

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

BOARD OF FINANCE

March 1, 2008

MINUTES – REVISION (2)

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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 DeSimone, 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

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Motion made by Jay Berardino, Seconded by Elmer Clark to approve budget 1502 in the amount of \$66,175. Motion passed unanimously.

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1505 Midstate Regional Planning (Per Capita Assessment)

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Motion made by Jay Berardino, seconded by Rosemarie Naples to approve budget 1505 in the amount of \$4,856. Motion passed unanimously.

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1506 Middlesex Soil & Water

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Motion made by Rosemarie Naples, Seconded by Rob DeSimone to approve budget 1506 in the amount of \$1,698. Motion passed unanimously.

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1510 Probate Court

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Motion made by Rosemarie Naples, Seconded by Rob DeSimone to approve budget 1510 in the amount of \$10,490. Motion passed unanimously.

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1515 Town Counsel

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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 made by Rosemarie Naples, Seconded by Loraine Coe to approve budget 1515 in the amount of \$40,000. Motion passed unanimously.

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1526 Finance Department Staff Salaries

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General Discussion – No Vote.

The Bookkeeper is in the union and receives a 3% increase. The Finance Director will be eligible for a step plus 3%. The Board of Finance is still 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

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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.

Motion made by Jay Berardino, Seconded by Rob DeSimone to approve budget 1030 in the amount of \$33,274. Motion passed unanimously.

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1521 Building and Health Salaries

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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 made by Jay Berardino, Seconded by Rob DeSimone to approve budget 1521 in the amount of \$185,215. Motion passed unanimously.

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2011 Assistant ZEO Salary

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Motion made by Elmer Clark, Seconded by Jay Berardino to approve budget 2011 in the amount of \$5,000. Motion passed unanimously.

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2035 Historic District Commission

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

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2500 Elections

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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 responsibilities to the Registrars and they need more hours to do the work.

Motion made by Elmer Clark, Seconded by Loraine Co to approve budget 2500 in the amount of \$29,642. Motion passed unanimously.

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2510 Unemployment Compensation

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Motion made by Elmer Clark, Seconded by Rosemarie Naples to approve budget 2510 in the amount of \$7,997. Motion passed unanimously.

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2540 Tree Warden

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Rob DeSimone recommended that a portion (\$28,500) go into Reserve Fund 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 made by Rosemarie Naples, Seconded by Rob DeSimone to approve budget 2540 in the amount of \$17,375.and fund \$20,000 into the Fund Balance. Motion passed unanimously.

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2550 Drug and Alcohol Testing

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Motion made by Rosemarie Naples, Seconded by Jay Berardino to approve budget 2550. Motion passed unanimously.

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1500 Assessor

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John Phillips presented the Assessor's budget:

Item 303 – Data Processing \$8,500 includes service agreement for appraisal system 2000 for Quality Data to Convert from DMV data. These are ongoing annual contracts, \$900 increase for GAMA 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. Jay stated that it is his opinion the assessor should assess all businesses with accuracy. He 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. Jay asked the assessor if he could do the job and his reply was that he does not get paid enough to do personal property audits. Elmer asked if they need two people in this department. John said he does not anticipate the work load at one and one half people. Fran Korn recommended deleting \$5,000 from the budget audit line. It is requested that a detailed audit proposal be submitted to the Board of Finance in the current fiscal year for consideration.

Motion made by Fran Korn, Seconded by Loraine Coe to approve budget 1500 in the amount of \$17,750 Motion passed unanimously.

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5505 Recreation Department Expenses

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Sherri Hill and Kate McLaughlin presented the Recreation Department Budget.

New Funding Requests:

New Movie Allynbrook – Family movie in the summer with families bringing dinner - \$850.

New Sign Allynbrook \$900. Need a sign listing Rules and Regulations.

Motion made by Rosemarie Naples, Seconded by Jay Berardino to approve budget 5505 in the amount of \$48,275. Motion passed unanimously.

The Recreation Department also requests \$13,000 for Allynbrook improvements. They need the \$13,000 to finish the project for the playscape. It was recommended that this be funded in the current fiscal year from fund balance. The Board of Finance will add this to the Saturday March 8<sup>th</sup> agenda for consideration.

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2563 Municipal Custodial Services

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Motion made by Elmer Clark, Seconded by Loraine Coe to approve budget 2563 in the amount of \$38,571. Motion passed unanimously.

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3000 Streetlights

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Motion made by Elmer Clark, Seconded by Rob DeSimone to approve budget 3000 in the amount of \$43,000. Motion passed unanimously.

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4005 Crossing Guard

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Motion made by Rosemarie Naples, Seconded by Loraine Coe to approve budget 4005 in the amount of \$5,438. Motion passed unanimously.

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4014 Animal Control Officer Salary

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Motion made by Elmer Clark, Seconded by Rob DeSimone to approve budget 4014 in the amount of \$15,600. Motion passed unanimously.

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4015 Dog Fund Expenses

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Motion made by Elmer Clark, Seconded by Loraine Coe to approve budget 4015 in the amount of \$14,600. Motion passed unanimously.

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4040 Valley Shore Communications

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Motion made by Rosemarie Naples, Seconded by Elmer Clark to approve budget 4040 in the amount of \$66,673. Motion passed unanimously.

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4045 Fire Pond Fund

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Motion made by Rosemarie Naples, Seconded by Rob DeSimone to approve budget 4045 in the amount of \$5,000. Motion passed unanimously.

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4057 Fair House

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Motion made by Elmer Clark, Seconded by Rosemarie Naples to approve budget 4057 in the amount of \$2,400. Motion passed unanimously.

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4070 Burning Permits

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Motion made by Elmer Clark, Seconded by Rosemarie Naples Coe to approve budget 4070 in the amount of \$1,000. Motion passed unanimously.

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4500 Human Services Coordinator Salary

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Motion made by Elmer Clark, Seconded by Rosemarie Naples to approve budget 4500 in the amount of \$47,626. Motion passed unanimously.

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4508 Human Services

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Motion made by Rosemarie Naples, Seconded by Loraine Coe to approve budget 4508 in the amount of \$19,310. Motion passed unanimously.

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4555 Durham 60+ Club

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Motion made by Rosemarie Naples, Seconded by Loraine Coe to approve budget 4555 in the amount of \$600. Motion passed unanimously.

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4599 Durham Senior Citizens Board

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Motion made by Loraine Coe, Seconded by Elmer Clark to approve budget 4599 in the amount of \$18,610. Motion passed unanimously.

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5501 Recreation Department Wages

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Motion made by Elmer Clark, Seconded by Rosemarie Naples to approve budget 5501 in the amount of \$71,482. Motion passed unanimously.

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7505 Landfill Water System Maintenance

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Motion made by Elmer Clark, Seconded by Jay Berardino to approve budget 7505 in the amount of \$4,150. Motion passed unanimously.

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7510 Household Hazardous Waste

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Motion made by Rosemarie Naples, Seconded by Jay Berardino to approve budget 7510 in the amount of \$4,852. Motion passed unanimously.

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1015 Board of Assessment Appeals

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Motion made by Elmer Clark, Seconded by Jay Berardino to approve budget 1015 in the amount of \$430. Motion passed unanimously.

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1040 Office of the Town Treasurer

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Motion made by Rosemarie Naples, Seconded by Jay Berardino to approve budget 1040 in the amount 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