

*Special Board of Finance  
6:30 p.m., Thursday, February 12, 2015  
2<sup>nd</sup> Floor Conference Room, Town Hall*

## Meeting Minutes

### 1. Call to order

Loraine Coe called the meeting to order at 6:30 p.m.

In attendance: Loraine Coe, Helen Larkin, Laurie Tuttle, Martin Anderson, Rosemarie Naples (via phone)

Absent: Molly Nolan

Others in attendance: Maryjane Malavasi, Tina Gossner, Trish Connolly, David Turley, Alana Simlick, Laura Francis

### 2. 2015-2016 Budget Workshop/Hearings

#### 2070-Town Green Revitalization Project - Tina Gossner

Tina Gossner explained that this committee was appointed by the Board of Selectmen to develop an improvement plan for the Durham Town Green and were charged with creating guidelines in the planting, maintenance, and removal of trees. T. Gossner noted that there are some changes since the budget was originally submitted (below) and that Pruning and Tree/Lawn care would be part of the Tree Wardens bid when the next bid package went out.

- #153 postage and mailing and #154 printing the request is zero; they are using a different funding route.
- # Tree removal; requesting \$1,000 for the removal of (2) trees a year. Tina explained that a landscape design was constructed by a professor and graduate of UConn. She presented the plan and noted that it had changed since its inception with the removal of 2 trees. She indicated that an additional seven trees will need to be removed due to their health. She noted the cause being such as disease, compacted soil around the roots, and not being routinely pruned. She stated that the committee did apply for an HPTAG grant and was not awarded.
- #Pruning and Tree/Lawn Care; requesting \$1,500 for annual pruning, soil test, amendments, and tree fertilization.
- 6520-Reserve; requesting \$1,000 yearly for tree replacement and \$1,000 for the labor to install. R. Naples talked about the East Haven program that was very successful where residents were given the option to purchase a tree in someone's name and suggested the committee review this type of option. There was also the suggestion of researching the Town Gazebo fund to see if trees and/or benches could be purchased from it.

#### 2015-Economic Development - Alana Simlick

Alana Simlick explained that the committee had completed a town brochure that focused on area businesses. She noted that the Fall Fest was very successful and the committee was hoping to address a comprehensive plan in the future. She also noted that some changes were made to the budget since it was originally submitted.

- #152 dues and meetings could be eliminated.
- #154 printing & stationary and #353 programs could be consolidated to accommodate the printing of brochures this year as the cost was not anticipated to be so high.

#### 5002-Library - Trish Connelly, David Turley

Trish Connolly and David Turley were present to review the Library budget request.

5002-Library Information Technology; #376 LION, 2016 membership fees are a fixed fee for the library operating system, catalog maintenance, pc maintenance, upgrades, and equipment replacements. #379

LION other is for downloadable audio books, ebooks and magazines, self-check hosting fee, scanner and receipt printer.

5003-Library Building and Grounds; #251 increase in electricity due to new contract pricing; #253 increase in telephone due to lease of new phone equipment and internet charges; #455 requesting additional \$1,000 for garden maintenance expenses & labor that was previously paid for by PALS and the Durham Garden Club.

#5004 Library Books & Media; requesting 2-3% per line increase due to demand plus increased materials cost exceeding the overall budget that has remained flat since fy04-05. T. Connelly noted that the library community conducted a survey in February 2013 with the following results: 93% use the library to check out books, 66% use the library to check out DVD's, 90% considered the most important library service being physical books and media collection.

#5005-Library Expenses; #152 requested an increase in dues & meetings; #351 requested an increase in mileage for staff to attend meetings. T. Connelly noted that this increase was due to proper allocation of expenses. #353 Programs, requested an additional \$3,200 to fund an adult computer instruction program. T. Connelly noted that the library has been able to fund this program with grant awards for two years but due to grant restrictions is not able to apply for another two years.

#6520-Reserve Fund, #5002-Library Equipment; request to fund the replacement of ten (10) laptops and one (1) iMac that were donated to the library in 2014, every three years. The computers are used for tech instruction and programs for all ages.

Other: the next regular Board of Finance meeting is scheduled for February 17<sup>th</sup>. The next budget meeting is scheduled for Saturday, February 21<sup>st</sup>; Historical Society, Conservation and Animal Control will be present to discuss their budgets.

#### Adjournment

Meeting adjourned at 9:00

Respectfully submitted,

Beth Moncata