

Board of Finance

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

2nd 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, Martin Anderson, Laurie Tuttle

Absent: Molly Nolan

Others in attendance: John Jenkins

2. Minutes

a. Regular meeting June 21, 2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE JUNE 21, 2016 MEETING MINUTES AS AMENDED. ALL AYE

3. Invoices

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE PAYMENT FOR SECRETARIAL SERVICES TO BETH MONCATA FOR MARCH 15, 2016 THROUGH JUNE 21, 2016 IN THE AMOUNT OF \$250.00. ALL AYE

4. Correspondence - None

5. Public Comment – None

6. Ambulance and Fire Departments monthly reports

There were no monthly reports received from the Volunteer Fire Department or Volunteer Ambulance Corp.

L. Coe stated she would speak with L. Francis about the lack of reports being submitted from the Volunteer agencies.

7. Compensation Review/Personnel Policy Board request update

Martin Anderson advised Board members that both he and Maryjane Malavasi attended the July 11th meeting of the CRPPC to ask for their help in the creation of wage policy, scales, steps, for non-union and elected officials to be available for the fy17-18 budget year. The town currently has no guidelines or policy to work with. He stated L. Stafford, Chair of CRPPC, asked to meet with the Board to discuss by in and confirmation that the Board of Finance would partner with them during the process. He noted CRPPC will be holding a special meeting the week of July 24th to start the process.

8. Discussion of Bid Award – Guardrails

Chuck Stengel advised members that he was in attendance at the Board of Selectmen's meeting of July 11th, when the bid process and competency of the awarded bidder was questioned by a member of the community. He noted for the record that town procedures were followed; the project went out to bid, two (2) bids were received that met the criteria, and references were checked on the preferred vendor prior to bid award. M. Anderson noted that safeguards are also built in to the towns bid document. J. Jenkins noted he also solicited a verbal quote and the pricing was double what was awarded.

9. Fire Company Trustees Capital Purchases

There is \$4,000 in the 2016-2017 budget for the purchase of a commercial stove for the fire house. The quote provided at the time was for a refurbished stove which has since been sold. A new one comes at a cost of \$6,510, per a quote received from DeMartino Fixtures Company. In addition, there are three other items that the Trustees would like to purchase; a reach in refrigerator, reach in freezer, and work table at a total cost of \$3,990. Jim Ledford is requesting guidance from the Board of Finance on which direction to proceed.

Board members reviewed paperwork on additional items and felt the original request for the purchase of a stove took priority and felt the other items could be looked at in subsequent years. Per the towns procurement policy three (3) verbal price quotes would be required and requested this information be available at the time of request.

MOTION BY CHUCK STENGEL, SECONDED BY MARTIN ANDERSON TO REQUEST THE FIRE HOUSE TRUSTEES OBTAIN THREE (3) VERBAL PRICE QUOTATIONS, PREFERABLY THROUGH STATE CONTRACT, FOR THE PURCHASE OF A COMMERCIAL STOVE FOR THE FIRE HOUSE. ALL AYE

10. Transfer from Reserve – Highway Vehicles

John Jenkins was in attendance to request a transfer from reserve for the purchase of public works vehicles for fy2016-2017 per the Town of Durham CIP Plan;

- 2016 Freightliner Dump Truck per state contract, \$179,475
 - 2016 Ford F-550 per state contract, \$76,265
 - Auger attachment for excavator, \$7,390
- Total request \$263,130.

J. Jenkins reviewed a quotation off State bid, from Freightliner of Hartford for a 2016 Freightliner Dump Truck noting the trade in allowance for the 2000 Freightliner of \$2,000 being eliminated. He noted that the vehicle is worth more than the \$2,000 and would like to keep the vehicle as a spare to use during the winter cycle and then put it out to bid on Municibid in the spring. He stated that the vehicle is being purchased off of a State Bid Contract that goes through a very arduous process.

J. Jenkins reviewed a quotation for a Ford 5-550, also State bid pricing, advising the Board the price for the 2016 Ford F-550 increased by \$4,000, a total price of \$76,265 because it was now being quoted as a 2017 vehicle model. He stated he would request a 2016 model when he has the authority to purchase the vehicle, if one is in stock.

J. Jenkins reviewed a quote from H.O. Penn for CAT augers and bits to fit CAT 305.5E CR excavator for budget purchases in the amount of \$7,390. The auger need to be a CAT auger in order to fit on our excavator. He will attempt to seek three (3) quotes before the actual purchase is made, but the purchase must be through a CAT dealer.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$263,130 FROM #9685 HIGHWAY EQUIPMENT RESERVE TO #9430305-57324 CIP PUBLIC WORKS VEHICLES FOR THE PURCHASE OF A FREIGHTLINER DUMP TRUCK, FORD F-550, AND AUGER ATTACHMENT FOR THE EXCAVATOR PER THE TOWN OF DURHAM CAPITAL IMPROVEMENTS PLAN. ALL AYE

11. Public Comment - None

12. Any other business

L. Coe reminded Board members that M. Malavasi will be looking for support from them in the compilation of the annual report.

M. Anderson advised members he was asked to sit on the pension negotiating team.

13. Adjournment

Respectfully submitted,
Beth Moncata