

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

Minutes

Members present: Fran Korn, Loraine Coe, Rosemarie Naples, Elmer Clark, Rob DeSimone, Maryjane Malavasi. Jay Berardino arrived at 6:55.

Others present: Valerie Kilmartin, Robert Fulton, Kim Garvis

5001 - Library wages

Valerie Kilmartin started by saying the library is currently very busy; up 10% on their door count and up 20% in circulation. She stated she did not request an increase in staff salaries and also asked the Library Board of Trustees to not increase her salary. M. Malavasi stated the budget being presented includes the max rate for staff salaries and also an annual increase in the Directors salary which was recommended by the Board of Selectmen.

5002 - Library Information Technology

V. Kilmartin explained that M. Malavasi reviewed this account and revised it to include the following breakdown; LION Contract - increase of 3%, LION other which represents; barcodes, down-loadable items, IT support, and Webhosting fees. This budget now reflects a 3.7% decrease as the 3% increase for the contract is calculated appropriately. J. Berardino asked how many computers the Library now had; (12) public, (3) catalog, (8) staff.

5003 - Library Building & Grounds

Line #251 Electricity - 8% increase

Line #253 Telephone - reduced

Line #254 Water - reflects payment for water on the water system, and bottled water.

Line #452 Building maintenance - V. Kilmartin stated most of the expense represent repairs for the HVAC system that dates back to 1985. F. Korn asked if she has looked into replacing it since it is reaching its life expectancy. V. Kilmartin explained that Dick McManus was charged to do a maintenance schedule for the library building and did not know where this schedule stood. R. DeSimone commented on the electrical expense for the system, stating a newer system would be energy efficient. V. Kilmartin also commented on the efficiency of the current lighting system and it was noted that L. Francis is working with CCM on an energy audit for the library and the town hall. F. Korn also noted that CL&P has energy auditing services. M. Malavasi will check with L. Francis on the status of the maintenance schedule.

5004 - Library Books & Media

V. Kilmartin stated she has not requested an increase in this budget for 3-4 years and requested the Board approve as presented. R. DeSimone asked how many books this would cover; quantity (80) magazine subscriptions, (500) media CD's, (500) book CD's, \$15,000 on average for adult books, \$2,000 on young adult books, and the balance would go towards children's books. V. Kilmartin commented that they weed materials out after five years. V. Kilmartin finished by saying she will do her best to make up for any cuts to keep the books and media budget at the amount she presented.

5005 - Library Expenses

Line #155 Service contracts - represents a 6% increase in elevator contract

Line #157 Office supplies - asked to restore line to department request

Line #353 Programs - reduced, will rely on non profit and free speakers

5006 - Parking Lot Lease

M. Malavasi commended that United Churches would need to be notified by this July if there was a reason to renegotiate the current contract. She stated the Board of Selectmen discussed; the significant amount of spaces it provides and the use by town hall employees. She noted they planned to send United Churches a letter. F. Korn asked how the Library Board of Trustees feels about the lease. R. Naples stated that they were never in favor of the lease and commented if the lease was terminated it would be very expensive to return the property back to its original form.

E. Clark asked about potential staff reductions. V. Kilmartin responded that cutting staff would deny services to the community and at this time the library is very vital; people are giving up luxuries that the library services such as internet, computers, and job searches.

E. Clark asked about deferred maintenance. V. Kilmartin responded that the library needs a new roof; there have been two major leaks, and Dick McManus was charged with creating a building maintenance schedule for town owned buildings. F. Korn asked about the status of the building maintenance schedule and suggested that D. McManus attend a meeting to discuss.

MOTION BY ROB DESIMONE SECONDED BY JAY BERARDINO TO REQUEST DICK MCMANUS TO ATTEND A BOARD OF FINANCE MEETING TO PRESENT RESULTS OF THE BUILDING MAINTENANCE SCHEDULE. ALL AYE

J. Berardino questioned V. Kilmartin if there was, or had ever been any effort to promote the library as the 2nd oldest library (after Ben Franklins') in the USA and recommended that the library board consider seeking grants from the State of Connecticut and the Federal Government to develop an "historic wing" of the library similar to Guilford's and other libraries in the state. It was from that recommendation that the discussion went on to discuss assembling and preserving a collection of the original books of the 2nd library as well as other historic artifacts of Durham. V. Kilmartin stated she has applied for a historic preservation grant. F. Korn encouraged her to ask for funds to preserve old books and suggested she talk to Kim Garvis about her grant. V. Kilmartin asked the Board for \$5,000 for document preservation in this year's budget.

2050 - Ethics Commission

Bob Fulton reviewed the history and charge of the commission being to draft a Code of Ethics and informed the Board on the commissions status and timeline. He commented that he has no operating history to base the budget on but noted if a complaint is filed the commission will need to act on it and may incur legal and court expenses. He also noted the commission may incur advertising and printing expenses for the publication of the ethic code. L. Coe asked if the code could be published on the town website. B. Fulton stated there was a provision for the Town Clerk to distribute to everyone under jurisdiction. F. Korn stated the Board would just need to be kept informed on expenses.

1030 - Town Clerk

Kim Garvis reviewed a printout of revenue history noting that fy09-10 would fall short from \$140,000 to around \$134,000.

Line #119 Summer Intern - reduced

Line #155 - Service contracts - eliminated; updated land record system to be installed and will include a cash drawer eliminating the need for the service contract for cash register.

Line #201 Audit - reduced to \$1,300, she is currently seeking quotes.

Line #206 Data Processing - represents land records deed system; equipment owned by COTT, input station, public use station, printer and scanner. COTT will be upgrading the system with a desktop computer with a cash drawer feature. Currently have a (4) year contract that includes storage of information, deed books, deed paper, software licensing and integration of indexing. F. Korn asked if she looked at other companies that provide this service. K. Garvis responded yes and stated the

conversion fee would be very expensive but she would verbally check to see if there is competitive pricing.

Line #401 Capital Equipment - Preservation grant, offset by grant monies specific to Town Clerks.

1565 - Information Technology

Line #155 Service Contracts - reduced; Comcast pricing down

Line #159 Computer Software - reduced; deficit reduction

Line #204 Consultants - reviewed handout that represented quotes from (3) three vendors that provide server maintenance and IT assistance. Current provider is on site once a week for a couple of hours servicing the following equipment; (2) servers, (3) laptops, (20) computers and several printers.

Line #222 Training - reduced; deficit reduction

Line #230 Finance Software - reduced by \$1,584 for giveback of purchase order module. Board of Selectmen decided not to purchase this year. Board of Finance members questioned this; M. Malavasi commented the Board of Selectmen included this in the current reduction program and noted there was money in the budget for this year to purchase the module but would need to allocate \$1,584 in fy09-10. R. DeSimone questioned why the Board of Selectmen did not previously purchase the module when it was approved. F. Korn stated he felt this was a major policy issue, one that the town had previous problems with and would like to see the purchase of the module go forward. R. Naples commented that the board had previously discussed this item and agreed that it was needed.

MOTION BY JAY BERARDINO SECONDED BY ROB DESIMONE TO PURCHASE - PURCHASE ORDER MODULE THIS FISCAL YEAR AND AFTER PURCHASE TOWN HALL EMPLOYEES FOLLOW THIS SYSTEM. ALL AYE

Line #236 Website Maint - reduced by the reduction of QPolling Module. F. Korn encouraged K. Garvis to talk to other vendors about pricing to keep competitive.

1566 - Computer Equipment

K. Garvis indicated she would be keeping fy09-10 budget request the same as last year and noted she was looking into a leasing option. She also stated she felt she could go from a three year replacement plan to four or five year plan. She also stated her concern over a current server that no longer has a warranty and is putting in a reserve fund request. J. Berardino thought leasing was a very interesting concept and stated it may be the way to go. M. Malavasi stated she would like to do a cost benefit analysis going to a four to five year replacement plan vs a three year plan.

Meeting Adjourned at 8:45 p.m.

Respectfully submitted:

Beth Moncata