

Board of Finance

7:00 p.m., Tuesday, April 19, 2016

2<sup>nd</sup> Floor Conference Room, Town Hall

Meeting Minutes

1. Call to order

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

In attendance: Lorraine Coe, Rosemarie Naples, Chuck Stengel, Laurie Tuttle, Martin Anderson, Molly Nolan (7:25)

Others in attendance: Maryjane Malavasi, Carleton Stoup, Sue Wimler, Kim Garvis, Matt LaPointe, Jackie Stannard, Andy Meiman

MOTION BY LORRAINE COE, SECONDED BY MARTIN ANDERSON TO ADD 9.C PUBLIC WORKS TRAILER AND TO ADD PUBLIC COMMENT BEFORE ITEM 2. ALL AYE

2. Public comment

Kim Garvis addressed the Board by stating that she understood that elected officials would not be receiving a salary increase fy16-17 noting that this would be the third year in a row that she had not received an increase. Lorraine Coe stated that the Board reviewed a spreadsheet prepared by the Compensation Review Personnel Policy Commission that showed that Durham's elected official's salaries are higher than surrounding towns. K. Garvis asked if non-union employees were also ranked on this spreadsheet and if so, was this taken into consideration when the Board approved an increase in salary for them. L. Coe responded that non-union personnel were employees of the town. K. Garvis advised the Board that the Assistant Town Clerk will be making more than her if this trend were to continue. L. Coe stated the Board would consider this in next year's budget.

3. Minutes:

a. Approval of Special Meetings of 3/7, 3/17, 3/28, 4/4, 4/7, 4/11/2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORRAINE COE TO APPROVE SPECIAL MEETING MINUTES OF 3/7, 3/17, 3/28, 4/4, 4/7, 4/11/2016 AS PRESENTED. ALL AYE

b. Approval of Special Meetings of 3/12/2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORRAINE COE TO APPROVE SPECIAL MEETING MINUTES OF 3/12, AS PRESENTED. COE, NAPLES, STENGEL, ANDERSON, NOLAN; AYE. TUTTLE; ABSTAIN

c. Approval of Regular Meeting of 3/15/2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORRAINE COE TO APPROVE SPECIAL MEETING MINUTES OF 3/15, AS PRESENTED. COE, NAPLES, STENGEL, TUTTLE, NOLAN; AYE. ANDERSON; ABSTAIN

d. Approval of Special Meeting minutes of 3/29/2016  
MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO APPROVE SPECIAL MEETING MINUTES OF 3/29, AS PRESENTED. COE, NAPLES, TUTTLE, NOLAN; AYE. ANDERSON, STENGEL; ABSTAIN

e. Approval of Special Meeting minutes of 4/8/2016  
MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO APPROVE SPECIAL MEETING MINUTES OF 4/8 AS PRESENTED. COE, NAPLES, TUTTLE, NOLAN, STENGEL; AYE. ANDERSON; ABSTAIN

4. Invoices

a. Secretarial services

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE PAYMENT TO BETH MONCATA IN THE AMOUNT OF \$705.00 FOR SECRETARIAL SERVICES AUGUST 3, 2015 THROUGH MARCH 15, 2016. ALL AYE

5. Correspondence

None

6. Monthly Agency Reports

M. Malavasi noted that no report was received from the Volunteer Fire Dept.

DVAC

A profit/loss and balance sheet as of April 19, 2016 and financial statements of June 30, 2015 were received from the Volunteer Ambulance Corp and reviewed by Board members.

L. Tuttle thanked S. White and J. Stannard for doing a great job on getting their financials up to date. She noted that the Board would like detailed reports for billing and wages (positions only) listing the detail.

S. Wimler noted that the Board cut funding in fy16-17 for cable and internet at the corps building and stated that they needed internet to electronically send patient care reports, data collection, rate applications etc. She also noted that several members are students and live out of town and rely on having internet and cable available. In order to keep the corp building staffed they would need cable and internet services.

S. Wimler stated she understood that OSHA gear and training-recertification was taken out of the fy16-17 budget. L. Coe stated that OSHA gear is funded in the reserve account and because funds allocated in the fy15-16 budget for training were not used, the Board did not fund for fy16-17. L. Coe stated if they needed these funds they could come back to the Board with a request.

S. Wilmer also advised the Board that the building is in dire need of repair and maintenance. Ceiling tiles are falling into the bathrooms and there is an electrical issue with water coming through the lights in the bathroom. She noted that they have asked several time to have a split heating/air conditioning unit put into the duty room. M. Malavasi asked that she send a listing of concerns to her and she will address with Dick McManus.

S. Wilmer noted for the record that she miss-spoke at the budget hearing when she stated the DVAC did not charge for mileage; they are required to bill mileage by the State of CT. Board members reviewed DVAC statistics from January, February, and March 2016 that included total calls, no full crew, out of service, on a call, mutual aid; traffic, trauma, and medical.

S. Wimler asked the Board to reconsider the new budget line for Middlesex Hospital's paramedic cost sharing stating she understood it to be a request and not a mandate. She felt that this could cause a president and other providers might also come to the town for the same type of agreement; therefore there should be more discussion. She also noted that the paramedic is not always available to come to Durham, causing other agencies to respond instead. Funding for such a service, if necessary, should be based on some other formula that makes it fairer to Durham. She requested they put this into a reserve account until the contract can be reviewed and approved by residents. She did say that she was not sure if Middlesex would continue to provide bundled billing for residents if they did not participate in the cost share. L. Coe stated that she attended a meeting with Laura Francis and representatives from Middlesex Hospital and she understood that nineteen area towns were being asked to participate in the cost sharing proposal and they would have two paramedics on duty. S. Wilmer questioned if Middletown was one of the nineteen towns. Andy Meiman stated the town would not have a choice of paramedics and his concern was having to pay for the services without adequate study. L. Coe indicated she would research how many towns are participating.

Andy Meiman spoke about the DVAC personnel being younger, who stay for a while and then leave Durham. He asked Board members to think about what kind of experiences these younger folks think back on and how these positive life lessons may bring them back to Durham or to participate in other service organizations. He asked the Board to take this into consideration when funding items.

7. 2015/2016 Audit Proposals

The town received five (5) proposals for the June 30, 2016 audit.

- a. Mahoney Sabol & Company LLP \$24,000
- b. Albert Rusilowicz, \$18,000
- c. Seward & Monde, \$22,800
- d. PKF O'Connor Davies, LLP, \$27,000
- e. Ron L. Beaulieu & Company, \$16,000

In total, each bidder provided pricing for three years and all but one bidder provided pricing for the two year options as well. After reviewing the proposals, interviewing each of the firms, and contacting references, the committee (Martin Anderson, Martin French, and Maryjane Malavasi) recommended two firms for consideration by the Board; Seward & Monde and Mahoney Sabol & Company.

Seward & Monde is the town's current auditor. The committee sees no reason not to consider them for a second contract unless the Board feels as if changing auditors after five years is good

practice. Should the Board recommend a change in firm, the committee would recommend Mahoney Sabol & Company.

After discussion the Board agreed to continue with Seward & Monde and request, in the next audit year, new team members be put forth by Seward & Monde.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MOLLY NOLAN TO RECOMMEND THE FIRM OF SEWARD & MONDE FOR AUDITING SERVICES FOR THE JUNE 30, 2016 AUDIT. ALL AYE

8. Tax Collector Suspense List

The suspense list presented by the Tax Collector was reviewed. M. Malavasi noted that these individuals will be taken off the current levy list but the Tax Collector office will still continue to collect.

MOTION BY MARTIN ANDERSON, SECONDED BY ROSEMARIE NAPLES TO APPROVE SUSPENSE LIST AS PRESENTED BY THE TAX COLLECTOR IN THE AMOUNT OF \$42,160.68. ALL AYE

9. 2016/2017 budget

State Revenue - #43315 Municipal Revenue Sharing

M. Malavasi advised the Board that the Governor's new budget proposal for Durham, related to revenue for motor vehicle cap, was much different than what was proposed by the Appropriations Committee; a \$96,199 reduction in what is currently in the town's proposed budget. Discussion followed and the following motion was made.

MOTION BY LORAIN COE, SECONDED BY ROSEMARIE NAPLES TO RE-OPEN STATE REVENUE #43315 MUNICIPAL REVENUE SHARING – SALES TAX FUND TO AMEND TO REFLECT \$119,750. ALL AYE

Public Safety - #420710 Middlesex Paramedics

MOTION BY ROSEMARIE NAPLES, SECONDED BY MOLLY NOLAN TO RE-OPEN #420710 MIDDLESEX PARAMEDICS TO AMEND TO ZERO AND PUT INTO RESERVE ACCOUNT IN THE AMOUNT OF \$7,388. ALL AYE

Emergency Management - #422300 Cad Paging, Active 911

S. Wimler stated she felt this was a duplication of effort. Valley shore offers the same services for free. L. Coe noted the Board would speak to the Emergency Management Director to be sure there is no duplication in services.

Farmers Market - #459905

Market Master, Meghann Echenhoff Nuzzo requested \$1,750 for items (including \$950 stipend) for this year's farmers market. She anticipated bringing in approximately \$1,950 in income to offset the expense. The Board noted that last year \$1,600 was brought in; therefore they were more comfortable with that amount at this time.

MOTION BY CHUCK STENGEL, SECONDED BY ROSEMARIE NAPLES TO RE-OPEN #459905 FARMERS MARKET TO AMEND TO \$1,600. ALL AYE

MOTION BY CHUCK STENGEL, SECONDED BY ROSEMARIE NAPLES TO RE-OPEN #LOCAL REVENUE #44801 FARMERS MARKET TO AMEND TO \$1,600. ALL AYE

Town Budget Hearing

Members discussed items heard at the budget hearing related to Resident State Trooper budget, Library book budget, public works gates, return of investments, social services cell phone service. No adjustments to the budget were placed into consideration.

Correspondence

Permit statistics received from Open Burning Official George Planeta Jr. from January 2014 through January 2016 were reviewed. Explanation of medical supply line received from DVAC Chief Tom Wimler was also reviewed.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO REQUEST THE BOARD OF SELECTMEN TAKE TO TOWN MEETING A TOTAL TOWN BUDGET OF \$6,933,635, LESS STATE AND LOCAL REVENUE OF \$1,394,391, FOR A TOTAL TOWN BUDGET OF \$5,539,244. ALL AYE

10. Additional Appropriations

a. CT Fair Plan Grant – Fire Marshal

The Fire Marshal Office is requesting the appropriation for a grant received from the Connecticut Fair Plan, Anti-Arson Committee for a hand held laser distance meter.

MOTION BY MARTIN ANDERSON, SECONDED BY LAURIE TUTTLE TO ACCEPT A GRANT FROM THE CONNECTICUT FAIR PLAN ANTI-ARSON COMMITTEE IN THE AMOUNT OF \$385.00 AND TO APPROPRIATE SAID FUNDS FROM UNDESIGNATED FUND BALANCE TO #421905-56020 FIRE MARSHAL HAND TOOLS FOR THE PURCHASE OF A HAND HELD LASER DISTANCE METER. ALL AYE

b. Transfer Station Regional Project

Tabled for additional information

c. Public Works Trailer

Two mowers that were recently purchased do not fit on their current trailer. Road Foreman would like to sell the current trailer on Municibid and purchase a new trailer that will better meet the department's needs.

Failed to receive a motion.

11. Finance Director Report

a. March Fiscal Analysis

Tabled until next meeting

b. UCOA Overview

Tabled until next meeting

12. Public Comment

None

13. Any other business

None

14. Adjournment

Meeting adjourned at 10:00 p.m.

Respectfully submitted,

Beth Moncata