

*Board of Finance Meeting
8:00 a.m., Saturday, February 28, 2009
3rd Floor Meeting Room, Town Hall*

Minutes

Members present: Rosemarie Naples, Elmer Clark, Loraine Coe, Jay Berardino.

Members absent: Fran Korn, Rob DeSimone.

Others present: Maryjane Malavasi, Dominic DelVecchio, Sherry Hill, Karen Kean, Kate McLaughlin, Liz Cipollina, and John Philip

Loraine Coe called the meeting to order at 8:00 a.m.

7500 - DMIAAB

Dominic DelVecchio was in attendance to review the DMIAAB budget.

Income-Haulers

- Private hauler tipping fees; represents CRRA's charge per ton for FY09-10 is reduced from \$72.00 per ton to \$62.00 per ton.
- Transportation fee represents trucking material to Hartford.

Recycling - will not see income on recycling this year as in the past; market is down.

- Metal sales represent prior charge of \$320.00 per ton reduced to \$80.00/\$100.00 per ton in Dec 08.
- Paper \$45.00 a ton is reduced to \$15.00 per ton and have to pay to haul it away.
- Bottles & Cans - water bottles go to the Boy Scouts for recycling or residents are bringing them to the store for return on deposit.

Site Revenue

- Demo represents construction materials
- Stickers; current charge is \$10.00 per sticker, noted that this also helps to keep track of residents.

Towns

- Durham's portion has increased because of population shift; prior 60.8 % now 63.52% which represents a 3% shift; \$346,608 to \$362,114.

Reimbursed expenses

- Represents the Durham Fair Association; containers are weighed and they pay DMIAAB direct.

Fund Balance

- Carry over of \$45,000 generated by recycling revenue.

Expense

- TIP fee represents tip fees that are paid to CRRA.
- Truck Wts represents fee for Tilcon to weight trucks for tonnage.
- Containers - NEW 40 yard containers budgeted at \$4,000.

- Recycling disposal - NEW paper; have to pay to dispose of.
- Bulky Waste - Demo; demolition material/construction; it was noted that there is a charge for disposal

Equipment

- Tug Grinder - machine that grinds brush into chips - NEW TG Hammers \$1,500.
- Kenworth 6 - hoping to replace next year; noted that they like to rotate trucks out every 10 years. It was noted that repairs of \$10,000-\$11,000 were made through January 09 and still have 6 months left in this year. L. Coe asked for an estimated cost of replacement. D. DelVecchio stated an estimate of \$130,000 and hopes to get \$20,000 for trade in.
- Kenworth 17 - year 2005

Site

- Snow removal - currently using Allens Tree Service for snow removal; public works has been too busy.
- Site improvements - Issue with DEP (consent order issued) and sediment running into the Coginchaug River Basin; the cost will be split between Durham and Middlefield and covered with DMIAAB's fund balance carry over.

Utilities

- Cell phones - (3) drivers and (1) site manager have a cell phone. It was noted that E. Mauro had a cell phone also; D. DelVecchio will check on the status of this phone.

Payroll Expenses

- Wages - it was noted that DMIAAB tries to follow what the towns percentage in increases are, 2.5% - 3.0% this year; salaries are comparable; only (1) employee with fringe benefits, all others are part time.

Administrative

- Accounting/Secretarial - Patty Alice does all their secretarial and accounting; uses Quick Books. M. Malavasi asked if the accounting line included the audit. D. DelVecchio responded yes and estimated the cost of \$4,000.
- Insurance - represents CIRMA; it was noted that DMIAAB has been working with the town on risk assessment.

Rosemarie Naples asked what the expected life span of the transfer station was. D. DelVecchio responded that there was plenty of space but noted they have some storm drainage issues with the DEP and thinks this can be resolved at the cost of \$10,000-\$15,000 to repair.

5501 - Recreation Department Wages

Sherry Hill, Kate McLaughlin, Karen Kean, and Liz Cipollina were present.

Sherry Hill suggested moving the Summer Playground to a (5) day program with revenue based on the request of Laura Francis asking to make a physical enhancement to the program. She stated the difference in wages to go to five days a week, ½ day, for seven weeks would increase her wages budget by \$8,904; revenue of \$100.00 per family with an estimated 200 families participating for the seven weeks was estimated. There was general discussion over the accuracy of the estimated 200 family's vs 200 individual children and if there would be multiple children from one family. Sherry Hill stated she would have to re-evaluate this and confirmed she thought 200 families were too high; she felt better using 100 families. S. Hill talked about the success of the current program and her concern over changing the program. Karen Kean stated at a regular meeting of the recreation department she voted not to go to a five day program with a fee based on her feelings that residents with more than one child in the program would not send them for five days. S. Hill commented that some families have

asked for a five day program and she filtered these requests through the Board of Selectmen; she also noted this item was brought up many times with the committee. L. Cipollina read the following meeting minutes of January 21st for clarification as to where the committee really stood; the proposed budget for Parks and Recreation for 2009 was reviewed and discussed. In particular was the continued discussion regarding extending the Summer Playground and Little People program from three mornings per week (for eight weeks) to five mornings per week (for seven weeks) costs to be offset by a \$125 per family fee. This is one of Park and Rec's most valued and successful programs and this action was taken to respond to a sizable public request for extending the hours. The committee voted to approve this plan contingent upon Board of Selectmen and Board of Finance approval.

R. Naples stated she felt \$125 was too much to charge, there are many hardships, she felt 200 families were overstated and noted the program utilizes volunteers and it would be too much to ask them to do extra days.

S. Hill asked if the Board would finance the summer program as in prior years. L. Coe acknowledged that this was a difficult time but the Board would consider keeping it the same.

M. Malavasi wanted to clarify the following percentage: 5501-115 Director Wages; 5.6% not offset by revenue, salary increase due to classification increase by the union contract.

5505 - Recreation Department Expenses

Line #130 Contractors Pay - requested to combine this with #5505 Recreation Department Wages to keep in line with salaries.

Line #380 Summer Concert - reduced

Line #389 Outdoor Movie - cut

J. Berardino asked about their participation at Camp Farnum's facility. S. Hill stated the committee utilized the facility for two nights at no charge for a teen program this past year. This year they will be charged \$100 per night which she has included in the budget; she commented she would like to run swimming also at their facility but noted the expense. S. Hill talked about the facilities current program that runs six weeks, five days a week, 9:30-4:00 that starts after the 4th of July; she also noted they are getting the road paved, fixing the pool, and purchasing canoes.

S. Hill informed the Board about the current condition of the town tennis courts stating they are in bad shape and need to be patched; she would like to put some monies aside for these repairs but does not have an estimate at this time. She stated they were last resurfaced about 18 years ago at a cost of about \$25,000; Karen Kean estimated the cost to resurface two courts at around \$7,000. J. Berardino explained to the committee that the Board is trying to anticipate costs and asked S. Hill to get a total cost for everything including facility water upgrades, court repairs, fencing etc., and how often these items would need to be fixed or replaced and come back to the Board so they can put this into a capital budget over a period of time.

S. Hill asked the Board what their feelings were on the summer program stating she needed to get prepared with staffing and fliers. L. Coe stated the Board has always been very supportive of the recreation programs and they would be discussing this at a budget hearing. R. Naples commented her feeling is the Board would support keeping it the same but would need to vote. M. Malavasi asked if the Board could put recreation on their first workshop; R. Naples stated yes, March 10th.

1500 - Assessor

John Philip, Assessor was in attendance to review budget.

Line #154 Printing- reduced; Quality Data provides services and reporting.

Line #204 Consultant - reflects a per diem rate used for revaluation; used the same vendor for the past three years.

Line #303 Data Consultant - increase; data processing is up. L. Coe asked if Quality Data was working out. J. Philip stated yes, absolutely; support is excellent.

Line #351 Mileage - reduced

J. Berardino asked what impact the power lines had on the budget. J. Philip stated the power lines were on a seven year schedule and bottomed out at 30% commenting that utilities depreciate at a much lesser rate than equipment because they are regulated; he said he would have to talk to DPUC on the depreciation for a clearer picture. He continued by stating the power lines had significantly added to the grand list the past two years noting the 2007 grant list included the new poles but cautioned that the town would not see this next year. J. Berardino asked that J. Philip email the information that he was to get from the DPUC to M. Malavasi to distribute to the Board.

Elmer Clark asked how many hours Linda Berntsen worked in his office. J. Philip responded that she currently worked 20 hours a week and Beverly LeVasseur worked full time, forty hours, and did the day to day support that includes; 12 reports on average a year (once a month), elderly applications, veteran exemptions, auto corrections, personal property accounts, preparing declarations, and working with residents. He stated B. LeVasseur did not do field work commenting that he does field work and part of the consultants budget is also used for field work. L. Coe asked how much time he spent at the town hall. J. Philip responded that his time varies; an average of twelve hours a week commenting the least amount of time spent at town hall was from now until mid April; during the summer months he is out in the field, and is very busy November through January.

J. Philip then talked about the impending revaluation date of October 2010 which would start sometime next summer; an RFP would be going out in April 2009. He talked about the revaluation schedule being skewed, dates being delayed; every five years instead of every ten years and current legislation. He mentioned that L. Francis is interested in this current legislation putting off reval if the town meets criteria but he has not seen this bill. L. Coe asked if there is a possibility to push the reval out to 2011 and J. Philip commented he was not sure. M. Malavasi commented she did not think it would make a difference in the amount of funding needed, just when the monies would be spent. J. Philip commented that he does not anticipate significant changes in the grand list with this revaluation.

Public Works

M. Malavasi suggested holding a meeting with Kurt Bober to discuss the Public Works budget and then re-visit the budget after getting consultants comments. Public Works rescheduled to Saturday, March 7th at 9:30 a.m.

Meeting adjourned at 10:05 a.m.

Respectfully submitted,

Beth Moncata