

**ROXBURY BOARD OF FINANCE
REGULAR MEETING
OCTOBER 20, 2009
MINUTES**

CALL TO ORDER

Gary Lord, Chairman, determined a quorum and called the meeting to order at 7:07 PM.

Present: Gary Lord, Hugh Rawson, James Conway, Wayne Piskura and Kevin Dumas (Mr. Dumas arrived at 7:40 PM) Regular Members; Barbara Henry, First Selectman; Paul Elwell, Tim Ring, Bill Hibbard, Roxbury Volunteer Fire Department; Dennis McDonald (arrived 7:46 PM).

The members agreed to begin their discussion with the representatives of the Roxbury Volunteer Fire Department (RVFD) who were present before considering the rest of the agenda.

ROXBURY VOLUNTEER FIRE DEPARTMENT

Gary Lord thanked the members of the RVFD for all of their efforts on behalf of the safety and well-being of the residents of the Town.

It was reported by the representatives of the fire department that the RVFD responded to 151 fire calls last year.

Gary Lord explained that the Board of Finance was interested in the plans for improvements to the Fire Department building. Barbara Henry reported that she has acquired a \$200,000 STEAP grant to assist with the cost, which is estimated at \$315,000.

Paul Elwell described the parts of the project. The siding will be replaced, along with the doors and windows. However the fire department does not know what the conditions are underneath the present siding. The Historic District Commission will be consulted about using a material for the siding, other than cedar, which may be less expensive.

Tim Ring explained that the estimates for the work might be higher than the actual project cost which will be determined when the bid process is finished. The representatives of the RVFD assured the Board that the fire department would use their savings to supplement the grant funding.

Paul Elwell told the Board that the RVFD has an operating budget of \$120,000 of which fundraising contributes as much as the Town budget. Increases in the fire department line item in the Town budget have had minimal increases over the recent years. The fire department has provided space and housing for the ambulance although the old ambulance is currently housed in the old firehouse.

The representatives of the RVFD also stated that they have a \$120,000 endowment for scholarship which uses the proceeds from Pickin & Fiddlin and contributions. The annual budget and expenditures for the RVFD were reviewed by the Board as presented by the fire department representatives.

Paul Elwell told the Board that future requirements will include an exhaust system for the fire house building.

Hugh Rawson said that the Board appreciates receiving the information from the representatives of the RVFD on their finances. The information is helpful to the Board in understanding the needs of the RVFD and he would like to encourage periodic meetings between the Board and the RVFD to continue.

Paul Elwell reminded everyone that the fire department vehicles and the building are owned by the Town. Tim Ring suggested that the residual left after the purchase of the last fire truck be made available to the fire department for needed truck repair.

Wayne Piskura explained that the Board of Finance is working hard not to increase taxes and at the same time provide residents with reasonable services. Every line item in the budget is examined closely.

(Kevin Dumas arrived at this time – 7:40 PM)

Kevin Dumas said that he would like input from the fire department on long-term costs of replacement vehicles for long-range planning purposes. A solution might be a progress report on costs. The problem with the capital reserve budget is anticipating future costs.

The representatives of the RVFD told the Board that the \$45,000 contribution toward the purchase of a new truck from the fire department is locked in and will be spent before any contribution from the Town. Barbara Henry reported that the process for the purchase of a new fire truck is underway and she has received the contract for the new truck

Gary Lord noted that the budgeted contribution for next year could be reduced from \$92,500 to \$70,500 or possibly less if the Truck comes in under budget.

The Board members agreed that an annual meeting with representatives of the RVFD would be helpful. The fire department annual report is available after July 1 of a given year and the meeting could be scheduled after that.

Once again, the Board of Finance thanked the representatives of the RVFD for all their time and efforts and especially for attending this meeting.

APPROVAL OF MINUTES

The minutes of the Regular Meeting held September 15, 2009 were reviewed.

The following corrections were noted:

Page 1 – members abstained from vote on the minutes “due to not being present at the meeting.”

Page 2 – however, “she” noted that it would be appropriate to return messages the next business day.

Page 2 – Don Greenstein questioned why the Town budgets money for “the maintenance of” fire engines.

Page 2- the fire department “had” and excess of \$400,000 “as documented on their 2006 (990) tax return on hand at this meeting.”

Page 2 – “precedents”

Page 2 – Additionally, “the fire department” will be asking for \$92,500 from the Town next year for their new pumper.

Page 2 “intention”

Page 2 – Barbara Henry reported that Brian Neff “will have the information that is needed” to move forward with the drainage by the end of the week.

Page 2 – Gary Lord suggested that unneeded funds from “the South Street culvert be used for paving.”

Page 3 – Gary Lord discussed the disclaimer on the proposed policy “regarding its” relationship to the “Connecticut General Statutes (CGS).”

Page 3 – Hugh Rawson suggested that the word guidelines “be used” rather than policy.

Page 3 – which clarify that “the Board” agreed to transfer ...

Page 3 – Wayne Piskura made a motion to add to the agenda a discussion to close “out” the brush truck “line” expenditure.

Page 4 – suggested that “the Board” stick with what was in the budget for this project.

Page 4 – Barbara Henry suggested that “the Board” put some money aside for the maintenance of the meat market.

Page 4 – Delete: “She noted that \$50,000 was left as a bequest to the Historical Society for the upkeep of the building, however, they used these funds toward another project.”

Motion by Kevin Dumas to approve the minutes of the Regular Meeting held September 15, 2009 with the corrections as noted. The motion was seconded by Wayne Piskura and carried unanimously.

BUSINESS

Firehouse STEAP Grant

Barbara Henry explained that the STEAP grant money is available in a Reich & Tang account and funds are drawn for invoices from there.

James Conway said that he still had questions about the cost of the siding. He felt that the estimate was high.

Gary Lord said that the project has to go out to bid and that the Town will write the proposal.

South Street

Barbara Henry reported that the project went out to bid. The bids came back with a range from a high of \$385,000 to a low of \$297,000. Mrs. Henry said that she intends to go back to the contractor with the low bid proposal and try to get the bid to come closer to what had been budgeted. The project was described as a width of 24 ft. width, picking up, grading and repaving. The work to be done on the culverts was also described.

The members of the Board reviewed suggestions to possibly reduce costs of the South Street project. Reducing the width of the road was discussed. James Conway agreed that reducing the width of the road would reduce costs, but the wider road was probably safer.

Barbara Henry told the Board that the Town has always paved 20 ft. into driveways along any road repair project. Wayne Piskura suggested changing that part of the project specifications as a means to decrease the cost since it should not be necessary to pave into private driveways.

Mrs. Henry said that no contracts had been signed yet and that the Board of Selectmen will make a decision on how best to work with the contractor.

LoCIP

Gary Lord reported that he asked the Auditor for a best estimate of the Fiscal Year 2008-2009 deficit. The response from the Auditor was that the deficit was presently estimated at \$478,000. The amount of deficit that was budgeted by the Town was \$395,000.

Mr. Lord told the Board that there was \$70,273 in the completed project fund which is in the form of a Reich & Tang account. The Auditor, Rico, suggested that for budget purposes a transfer can be made to the General Fund which would decrease the deficit. Kevin Dumas said that this was acceptable to him.

The Board reviewed the funding in the amount of \$20,000 for the guard shack project. The actual cost of the guard shack was funded by LoCIP. The balance of \$4,598 from the project is in the undesignated portion of the Reserve for Capital Fund.

It was reported that General Government was over budget by \$600. Motion by Gary Lord to transfer \$1000 for the year ending June 30, 2009 from contingency, to legal fees within General Government. The motion was seconded by Kevin Dumas and carried unanimously.

Mr. Lord informed the Board that Rico reported that Kim Baron was to write a check from the Reserve for Capital Fund for LoCIP reimbursement for the guard shack, \$15,402 and deposit it into the General Fund. Motion by Gary Lord to transfer excess funds in undesignated appropriated for the guard shack in the amount of \$4,598 thereby replenishing the General Fund the \$20,000 originally appropriated. The motion was seconded by Hugh Rawson and carried unanimously.

Gary Lord circulated a Building Department revenue analysis for review.

Motion by Wayne Piskura to adjourn at 9:30 PM. The motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Christine M. Giordano

Christine M. Giordano,
Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Finance.