

Board of Finance

7:00 p.m., Tuesday, September 20, 2016

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

Meeting Minutes - Revised

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, Molly Nolan (left 9:00 p.m.), Laurie Tuttle

Others in attendance: Maryjane Malavasi, Carleton Stoup, John Jenkins, Roger Kleeman, Laura Francis, Bill Witecki, Sue Wimler, Jacki Stannard

2. Minutes

a. Regular meeting July 19, 2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE THE REGULAR MEETING MINUTES OF JULY 19, 2016 AS PRESENTED. ALL AYE

b. Special meeting August 31, 2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE THE SPECIAL MEETING MINUTES OF AUGUST 31, 2016 AS PRESENTED. ALL AYE

3. Invoices – None

4. Correspondence

a. November 1<sup>st</sup> Joint Meeting with BOE and Middlefield BoF

The Board of Education has invited both towns to participate in a retreat to discuss upcoming budget issues and goals. The date is set for November 1, 2016.

b. BoE Teacher Negotiations

The Board of Education is starting negotiations on a new teacher contract and is looking for participation from each towns Board of Finance. L. Tuttle will attend the October 4, 2016 meeting. Martin Anderson will attend the November 23<sup>rd</sup>, and December 18<sup>th</sup> meetings.

c. Middlesex Hospital Paramedic Fee

Minutes from the September 8, 2016 meeting of the Paramedic Advisory Committee were distributed to Board members. L. Coe asked members to review. R. Naples asked why Middletown, Cromwell, Deep River or Old Lyme have not signed a contract. L. Francis stated that Middletown has their own contract with Middlesex Hospital. As for the others it was explained that they all have different issues. Their license requires them to find a suitable replacement. Any questions the Board may have should be forwarded to L. Francis so she can submit them to the committee.

5. Public Comment

None

6. Ambulance and Fire Departments monthly reports

Sue Wimler and Jacki Stannard were in attendance and submitted a Statement of Financial Income and Expense for the periods of July 2015-June 2016 and July 1-September 20, 2016. In reference to a request from the June 2016 meeting, S. Wimler stated that as of June 30, 2016, total charges to insurance company amounted to \$242,720. Of that \$114,793 was written off as uncollectable. These would represent items such as co-pays, deductibles, payments due from insured persons that are paid direct from the insurance company, and the difference due between total bill and Medicare approval.

L. Francis noted that write offs have also been made to offset aggressive billing. S. Wimler did note that there are towns that are aggressive billing. C. Stengel stated he felt if the insurance carrier pays the patient direct and the patient decides to not pay the DVAC, the DVAC should bill the person for this. S. Wimler stated that this would be one reason why the public believes the DVAC bills for everything.

S. Wimler expressed her frustration as to why other town organizations are not submitting financials to the Board. She stated for the record the DVAC has been working with the Board of Finance since January 19<sup>th</sup> where it was reported there DVAC had a new treasurer and was organizing. In February and March both she and J. Stannard participated with Board members on budget. April 19<sup>th</sup> they were in attendance and presented a Profit and Loss, Balance Sheet, and Financial Statement. The Board did not hold a meeting in May. At the June 21<sup>st</sup> meeting and Income and Expense including personnel wages and billing deposits were submitted to the Board. Financial information for the July meeting was left on the Finance Director's desk, but she was out sick and did not attend the meeting. The August meeting was cancelled and they were now in attendance at the September 20<sup>th</sup> meeting. She stated the DVAC was trying to help people understand and comply with what the Board asks of them. There was discussion surrounding personnel wages, not name specific, but title specific. M. Nolan stated she felt the point is not just being paid, it's who, or what position, is being paid what and felt that it undermines the credibility of the Board of Finance when they cannot answer these questions.

C. Stengel asked that they report on calls taken, passed and unavailable at the next meeting. L. Francis stated that she currently receives this report.

L. Tuttle stated her appreciation and noted S. Wimler and J. Stannard's good job with what was presented tonight. She did make note that she felt they will still be challenged with an Income amount of \$141,000 and \$90,000 for wages and taxes. L. Francis stated she felt it might be a good time to put a committee together to review and discuss billing issues and wages to reflect the current scenario. The entire system is being threatened. Volunteers are hard to find especially in the public safety arena. S. Wimler agreed to the idea of putting a committee together after the Fair.

Durham Volunteer Fire Department submitted a Treasurers Report as of August 2016 and September 2016 along with monthly check summaries.

7. Public Works Staffing Discussion

L. Francis advised the Board that she would like to make a managerial appointment of a crew leader to the public works department. She noted that Randi Frank was consulted in 2009 to do a public works management study and recommended the creation of a hierarchy in the department. The other reason for this creation is to develop the workforce with professional development and provide a mechanism that will allow for employees to move up within the department. Through attrition this model has been used. Current positions within the department are: (1) laborer, (3) maintainer I (3) maintainer II, and (1) Road Foreman. J. Jenkins has proven that he has the ability to perform the Road Foreman position well and L. Francis is ready to promote Jack Bubier to Crew Leader effective August 1, 2016. L. Francis noted that Jack has been called upon in this capacity many times in the past already. There is approximately \$9,000 left over in the public works wage budget this year due to the fact that the vacancy was budgeted as a maintainer II and was filled as a maintainer I position; the additional cost of \$5,640 through the end of the fiscal year could absorb the increase.

R. Naples asked if John Jenkins was in agreement with the appointment. L. Francis stated that J. Jenkins was agreement with the appointment and has full confidence in J. Bubier's ability as Crew Leader. This will allow J. Jenkins to do administration such as purchasing and planning. John Jenkins stated he felt this would be a great asset for the town. The Board noted their support of the appointment.

8. Proposal for removal of United Churches Tree

Withdrawn

9. Additional appropriation for Fire Marshal Gear

Bill Witecki was present to ask for an additional appropriation for fire turn out gear, pant and coat, because of sizing his current set does not fit. He has not received a formal proposal yet. He estimated the cost to be around \$2800-\$3200 for pant and coat. The purchase would be ordered jointly with the fire department. His current set can be repurposed if needed. Laura Francis commented that she felt emergency responders should be fit and not penalized.

MOTION BY MARTIN ANDERSON, SECONDED BY MOLLY NOLAN TO TRANSFER UP TO \$3,000 FROM FUND BALANCE TO LINE ITEM #421905-56060 FIRE MARSHAL UNIFORMS AND PROTECTIVE CLOTHING. Discussion. L. Coe asked the Finance Director for a prior estimate. B. Witecki stated they are no longer purchasing from Honeywell and are using a new vendor with a different brand. Loraine Coe recommended it come out of contingency. MOTION FAILED.

MOTION BY LORAIN COE, SECONDED BY MARTIN ANDERSON TO TRANSFER UP TO \$3,000 FROM CONTINGENCY TO LINE ITEM #421905-56060 FIRE MARSHAL UNIFORMS AND PROTECTIVE CLOTHING. ALL AYE

10. Additional appropriation and Reserve Fund Transfer for New Ambulance

The town of Durham went out to bid for a new ambulance. Two bids were received. Taylor Made Ambulance \$190,842, Bulldog Fire Apparatus \$196,413. The ambulance reserve fund currently has a balance of \$152,065 causing a \$44,348 delta. Sue Wimler stated that the Chief of Service has not had time to review options and exceptions and is not prepared to make a recommendation to the Board. It

was noted that the amount in the Reserve for Ambulance account will not be sufficient to cover the cost of the ambulance. The Finance Director will put together a time line in which the Board of Finance would approve, Board of Selectmen award the bid and potential town meeting date.

11. Additional appropriation for Police Office Furniture

The Resident State Trooper requested furniture to replace an old desk and chair for his office. He received two quotes; Suburban Stationers \$1,074.60 and W.B. Mason \$1,724.16. His budget does not have funds to support these items. L. Tuttle asked why this wasn't requested during budget season. M. Malavasi responded that it was his first budget cycle and was not familiar with the process. The quote from Suburban Stationers was reviewed and it was noted that the keyboard tray could be omitted and could be furnished with a spare one at town hall.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO TRANSFER \$892.00 from #980020 CONTINGENCY TO #420105-56010 POLICE DEPARTMENT OFFICE SUPPLIES FOR THE PURCHASE OF OFFICE FURNITURE. NAPLES, COE, ANDERSON, STENGEL; AYE. L. TUTTLE; OPPOSED.

12. Additional appropriation for Asphalt not spent in fy2016

J. Jenkins stated that thirteen miles of road were chip sealed his year; almost double from last year, because he took advantage of the low cost of liquid asphalt. He was present to request a transfer from fund balance in the amount of \$6,371. These funds represent asphalt that was not spent in the 2016 year from the projects budget for roads in general and will be used to complete current year chip seal projects.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO TRANSFER \$6,371 FROM FUND BALANCE TO #43031456953 CHIP SEAL – ASPHALT. ALL AYE

13. Reserve Transfer Request for Building Maintenance

Based on the towns 20-year building maintenance plan, the following items are scheduled to be completed in this fiscal year: exterior painting of the original section of the library \$5,800, upper section of town hall \$9,500, lower section town hall \$12,300, painting exterior shed and bathroom at Allyn Brook Park \$4,000. Current balance in the building maintenance fund is \$68,476.

MOTION BY MARTIN ANDERSON, SECONDED BY ROSEMARIE NAPLES, TO REQUEST THE SELECTMEN CALL A TOWN MEETING TO TRANSFER UP TO \$31,600 FROM #9200 BUILDING MAINTENANCE TO #9520068-57200 CIP FACILITIES MANAGEMENT FOR SCHEDULED BUILDING MAINTENANCE PROJECTS. ALL AYE

14. Fire Company Trustees Capital Purchases and Possible Additional Appropriation

The Trustees were given a budget of \$4,000 to purchase a stove to replace the one currently in the fire house. The budget was based on a refurbished stove that is no longer available. The following quotes were obtained for a new stove that meets the needs of the department: \$4,663.38 Central Restaurant Products, \$5,919.69 Restaurant Depot, \$5,519 Mission Restaurant Supply, \$6,510 DeMartino Fixture Company, \$7,277.45 B&G Restaurant Supply. The Trustees are also requesting the following additional equipment based on quotes from DeMartino Fixture Company: \$1,995 reach in refrigerator, \$1,650

reach in freezer, \$345 for a work table. It was noted that Central Restaurant Products price included delivery and installation.

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO TRANSFER \$664 FROM CONTINGENCY TO #9420325-57205 TRUSTEES BUILDINGS FOR THE PURCHASE, DELIVERY AND INSTALLATION OF A STOVE FROM CENTRAL RESTAURANT PRODUCTS. ALL AYE

15. Discussion of Compensation Framework and Questions from Compensation & Personnel Policy Committee

The Compensation Review-Personnel Policy Commission (CRPPC) submitted questions regarding their request for compensation framework based on request from Martin Anderson and Maryjane Malavasi at their July meeting.

Roger Kleeman noted that the Board of Finance at their meeting of June 21 talked about the union contract having steps and grades and requested a copy for the CRPPC. M. Malavasi stated she would forward a copy of this to Lisa Stafford.

The following questions were reviewed and discussed.

- What is the intended frequency of the STEP usage? Union Steps were clarified; (1) at 4 months and then (1) step 8 months, then at employee date of hire. There are currently no non-union employees on a step program.
- Is there any intention to use performance review assessment in implementing a STEP for an employee? L. Coe asked if performance reviews are currently being done. L. Francis stated no, it is challenging because there are very few direct reports. C. Stengel stated he felt the town did not have the ability at this time to do performance reviews without an HR department.

L. Francis stated that market rates may need to be looked at. L. Coe in the past non-union wages were treated laterally with union wages. L. Francis asked the Board to keep in mind the level of job duties and value of the job.

- Does the Board agree to including the elected officials in the salary STEP program? There was discussion about putting a policy in place for a STEP program for elected officials and if they should hold the same salary for four years. If elected officials should be considered the same as non-union employees. R. Naples stated she felt they should follow a three-year step program, then cost of living going forward. M. Anderson stated he felt they need policy and procedures from CRPPC on how the Board would make changes to the step program.
- Does the Board agree that this salary program would be the only raise available to employees, stopping the practice of giving the union increases every year? Board members discussed a STEP program, COLA increases and the data used by the CRPPC in prior years for non-union employees and elected officials alike. L. Francis stated that the Connecticut Conference of Municipalities has recognized that there are flaws in their salary survey and are trying to make this more robust. Hour variations, benefit offerings, and duties.

16. Public Safety Facility Project Cost Update

M. Malavasi presented activity and balance information regarding the following: #9480 Emergency Services Facility Reserve and #9220 Building Reserve, HPTAG Grant (pre-development planning for historic preservation of #37 and #51 Main Street) and Project expenses to date; \$109,842 in consulting services and \$19,001 town's portion of the HPTAG Grant.

17. Public Comment

Roger Kleeman asked if the information provided in agenda item #16 above was an accumulation of the past twenty years. C. Stengel stated that it was from 2007 to current.

R. Kleeman asked if the building being painted at Allyn Brook belonged to the town or little league. M. Malavasi responded that it belonged to the town.

L. Francis thanked the Board for their comments regarding the finance director job description. She advised the Board that Middlefield's finance director has also resigned and she has been working with First Selectman Ed Bailey to discuss the opportunity of sharing any accounting positions. They spent a lot of time talking to other towns and CCM and came to the conclusion that any savings realized by sharing a finance director would be eaten up in support staff increases. The position will be posted. L. Francis also stated that she would like to make the hire with a contract. This will allow for an expiration and negotiation outside of the personnel policy. She is collecting contract language. L. Coe asked if a representative from their Board could sit on the hiring panel. L. Francis indicated yes.

18. Any other business

M. Anderson thanked M. Malavasi and stated that it has been a personal privilege to work with her and wished her well in her new position.

C. Stengel passed out information to members regarding RSD13; monthly financial report dated September 14, 2016 unaudited results, bringing attention to group insurance and 2016-2017 student participation in AP/UConn classes.

19. Adjournment

Meeting adjourned at 10:00 p.m.

Respectfully submitted,  
Beth Moncata