

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

BOARD OF FINANCE

March 1, 2008

MINUTES

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The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Saturday, March 1, 2008. Chairman Fran Korn called the meeting to order at 8:30 a.m.

**Members Present:** Fran Korn, Loraine Coe, Elmer Clark, Rob DeSimione, Jay Berardino, Rosemarie Naples

**Others Present:** Kim Garvis (Town Clerk), John Phillips (Assessor), Sherri Hill, Kate McLaughlin

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1502	Assessor's Office Salaries	Budget Request	\$66,175
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Motion by Jay Berardino, Seconded by Elmer Clark to accept item 1502 as presented. Motion passed unanimously.

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1505	Midstate Regional Planning (Per Capita Assessment)	Budget Request	\$4,856
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Motion by Jay Berardino, seconded by Rosemarie Naples to accept item 1505 as presented. Motion passed unanimously.

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1506	Middlesex Soil & Water	Budget Request	\$1,698
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Fran will ask Maryjane to put a function on this.

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1510	Probate Court	Budget Request	\$10,490
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Motion by Rosemarie Naples, Seconded by Rob DeSimione to accept item 1510 as presented. Motion passed unanimously.

1515	Town Counsel	Budget Request	\$48,600
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The Board felt that \$40,000 could cover this expense. Fran will get the expenses to date from Maryjane. There are still open cases.

Motion by Rosemarie Naples, Seconded by Loraine Coe to accept item 1515 as changed to \$40,000. Motion passed unanimously.

1526	Finance Department Staff Salaries	Budget Request	\$113,233
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The Bookkeeper is in the union and receives a 3% increase. The Finance Director will be eligible for a step plus 3%. There will be a request for retroactive pay for elected officials. Waiting for a recommendation from the Compensation Committee. The Finance Director has taken on more responsibilities.

1030	Office of the Town Clerk	Budget Request	\$33,074
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Kim Garvis presented this budget. She informed the Board that a new assistant was hired at a higher salary of \$39,788.51.

Item 119 – Summer Intern is \$1,224. Loraine Coe asked why the summer intern is in this budget. Kim didn't know why except the intern basically works in the Town Clerk's office. She feels the intern should be working in all areas of government.

Item 151 – Legal Ads is \$700.

Item 152 - \$1,100 recommended by Selectmen.

Item 154 – Printing \$200 unchanged.

Item 155 – Service Contracts \$250 unchanged.

Item 157 – Office Supplies \$1,000 reduced by \$100.

Item 201 – Audit \$2,000 This is for the land records and may go up.

Item 206 – Data Processing (COTT \$1382 per month) \$2,000 unchanged. This is the indexing system which provides everything for the books.

Item 216 – Microfilming \$916 unchanged.

Item 218 – Special Acts and Ordinances \$1,000, may go up, Kim is going to get a quote on this item.

Item 221 – Training \$400, Board of Selectmen increased this item to \$600.

Item 401 – Capital Equipment \$7,500, this is granted by the State for records preservation. The town pays \$500 and the State pays \$7,000

New Item 437 – Vital Statistics - \$200. This is to pay towns for statistics such as birth, death certificates, etc to send certified copies to the town.

Motion by Jay Berardino, Seconded by Rob DeSimone to accept item 1030 as presented. Motion passed unanimously.

1521	Building and Health Salaries	Budget Request	\$183,828
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The Building Official will look at work to be done in town buildings. Building permits are down for new homes at this time.

Motion by Jay Berardino, Seconded by Rob DeSimone to accept the Selectmen's Recommendation of \$185,215 for this item. Motion passed unanimously.

2011	Assistant ZEO Salary	Budget Request	\$5,000
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Motion by Elmer Clark, Seconded by Jay Berardino to accept item 2011 as presented. Motion passed unanimously.

2035	Historic District Commission	Budget Request	\$1,300
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This budget was presented with the removal of a secretary. The board feels that every commission needs a secretary to take the minutes. A letter will be sent to the Commission. Motion by Jay Berardino, Seconded by Rosemarie Naples to increase the item to \$1,900 to include a secretary. Motion passed, Ayes, Fran Korn, Loraine Coe, Rosemarie Naples, Jay Berardino, Rob DeSimone. Nays, Elmer Clark.

2500	Elections	Budget Request	\$29,902
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Elmer Clark said that they are talking about increasing hours. Fran Korn said that the State of Connecticut has added more jobs to the Registrars and they need more hours to do the work.

Motion by Elmer Clark, Seconded by Loraine Co to accept the Selectmen's Recommendation of \$29,642 for this item. Motion passed unanimously.

2510	Unemployment Compensation	Budget Request	\$0
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Motion by Elmer Clark, Seconded by Rosemarie Naples to accept item 2510 as presented. Motion passed unanimously.

2540	Tree Warden	Budget Request	\$53,675
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Rob DeSimone recommended that a portion (\$28,500) go into Fund Balance until they get another bid. Fran Korn said that are going out to bid. Loraine Coe suggested removing \$20,000 and come to the Board to get the additional funds.

Motion by Rosemarie Naples, Seconded by Rob DeSimone to put \$17,375 in the budget at line item 2540 and put \$20,000 into the Fund Balance and the Tree Warden can come before the Board to receive the money. Motion passed unanimously.

2550	Drug and Alcohol Testing	Budget Request	\$2,000
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Motion by Rosemarie Naples, Seconded by Jay Berardino to accept Item 2550 as presented. Motion passed unanimously.

1500	Assessor	Budget Request	\$22,650
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John Phillips presented the Assessor's budget:

Item 152 – Dues and Meetings \$100. This is a \$100 decrease from last year.

Item 154 – Printing \$1,400 includes \$1,000 for grand list binding.

Item 155 – Service Contracts \$3,000 unchanged.

Item 156 – Subscriptions \$600 unchanged.

Item 303 – Data Processing \$8,500 includes service for mass appraisal and service agreement for Quality Data Conversion fee, converting data from DMV. These are ongoing annual contracts, \$900 increase for CAMA System for Quality Data.

Item 204 – Consultants. The department requested \$8,000 which would include \$5,000 for 10 personal property audits. Consultants would help with data evaluation and work on a per diem rate. The price is \$500 per audit. Fran asked how long it would take to do a personal property audit. John was not sure. The consultant would have nothing to do with the deferral portion of the program. Martin French would handle the deferral papers. Quality Data has some information on both programs and will start working on them on Monday. Elmer Clark asked how much time does Mrs. Bernstein work in Assessor's office. John said she was there because there was a significant amount of paper work. Elmer asked if they need two people in this department. John said he does not anticipate the additional work to need more people. Elmer Clark asked how much time does she work for them. Loraine Coe asked what their needs for her were when it was normal. John said that Bev was needed full time and Linda half

time. Fran Korn recommended deleting \$5,000 from the budget and have someone sit with the consultant and see what we need.

5505	Recreation Department Expenses	Budget Request	\$48,275
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Sherri Hill and Kate McLaughlin presented the Recreation Department Budget.

- Item 130 – Contractors Pay \$2,135. Decreased.
- Item 152 – Dues and Meetings \$450. Increase of \$350.
- Item 153 – Postage \$1,200 unchanged.
- Item 154 – Printing \$600. Decreased by \$140.
- Item 157 – Office Supplies \$200 unchanged.
- Item 221 – Training \$750 increase of \$375.
- Item 256 – Port O Let - \$1,540 increase of \$220.
- Item 302 – Custodial \$1,200 unchanged.
- Item 380 – Summer Concerts \$2,000 unchanged
- Item 381 – Open Gym \$2,250 unchanged
- Item 384 – Special Programs \$30,000 unchanged
- Item 385 – Tennis Lessons \$0 – Moved to Special Programs
- Item 387 – Holiday Programs \$700 unchanged.
- Item 388 – Equipment Program \$3,500 unchanged.
- New Movie Allynbrook – Family movie in the summer with families bringing dinner - \$850.
- New Sign Allynbrook \$900. Need a sign listing Rules and Regulations.

5505	Capital Improvement Plan Recreation	Budget Request	\$3,000
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The Recreation Department requests \$13,000 for Allynbrook improvements. They need the \$13,000 to finish the project for the playscape. Next Saturday ask the Selectmen to recommend the \$15,000 from Reserve for the Recreation Department.

1500	Assessor	Budget Request	\$22,650
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Motion by Fran Korn, Seconded by Loraine Coe to Approve \$17,750 in the current fiscal year and what they feel will be the likely income can come from contingency. Let them make a proposal as to what the advantage will be for the town then they can come back to the board. Motion passed unanimously.

2563	Municipal Custodial Services	Budget Request	\$38,571
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Motion by Elmer Clark, Seconded by Loraine Coe to accept Item 2563 as presented. Motion passed unanimously.

3000	Streetlights	Budget Request	\$43,000
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Motion by Elmer Clark, Seconded by Rob DeSimone to accept Item 3000 as presented. Motion passed unanimously.

4005	Crossing Guard	Budget Request	\$5,280
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Motion by Rosemarie Naples, Seconded by Loraine Coe to accept the Selectmen's recommendation of \$5,438. Motion passed unanimously.

4014	Animal Control Officer Salary	Budget Request	\$15,600
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Motion by Elmer Clark, Seconded by Rob DeSimone to accept item 4014 as presented. Motion passed unanimously.

4015	Dog Fund Expenses	Budget Request	\$14,750
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Motion by Elmer Clark, Seconded by Loraine Coe to accept item 4015 as presented. Motion passed unanimously.

4040	Valley Shore Communications	Budget Request	\$66,673
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Motion by Rosemarie Naples, Seconded by Elmer Clark to accept item 4040 as presented. Motion passed unanimously.

4045	Fire Pond Fund	Budget Request	\$5,000
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Motion by Rosemarie Naples, Seconded by Rob DeSimone to accept Item 4045 as presented. Motion passed unanimously.

4057	Fair House	Budget Request	\$2,400
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Motion by Elmer Clark, Seconded by Rosemarie Naples to accept item 4057 as presented. Motion passed unanimously.

4070	Burning Permits	Budget Request	\$1,000
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Motion by Elmer Clark, Seconded by Rosemarie Naples Coe to accept item 4070 as presented. Motion passed unanimously.

4500	Human Services Coordinator	Budget Request	\$0
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Motion by Elmer Clark, Seconded by Rosemarie Naples to accept the Selectmen's Recommendation of \$47,626 for item 4500. Motion passed unanimously.

4508	Human Services	Budget Request	\$25,310
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Motion by Rosemarie Naples, Seconded by Loraine Coe to accept the Selectmen's recommendation of \$19,310 for item 4508. Motion passed unanimously.

4555	Durham 60+ Club	Budget Request	\$600
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Motion by Rosemarie Naples, Seconded by Loraine Coe to accept item 4555 as presented. Motion passed unanimously.

4599	Durham Senior Citizens Board	Budget Request	\$19,110
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Motion by Loraine Coe, Seconded by Elmer Clark to accept the Selectmen's recommendation of \$18,610. Motion passed unanimously.

5501	Recreation Department Wages	Budget Request	\$70,186
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Motion by Elmer Clark, Seconded by Rosemarie Naples to accept item 5501 as presented. Motion passed unanimously.

7505	Landfill Water System Maintenance	Budget Request	\$4,150
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Motion by Elmer Clark, Seconded by Jay Berardino to accept Item 7505 as presented. Motion passed unanimously.

7510	Household Hazardous Waste	Budget Request	\$4,852
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Motion by Rosemarie Naples, Seconded by Jay Berardino to accept item 7510 as presented. Motion passed unanimously.

1015	Board of Assessment Appeals	Budget Request	\$430
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Motion by Elmer Clark, Seconded by Jay Berardino to accept item 1015 as presented. Motion passed unanimously.

1040	Office of the Town Treasurer	Budget Request	\$85
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Motion by Rosemarie Naples, Seconded by Jay Berardino to accept the Selectmen's Recommendation of \$75. Motion passed unanimously.

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,  
*Sharon J. Criscuolo*

Sharon J. Criscuolo  
 Secretary to the Board of Finance