members present: Fran Korn, Rosemarie Naples, Elmer Clark, Loraine Coe, Rob DeSimone.  
Jay Berardino arrived at 8:15.

Others present: Maryjane Malavasi, Harry Hall, Scott Wright, Francis Willett, Frank Behrens, Ann Page.

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

**4020 - Volunteer Fire Company**

The Volunteer Fire Company budget presented is 4.8% less than last year. Harry Hall talked about the power converter on Durham #3 and the unknown/unexpected expense of replacing this; currently seeking pricing. He also talked about doing repair work on the tanker.

Line #401 Capital Equipment - H. Hall questioned if the Board of Selectmen were taking away some capital expense monies for gear replacement stating he has budgeted for two (2) sets of seven (7) and need to budget for two (2) more. Also in this capital expense were monies to replace valves on water moving devices used during water supply operations.

Line #553 Fuel - H. Hall stated this was for contracted diesel fuel for the Fire Company and Ambulance Company combined.

Fran Korn asked if H. Hall has any major concerns. H. Hall responded that Durham #1, 1987 Pumper is currently being looked at by the Truck Replacement committee.

F. Korn asked if the five year capital improvement plan - reserve fund request for 4020 is the plan to follow. H. Hall responded yes, adding he thought the town should get around \$15,000 for Durham #1. In addition, H. Hall stated the fire company would like to purchase a combination 1<sup>st</sup> responder/utility truck.

**4045 - Fire Pond Fund**

H. Hall explained that maintenance was needed on three (3) fire ponds; Ozick Drive pond not functioning with silt built up, it needs to be drained and silt diverted; also Brick Lane and New Haven Road. Jay Berardino asked if he ever brought the topic of requiring developers to install sub surface tanks to the towns Planning & Zoning Commission. H. Hall stated that some developers are currently installing sub surface tanks but noted if there is a fire pond on site that is utilized. H. Hall stated his reluctance to have contractors pay into fire protection if a water supply is available but said he would talk to L. Francis about seeking the advice of town counsel.

H. Hall commented that he is working with Town Engineer, Brian Curtis on 4045 Fire Pond reserve fund request stating he requested \$15,000 this year for the Pent Road Barn water tank project.

**4025 - Fire Company Trustees**

Frank Behrens and Ann Page were present to discuss budget. Budget presented reflected 6.0% decrease from last year with reductions in line items #205 custodial services, #251 electricity, and #253 telephone - new service, lower rate. F. Korn asked if the building required any major repairs. F. Behrens responded that no major repairs were needed but noted the driveway and parking lot need to be finished and the question of an air handling system depending on when the radio communications are done.

Line #252 Heating Fuel - pre bought fuel this year and it paid off. They are currently using a separate vendor that the town who also maintains their furnace through a maintenance contract. F. Behrens noted the furnace is 87% energy efficient.

H. Hall questioned building maintenance stating the ceilings need to be fixed. F. Behrens explained they were being cautious noting they did not want to do improvements with the current committee looking at a renovation.

#### **4040 - Valley Shore Communications**

Scott Wright stated he received a letter from Valley Shore stating Durham's portion of their budget and expressed the following concerns; Durham's representatives on the Board, Sue Wilmer and Allen Fritz, voted against this budget, they feel monies can be cut from this amount. He stated he felt in this economic climate Valley Shore owes the Town of Durham and other member towns to decrease their budget. H. Harry stated it appears that Valley Shore does not have a good handle on their own budget; annually \$3,500 is spent on a Christmas party which is still in the budget and questioned when the last time they went out to bid for health care; H. Hall stated he will be chairing a committee to investigate the health care question. H. Hall also stated Valley Shore has no real plan for future replacement for capital investments. S. Wright stated the Executive Board meets monthly and the Regional Board of Directors meets every three months in Westbrook and it has been difficult for them to have a meeting with a quorum.

#### **4031 - Public Safety Data System**

S. Wright explained that this budget was for a records management system that is tied into Valley Shore Communications that creates reports that can be submitted to the state.

Line #155 - increase in Firehouse Software with full software support

Line #159 - decrease in topographic software

Line #250 - Comcast pricing should be going down, renegotiated pricing, he will revise budget when he receives the correct amount.

#### **4032 - Town Wide Radio Communication**

S. Wright - total budget presented down 10.1%.

Line #253 telephone - increase for leased circuits from AT&T that provide portable coverage. He noted this is refundable through Valley Shore; Chamberlain Hill and Totoket Ridge.

Line #501 Equipment Parts - represent portable radio batteries, pager cases and pager batteries.

Line #503 Equipment Repair - represents consumable items such as speaker microphones.

Line #504 Contracted Services - reduced by \$4,700 - warrantee for maintenance on the system.

#### **4030 - Volunteer Ambulance Company**

Scott Wright reviewed budget.

Line #221 Training - an average of twenty six (26) to thirty (30) people from the Ambulance Corp and Fire Department utilize training; EMT refresher course, on-line courses that consist of a one time per person fee; about \$105.00 per person.

Line #308 Safety products - represents ambulance supplies, protective gear and OSHA required items.

F. Korn asked about the need for a second ambulance. S. Wright stated that call volume is way up and poised the question about what happens when a call comes in and they are dispatched on another call or the case of a multiple call. In 2008 they responded to 455 incidents, called for mutual aid 29 times and Durham needed mutual aid 16 to 17 times. He noted that out of the 16 times the town needed mutual aid about 9 of these calls were due to the ambulance being out of town for service. L. Coe questioned the justification of the cost for a second ambulance for an estimated 9 times a year.

S. Wright stated he needed to research the numbers to get an accurate figure but reiterated the instance of multiple calls at one time.

Francis Willett commented that call volume is up 50-60 calls from last year with multiple accidents with multiple victims noting that transport takes time. He also stated that Durham is responsible for mutual aid; and more and more people are using this service for minor injuries and sickness in order to get quick care.

F. Korn asked if the replacement cycle would be 10 years. S. Wright responded yes, and that the current ambulance is 7 years old.

S. Wright informed the Board that a group consisting of S. Wright, Dick McManus, Bill Milardo, L. Francis and Nate Ravid has been formed to meet bi-weekly to discuss on going issues and improvements to the ambulance building. The following items have been identified; major leak in the flat roof top, apparatus bay floor leaks to the downstairs below causing the closure of a bathroom and decon area, the high level of diesel fuel in the building (exhaust system), the boiler was taken out of service and replaced, and they are looking to get an engineering study of the building. He commented that he has worked successfully with the Public Work crew to clean out the building and are working on getting the building cleaned (washed down) of diesel fuel.

J. Berardino asked about regionalization efforts. S. Wright stated that Connecticut was way behind on this and most likely would be a county based system.

#### **4000 - Emergency Management**

Francis Willett first reviewed grant reimbursements received through DEMHS (Department of Emergency Management and Homeland Security).

- 2005 DEMHS Grant in the amount of \$10,198.00 used towards the 3N Community Notification System
- Q408 - EMPG Grant in the amount of \$8,772.00 for high speed cable and volunteer hours for EM Director
- EOC Grant in the amount of \$5,000.00 for portable equipment
- ECO Grant in the amount of \$2,500.00 for dedicated laptop

Line #134 Stipend - Board of Selectmen added this stipend. F. Willett expressed his reluctance with the stipend stating he did not think he should be eligible when other managers are not taking raises this year.

Line #231 (New) - Emergency Notification System balance due from grant payment. F. Willett commented he will be launching the system on February 27<sup>th</sup>, and his goal is to have the system upgraded to include RSD13 by July.

Line #352 Travel - F. Willett feels at this time travel expense is not warranted.

F. Willett stated he feels this department will be bringing in more money in revenue than what he will spend next year. He stressed the importance of attending meetings held by the DEMHS in order to be aware of and qualify for these grants; also taking the time to apply for these grants. J. Berardino asked if he thought any other departments would benefit from attending meetings in reference to grant income. F. Willett responded that Bill Milardo, Harry Hall, and Scott Wright already participate and cautioned that it is a major commitment of the individual to attend all meetings because they meet often and usually during the work day.

**4003 - Emergency Operation Center**

Francis Willett.

Line #253 Telephone/Internet - he is currently negotiating pricing with Comcast.

Line #314 Equipment - Add \$1,200, generator maintenance missed in error.

Line #315 Communications - represents batteries and chargers.

**Emergency Management - Capital Plan**

Francis Willett discussed the allocation of \$1,500 for 2009-2010 for cots which he wants for an emergency drill in August. He stated he could take out the allocation for 2010-2011 and 2012-2013 rotation if need be.

He also talked about the Durham Animal Response Team 2010-2011 allocation for a large trailer for storage of equipment and supplies noting if the EOC did receive this trailer they would not have a vehicle to tow it, \$10,000 allocated for (3) years starting 2010-2011; he stated he would have to look at grant monies for this. He also talked about the need for garage space and storage.

The allocation of \$15,000 for 2011-2012 for a large trailer for storage of shelter activation supplies was also discussed; would allow fast movement of supplies and also a way to keep track of supplies.

Maryjane Malavasi suggested meeting with F. Willett to discuss what grants he will be applying for and how this money would be allocated to the Capital Plan.

**3005 - 3500 Public Works**

A discussion amongst board members was held on the public works study results and the implications of holding Tuesday, February 24<sup>th</sup> budget review meeting. L. Francis stated the study would start on March 6<sup>th</sup> and would be deliverable in less than one month. The board decided to cancel and reschedule the February 24<sup>th</sup> meeting pending results of the study.

Meeting Adjourned at 11:00 a.m.

Respectfully submitted,

Beth Moncata