

Special Board of Finance
8:00 a.m., Saturday, February 21, 2015
3rd Floor Meeting Room, Town Hall

Meeting Minutes

1. Call to order

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

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

Absent: Molly Nolan, Maryjane Malavasi

Others in attendance: Jason Stone, Sarah Atwell, Bob Thody, Rick Huntley

2. 2015-2016 Budget Workshop/Hearings

4015-Animal Control - Jason Stone

- #459 Rent; J. Stone explained that he was able to reduce this line due to the fact that it is costing the town less money using the current location at Larkins Run.
- #New Training; requesting \$600 for training opportunities and conferences for the ACO and Assistant ACO.
- #New Uniforms; requesting \$400 for two jackets and 4 shirts for both ACO and Assistant ACO. He noted that importance of being identifiable.
- #New Supplies; requesting \$150 for dog license supplies
- #New Hand Tools; requesting \$600 for supplies that the department currently does not have; catchpoles, bite sticks, Kevlar and medical gloves.
- #6520 Reserve - 4015 Animal Control; requesting reserve allocation for the replacement of the van that they are currently using. J. Stone explained that the van is in rough shape and will need to be replaced.

6050-Capital Improvement - Durham Historical Society - Sarah Atwell

Sarah Atwell, President of the Durham Historical Society noted that the Society has been leasing the historical building at 38 Town House Road since the 1960's and is requesting funds from the town to be re-connected to the Durham Center water line. She noted that the building originally was connected to the water line but when the water system was updated the building was never reconnected. The building is currently set up with plumbing for a bathroom and kitchenette area. The cost would include sawing and excavating for tap to main, tapping the main, excavation and installation of service from main to curb, backfill and patch pave, and clean up the area for \$2,908. She noted that there would be an ongoing water usage billing that would be paid by the Historical Society.

2020-Conservation Commission - Bob Thody, Rick Huntley

Bob Thody and Rick Huntley were in attendance to review their fy15-16 budget request. R. Huntley explained that the commission is working with MoB Action Games for the My Town Trails App. My Town Trails helps towns publish information about their hiking trails and helps consumers find information about trails that they are interested in using. Mob Action Games will provide hosting of the service and data used for town trails. They will manage trail information and produce usage reports. The service agreement is currently being reviewed by the towns' insurance carrier.

- #154 printing/stationary; requested to add back \$250 for the printing of My Town Trails maps.
- #204 consultants; requested to add \$500 for hosting fee for My Town Trails app. R. Huntley noted that this would be an ongoing fee.
- #449 Mow/cleanup/supplies; and #456 property maintenance can be reduced to \$3,000 each.

#6700 Capital - #2020; requesting \$4,500 for the maintenance of open space areas.

Budget Workshop

- #2015-Economic Development; #152 eliminate, #154 reduce to \$1,500, #353 eliminate; total \$1,500
- #2020-Conservation Commission; #127 reduce to \$400, #152 reduce to \$500, #154 increase to \$250, #204 increase to \$500, #449 reduce to \$3,000, #456 reduce to \$3,000; total \$7,650
- #4015-Animal Control Department; #253 add \$608; total \$13,778. Rosemarie Naples stated that there are many training opportunities available and felt that the department should take advantage of going to as many of them as possible.
- #4599-Senior Citizen Board; #115 reduce to \$12,480; total \$17,030.
- #5003-Library Building & Grounds; #251 increase to \$28,269 (actual), #253 reduce to \$7,314 (actual), #254 reduce to \$1,000, #455 reduce to \$500; total \$37, 583.
- #5004-Library Books & Media; reduce budget to approved current year allocations; total \$52,000.
- #5005-Library Expenses; #152 reduce to \$2,000, #153 reduce to \$200, #351 eliminate (combined with #152); total \$5,500. #353 programs; revisit when
- Payroll Related Lines; the Board reviewed a memo from Lisa Stafford, Chair of the Compensation Review Personnel Policy Commission related to recommendations and guidance for elected officials and non-union employees for the fy15-16 budget year. Martin Anderson questioned the status of the performance review for managers.

3. Engineer Position Analysis

The Board reviewed a memo for Lisa Stafford, Chair of the Compensation Review Personnel Policy Commission in reference to a salary analysis and recommendations on a Civil Engineer position. L. Coe suggested putting this back on the next agenda to discuss when the Finance Director is present.

Adjournment

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Beth Moncata