

*Board of Finance Meeting  
6:30 p.m., Tuesday, March 10, 2009  
3rd Floor Meeting Room, Town Hall*

Minutes-Revised

Members present: Fran Korn, Loraine Coe, Rosemarie Naples, Elmer Clark, Rob DeSimone, Jay Berardino

Others present: Laura Francis, Kurt Bober

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

Rob DeSimone asked Laura Francis if the Cott System used for land records went out to bid. L. Francis stated no and explained that the conversion and complexity involved in going to any other system would not be cost effective based on the amount of data involved.

R. DeSimone questioned the amount of the cost for the current public works study being done by Randi Frank Consulting. L. Francis estimated the study to be at \$3,000 explaining it would cover job duties, contracting, standard equipment and best practices. She stated she would email a copy to him. She also stated she was using the services of CCM and CIRMA for safety assessments to augment the study.

R. DeSimone asked about the status of the purchase of the purchase order system. L. Francis talked about the town's deficit and how the finance department included this cost in its deficit mitigation plan. She stated she was waiting for the third quarter numbers to revisit this item and confirmed that she fully supports automation of any kind for all departments. F. Korn stated he realizes that all departments have been very responsive to reducing the deficit and thanked everyone and asked L. Francis how she felt about adding the cost of the purchase order system to next years budget and starting implementation of the system July 1. L. Francis talked about the continuing decline of the Governors numbers, stimulus monies for transportation, and road projects reiterating that she would like to wait for these numbers before making a decision. She also stated she felt there was very good budget oversight right now and no indication of overspending but noted it makes good business practice.

**3005 - Capital Equipment**

Kurt Bober was present to discuss budget items and commented that he will need to discuss the following items in the near future; areas around town that need to be repaired due to the December 12<sup>th</sup> water damage and White's Farm road damage and debris around the flood plain.

He then went on to discuss capital items.

- 1995 fl 80 dump #6, Freightliner diesel plow truck with 70,000 miles and 9700 hours on engine, transmission, and drive train; requesting \$160,000 to replace it with a 2010 single axel truck off state bid, 4 year lease. Rosemarie asked about the status of the old truck when replaced. K. Bober stated it would go to equipment auction.
- 1993 Ford, transmission gone; requesting \$7,000 for small 2wd pickup from state surplus, to be used for summer help mowing and garbage collection. F. Korn asked if the small truck could be used by town hall staff. L. Francis talked about a current grant the town received for a hybrid vehicle for the sanitarian. F. Korn suggested looking at the States list of hybrids they are currently getting doing away with to replace the vehicle specified in the grant.
- Requesting \$3,000 for equipment; small Johnny Jumper hand compactor to replace his current one.

### **3007 - Highway Department Seasonal Wages**

K. Bober requested an additional 2 men @ 40 hours week for 3 weeks at \$10.00 per hour. K. Bober noted the department was short prior summers on mowing, garbage collection and catch basin cleaning. His current staff is comprised of (6) maintainers and (1) laborer. They currently mow the town green, all town property, cul-de-sacs, the island at DiNitalles, and Allyn Brook Park after mid June through August. Garbage is collected at the Town garage, Town Hall, Public Library, White's Farm, Allyn Brook, and occasionally at the Ambulance building.

### **3008 - Highway Vehicle Maintenance**

Total budget presented \$45,500; vehicle maintenance increased by \$2,000, tires reduced \$1,500.

### **3009 - Town Garage Maintenance**

Increase in electricity, reduction in telephone, all other items remain the same.  
Line #451 Building maintenance - represents doors and springs

### **3010 - Public Works**

Budget presented with 3.9 overall reduction

Line #303 Departmental - eliminated

Line #581 Bituminous Concrete - increased due to asphalt pricing.

Line #582 Stone - increased, in last year of 3 year contract, will need to purchase more at current pricing.

Line #588 Guard rails - decreased, normal replacement. It was noted that several areas need to be replaced (old wooden guard rails) to bring up to current standards and would like to include in capital plan.

Line #589 Signs and Hardware - increase, by 2010 need to be up to compliance with reflective signage.

Catch basins also need to be marked and recorded to be in compliance.

### **3011 - Snow Removal**

K. Bober noted that the fy08-09 snow removal budget is over as of the last storm in March. The Board asked for a budget update when the figures are all in. F. Korn asked how many trucks he uses per route. K. Bober confirmed they have (6) trucks on large snow plow routes, (2) on small dedicated, (1) truck for the plowing of Firehouse, Town Hall, Ambulance Building, Library, and Old Crooked Hill Road. J. Berardino questioned the \$8,000 currently being allotted to winter overtime. K. Bober explained on a large storm he would have (1) employee on plow route and (2) other people shoveling sidewalks. F. Korn requested actual truck hours for this year. K. Bober stated they have been tracking their hours and would get this information to the Board.

K. Bober is requesting a 1.8% increase in the fy09-10 budget due to increases in salt and calcium; up from \$25.00 to \$78.00. F. Korn asked what the difference would be to switch over to chemicals. K. Bober responded he would feel comfortable with switching over to chemicals when he sees salt and sand increase by another \$10,000. He noted that it would cost \$4,500 to outfit each truck and \$6,000-\$9,000 each for tanks to hold the chemicals. He also noted the need for control over the application rate cautioning it is difficult to control costs. An alternate to this would be to use pre-treated salt.

### **3012 - Catch Basin Cleaning**

Line #356 Cleaning - increased \$1,500. K. Bober stated this was an item that was discussed amongst neighboring towns to purchase together. He noted Maryjane Malavasi is working on language and specifications for bid and that CIRMA would be reviewing the project.

### **3013 - Highway Department Vehicle Fuel**

F. Korn questioned the diesel fuel contract and fuel consumption on the new vehicle he was requesting. K. Bober stated he was looking into collaborating with RSD13 for diesel fuel and commented he would only be able to purchase vehicles that were available to him on the State bid list. F. Korn suggested also looking into other sources of purchasing.

### **3014 - Chip Sealing**

K. Bober stated the town is on a 6 year cycle for chip sealing and noted that vendors are interested in purchasing with multiple towns. He also noted this was one of the items discussed with neighboring towns to do jointly. K. Bober presented a map of the last 6 years and talked about analyzing cycles.

Increase in line #585 Asphalt - petroleum costs are up.

### **3015 - Highway Sweeping**

K. Bober stated there will be no increase in this year's budget; last years vendor has agreed to keep the same pricing as last year. J. Berardino asked if sand was recyclable. K. Bober responded that if you can pick it up soon and can keep it a clean product cautioning that the DEP states you cannot give it away, you cannot use it for fill, and you cannot mix it with anything.

### **Highway Projects**

K. Bober discussed the following fy09-10 Public Works Projects and prioritized them.

- Old Blue Hill Guard Rail Installation - high priority - contractor will be installing, \$3,313.20
- Buckboard Road - drainage problem - medium priority, \$8,830.20
- Johnson Lane #1 - water running over road washing out sides - medium priority, \$7,341.75
- Johnson Lane #3 - box culverts plugged by leaves creating washout - medium priority, \$9,548.55
- Johnson Lane #4 - ice - high priority, \$22,877.14

Jay Berardino suggested having the town engineer sign off on the projects.

K. Bober brought the Board up to date on the status of fy08-09 projects.

- Foothills - completed
- Sawmill - completed
- Higganum Road - partially completed
- Pent Road - pending. They need to meet with the Tree Warden, Deerfield Farms, and the Town Engineer.
- Old Wallingford Road - pending

### **General Discussion**

F. Korn asked how many men were used for brush pickup. K. Bober responded (2) men for pickup and (1) man to direct traffic for a total of eight weeks. F. Korn asked why the brush wasn't chipped and K. Bober responded that very large loads would take too long.

L. Francis advised the Board that she has been advised through DEP that the Public Works garage needs a general stormwater permit and the application cost will be \$10,000-\$12,000. She noted once this is brought into compliance there will be additional expenses.

Meeting adjourned at 9:19 p.m.

Respectfully submitted:

Beth Moncata