

Special Board of Finance Meeting
7:00 p.m., Tuesday, October 27, 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, Martin Anderson, Molly Nolan

Absent: Helen Larkin, Maryjane Malavasi

Others in attendance: Chuck Stengel, Rob Chadd

Approval of Agenda

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

2) Minutes:

a. Regular meeting of August 18, 2015

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON, TO APPROVE THE REGULAR MEETING MINUTES ON AUGUST 18, 2015 AS AMENDED. ALL AYE

3) Invoices – None

4) Correspondence - None

5) Public Comment

Chuck Stengel commented that he has been noticing homes in town stating that some are very nice but others are in disrepair, for sale, or empty noting the apparent financial stress in the community.

6) Monthly DVAC Report – No report

7) Additional Appropriation Requests

a. Fire Apparatus

Rob Chadd advised the Board that 4 bid proposals were received and the DVFC recommended going with the lowest bidder 4Guys Inc. out of Pennsylvania in the amount of \$534,463.00. The engine that is being replaced is a 1990 Ford FMC. He noted that he could receive a \$4,000 reduction if the cab and chassy are paid upfront; he will discuss with Maryjane Malavasi.

Along with the truck purchase the department is requesting funding for the following items.

- 1.) The replacement of 9 SCBA (Self Contained Breathing Apparatus) air packs from Shipman's Inc. state bid contract, and 18 SCBA bottles in the amount of \$76,317.39. He explained that all air packs need to be compliant by the year 2022. The department has a total of 24 SCBA's, this purchase will replace 9 and 3 are already compliant. The balance of 12 will be purchased with a 2022 replacement vehicle bringing all 24 into compliance by 2022. R. Chadd noted that there is currently \$12,000 in their SCBA bottle replacement budget.
- 2.) The purchase of a new thermal imager camera in the amount of \$9,810.00. The current camera was purchased in 1996.
- 3.) The department would like to withdraw \$620,000 from the apparatus replacement account which includes an additional \$11,409.61 for miscellaneous tool mounting, changes, and miscellaneous equipment.

Current available balance in the reserve account is \$705,551.

R. Chadd noted that any monies not used, along with the sale of the 1990 Ford FMC, will be returned back to the reserve account.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$620,000 FROM #9580 FIRE APPARATUS RESERVE TO #6700-474 FIRE APPARATUS FOR THE REPLACEMENT OF DURHAM ENGINE 4 AND ASSOCIATED EQUIPMENT. ALL AYE

- b. **Old Indian Trail Water Tank** – tabled. Requested further documentation.

8) **Board of Finance Goals**

Board members each discussed their ideas for goals.

Martin Anderson

- Assign responsibility for addressing amelioration of audit findings to town employees;
- Have those responsible town employees report to BOF on the status of rectifying audit findings at least once during an "audit" year;
- Plan (solution) for contract wage settlements and 53rd week;
- Have regular formal reporting of town personnel actions made to the BOF (hired/fired/retired, etc.);
- Have major departments come to BOF during the course of the budget year to explain what is happening financially within their departments for the purpose of telegraphing adjustments and surprises that may impact the coming budget;

- Figure out where that "good" balance is between budgeting for anticipated large capital projects versus bonding money for those same projects;
- Hold a joint meeting between the BOS and BOF *before* budget sessions to identify vision and goals for the town that will affect budget priorities;
- Make sure we are taking full advantage of current borrowing rates;
- Have the town treasurer give their independent analysis to the BOF of the town's fiscal standing;
- Have an audit performed on our telecom and IT systems to see if we are getting the best deals and doing the right things to suppress costs for the town;
- BOF representatives attend town meetings

Laurie Tuttle

- During fiscal period calculate mil rate when additional appropriations are made;
- Have a full understand of insurance packages;
- Review United Church lease agreement;
- Review seasonal workers budget and salaries;
- Ask CRPPC to review town treasurer compensation with surrounding towns;
- Revenue building

Molly Nolan

- Concurred that a Board member be assigned to follow up on audit recommendations and report back to the Board when completed;
- To better understand the workings and needs of the land use boards and commissions;

Lorraine Coe

When the position of finance director was created at the request of the Board of Finance in 2005, it was with the intent of having someone in the town hall that would be consistent; with elections every four years, there was always the possibility that the elected officials would change. Maryjane Malavasi was to be our liaison in the town hall, to keep the Board informed of what was transpiring with regards to the finances of the town, and she has done her job very well. With her input, the Board has been kept abreast of unanticipated expenditures, emergencies that have to be addressed, and ongoing financial situations that we otherwise would have no way of knowing until the town budget requests were presented to us in the budget process. M. Malavasi is not a member of the Board but serves an integral part in our ability to decipher how we as a Board will determine how to proceed with our budget development.

- To continue with our existing budget process: sending our 2016-2017 budget requests in November 2015 with the existing deadline of the first week of January 2016;
- Request all budgets forms contain all anticipated and un-anticipated expenditures in the next budget year. On more than one occasion, once the new budget commences, the Board is approached with unanticipated requests that were omitted from their original budget. Emergencies are of course exempt.

- Continue the budget review process meeting with boards, commissions, and departments that we need further clarification on;
- Request a joint meeting with the Board of Selectmen, early in the budget process, to identify what direction their priorities are for the town;
- Request a periodic Treasurer's report (timetable to be determined). Re: investments, interest rates, % of growth;
- Request all boards, commissions, departments, to submit invoices to finance departments in a timely manner to allow the Board a better overview of their budgets and expenditures during monthly meetings;
- Review budget summary sheets bi-monthly, expenditures vs. budgets;
- Establish a precedent with regards to possibly establishing a contingency fund for contract wage settlements, and the fifty-third week that occurs on occasion.
- Work towards a Board goal of a zero percent increase, or less, overall, without jeopardizing the town's needs, infrastructure, or services.

Rosemarie Naples

- Concurred with all items stated by prior members.

9) Other Business

L. Coe advised the Board that Middlefield decided to go with a full time resident state trooper so the part time resident trooper position is off the table this fiscal year.

C. Stengel commented that there was talk around town to require residents who park cars during the Durham fair to obtain a permit from the town.

10) Adjournment

Meeting adjourned at 8:22 p.m.

Respectfully submitted,

Beth Moncata