

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

BOARD OF FINANCE
SPECIAL MEETING

March 22, 2008

MINUTES

Members Present: Fran Korn, Loraine Coe, Elmer Clark, Rob DeSimone and Jay Berardino

Members Absent: Rosemarie Naples

Others Present: Maryjane Malavasi, Charles Corley (*Town Times*)

1) Call to order:

The meeting was called to order by Chairman Fran Korn at 8:14 AM.

2) Budget Workshop:

a) 1000 Board of Finance:

Maryjane Malavasi requested \$4,500 for consulting services for next year's actuarial valuation.

MOTION MADE BY DESIMONE, SECONDED BY COE, TO ADD ITEM 204 CONSULTANTS IN THE AMOUNT OF \$4,500 TO THE SELECTMEN'S RECOMMENDATION AND TO APPROVE BUDGET #1000 BOARD OF FINANCE IN THE AMOUNT OF \$25,810. UNANIMOUS AYE.

b) 1010 Office of the First Selectman:

MOTION MADE BY DESIMONE, SECONDED BY COE, TO APPROVE BUDGET #1010 OFFICE OF THE FIRST SELECTMAN IN THE AMOUNT OF \$39,529 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

c) 1020 Office of the Tax Collector:

Maryjane Malavasi requested an additional line for court filing fees in the amount of \$770. She noted that this expense would be offset by a new revenue line.

MOTION MADE BY CLARK, SECONDED BY COE, TO ADD A LINE FOR COURT FILING FEES IN THE AMOUNT OF \$770 AND TO APPROVE BUDGET #1020 OFFICE OF THE TAX COLLECTOR IN THE AMOUNT OF \$12,490. UNANIMOUS AYE.

d) 3005 Capital Equipment:

MOTION MADE BY CLARK, SECONDED BY DESIMONE, TO APPROVE BUDGET #3005 CAPITAL EQUIPMENT IN THE AMOUNT OF \$19,620 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

e) 3007 Highway Dept. Summer Wages (Changed to Highway Dept. Seasonal Wages):

MOTION MADE BY DESIMONE, SECONDED BY COE, TO APPROVE BUDGET #3007 HIGHWAY DEPT. SEASONAL WAGES IN THE AMOUNT OF \$17,922 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

f) 3008 Highway Vehicle Maintenance:

Fran Korn noted that the board discussed moving line 3010-555 Tires into this budget.

MOTION MADE BY DESIMONE, SECONDED BY COE, TO TRANSFER LINE #3010-555 IN THE AMOUNT OF \$5,000 INTO THIS BUDGET AND TO APPROVE BUDGET #3008 HIGHWAY VEHICLE MAINTENANCE IN THE AMOUNT OF \$45,000. UNANIMOUS AYE.

g) 3009 Town Garage Maintenance:

Maryjane Malavasi requested, on behalf of the Fire Marshal, reimbursement of a portion of two personal cell phones for use in the department. The Board requested that Bill Witecki discuss this request in person.

Fran Korn suggested transferring winter meal purchases to the meal allowance line in budget 3011.

MOTION MADE BY DESIMONE, SECONDED BY CLARK, TO REDUCE LINE #251 ELECTRICITY TO \$3,800, REDUCE LINE #302 PANTRY TO \$1,500, AND TO APPROVE BUDGET #3009 TOWN GARAGE MAINTENANCE IN THE AMOUNT OF \$15,400. UNANIMOUS AYE.

Ms. Malavasi was asked to separate custodial supplies into new line items in all appropriate departments.

h) 3010 Public Works:

It was noted that line #555 Tires was moved to dept. 3008, and line #556 was changed to Line Striping.

MOTION MADE BY CLARK, SECONDED BY BERARDINO, TO REDUCE LINE #581 BITUMINOUS TO \$10,000, LINE #582 STONE TO \$6,000, LINE #587 ROADSIDE TO \$1,500, AND TO APPROVE BUDGET 3010 PUBLIC WORKS IN THE AMOUNT OF \$63,500. UNANIMOUS AYE.

i) 3011 Snow Removal and 3007 Highway Dept Seasonal Wages:

There was extensive discussion regarding the option of contracting out for a portion of the snow routes. Total amount of funding for temporary help in general was discussed.

MOTION MADE BY BERARDINO, SECONDED BY DESIMONE, TO REOPEN BUDGET #3007 HIGHWAY DEPT. SEASONAL WAGES. UNANIMOUS AYE.

MOTION MADE BY DESIMONE, SECONDED BY BERARDINO, TO APPROVE BUDGET #3007 HIGHWAY DEPT SEASONAL WAGES IN THE AMOUNT OF \$15,000. UNANIMOUS AYE.

MOTION MADE BY BERARDINO, SECONDED BY CLARK, TO APPROVE BUDGET #3011 SNOW REMOVAL IN THE AMOUNT OF \$137,000 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

Jay Berardino recommended hiring an expert to come in to review the working of this department. He did not want to imply that anything was being done improperly, just that it is a large portion of our budget and therefore should be looked at for possible cost saving measures.

j) 3012 Catch Basin Cleaning:

It was noted that labor and fuel is already budgeted in other departments and therefore should be removed from this request.

MOTION MADE BY DESIMONE, SECONDED BY CLARK, TO REDUCE LINE #356 CATCH BASIN CLEANING TO \$15,000 AND TO APPROVE BUDGET #3012 CATCH BASIN CLEANING IN THE AMOUNT OF \$16,500. UNANIMOUS AYE.

k) 3013 Highway Dept Vehicle Fuel:

The Board asked for a breakdown of the number of gallons used before reviewing this budget.

l) 3014 Chip Sealing:

Fran Korn noted that this budget normally covers 10 miles on an average rotation. He noted that this budget does not capture fuel, labor, and vehicle maintenance costs associated with this project, and questioned what the cost would be if we contracted for this service instead. He suggested approving the amount requested but asking that this work be put out to bid.

MOTION MADE BY BERARDINO, SECONDED BY DESIMONE, TO APPROVE BUDGET #3014 CHIP SEALING IN THE AMOUNT OF \$190,000 AND TO REQUEST THIS

CONTRACT BE PUT OUT TO BID AND REVIEWED WITH THE BOARD OF FINANCE BEFORE APPROVAL IS GIVEN. UNANIMOUS AYE.

m) 3016 Highway Sweeping:

MOTION MADE BY DESIMONE, SECONDED BY COE, TO APPROVE BUDGET #3016 HIGHWAY SWEEPING IN THE AMOUNT OF \$23,000. UNANIMOUS AYE.

n) 3500 Local Highway Projects:

Fran Korn noted that the Board has requested a list of anticipated projects. The Board has also requested that the culvert projects be reviewed by the Town Engineer.

MOTION MADE BY COE, SECONDED BY DESIMONE, TO APPROVE BUDGET #3500 LOCAL HIGHWAY PROJECTS IN THE AMOUNT OF \$0 (ZERO). UNANIMOUS AYE.

MOTION MADE BY CLARK, SECONDED BY BERARDINO, TO APPROVE THE AMOUNT OF \$50,000 TO BE PLACED IN A RESERVE FOR HIGHWAY PROJECTS. UNANIMOUS AYE.

o) 4055 Resident State Trooper:

Ms. Malavasi reported that the First Selectman emailed an explanation of the request for clerical services in this department to all board members. Rob DeSimone asked to review current clerical staff in Town Hall to see if there is someone currently on staff who could provide this coverage.

MOTION MAE BY CLARK, SECONDED BY BERARDINO, TO REMOVE CLERICAL IN THE AMOUNT OF \$6,000 PENDING DISCUSSIONS WITH THE FIRST SELECTMAN, AND TO APPROVE BUDGET #4055 RESIDENT STATE TROOPER IN THE AMOUNT OF \$139,500. UNANIMOUS AYE.

p) 4056 Resident State Trooper Contract:

MOTION MAE BY CLARK, SECONDED BY BERARDINO, TO APPROVE BUDGET #4056 RESIDENT STATE TROOPER CONTRACT IN THE AMOUNT OF \$97,377. UNANIMOUS AYE.

q) 4065 Public Safety Committee:

MOTION MADE BY CLARK TO APPROVE BUDGET #4065 PUBLIC SAFETY COMMITTEE AT THE SAME DOLLAR VALUE AS THE CURRENT YEAR. NO SECOND; MOTION FAILED.

MOTION MADE BY BERARDINO, SECONDED BY DESIMONE, TO APPROVE BUDGET #4065 PUBLIC SAFETY COMMITTEE IN THE AMOUNT OF \$2,700. KORN, COE, BERARDINO & DESIMONE-AYE; CLARK-ABSTAIN. MOTION CARRIED.

r) 4518 Transportation Services:

Ms. Malavasi reported that the Town would be receiving grant funds in the amount of \$12,000 to cover the expense in item 422. Fran Korn requested ridership numbers, and asked that the detail be included on the budget sheets in coming years.

MOTION MADE BY CLARK, SECONDED BY BERARDINO, TO APPROVE BUDGET #4518 TRANSPORTATION SERVICES IN THE AMOUNT OF \$42,649. UNANIMOUS AYE.

s) 4570 Youth Services:

MOTION MADE BY DESIMONE, SECONDED BY COE, TO APPROVE BUDGET #4570 YOUTH SERVICES IN THE AMOUNT OF \$35,150. UNANIMOUS AYE.

t) 5002 Library Information Technology:

MOTION MADE BY CLARK, SECONDED BY DESIMONE, TO APPROVE BUDGET #5002 LIBRARY INFORMATION TECHNOLOGY IN THE AMOUNT OF \$37,537 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

u) 5003 Library Building & Grounds:

Ms. Malavasi reported that \$1,000 of the Town Property Maintenance budget line #2560-456 should be allocated to this department.

The Board asked for an itemized list from Richard McManus regarding the additional maintenance request. Fran Korn noted that there is a Building Maintenance Reserve that could be used to fund some of these additional maintenance issues.

MOTION MADE BY BERARDINO, SECONDED BY DESIMONE, TO REDUCE LINE #452 BUILDING MAINTENANCE TO \$9,000, INCREASE LINE #455 GROUNDS MAINTENANCE TO \$3,500, AND TO APPROVE BUDGET #5003 LIBRARY BUILDING & GROUNDS IN THE AMOUNT OF \$57,600, BASED ON THE SELECTMEN'S RECOMMENDATION. UNANIMOUS AYE.

v) 5004 Library Books & Media:

MOTION MADE BY BERARDINO, SECONDED BY CLARK, TO APPROVE BUDGET 5004 LIBRARY BOOKS & MEDIA IN THE AMOUNT OF \$52,000 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

w) 5005 Library Expenses:

There was a discussion related to the increased cost of the elevator contract, but upon review of the expenses in line #155 Service Contracts, the amount was not much more than the contract at town hall. It was noted that there are a number of different contracts in this line, and Ms. Malavasi was asked to add that detail to the budget form.

MOTION MADE BY BERARDINO, SECONDED BY CLARK, TO APPROVE BUDGET 5005 LIBRARY EXPENSES IN THE AMOUNT OF \$25,750. UNANIMOUS AYE.

x) 5006 Parking Lot Lease:

MOTION MADE BY BERARDINO, SECONDED BY CLARK, TO APPROVE BUDGET #5006 PARKING LOT LEASE IN THE AMOUNT OF \$2,876. UNANIMOUS AYE.

Ms. Malavasi was asked to notify the Library Board that the next renewal notification date for the contract is July 1, 2009.

3) Public Comment:

- a) Donya Viola expressed her opinion that the new configuration requested by the library would put a strain on the personnel since it would require them to stand. Jay Berardino suggested bringing this up with the library board. Ms. Viola went on to say that the library is a place for books and not technology, therefore she does not agree with adding 2 new computers.
- b) Ms. Viola did not agree with adding additional hours for the Assistant Tax Collector since that would require adding benefits to the position. Fran Korn noted that we already pay benefits for this position. Ms. Viola was not sure if this position warranted additional hours anyway.
- c) Ms. Viola suggested that additional funding from the State for ECS should be allocated to the school budget in the subsequent year. Ms. Malavasi clarified that Ms. Viola is referring to funds received over the amount budgeted in each year.
- d) Ms. Viola stated that the 6.5% increase in expenses presented by the Selectmen is too high even if the mill rate increase is flat. She added that the tax freeze could even add to this increase. She suggested that instead of retro pay for elected officials, we should establish a salary starting now.

Jay Berardino asked Ms. Viola what percentage increase she could accept. She stated that anything over 3% is insane in the current economy.

- e) Ms. Viola stated that she is concerned to hear this morning that a number of budget submissions have come to the board without proper backup.

Fran Korn thanked Ms. Viola for her comments.

4) Adjourn:

Fran Korn noted that the next meeting is scheduled for Tuesday night. The Board also added another workshop on Saturday, March 29 at 8:00 AM.

MOTION MADE BY DESIMONE, SECONDED BY BERARDINO, TO ADJOURN THE MEETING AT 11:16 AM. UNANIMOUS AYE.

Respectfully submitted,

Maryjane Malavasi