

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

BOARD OF FINANCE

March 8, 2008

MINUTES

The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Saturday, March 8, 2008.

Members Present: Fran Korn, Loraine Coe, Rob DeSimone (arr. 8:10), Elmer Clark and Jay Berardino

Members Absent: Rosemarie Naples.

Others Present: Maryjane Malavasi, Charles Corley (*Town Times*), Harry Hall, Brian Ameche, Valerie Kilmartin, David Turley, Lynn Stanwood.

1) Call to order:

The meeting was called to order by Chairman Fran Korn at 8:00 a.m.

2) Budget Workshop:

a) 1525 Finance Department:

MOTION MADE BY ELMER CLARK, SECONDED BY LORAIN COE, TO APPROVE DEPT. 1525 FINANCE DEPARTMENT IN THE AMOUNT OF \$8,230. UNANIMOUS AYE.

b) 1526 Finance Department Staff Salaries:

There was general discussion regarding the salary survey and the new structure based on that survey.

Jay Berardino asked to see a projection of salaries out 10 years. He noted that the consultant hired to study wages and salaries recommended that town positions have automatic accelerator clauses called "steps" which elevate the employee's pay based on the number of years the employee occupies a position. The step increase is in addition to annual increases negotiated by the union. Berardino stated that he felt that automatic step increases should be replaced with merit based pay increases or bonuses.

Rob DeSimone stated that he would like to treat all employees equally.

Maryjane Malavasi was asked to provide the board with a list of all proposed salaries.

c) 1565 Information Technology:

Fran Korn will speak with Laura Francis regarding questions that the board has about the budgets for Qscend.

d) **1566 Computer Equipment:**

It was noted that Kim Garvis suggested that this budget could be reduced. There was discussion regarding the computer replacement schedule.

MOTION MADE BY ELMER CLARK, SECONDED BY JAY BERARDINO, TO APPROVE DEPT. 1566 COMPUTER EQUIPMENT IN THE AMOUNT OF \$1,500.

After discussion, the motion and second were withdrawn.

MOTION MADE BY JAY BERARDINO, SECONDED BY LORAIN COE, TO APPROVE DEPT. 1566 COMPUTER EQUIPMENT IN THE AMOUNT OF \$3,000. UNANIMOUS AYE.

e) **2000 Inland Wetlands:**

Fran Korn will speak with Laura Francis regarding the request for a Soil Scientist.

f) **2560 Town Hall Expenses:**

The electricity, telephone, and town property maintenance lines were discussed. Fran Korn suggested that the town property maintenance line be broken out between the appropriate buildings and that a new department number be created for Allyn Brook Park.

Elmer Clark felt that this budget should be reduced.

MOTION MADE BY JAY BERARDINO, SECONDED BY LORAIN COE, TO REMOVE LINE ITEM #456 TOWN PROPERTY MAINTENANCE FROM DEPT. 2560 TOWN HALL EXPENSES, AND TO APPROVE DEPT. 2560 TOWN HALL EXPENSES IN THE AMOUNT OF \$52,744. KORN, COE, BERARDINO AND DESIMONE – AYE. CLARK-NAY. MOTION CARRIED.

g) **2562 Municipal Heating Fuel:**

MOTION MADE BY ELMER CLARK, SECONDED BY JAY BERARDINO, TO APPROVE DEPT. 2562 MUNICIPAL HEATING FUEL IN THE AMOUNT OF \$33,000. UNANIMOUS AYE.

MOTION MADE BY FRAN KORN, SECONDED BY LORAIN COE, TO CREATE NEW 4-DIGIT DEPARTMENT NUMBERS FOR TELEPHONES, CELLULAR PHONES, AND ELECTRICITY. UNANIMOUS AYE.

h) **4020 Volunteer Fire Department:**

Harry Hall presented the fire department budget. He explained requested increases in each line item. The board suggested another new department number be created for vehicle fuel.

Elmer Clark asked about the number of volunteers and how many take advantage of the tax abatement. Harry Hall replied that there are 54 members, but did not know exactly how many were on the tax abatement list for this year.

Jay Berardino asked about insurance for the members. Harry Hall noted that the issue of workman's compensation for volunteers is being researched and more information should be available mid-summer.

The fire department's capital request for 1 new fire apparatus each of the next 4 years was discussed in regards to the type of vehicles proposed and the amount of funding necessary.

Fran Korn requested a list of water tanks that the department feels are necessary to put in, including installation and maintenance costs. Harry Hall stated that he felt the town would need ten new underground water storage tanks. Jay Berardino noted that swimming pools can be and are used for fire suppression and suggested that the town inventory existing swimming pools to determine their locations and potential for fire suppression in lieu of costly new underground water storage tanks. Berardino suggested that the town consider giving property owners who install a swimming pool in an area designated by the Fire chief as "in need" of a water tank a tax break in return for the use of the pool for fire suppression. Berardino pointed out that the Fire Chief must review and sign off on each new subdivision application and may legally require that the developer install, at his expense, new underground water storage tanks thereby saving the town the expense.

i) 2020 Conservation Commission

Brian Ameche presented the Conservation Commission budget. He stated that the commission has once again requested funding for photography for a calendar of Durham vistas and views. Fran Korn stated that there is money in the Open Space Reserve that the commission could request for this purpose. He suggested that they make this request to the Board of Selectmen.

Brian Ameche asked to be added to the next regular meeting agenda to discuss open space surveys that have been completed. He made it clear that they have criteria for open space, and they say "no" to as many people that as they say "yes" to.

Jay Berardino asked if the open space requests that are going forward are for purchase of the property or for purchase of development rights. Mr. Ameche stated that they are for development rights and that they will be applying for grant funding should they go through. Jay Berardino recommended the Conservation Commission meet with Rep. Kalinowski and Sen. Meyers to request support from them in obtaining State money for acquisition of the Development Rights of properties which the commission is currently negotiating for.

Jay Berardino suggested letting the townspeople know how our open space properties can be accessed and used. Fran Korn suggested that the calendar could include this information.

Jay Berardino suggested that the Town should consider acquiring Miller's Pond from the State so that we could better control its use.

Brian Ameche stated that maintenance is needed on White's Farm to control flooding issues.

Maryjane Malavasi asked that the White's Farm Survey be completed in the current year, if possible, since there is already funding for that purpose.

j) 5001-5006 Library:

Valerie Kilmartin, David Turley and Lynn Stanwood presented the budgets for the Durham Public Library.

5001 Library Wages: Valerie Kilmartin requested increased hours for 3 positions, as well as an upgrade of one position based on duties. She went over the statistics that they put together to back up this request.

Elmer Clark asked if hours had been increased through the current budget. Ms. Kilmartin replied that they had.

5002 LION: Valerie Kilmartin explained that belonging to LION allows us to save on computer maintenance costs and additional subscriptions to the State system. The amount recommended by the Selectmen represents the correct budget request.

5003 Library Building & Grounds: Valerie Kilmartin stated that the library needs staff and material in order to operate; therefore she looks for as much savings as possible in maintenance.

Fran Korn asked about the underground tank. David Turley stated that they are working on gathering quotes for the removal of the tank. It was noted that the tank is still in use. Fran Korn asked them to work with the town to go out to bid for this project and to report back to the board as to the anticipated cost.

5004 Library Books & Media: Valerie Kilmartin explained that they have not requested an increase in this budget for 3 years, but that the requested increase reflects their needs based on usage and costs.

5006 Parking Lot Lease: Valerie Kilmartin explained that the Selectmen negotiated the lease and therefore is responsible for this budget.

Fran Korn asked Maryjane Malavasi to provide the board with information regarding the terms of this lease.

Capital: Valerie Kilmartin reviewed the library's proposal for Internet Safety/Space Utilization Renovation. She explained that their furniture supplier would be doing the bulk of the work. She stated that instead of expansion of the library, they can change the footprint and meet their needs for the next 10 years.

3) Allyn Brook Park Improvements:

MOTION MADE BY JAY BERARDINO, SECONDED BY ROB DESIMONE, TO TRANSFER \$13,000 FROM UNDESIGNATED FUND BALANCE TO #6700-500 ALLYN BROOK PARK IMPROVEMENTS FOR THE COMPLETION OF THE PLAYGROUND IMPROVEMENT PROJECT. UNANIMOUS AYE.

MOTION MADE BY LORAIN COE, SECONDED BY ROB DESIMONE, TO REQUEST THAT THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$15,000 FROM RESERVE #9100 ALLYN BROOK PARK PLAYGROUND EQUIPMENT TO #6700-500 ALLYN BROOK PARK IMPROVEMENTS. UNANIMOUS AYE.

4) Adjourn:

MOTION MADE BY ELMER CLARK, SECONDED BY ROB DESIMONE, TO ADJOURN THE MEETING AT 11:38 AM. UNANIMOUS AYE.

Respectfully submitted,

Maryjane Malavasi