

TOWN OF DURHAM
BOARD OF FINANCE

P.O. Box 428
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SPECIAL MEETING

BOARD OF FINANCE

March 31, 2007

MINUTES

The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Saturday, March 31, 2007. Chairman Fran Korn called the meeting to order at 9:15 a.m.

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

Members Absent: Rosemarie Naples

Others Present: Jim McLaughlin, Renee Primus, Mary Ann Boord, Charles Corley (*Town Times*).

The fire truck replacement monies we discussed. The plan is to replace a fire truck every year. This will be brought to the town to be decided.

The Board wants to put the money for Emergency Services in Reserves so they will have to come to the town to get the money. Some of this money was spent on putting a new roof on the house on Main Street.

For the Conservation Open Space the Board wants to reduce this to \$10,000. Jay said there is grant money for historic houses. This should be looked into. Fran would prefer to leave the money in. This year we are using a lot of income interest. Next year we would have to put more money in this fund.

At 10:00 the meeting was recessed to meet with the Board of Selectmen for the Salary Survey.

Jim stated that the independent study was completed. Each position has been classified. The Assistant Town Clerk salary is in line with union employees. She has been doing a lot with passports and other functions in the Town Clerk's office.

The Board of Selectmen is requesting \$31,474 to be paid as retroactive pay. Elmer wanted to know if this included Social Security and other payments. These amounts will be added on later. The Board of Selectmen want \$31,474 for 2007 which is the 3% increase. Jim said this is a reserve held by the Board of Finance and it will put the non union employees fall within the union salaries. Jim stated that the money was suppose to be in Contingency not Reserve. Renee thought the salary adjustments would be

made before the next fiscal year but it was just completed. Fran thought we just wanted the recommendations of the Salary Survey and that nothing was promised. Jim said that although the survey was started last spring it was not in time to put it into the budget. Elmer and Jay felt that there was no money provided for this retroactive pay.

The Finance Director was not to receive an increase until the anniversary date. Elmer said there was no discussion of an increase in the Finance Department.

Elmer also said that the Social Security will affect the request, that it will be higher. Jim will have Mary Jane work out the numbers.

Renee said that they informed all the people in the survey that they could contact the Board of Selectman if they felt there was a discrepancy. Each person received a job description. Rob wanted to know should we need to replace person in a position would they be put in at the higher rate. Jim said that they would come in at entry level. Mary Ann said that the scale includes how many years the person has been in the same field and what certifications they hold would set the salary. As the years of service increase the employee would then move up the scale.

Fran recommended salary as base and add 3% to 07-08 request to get the budget figure. Loraine asked if this brought Tax Collector up to what he should be. Elmer said he was up to 40 hours. Fran suggested that the retroactive and the 3% increase be grouped together and do it on July 1st.

Jim said this study was a very thorough study of other towns. Mary Ann said the Town Clerk thought everything was fair except for the Assistant Town Clerk. Renee felt that regardless of misunderstanding to the retro pay she did believe results would come up in time. She had hoped they could do the increases before the new fiscal year but that it could come in July and that she supports the retro pay.

Fran said that the Highway Department salaries are a big part of the town budget and that we should look into contract out more services. They way we would cut down on added expenses such as benefits. Jim said yet we have not funded a new position and we can't lay anyone off. Fran felt that we could eliminate any position. Jim said he did not know what we could contract out. It was suggested that we could contract out the Millbrook Road Project and possibly look into contracting out the snowplowing and that over the years we can eliminate jobs.

Jim said there are more projects that need to be done. Fran wanted to know why the Board of Finance was not offered approval to fund the paving in front of the Town Hall. This job was not funded.

Mary Ann said that the present town crew is doing more such as studies of roads, etc. Fran stated that the taxes are high and people are not going to stay in town. We have to help control increase in the budget. Jim said that if we can we should look to outsource and hire out to save money for the town. Fran stated that they asked for \$160,000 for a truck, he doesn't feel we need this. Jim said there is a reason for the truck for when it is at the farthest section of town it can hold twice as much sand and salt and would not have to make two trips back to the sand pit. This would save on gas and wear and tear on the truck.

Jim said we had a copy of the old list of VIN numbers and that most of the cars and trucks on that list were gone. There were no new trucks shown on this list as being insured. Rob requested the Board of Selectmen to send us a new list. Fran suggested that if the town needs a new truck to buy it out of the fund balance. The town car was cut from the budget, Jim said he was glad of this. According to CURMA they have to use the state rules and make sure the people who use their own vehicles have the proper insurance.

Fran said there is \$100,000 in Reserve for Emergency Services. Jim said the house on Main Street needed a new roof, the chimney has to be repaired and the porch is rotted in sections, also they need a sump pump. Renee said they recently put a committee together charged with studying this objective. The committee is going to investigate what we are going to do with the houses. Fran stated that this money was not intended for the two houses, the monies should be in Reserve and would then have to be acted on at a Town Meeting. Elmer felt that we should have monies for day to day expenses. Renee said the committee is very dedicated and want to know a timeline. It was suggested not to put a lot of money into these areas until we get a plan from them. Loraine said the money in Emergency Services if for the Fire Department and Ambulance.

Loraine said the Fair Association is working with seniors to have one facility for emergency situations depending on what is needed.

Mary Ann does not support the driveway at the Fire Department until they get the committee report. She feels we should wait for recommendations before we keep just spending. Jim said the driveway is well under way and the Fire Department thinks it is long overdue. The driveway has been approved by the Highway Department.

Renee stated that the Board of Education Budget Meeting will be held April 11th and are looking at a 6.38% increase. She also said that April 9th is the Health District Meeting.

The Board of Finance Meeting was reconvened at 10:40 a.m.

Elmer said that there was no record for retroactive salary monies being put away last year. Fran felt that the change in salaries could be funded out of Contingency. Rob asked if we should look at them collective or individually, non union or elected. Elmer said that the employees in the union got increases, the others did not. Fran felt that the recommended people should be changed. Loraine said we should meet demands or where we fall as far as what we were going to do. Elmer said he was willing to change Assistant Town Clerk and everyone on new scale and go forward. Jay felt the Survey was not done to determine what we should pay the employees. Fran said if the Selectmen made commitments to the employees we need to honor this. We have to be smart about how we handle this recommendation to fund the retroactive. We could take this money out of contingency and fund the additional \$35,000 plus out of the new budget. We have to give these figures to Mary Jane so we can get new budget figures. Rob felt we have to give her the information to come back to us, Jay also felt we had to turn this over to Mary Jane. Elmer does not agree with funding this but feels we should turn it over to Mary Jane and get the figures with Social Security and Pension.

Fran wanted to know if we need all the positions staffed because of the union. Will have to bring it to the Town. Jay wants them to come to the Board of Finance and the Board

of Selectmen and if it is approved by these boards it will be sent to town to get it out of reserve. Fran and Loraine will be meeting with Mary Jane this week and discuss this problem.

Fran took \$28,500 out of Tree Warden and put it into Contingency. Also \$10,000 was removed from the Pension review and also put into Contingency. The question is do we want to have the Tree Warden and the Pension Review have to go to a Town Meeting or just have them bring us their plans? This will be discussed.

Towing abandoned vehicles in the amount of \$250.00 was put into the Board of Selectmen's budget.

The 60+ Club – 4555 \$600 was put under the Recreation Department.

1565 – IT – Elmer wants to give them \$15,000. Fran would like to know what the servers are used for and wants to see the quotes. Also wants more information on outfitting the meeting rooms with Audio visual equipment. Elmer thinks the \$16,537 figure is too high for the servers. It was suggested to move the \$16,000 into Contingency. Fran wanted to know if this was an actual quote for the servers. Will find out.

Jim McLaughlin came back to the meeting with the following suggestions. He said they decided that they should put \$3,000 in reserve for IT. The one thing missing from the item was conferencing phones. Put the \$3,000 as undesignated items. Fran said the server that was purchased last year was \$7,000. The Board of Finance is increasing the Contingency to \$16,000. The Comprehensive Electronic Management System. Jim said that it is suppose to tell you where everything is located.

Jim also said they wanted to put \$1,000 in 2560-452 for the Tax Collectors window. Could probably put the town crew to work on this. This should not go over \$1,000.

There is no number for the generator. The Building Inspector said there are no circuits capable of running this generator. Mary Jane does not know what costs if needed will be, will come to Board.

Put in a line for salaries.

Fran said that the budget has to be finalized by Tuesday night. We will start at 6:00.

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,
Sharon J. Criscuolo

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Secretary to the Board of Finance