

Board of Finance Meeting
7:00 p.m., Tuesday, July 21, 2015
2nd Floor Conference Room, Town Hall

Minutes

1. Call to order

Lorraine Coe called the meeting to order at 7:00 p.m.

In attendance: Lorraine Coe, Rosemarie Naples, Laurie Tuttle, Helen Larkin, Molly Nolan

Absent: Martin Anderson

Others in attendance: Maryjane Malavasi, Laura Francis, John Szewczyk, Steve Levy, Kurt Bober, Francis Willett, Andy Meiman, Donia Viola, Carlton Stoup, Chuck Stengel, Lieutenant Arthur Goodale

2. Approval of Agenda

MOTION BY ROSEMARIE NAPLES SECONDED BY LAURIE TUTTLE TO APPROVE AGENDA AS PRESENTED. ALL AYE

Note: The Board moved to Agenda Item #7, 8, 9 and 12, to hear those who were in attendance and then returned to Item #6, 3, 4, 5, 10, 11, and 13.

3. Minutes:

a. Regular meeting of June 16, 2015

MOTION BY ROSEMARIE NAPLES SECONDED BY LAURIE TUTTLE TO APPROVE JUNE 16, 2015 MEETING MINUTES AS PRESENTED. ALL AYE

4. Invoices – none

5. Correspondence

M. Malavasi passed out a letter from Tom Wimler, Chief of Durham EMS, in support of the opportunity to split the cost of a second Trooper with Middlefield for evenings from an emergency service stand point.

6. Public Comment

John Szewczyk stated that he did a study on law enforcement numbers in February 2013 and agreed with the statistics that Lt. Goodale presented. He also stated that he was glad that the Board voted as they did for the proposed second Trooper position.

J. Szewczyk stated that he felt the request for the speed sign (agenda item #9a) was more a want than a need and would not control speeding. He would rather see a Trooper on site.

He suggested talking to Middlefield to see if they would be interested in sharing theirs with Durham. He urged the Board to wait.

There was discussion with Board members and members of the Public both for and against the proposed purchase. Some felt that the machine produced concrete results that would increase efficiencies for the RST, and reduce accidents. Others felt that it was a great tool but noted that it could not be used for law enforcement and questioned if it was a necessity. The Board felt the request could wait a couple of months to see how the new RST handles enforcement and the addition of a second shift Trooper.

Donia Viola stated that the budget was already set in May and any additional items should wait until the next budget season. She would like to give Trooper Morello a chance to his job first and noted that the proposed speed sign could not be used for law enforcement.

7. Request for reallocation of funds for additional State Trooper Services

Laura Francis and Lieutenant Arthur Goodale were present to discuss.

L. Francis stated she felt the need for additional evening coverage and noted that funds for this were eliminated in the fy15-16 budget due to the proposed reduction from the State; since this time 15% has been restored. The current budget allows for Trooper Morello at \$131,000 and the proposed second Trooper salary would be at \$104,000. The proposed town share of the additional Trooper would be \$53,000. L. Francis and Jon Brayshaw met to discuss the opportunity of sharing a second shift trooper. The Town of Middlefield has lost two (2) constables and have budgeted for both in fy15-16.

Lt. Goodale stated that the State Police are willing to explore the option and presented Board members with a handout from the International Association of Chiefs of Police Research Center Directorate – Perspectives that contained police officer to population ratios. For a population the size of Durham the full time officers per 1,000 residents was 2.5. He also provided last year's calls for service statistics for both RST DiGioia and Trooper Kendrick which confirmed that calls have been going up consistently. He explained that this would be a second shift position, 3:00-11:00, a 5/3 schedule, and would be split with Durham and Middlefield. He also stated that Trooper Kendrick already tested for the Durham position so they would not have to re-test at this time.

MOTION BY LAURIE TUTTLE SECONDED BY MOLLY NOLAN TO REALLOCATE \$52,338 IN #4056-114 STATE TROOPER CONTRACT BUDGET FOR 50% COST SHARE OF AN ADDITIONAL TROOPER FOR FY15-16 PENDING APPROVAL OF THE TOWN OF MIDDLEFIELD BOARD OF FINANCE. ALL AYE

8. Reserve Transfer Requests

a. Public Works Mowers

Kurt Bober was present to discuss.

The Public Works department recently added zero-turn mowers to the towns' equipment capital plan to replace the larger push mowers currently being used. The new mowers are budgeted for in the 2015-2016 fiscal year and can be purchased from Midstate Tractor & Equipment off of State bid #13PSX0321, Supplement #1. The cost per mower is \$6,950. The request is for two mowers. The funds for the purchase of these two pieces of equipment are included in the Highway Equipment Reserve which has a balance of \$208,082.

MOTION BY ROSEMARIE NAPLES SECONDED BY MOLLY NOLAN TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$13,900 FROM #9685 HIGHWAY EQUIPMENT RESERVE TO #6700-483 CIP-DPW VEHICLES FOR THE PURCHASE OF TWO MOWERS. ALL AYE

b. Design Development for 41 Main Street

Andy Meiman was present to discuss.

The Public Safety Facility Renovations Planning Committee is requesting funds for design development work at 41 Main Street. The estimate from the architect is \$42,000. This would bring the plans for 41 Main Street to the same state of completion (design development) as 37 & 51 Main Street. The committee would like to start on this work soon so that they can stay on schedule for public presentations in the fall. In fy2010, \$95,000 was transferred from the Emergency Services Facility Reserve to the general fund for this project. As of June 30, 2015 there is a balance left of \$22,740.

MOTION BY ROSEMARIE NAPLES SECONDED BY MOLLY NOLAN TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$19,260 FROM #9480 EMERGENCY SERVICES FACILITY RESERVE TO #4085-124 EMERGENCY SERVICES FACILITY ENGINEERING. ALL AYE

c. 2015-2016 Building Maintenance Projects

Based on the town's 20 year Build Maintenance Plan, the following projects are expected to be completed in FY2016. The balance in the Building Maintenance Fund is \$77,682.

Town Hall; carpet 5,000, septic 5,000

Library; carpet 2,000, painting 1,500, septic 8,000

Firehouse; painting 4,000, septic 4,000

Ambulance; slate roof 2,000, painting 4,000

Public Works; masonry 5,000, septic 5,000, well/water 2,000

Allyn Brook Park; tennis courts 1,500, painting 3,000

MOTION BY ROSEMARIE NAPLES SECONDED BY MOLLY NOLAN TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER UP TO A TOTAL OF \$52,000

FROM #9200 BUILDING MAINTENANCE RESERVE TO THE FOLLOWING ACCOUNTS:
ALL AYE

\$10,000 TO #6700-473 TOWN HALL BUILDING MAINTENANCE
\$11,500 TO #6700-497 LIBRARY BUILDING MAINTENANCE
~~\$ 8,000 TO #6700-508 FIRE COMPANY BUILDING MAINTENANCE~~
\$ 6,000 TO #6700-496 AMBULANCE BUILDING MAINTENANCE
\$ 4,500 TO #6700-500 ALLYN BROOK PARK IMPROVEMENTS
\$12,000 TO #6700-469 PUBLIC WORKS PROJECTS

9. Additional Appropriation Requests

a. Speed Signs

Laura Francis explained that one of the most frequent requests/concerns made to her office by residents is speed control. L. Francis and RST Larry Morello met with Middlefield's RST Kelly to observe a speed display system they recently purchased. The system has been deployed in Middlefield; it's a proprietary system managed remotely that captures data and produces statistical reports that can be used by the RST to effectively conduct speed enforcement. The system is mobile and can easily be placed in various areas around town. Data is cloud based and would be monitored by the RST and First Selectman. The quote for the entire system is \$5,425 and there is a recurring cost of \$1,400.

MOTION BY ROSEMARIE NAPLES SECONDED BY MOLLY NOLAN TO TRANSFER \$5,425 FROM CONTINGENCY TO #6700 CIP-POLICE EQUIPMENT FOR THE PURCHASE OF A SPEED DISPLAY SYSTEM. R. NAPLES, M. NOLAN; AYE. L. TUTTLE, L. COE, H. LARKIN; OPPOSED. MOTION FAILED.

b. LED Retrofit of Street Lights at EMS & Firehouse

Francis Willett was present to discuss. The emergency traffic signals at 205 Main Street and 41 Main Street have been out of service for two years. Quotes were requested from six (6) vendors; Ducci Electrical Contractors, A.M. Rizzo Electric Contractors, NY-CONN Electrical Contractors, KTM Electrical Contractors, Airway Electric Company, and Electrical Contractors Inc. Electrical Contractors was the only vendor who participated and have provided a proposal for repair in the amount of \$4,600. The Board of Selectmen approved the use of sole source procurement at their meeting on June 29, 2015.

MOTION BY ROSEMARIE NAPLES SECONDED BY MOLLY NOLAN TO TRANSFER \$4,600 FROM CONTINGENCY TO #6700 CIP-TRAFFIC SIGNAL REPAIR FOR THE REPAIR OF TRAFFIC SIGNALS AT THE FIRE DEPARTMENT AND AMBULANCE CORP. ALL AYE

10. Monthly DVAC Report

Stephen Grodzicki, Treasurer, Durham EMS was unable to be present at the meeting and submitted the following letter to the Board. A Profit & Loss 7/2014-7/2015 and Balance Sheet as of 7/17/2015 are available at the end of these minutes.

~~7/17/2015~~

Dear BOF,

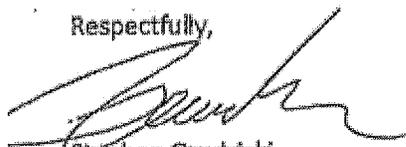
Please find the attached reports for the fiscal year ending 6/30/2015. The figures are not updated to reflect the most recent debits and credits to our accounts yet, but I wanted to begin the flow of information in the interest of transparency and good faith going forward.

Aside from some of my career obligations that have that I mentioned at last month's meeting that have slowed my progress in the Treasurer's office, I wanted to mention that the computer used for our finances has been in desperate need of replacement for some time. I am pleased to report that a new laptop has been ordered and should be operational within a week's time. This will help with accurate monthly reports going forward.

I will be out of town beginning Saturday the 18th, returning the 25th. I will check email for questions regarding the attached reports. I would like to remind you all once again that due to some technical issues, I have been unable to enter all the figures, as the computer here only boots up about half the time... So please expect to see some changes in the figures at the next meeting.

I hope you are all having an enjoyable summer and would like to thank you for your patience with me and the organization.

Respectfully,



Stephen Grodzicki
Treasurer, Durham EMS
203-537-0974
sgrodzicki@durhamems.org

11. Fiscal Analysis – May 2015

Maryjane Malavasi presented May 2015 fiscal analysis.

The 2015 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	29,785,778	29,785,778
General Appropriations	0	0
Grant Appropriations	0	0
Prior Year Carryovers	237,489	0
Reserve Appropriations	217,516	180,642
Revised Budget	30,240,783	29,966,420
YTD Encumbrances	247	0
YTD Expense/Revenue	27,530,878	29,723,371
Balance Unspent or Uncollected	2,709,658	243,049
Percent Spent or Collected	91.0%	99.2%

Revenues

The overall revenue budget is over 99% collected. Items of note include the following:

- There are a few final payments from State grants expected to come in over June and July.
- June collections from the Town Clerk and the Land Use offices should bring those revenues close to or over the anticipated budget.
- Final transfers in from the Reserve Fund will also be made before the close of the fiscal year.
- Tax collections remain steady, and are currently 99.5% collected based on the budget.
- Other tax related budgets have brought in over \$84,000 more than budgeted.

Expenditures

Expenditures continue to track favorably. As of the end of May there are no additional departments over budget. Other than the final payment to RSD13, the majority of the funds not yet spent are capital items that are being finalized by June or may need to be carried over.

Balance Sheet

There are no significant changes to the balance sheet this month.

12. Other Business

L. Francis reviewed draft request letters to DVAC and DVAF with Board members.

13. Adjournment

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Beth Moncata

Durham Volunteer Ambulance Corporation

Profit & Loss

July 2014 through June 2015

	Jul '14 - Jun 15
Income	
DEMS-Income	
Billing Income	64,970.80
Durham Fair Income	6,500.00
Insurance Billing Refund	-1,665.96
DEMS-Income - Other	23,951.72
Total DEMS-Income	93,756.56
DVAC Income	
Contributions received	370.00
Interest Income	9.74
Memorial Donations	485.00
Total DVAC Income	864.74
Town of Durham Funding	
Town General Fund	9,200.79
Total Town of Durham Funding	9,200.79
Uncategorized Income	5,220.68
Total Income	109,042.77
Expense	
DEMS-Operations	
Administrative Costs	
Computer Hardware	127.50
Dues and Subscriptions	200.00
Office Supplies & Expense	1,854.48
Postage, Mailing Service	101.16
Professional Services	3,990.00
Secretary Expense	75.50
Administrative Costs - Other	553.01
Total Administrative Costs	6,901.65
Billing Expense	
Billing Service	4,942.74
Hunters Ambulance Paramedics	198.82
Middlesex Hospital Paramedics	3,562.42
Total Billing Expense	8,703.98
Building Costs (DEMS)	
Furniture & Fixtures	2,242.47
Total Building Costs (DEMS)	2,242.47
Member Support	
Meals	450.05
Refreshments	1,500.61
Member Support - Other	291.84
Total Member Support	2,242.50
Miscellaneous	
Donation Expense	300.00
Halloween	37.75
Sunshine Fund	365.23
Total Miscellaneous	702.98
Personnel	
Employee Wages	76,060.56
Federal 941 Tax	160.00
Payroll Service	2,653.01
Taxes - FICA & Medicare	17,157.52
Total Personnel	96,031.09

9:19 PM

07/17/15

Accrual Basis

Durham Volunteer Ambulance Corporation

Profit & Loss

July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
Uniforms	
Uniforms - DEMS Provided	46.50
Uniforms - Member Provided	799.70
Total Uniforms	<u>846.20</u>
Vehicle Costs	113.37
Total DEMS-Operations	<u>117,784.24</u>
DVAC Operations	
Medical Supplies (4030-308)	
Medical Supplies	564.38
Oxygen	489.23
Total Medical Supplies (4030-308)	<u>1,053.61</u>
Occupancy Costs	
Custodial Supplies (4030-302)	
Building Supplies	89.60
Total Custodial Supplies (4030-302)	<u>89.60</u>
Electricity (4030-251)	
Electricity Expense	640.60
Total Electricity (4030-251)	<u>640.60</u>
Other Utilitiles (4030-250)	
Cable TV	1,063.34
Total Other Utilitiles (4030-250)	<u>1,063.34</u>
Telephone (4030-253)	
Telephone, Telecommunications	1,128.07
Total Telephone (4030-253)	<u>1,128.07</u>
Total Occupancy Costs	<u>2,921.61</u>
Physicals (4030-213)	
Annual Medical Exam	416.00
Pre Employment Background Check	258.00
Pre Employment Physical	495.00
Total Physicals (4030-213)	<u>1,169.00</u>
Specialized Training (4030-221)	
Re-Certification	150.00
Total Specialized Training (4030-221)	<u>150.00</u>
Vehicle Maintenance (4030-552)	
Vehicle Repairs - Outsourced	4,042.67
Total Vehicle Maintenance (4030-552)	<u>4,042.67</u>
Total DVAC Operations	<u>9,336.89</u>
Uncategorized Expenses	939.31
Total Expense	<u>128,060.44</u>
Net Income	<u><u>-19,017.67</u></u>

Durham Volunteer Ambulance Corporation
Balance Sheet
As of July 17, 2015

	<u>Jul 17, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
DEMS Cash	
DEMS Checking - Liberty 1860	27,864.64
DEMS Chief Debit - Liberty 3655	2,076.59
DEMS Genl Debit - Liberty 0226	226.21
DEMS Purchasing - 8850	1,068.89
DEMS Treasurer - Liberty 4544	25.00
Total DEMS Cash	31,261.33
DVAC Cash	
DVAC Checking - Liberty 5582	350.86
DVAC Savings - Liberty 7024	19,965.27
Total DVAC Cash	20,316.13
Savings-Donations	5,220.68
Total Checking/Savings	56,798.14
Other Current Assets	
Accounts Receivable - Trade	14,156.00
Allowance for Doubtful Accounts	-2,665.35
Total Other Current Assets	11,490.65
Total Current Assets	68,288.79
Fixed Assets	
Accumulated Depreciation	-28.24
Furniture & Fixtures	1,694.26
Total Fixed Assets	1,666.02
TOTAL ASSETS	69,954.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	1,700.20
Accrued Payroll	7,348.75
Accrued Payroll Taxes	562.20
Total Other Current Liabilities	9,611.15
Total Current Liabilities	9,611.15
Total Liabilities	9,611.15
Equity	
Unrestricted Net Assets	60,343.66
Total Equity	60,343.66
TOTAL LIABILITIES & EQUITY	69,954.81