

Board of Finance Meeting
6:30 p.m., Tuesday, February 16, 2016
2nd Floor Conference Room, Town Hall

Minutes

1. Call to order

Lorraine Coe called the meeting to order at 6:35 p.m.

In attendance: Lorraine Coe, Rosemarie Naples, Laurie Tuttle, Martin Anderson, and Molly Nolan.
Chuck Stengel was present via conference call.

Others in attendance: Maryjane Malavasi, Bill Witecki, John Handley, Rick Huntley, and Carlton Stoup.

2. Minutes

a. Regular meeting of January 19th, February 2nd, and February 13, 2016

MOTION BY MARTIN ANDERSON, SECONDED BY ROSEMARIE NAPLES, TO APPROVE
JANUARY 19TH, FEBRUARY 2ND, AND FEBRUARY 13, 2016 MEETING MINUTES AS PRESENTED.
ALL AYE

3. Invoices - None

4. Correspondence – None

5. Monthly Agency Reports

• Durham Volunteer Ambulance Corp

M. Malavasi reported that she did not receive a report from the Corp.

• Durham Volunteer Fire Department

M. Malavasi reported that she forwarded an email from Chief Chadd to all members that contained financial information. She asked Board members to review and comment at the next meeting. It was also noted the DVFC minutes reflect that their Treasurer Report is attached to the minutes presented to the Town Clerk, but are not. M. Malavasi stated that they will be presenting their budget to the Board on Thursday, February 18, 2016.

6. Finance Director's Report

- Bid for auditing services was sent out to all Board members for review and comment.
- Registrars will be attending February 18th meeting to discuss current year overage and revised fy16-17 budget request.
- Budget schedule and anticipated attendees were discussed.

7. Public Comment

Carlton Stoup asked how the Fire Marshal department was paid. M. Malavasi stated the three individuals are paid once a month.

Chuck Stengel suggested the Board request a salary study/analysis for the Fire Marshal department from the Compensation Review Personnel Policy Commission. Board members agreed.

8. Any other business – None

9. Budget workshop

- 2020-Conservation

Rick Huntley was present to discuss.

#155 Service Contracts; requesting and additional \$3,000 for consulting services to prepare/conduct comprehensive management planning for the Curtis Woodlands open space property. He noted that prior year state funding is no longer available. The management planning would include items such as forestry practices, possible uses; will allow for public input, and identify process.

#449 Mowing and #456 Town Property Maintenance; requested and additional \$500 in each line for anticipated increase in maintenance costs for Curtis Woodland properties.

#6700-2020 Capital Improvement Plan

Requesting \$4,500 for parking area at Howd Road; currently have a small parking lot; if/when the commission can work in conjunction with the recreation department (develop sledding hill) would like to increase the parking area to allow for activities. R. Huntley also noted that the commission will be opening up the area to bow hunting.

- 4035-Fire Marshall

Bill Witecki and John Handley were present to discuss.

#301 Communications; increase in NFPA online subscription cost.

#305 Hand Tools; the gas sniffers they have been purchasing have been breaking; been purchasing the less expensive version and fixing them. They noted that they have looking for a better product but have found there is no middle ground pricing.

- 4036-Fire Marshall Wages

Requesting 5% increase for Marshal, Assistant Fire Marshal, and Deputy; last increase was in fy14-15. B. Witecki noted that the department is required to do inspections (approximately 100 properties) some every year, events, food trucks, Durham Fair, and fire investigations. They also get involved in depositions. L. Coe asked if they could start compiling a list of calls for service. B. Witecki indicated that they would. They both also explained that the department is required to maintain continuing education credits that are two nights a month and sometimes during a work day where they use vacation time.

B. Witecki noted that they applied for grant to purchase a laser measure tool that hooks up to their IPADS that would be used to help in creating a sketch/map when recreating a fire scene.

- Fy16-17 budget review

<i>Department Name</i>	<i>Object</i>	<i>Remarks</i>	<i>Total Request</i>
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1505 LCVCOG		Approved as presented	9,108
1506 CT River Coastal Conservation		Approved as presented	1,698
1510 Probate Court		Approved as presented	9,150
1515 Town Counsel		Approved as presented	35,000
1518 Town Engineering		Approved as presented	35,000
1525 Finance Department		Approved as presented	6,100
1555 P&Z Legal		Approved as presented	9,000
2005 ZBA	Training/Seminar	Add 200	1,590
2020 Conservation	155 service contracts	Reduce to 500	
	449 Mowing/Cleanup	Reduce to 3,000	
	456 Town Prop Maint	Reduce to 3,000	7,400
2035 Historic District		Approved as presented	300
2050 Ethics		Approved as presented	50
2060 Ag Commission		Approved as presented	150
2070 Town Green Tree		Approved as presented	2,800
2520 LAP Insurance		Approved as presented	104,912
2540 Tree Warden	359 contract tree work	Reduce to 20,000	22,875
2550 Drug Alcohol Testing		Approved as presented	1,380
2562 Municipal Heating Fuel		Approved as presented	27,482
2568 Facilities Management	452 building maintenance	Increase to 35,000	59,727

10. Adjournment

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

Beth Moncata