

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

BOARD OF FINANCE

March 1, 2008

REVISED 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.

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| 1515 | Town Counsel | Budget Request | \$48,600 |
|------|--------------|----------------|----------|

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.

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|------|-----------------------------------|----------------|-----------|
| 1526 | Finance Department Staff Salaries | Budget Request | \$113,233 |
|------|-----------------------------------|----------------|-----------|

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.

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| 1030 | Office of the Town Clerk | Budget Request | \$33,074 |
|------|--------------------------|----------------|----------|

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.

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| 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.

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| 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.

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| 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.

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| 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.

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| 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.

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| 2540 | Tree Warden | Budget Request | \$53,675 |
|------|-------------|----------------|----------|

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.

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|------|--------------------------|----------------|---------|
| 2550 | Drug and Alcohol Testing | Budget Request | \$2,000 |
|------|--------------------------|----------------|---------|

Motion by Rosemarie Naples, Seconded by Jay Berardino to accept Item 2550 as presented. Motion passed unanimously.

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| 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. Jay Berardino asked the Assessor if he was authorized to request income tax returns in order to cross check the statements made by business in town concerning their declarations of personal property. He indicated he was authorized to request tax returns. Jay's expressed view was that tax returns should be

routinely collected and reviewed by the Assessor. Jay wishes to go on record as opposed to hiring “consultants” to do town staff person’s jobs when the jobs can, and should be done by our qualified staff. 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.

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| 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.

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|------|-------------------------------------|----------------|---------|
| 5505 | Capital Improvement Plan Recreation | Budget Request | \$3,000 |
|------|-------------------------------------|----------------|---------|

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.

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| 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.

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|------|------------------------------|----------------|----------|
| 2563 | Municipal Custodial Services | Budget Request | \$38,571 |
|------|------------------------------|----------------|----------|

Motion by Elmer Clark, Seconded by Loraine Coe to accept Item 2563 as presented. Motion passed unanimously.

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| 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.

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| 4005 | Crossing Guard | Budget Request | \$5,280 |
|------|----------------|----------------|---------|

Motion by Rosemarie Naples, Seconded by Loraine Coe to accept the Selectmen's recommendation of \$5,438. Motion passed unanimously.

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| 4014 | Animal Control Officer Salary | Budget Request | \$15,600 |
|------|-------------------------------|----------------|----------|

Motion by Elmer Clark, Seconded by Rob DeSimone to accept item 4014 as presented. Motion passed unanimously.

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| 4015 | Dog Fund Expenses | Budget Request | \$14,750 |
|------|-------------------|----------------|----------|

Motion by Elmer Clark, Seconded by Loraine Coe to accept item 4015 as presented. Motion passed unanimously.

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|------|-----------------------------|----------------|----------|
| 4040 | Valley Shore Communications | Budget Request | \$66,673 |
|------|-----------------------------|----------------|----------|

Motion by Rosemarie Naples, Seconded by Elmer Clark to accept item 4040 as presented. Motion passed unanimously.

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|------|----------------|----------------|---------|
| 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.

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| 4057 | Fair House | Budget Request | \$2,400 |
|------|------------|----------------|---------|

Motion by Elmer Clark, Seconded by Rosemarie Naples to accept item 4057 as presented. Motion passed unanimously.

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| 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.

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| 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.

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| 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.

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| 4555 | Durham 60+ Club | Budget Request | \$600 |
|------|-----------------|----------------|-------|

Motion by Rosemarie Naples, Seconded by Loraine Coe to accept item 4555 as presented. Motion passed unanimously.

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| 4599 | Durham Senior Citizens Board | Budget Request | \$19,110 |
|------|------------------------------|----------------|----------|

Motion by Loraine Coe, Seconded by Elmer Clark to accept the Selectmen's recommendation of \$18,610. Motion passed unanimously.

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| 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.

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| 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.

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| 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.

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| 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.

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| 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