

TOWN OF DURHAM
BOARD OF FINANCE
P.O. Box 428
DURHAM, CONNECTICUT 06422-0428

BOARD OF FINANCE

JANUARY 22, 2008

MINUTES

The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Tuesday, January 22, 2008.

Members Present: Fran Korn, Loraine Coe, Rosemarie Naples, Rob DeSimone

Members Absent: Elmer Clark, Jay Berardino

Others Present: Maryjane Malavasi, Terrance Keenan (Tree Warden), Charles Corley (*Town Times*).

1. Call to order:

The meeting was called to order by Chairman Fran Korn at 7:35 p.m.

2. Minutes:

MOTION WAS MADE BY LORAIN COE AND SECONDED BY ROSEMARIE NAPLES TO APPROVE THE MINUTES OF THE NOVEMBER 20, 2007 MEETING. MOTION PASSED UNANIMOUSLY

MOTION MADE BY LORAIN COE AND SECONDED BY ROB DESIMONE TO APPROVE THE AMENDED MINUTES OF THE DECEMBER 11, 2007 MEETING. MOTION PASSED UNANIMOUSLY.

3. Invoices:

MOTION BY ROB DESIMONE AND SECONDED BY LORAIN COE TO APPROVE THE TWO INVOICES FOR SECRETARIAL SERVICES, ONE FOR \$1,266.00 TO MARYJANE MALAVASI FOR COVERAGE OF MEETINGS IN JULY, AUGUST, SEPTEMBER AND AUGUST AND ONE FOR \$534.00 FOR SHARON CRISCUOLO FOR THE REMAINDER OF THE YEAR. MOTION PASSED UNANIMOUSLY.

4. Additional appropriations:

Tree Warden: Terrance Keenan presented a supplemental budget request for additional appropriation for the trees that have to be removed. It will cost \$25,725 to remove the 52 trees that cannot wait until July 1 and have to be removed as soon as possible. Rob DeSimone asked if they were all on town property, within 10 feet of any road. Terry stated that they are all on town property and that 76 trees have removed to date. Rob also wanted to know what happens to the lumber after the tree is cut. Terry said that the contractor does the chipping and the large pieces are left on the side of road for anyone who wants the firewood and the town removes the balance.

Maryjane Malavasi said that the full amount of \$25,725 will come from Fund Balance and has to go to a town meeting for approval. Fran asked what the request is for next year and Terry stated \$48,000. Last year \$28,500 was requested for tree removal. Fran Korn said that in the past the Public Works Department handled the tree removal and last year it was decided to move this item to the Tree Warden. Maryjane said that it will be going out to bid again next year and Terry said he would like to have more bids this year. He would like to revise the bid and go over it with Maryjane.

Fran asked if the Board approved more money would there be more removals to prevent a line item to increase drastically for next year. There could be some more money received through the fund balance. Terry said that the contract with the tree removers runs through June 30th. He could find out if it is possible for them to remove more in this fiscal year.

Fran wanted to know the Tree Warden was requesting for his total budget for next year. Terry stated that it is \$58,875. This is broken down \$275 arborist course, \$1,500 stump grinding, \$900 stipend, \$3,000 Main Street tree maintenance, \$48,000 tree removals and \$3,000 disposal of large sections of trunks by the town crew. Right now the money for disposal of the trunks is coming out of the Department of Public Works.

Rosemarie Naples asked how quickly this work can be completed. Can it be done this year or not and are you going to be able to use the money next year if we increase the amount this year. Loraine stated that since the project is ongoing we could carry over the balance to the following year.

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO RECOMMEND TO THE BOARD OF SELECTMEN TO BRING TO A TOWN

MEETING THE TRANSFER OF \$25,725 FROM THE FUND BALANCE SURPLUS TO #2540 FOR THE TREE REMOVALS. MOTION PASSED UNANIMOUSLY.

Planning & Zoning: Planning & Zoning has requested \$1,886 for a professional recorder for their minutes.

MOTION BY ROB DESIMONE AND SECONDED BY LORAIN COE TO TRANSFER \$1,886 FROM CONTINGENCY TO 2010 P & Z FOR THE PURCHASE OF A PROFESSIONAL RECORDER. MOTION PASSED UNANIMOUSLY.

5. Budget Schedule & Process

Maryjane Malavasi told the Board that they would receive the budgets from the Selectmen at the February 19th meeting. It was brought to Maryjane's attention that the Board wanted to start to work on the budget earlier than February 19th and need to see the requests before deciding who they want to see. Loraine said that the Board wanted to start the process by the end of January. Fran said that the highest and largest budgets should be put first. Maryjane informed the board that the insurance has gone out for bid and the Selectmen are looking at salaries. Rosemarie stated that we want all of the budgets. Fran will meet with Maryjane this week to try and set up a schedule with the budgets that have been reviewed by the Board of Selectmen. Loraine had a question about the increases and Maryjane said that there only were a few major ones. She recommended that you see EDC.

6. CRRA Class Action

The money from the CRRA Class Action \$132,890, was put in a separate revenue line. The Board needs to be aware of the fact that CRRA is appealing and the money may have to be returned. Fran said that the money should go into the Reserve Fund. Rosemarie recommended that it be put in a numbered Reserve Fund.

MOTION BY ROSEMARIE NAPLES AND SECONDED BY FRAN KORN THAT THE FUNDS THAT CAME FROM CRRA IN THE AMOUNT OF \$132,896 BE NUMBERED AND PLACED IN A RESERVE ACCOUNT FOR FUTURE NEEDS. MOTION PASSED UNANIMOUSLY.

7. Annual Report

Board of Finance
January 22, 2008
Page 4 of 4

Maryjane said the Annual Report is ready to go to the printer, just waiting for a picture. Fran has given the picture to Maryjane.

8. Other business before the board

Rob and Maryjane are working on the letter from Shipman and Goodwin regarding the teachers negotiations.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Sharon Criscuolo