

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

BOARD OF FINANCE  
SPECIAL MEETING

March 25, 2008

MINUTES

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

**Members Absent:** Rob DeSimone

**Others Present:** Maryjane Malavasi, Laura Francis, Martin French, Charles Corley (*Town Times*)

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**1) Call to order:**

The meeting was called to order by Chairman Fran Korn at 7:00 PM.

**2) Budget Workshop:**

a) Salary Recommendations:

Maryjane Malavasi distributed a spreadsheet outlining every salary budget for 2008-2009. She also distributed a synopsis of the decisions made by the Compensation Review Board regarding elected officials salaries. The recommendation is for salary adjustments for the First Selectman, Tax Collector and Town Clerk Plus to begin December 2007 and for the Treasurer and Selectmen to begin July 2008.

Elmer Clark suggested that step adjustments be made on anniversary date of hire and not July 1.

MOTION MADE BY NAPLES, SECONDED BY CLARK, TO APPROVE BUDGET #1012 SELECTMEN'S SALARIES IN THE AMOUNT OF \$7,000 (\$3,500 EACH). UNANIMOUS AYE.

Jay Berardino stated that he felt the salary was still too low.

MOTION MADE BY BERARDINO, SECONDED BY NAPLES, TO APPROVE BUDGET #1041 TOWN TREASURER'S SALARY IN THE AMOUNT OF \$9,000. UNANIMOUS AYE.

MOTION MADE BY BERARDINO, SECONDED BY COE, TO APPROVE BUDGET #1011 FIRST SELECTMAN'S SALARY IN THE AMOUNT OF \$72,975. KORN, COE, NAPLES & BERARDINO-AYE; CLARK-ABSTAIN. MOTION CARRIED.

MOTION MADE BY NAPLES, SECONDED BY CLARK, TO APPROVE BUDGET #1021 TAX COLLECTOR'S SALARY IN THE AMOUNT OF \$53,839.

Jay Berardino noted that other towns function without the position of tax collector at all. We used to have a part time position which has now become full time. He recommends the charter be revised in respect to the tax collector position. He stated the Board of Finance is asked to approve additional hours so why can't they recommend lowering hours also.

VOTE ON MOTION: KORN, COE, CLARK & NAPLES-AYE; BERARDINO-ABSTAIN. MOTION CARRIED.

MOTION MADE BY COE, SECONDED BY BERARDINO, TO APPROVE BUDGET #1031 TOWN CLERK SALARY IN THE AMOUNT OF \$54,852.

Elmer Clark asked who determined that this position is a Town Clerk Plus. Laura Francis responded that the Board of Selectmen made that determination. Mr. Clark asked to have the figure for the Town Clerk salary also be available at the public hearing for comparison to Town Clerk Plus.

VOTE ON MOTION: UNANIMOUS AYE.

b) 1013 Selectmen's Office Salaries:

MOTION MADE BY COE, SECONDED BY NAPLES, TO APPROVE BUDGET #1013 SELECTMEN'S OFFICE SALARIES IN THE AMOUNT OF \$95,865 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

c) 1020 Tax Collector Office Staff Salary:

MOTION MADE BY NAPLES, SECONDED BY BERARDINO, TO APPROVE BUDGET #1022 TAX COLLECTOR OFFICE STAFF SALARY IN THE AMOUNT OF \$23,051 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

d) 1032 Clerk's Office Staff Salary:

MOTION MADE BY COE, SECONDED BY NAPLES, TO APPROVE BUDGET #1032 CLERKS OFFICE STAFF SALARY IN THE AMOUNT OF \$40,983 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

Jay Berardino stated that he admired the process followed in hiring this person. It was objective and thorough.

e) 1526 Finance Department Staff Salaries:

MOTION MADE BY BERARDINO, SECONDED BY CLARK, TO APPROVE BUDGET #1526 FINANCE DEPARTMENT STAFF SALARIES IN THE AMOUNT OF \$113,233 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

f) 3006 Highway Department Wages:

MOTION MADE BY BERARDINO, SECONDED BY NAPLES, TO APPROVE BUDGET #3006 HIGHWAY DEPARTMENT WAGES IN THE AMOUNT OF \$383,641 AS RECOMMENDED BY THE SELECTMEN. KORN, COE, NAPLES & BERARDINO-AYE; CLARK-NAY. MOTION CARRIED.

g) 5001 Library Wages:

Maryjane Malavasi noted that the Selectmen's recommendation was to fund a portion of the requested increase in hours. She also noted the library had requested one part time position be increased to full time, but that the numbers in the spreadsheet keep that position part time.

Elmer Clark said that the library should not receive any additional hours since no other requests for additional hours had been approved.

MOTION MADE BY COE, SECONDED BY NAPLES, TO APPROVE BUDGET #5001 LIBRARY WAGES IN THE AMOUNT OF \$298,661 AS OUTLINED IN THE SALARY SPREADSHEET. UNANIMOUS AYE.

h) 5501 Recreation Department Wages:

MOTION MADE BY CLARK, SECONDED BY COE, TO APPROVE BUDGET #5501 RECREATION DEPARTMENT WAGES IN THE AMOUNT OF \$71,482 AS RECOMMENDED BY THE SELECTMEN. UNANIMOUS AYE.

i) 2505 Social Security:

MOTION MADE BY NAPLES, SECONDED BY BERARDINO, TO APPROVE BUDGET #2505 SOCIAL SECURITY IN THE AMOUNT OF \$126,259. UNANIMOUS AYE.

j) 2510 Unemployment Compensation:

Maryjane Malavasi noted that we were notified that our unemployment compensation rate has increased as of January 1, 2008.

MOTION MADE BY NAPLES, SECONDED BY COE, TO REOPEN BUDGET #2510 UNEMPLOYMENT COMPENSATION. UNANIMOUS AYE.

MOTION MADE BY NAPLES, SECONDED BY COE, TO APPROVE BUDGET #2510 UNEMPLOYMENT COMPENSATION IN THE AMOUNT OF \$8,747. UNANIMOUS AYE.

k) 2515 Employee Retirement Plan:

MOTION MADE BY NAPLES, SECONDED BY COE, TO APPROVE BUDGET #2515 EMPLOYEE RETIREMENT PLAN IN THE AMOUNT OF \$142,609. UNANIMOUS AYE.

Fran Korn asked that more backup be provided that details who is paying into the plan.

l) 2525 Health Insurance – Changed to Health Benefits:

Jay Berardino suggested the town look into becoming self-insured since other towns have experienced significant cost savings by doing so. Fran Korn suggested approving the budget but asking the First Selectman to come in and discuss this option.

Maryjane Malavasi noted that this budget is based on one scenario that our consultant has provided.

MOTION MADE BY BERARDINO, SECONDED BY CLARK, TO REDUCE LINE #146 TO \$22,526 AND TO APPROVE BUDGET #2525 HEALTH INSURANCE IN THE AMOUNT OF \$467,427. 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) New Dept – Allyn Brook Park Maintenance:

MOTION MADE BY COE, SECONDED BY NAPLES, TO APPROVE A NEW BUDGET FOR ALLYN BROOK PARK MAINTENANCE IN THE AMOUNT OF \$2,000. UNANIMOUS AYE.

o) Reserve #9740 Revaluation:

MOTION MADE BY NAPLES, SECONDED BY CLARK, TO APPROVE RESERVE BUDGET #9740 REVALUATION IN THE AMOUNT OF \$35,000. UNANIMOUS AYE.

p) Reserve #9340 Open Space:

MOTION MADE BY NAPLES, SECONDED BY COE, TO APPROVE RESERVE BUDGET #9340 OPEN SPACE IN THE AMOUNT OF \$5,000. UNANIMOUS AYE.

q) 2020 CIP-Barn Maintenance-Conservation Commission:

Fran Korn suggested that the Conservation Commission request funding from the Selectmen from line #9200 Building Maintenance Reserve.

r) 2540 Tree Warden:

Fran Korn suggested that the request for tree replanting be placed in the operating budget.

MOTION MADE BY NAPLES, SECONDED BY CLARK, TO REOPEN BUDGET #2540 TREE WARDEN. UNANIMOUS AYE.

MOTION MADE BY NAPLES, SECONDED BY COE, TO ADD A NEW LINE TITLED TREE REPLANTING IN THE AMOUNT OF \$3,000 AND TO APPROVE BUDGET #2540 TREE WARDEN IN THE AMOUNT OF \$20,375. UNANIMOUS AYE.

s) 3010 CIP-Truck Replacement-Public Works:

MOTION MADE BY KORN, SECONDED BY BERARDINO, NOT TO FUND TRUCK REPLACEMENT CAPITAL REQUESTS FOR THE PUBLIC WORKS DEPARTMENT PENDING REVIEW OF THE ENTIRE PUBLIC WORKS DEPARTMENT TO DETERMINE BEST PRACTICES. UNANIMOUS AYE.

Fran Korn noted that this request does not imply that the public works department is being run improperly, but that the Board of Finance would like professional assistance to help determine the needs of this department.

t) 4020 Volunteer Fire Department:

MOTION MADE BY NAPLES, SECONDED BY COE, TO REOPEN BUDGET #4020 VOLUNTEER FIRE DEPARTMENT. UNANIMOUS AYE.

MOTION MADE BY NAPLES, SECONDED BY CLARK, TO ADD A NEW ITEM FOR AC SENSORS IN THE AMOUNT OF \$1,200 AND TO APPROVE BUDGET #4020 VOLUNTEER FIRE DEPARTMENT IN THE AMOUNT OF \$65,700. UNANIMOUS AYE.

u) 3010 CIP-Town Hall Vehicle Replacement-Public Works:

MOTION MADE BY KORN, SECONDED BY COE, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER UP TO \$15,000 FROM UNDESIGNATED FUND BALANCE TO #6700-485 TOWN HALL VEHICLES CIP FOR THE REPLACEMENT OF THE 1993 ESCORT. UNANIMOUS AYE.

v) Reserve #9140 Ambulance Replacement:

MOTION MADE BY COE, SECONDED BY BERARDINO, TO APPROVE RESERVE BUDGET #9140 AMBULANCE REPLACEMENT IN THE AMOUNT OF \$10,000. UNANIMOUS AYE.

w) 4030 CIP-Ambulance Gear Replacement:

MOTION MADE BY COE, SECONDED BY NAPLES, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$20,735 FROM UNDESIGNATED FUND BALANCE TO #6700-493 AMBULANCE GEAR CIP FOR THE REPLACEMENT OF AED'S, STAIR CHAIR AND STRETCHER. KORN, COE, BERARDINO, NAPLES-AYE; CLARK-NAY. MOTION CARRIED.

x) 4032 CIP-Radio Communications:

MOTION MADE BY NAPLES, SECONDED BY BERARDINO, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$18,500 FROM UNDESIGNATED FUND BALANCE TO #6700-498 TOWN WIDE RADIO COMMUNICATIONS CIP FOR THE REPLACEMENT OF BELT-WORN PAGERS AND PORTABLE RADIOS. UNANIMOUS AYE.

MOTION MADE BY COE, SECONDED BY BERARDINO, TO APPROVE BUDGET #6700-498 TOWN WIDE RADIO COMMUNICATIONS CIP IN THE AMOUNT OF \$17,816. UNANIMOUS AYE.

y) 5003 CIP-Space Renovation-Library:

MOTION MADE BY NAPLES, SECONDED BY BERARDINO, TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$25,000 FROM UNDESIGNATED FUND BALANCE TO #6700-497 LIBRARY CIP FOR THE INTERNET SAFETY AND SPACE UTILIZATION RENOVATION PROJECT. UNANIMOUS AYE.

**3) Adjourn:**

MOTION MADE BY NAPLES, SECONDED BY COE, TO ADJOURN THE MEETING AT 9:00 PM. UNANIMOUS AYE.

Respectfully submitted,

Maryjane Malavasi