

Board of Finance Meeting  
7:00 p.m., Tuesday, August 18, 2015  
2<sup>nd</sup> Floor Conference Room, Town Hall

**Minutes-REVISED**

**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**

Absent: Helen Larkin, Molly Nolan

Others in attendance: Maryjane Malavasi, Jack Trifilo, Terry Wall, Bill Witecki, Rick Huntley, Carlton Stoup, Chuck Stengel

**2. Approval of Agenda**

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

Note: The Board moved to Agenda Item #9a, 9b, 10a, to hear those who were in attendance and then returned to Item #, 3, 4, 5, 6, 7, 8, 9c, 11, and 13.

**3. Minutes:**

**a. Regular meeting of July 21, 2015**

MOTION BY ROSEMARIE NAPLES SECONDED BY LAURIE TUTTLE TO APPROVE JULY 21, 2015 MEETING MINUTES AS PRESENTED. ALL AYE

**4. Invoices**

MOTION BY ROSEMARIE NAPLES SECONDED BY MARTIN ANDERSON TO APPROVE SEWARD AND MONDE PROGRESS BILLING ON AUDITING SERVICES FOR 6/30/2015 IN THE AMOUNT OF \$7,800. ALL AYE

**5. Correspondence - None**

**6. Public Comment**

Carlton Stoup spoke in reference to agenda item #10a, suggesting before a study on the fire system is done, the town should be sure that they don't also need a study for hooking up to the public water system. He also stated that he hoped someone is considering whether the barn will be permanently heated to prevent freezing pipes.

Chuck Stengel noted his concerns with the addition going on at the fire house; at the last meeting the Board approved an allocation for design development. He recommended that the Board have a walkthrough of the building at their next meeting.

**7. Monthly DVAC Report**

No report. M. Malavasi reported that the First Selectman asked her to report that there has been no reply to the request for information from either DVAC or DVFC.

**8. Finance Director's Report**

**a. July Fiscal Analysis**

The 2016 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	30,347,812	30,347,812
General Appropriations	0	0
Grant Appropriations	0	0
Prior Year Carryovers	0	0
Reserve Appropriations	0	0
Revised Budget	30,347,812	30,347,812
YTD Encumbrances	211	0
YTD Expense/Revenue	3,234,624	10,935,210
Balance Unspent or Uncollected	27,112,977	19,412,602
Percent Spent or Collected	10.7%	36.0%

Revenues

Tax collection over the month of July totaled just shy of \$11 million or 44% of the amount budgeted. This revenue will allow us to meet our financial obligations over the first half of the fiscal year.

No state revenue has been received yet which is normal for July, and local revenues are slowly starting to come in. Overall, revenues are at 25% at this time.

We have not learned of any anticipated changes to state or local revenue since the adoption of the town's budget.

Expenditures

During the first month of the new fiscal year, a number of annual payments are made including such things as dues, subscriptions, and lease payments; as well as quarterly payments such as property insurance, transfer station, and dispatching services. Overall, budgets are 12% spent which is just where they are expected to be at this time.

**b. Draft Analysis of Fund Balance as of 6/30/15**

M. Malavasi presented the Board with a draft analysis of fund balance as of 6/30/15 – unaudited.

**9. Reserve Transfer Requests**

**a. Air Compressor for Fire Department**

Jack Trifilo and Terry Wall were present to discuss the fire departments SCBA air compressor that blew up. The department has been working on getting pricing on the replacement of the equipment and presented Board members with a quote with financing options; 3 quotes with leasing options were solicited from Fire Tech &

Safety of New England, MES, and Shipmans. They would like to proceed with a new replacement because of the warranty and to repair the existing air compressor would be in the area of \$17,000 to \$20,000. J. Trifilo also noted that in 2022 the town would need to switch to the new NFPA standard. The total cost of the proposed system is \$52,860. Current available balance in their reserve account is \$10,058.

MOTION BY ROSEMARIE NAPLES SECONDED BY MARTIN ANDERSON TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$10,000 FROM #9630 FIRE DEPARTMENT EQUIPMENT/COMMUNICATION RESERVE TO #6700-494 FIRE DEPARTMENT EQUIPMENT FOR THE DOWN PAYMENT ON THE PURCHASE OF A SCBA AIR COMPRESSOR. ALL AYE

**b. Water system for Parmelee Hill Road Barn**

Rick Huntley was in attendance to talk about the well water that serves Deerfield Farm which has had intermittent bouts with coliform bacteria. More frequent monitoring of the water quality and some site modifications around the well have been accomplished. In addition, a private consulting company perform a “down the hole” video investigation to determine the integrity of the well casing. The company provided a report with recommendations concerning the well and methods to enhance the protection of water quality. Additional work was completed on an unused pit less adapter and backflow prevention was provided on a spigot leading to a water trough. The final protective measure is to install a sediment filter followed by an ultraviolet treatment system. The treatment system utilizes UV light to kill bacteria without adding agents such as chlorine to the water. There is no backwash or discharge, but does require cleaning and a change of the UV bulb approximately once a year. Quotes were received and the best price is from Water-Flo, Inc. at the cost of \$1,450. Current available balance in the reserve account is \$18,493.

MOTION BY ROSEMARIE NAPLES SECONDED BY MARTIN ANDERSON TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$1,450 FROM #9345 CONSERVATION BARN MAINTENANCE RESERVE TO #6700-485 CIP CONSERVATION FOR THE INSTALLATION OF A WATER SYSTEM AT THE PARMELEE HILL ROAD BARN. ALL AYE

**c. OPEB 45 Report**

M. Malavasi explained that the preparation of the July 1, 2014 OPEB valuation is required every three years. This report includes the plan liability as of July 1, 2014 as well as the Annual Required Contributions (ARC) for the fiscal years ending June 30, 2015, June 30, 2016, and June 30, 2017. The cost of the report is \$4,700. Current balance in #9625 OPEB GASB 45 Report Reserve is \$4,500. The balance will be covered by the current department budget.

MOTION BY MARTIN ANDERSON SECONDED BY LAURIE TUTTLE TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$4,500 FROM #9625 OPEB GASB 45 REPORT RESERVE TO #1000-204 BOARD OF FINANCE CONSULTANTS FOR THE JULY 1, 2014 OPEB VALUATION. ALL AYE

**10. Additional Appropriation Requests**

**a. Fire Marshal – 3<sup>rd</sup> Party Review**

Bill Witecki was present to request a 3<sup>rd</sup> party review of drawings by a subject matter expert for the Durham Fair Cow Palace “change of use” from a “U” Storage classification to an “A-3” Assembly classification. An external subject matter expert is needed to help review submittal documents and calculation to verify compliance with the CT State Fire Code and State Building Code. The system that will be proposed will be utilizing pond water from the fair fire pond for use in a fire sprinkler system, a pre-fabricated diesel fire pump building with a vertical turbine pump sized for use above. This is outside the experience of his department and very specialized knowledge of such systems is required to determine compliance. B. Witecki contacted Ignatius Kapalcynski, retired State of CT Fire and Life Safety Specialist, who is a known expert in this area. He is now the Principal of American Fire Services Solutions based in West Hartford. He is also the Deputy State Fire Marshal in Simsbury. B. Witecki discussed the project with him and his review should not exceed \$2,000. Due to the timing of the project B. Witecki felt there was no time to vet other consultants.

MOTION BY LAURIE TUTTLE SECONDED BY MARTIN ANDERSON TO TRANSFER \$2,000 FROM #6020 CONTINGENCY TO #4035-204 FIRE MARSHAL CONSULTANTS FOR A 3<sup>RD</sup> PARTY REVIEW OF CHANGE OF USE FOR THE DURHAM FAIR COW PALACE. ALL AYE

**11. 2014/2015 Year End Transfers & Carryovers**

After discussion of all appropriations the following motions were made:

MOTION BY ROSEMARIE NAPLES SECONDED BY LAURIE TUTTLE RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$135,386 FROM THE FOLLOWING LINES:

3006	Highway Dept. Wages	32,239.00
6020	Contingency	103,147.00

TO THE FOLLOWING LINES IN THE 2014-2015 FISCAL YEAR. ALL AYE

2525	Health Benefits	32,234.00
3011	Snow Removal	78,372.00
6010	Tax Refunds	24,780.00

MOTION BY ROSEMARIE NAPLES SECONDED BY LAURIE TUTTLE TO RECOMMEND THE SELECTMAN CALL A TOWN MEETING TO APPROVE THE FOLLOWING CARRYOVERS TOTALING \$27,040 INTO FISCAL YEAR 2014-2015. ALL AYE

4085	Emergency Services Facility	27,040.00
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MOTION BY ROSEMARIE NAPLES SECONDED BY LAURIE TUTTLE TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE FOLLOWING CARRYOVERS TOTALING \$267,903 INTO FISCAL YEAR 2015-2016. ALL AYE

4085	Emergency Services Facility	22,740.00
6700-484	Coe Road Bridge	52,160.00
6700-487	Revaluation	10,950.00
6700-491	Information Technology	25,500.00
6700-494	Fire Dept. Equipment	6,000.00
6700-513	Planning & Zoning POCD	11,397.00
6700-738	Picket Lane Culvert	71,521.00
6700-492	Communications Upgrade	67,635.00

MOTION BY ROSEMARIE NAPLES SECONDED BY MARTIN ANDERSON TO APPROVE THE FOLLOWING TRANSFERS:

2505	Social Security	11,391.00
4056	Resident State Trooper	31,405.00
4518	Transportation	9,138.00
3006	Highway Dept. Wages	30,947.00
4019	Storm Related Emergencies	13,200.00

TO THE FOLLOWING LINES IN THE 2014-2015 FISCAL YEAR. ALL AYE

1020	Office of the Tax Collector	921.00
1555	Planning & Zoning Legal	16,643.00
1565	Information Technology	2,775.00
2005	Zoning Board of Appeals	273.00
2010	Planning & Zoning	109.00
2510	Unemployment	853.00
2515	Employee Retirement Plan	1,588.00
2560	Town Hall Expenses	10,185.00
2568	Facilities Management	12,107.00
3000	Streetlights	269.00
3007	Seasonal Labor	14,183.00
3008	Highway Vehicle Maint.	14,506.00
3009	Town Garage Maint.	3,777.00
3013	Vehicle Fuel	3,974.00
3014	Chip Sealing	7,183.00
4000	Emergency Management	2,447.00
4020	Volunteer Fire Dept	1,217.00
4025	Fire Company Trustees	2,230.00
4035	Fire Marshal	2.00

4085	Emergency Facility	359.00
4570	Youth Services	49.00
5002	Library Information Tech.	400.00
7510	H.H. Hazardous Waste	31.00

**12. Other Business**

M. Malavasi reported that the Selectmen are meeting in Middlefield with the State Police and it is expected that Middlefield will vote to contract for a second full time resident state trooper.

Lorraine Coe talked about the Board setting goals for the coming year and asked that it be an agenda item at the next meeting.

Martin Anderson stated that the union contract has not yet been settled; economic issues are under discussion.

**13. Adjournment**

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Maryjane Malavasi