

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

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

Absent: Molly Nolan

Others in attendance: Maryjane Malavasi, Bill Witecki, Francis Willett, Scott Wright, Nate Ravid, Rob Chadd, Andy Meiman, Tom Wimler, Alicia Fonash-Willett

2. Budget Hearings; Public Safety and Information Technology

#4000-Emergency Management – Francis Willett

#221 specialized training; CERT (Community Emergency Response Team) currently 30 residents certified; working on new leadership and will utilize the training budget this year. DART (Durham Animal Response Team) will be looking to use funds over the summer.

#223 Community Outreach; knox box program, currently have 5 rental boxes in stock, would like to purchase marketing materials. A draft policy is currently being reviewed by town chiefs. The Fire Marshal and Building Inspector are currently promoting when meeting with new residents.

#253 Telephone; Verizon 4G USB can be canceled.

#NEW Accountability; requesting \$200 for Town ID badges for CERT Staff and DART Team.

Grants; currently seeking EMPG grant in the amount of \$3,800 and a grant to offset #353 Animal rescue and preparedness programs for residents and businesses.

Computers; (3) laptops; 1 used frequently by F. Willett, 2 used during EOC activation. (1) Multi-function printer that is currently being used by the Selectman's office.

Capital; #6700, #4000-shelter, requesting start-up of 25 in order to get access to state wide supply.

#4000-EOC; current laptop 3 years old.

#4000-DART; large animal lift device, \$1,500; L. Francis to confirm that this expense was budgeted in Region 2 budget, Durham to become custodial owner. Honda generator for DART trailer; \$4,000

#4020-Volunteer Fire Department – Rob Chadd

#206 Liability & Casualty; Insurance policy for officers and group accident insurance, Wilcox & Reynolds. Can be reduced to \$4,000

#213 Physicals; annual physicals required, \$294/each new fire person, \$80/pp group

#306 Chemicals; mostly used for foam for fire firefighting. Over in this account fy14-15 because Scott Paks were tested and needed unexpected repairs.

#401 Capital Equipment; update miscellaneous tools that are outdated. Can be reduced to \$12,000 due to tools are now currently being replaced as part of the purchase of a new truck.

#552 Vehicle Maintenance; increase requested in this line for tires that need to be replaced every 7 years per NFPA. \$500/each, 8 tires. R. Chadd also noted that (2) trucks are serviced annually at estimate of \$3,700/each. This year unexpected repairs were made that will put this line item over budget.

Grants; R. Chadd stated he did apply for a state grant for Scott Paks but did not meet the requirements.

Computers; (1) laptop, (2) computers, (1) IPAD, (2) printers

Capital; 6700, #4020-494 SCBA bottles. Flo testing is required every 4 years. After 5 flo tests the bottles expire. Currently have 54 bottles/997 each. At year 2022 all paks will need to be completely updated.

Reserve; #6520-474 Apparatus; based on 20 year replacement plan.

#494 Cascade Filling Station; request reduced to \$2,000 for fy2015-2016, and 5,000, 8,000, 10,000 and 15,000 respectively. The department receiving a donated station from Southington Fire Department that could allow putting out the funding request. R. Chadd stated that the station will require motor repair and is currently being serviced.

#4030-Volunteer Ambulance Company – Tom Wimler

#123 Physicals; working with Middlesex Hospital on breakdown of physicals. Average \$250/\$300/pp. Once a year respirator clearance averages \$30/pp.

#221 Training; On-line safety training in June, average \$2,000. Also refresher and specialty training throughout the year.

#308 Medical Supplies; EPI's, AED pads, Narcan, oxygen, bandages.

#501 Equipment parts can be eliminated.

#504 Contracted Services; Hunters coverage when ambulance is in for service.

Grants; processed 5 grants, (1) applied too late, (4) did not qualify for. Will be looking at a regional grant this year for multiple devices for ambulance equipment.

Computers;

Capital; #6700, #4030-493 Jump kits; requesting replacement of 3/900 each. New and replacement.

Reserve; 6520-4030 Ambulance; \$10,000 to begin replacing for new ambulance.

4031-Public Safety Data System – Nate Ravid

#155 Software Contracts; annual fee for FireHouse Software and EMSCharts Software. N. Ravid indicated that he will be looking to replace the FireHouse software fy15-16.

#250 Utilities-Network; Verizon broadband communication charges for ambulance connection to EMSCharts software. N. Ravid indicated that one line can be removed, he will let B. Moncata when.

Grants; no grants available for this type of budget.

Computers; (3) tablets, (2) computers; 1 at ambulance corp, 1 at fire house. On 3 year replacement plan.

Reserve; 4031-170 replacement of existing pc's firehouse and ambulance corp. (3) tablets.

4032-Town Wide Radio Communications-Scott Wright

Budget request flat from last year. S. Wright noted that very few grants are available however, working collaboratively with Valley Shore.

Computers; (1) computer (about 8 years old). (1) laptop. S. Wright noted that the request in #1566-161 for (2) laptops could be taken out of this year's budget. He also stated that he purchases software thru TechSoup at a significant price reduction.

Reserve; #4032-498 radios and pagers replacement; S. Wright stated he would try for a Firehouse grant for this line. He stated that this years request could be reduced to \$13,400 and to extend this amount thru fy20-21.

#NEW System Replacement; radio system, tower sites, mobile radios, repeaters are all currently 15-20 years old. S. Wright stated that this years request could be reduced to \$10,000 and to extend this amount thru fy20-21. He also noted that the technology for the replacement has not yet been identified. Currently working with regional towns and Valley Shore.

#4035-Fire Marshal-Bill Witecki

#301 Communications; NFPA increase in software cost.

#305 Hand Tools; would like to replace combustible gas detector \$225 and purchase a new camera, \$500; will be seeking a Ct Safer Grant.

#401 Protective Clothing; would like to replace worn work shirts, polo's and t-shirts.

Computers; (1) in office, (3) IPADS. Ok to do replacement plan at 1/each/year.

#4036-Fire Marshal Office Wages

Requesting a 5.3% increase. B. Witecki noted that in addition to Fire Marshal/Deputy/Inspector positions they are all certified burning officials.

#1565-Information Technology-Alicia Fonash-Willett

#204 Consultants; MWA (Managed Workstation Agreement) 27 to 30 computers. \$840/month. New Block time agreement to cover laptops/computers that are not part of the managed workstation agreement. This would include (10) laptops and (1) IMAC that were donated to the library and Registrar of Voters laptops. \$85/hour, requesting \$3,000; time can be carried over if not used.

Managed Backup Agreement; increase due to utilizing additional storage.
Printer Maintenance Agreement; can be eliminated. Can utilize new block time agreement.
Firewall Agreement;

#230 Recreation Software; request for purchase of Rec Desk on-line registration program, \$2,940. Will allow for program management, scheduling, credit card processing, calendar, reporting, fully hosted, and includes training. This would be an ongoing budget expense. Does not have interface with current credit card company being used. Credit Card processing fee yet to be determined.

Capital #6700, #1565 Website redesign, \$13,200; requesting redesign of website, design and implementation, content migration, project management.

#1566-Computer Equipment-Alicia Fonash-Willett

#161 Computer Equipment; requesting 4 year rotation schedule for 4 computers.

(4) Laptops; (2) Registrar of Voters, (1) finance, (1) animal control.

(2) Color laser printers; town clerk, library director.

(1) Printer/scanner; public works garage

(2) Monitors; registrar and town clerk

(3) IPADS; fire marshal (capital, 1/each/year)

#169 Fire Department; (1) laptop and docking station (capital 4 year replacement)

Capital #6700, 1566 Wireless system; Town Hall, \$7,153

Server Room Maintenance; requesting patch panel and rewiring of server closet, \$3,555.

3. Adjourn

Meeting adjourned at 1:20 p.m.

Respectfully submitted,

Beth Moncata