

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

BOARD OF FINANCE

June 19, 2007

MINUTES

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The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Tuesday, June 19, 2007. Chairman Fran Korn called the meeting to order at 7:36 p.m.

**Members Present:** Fran Korn, Loraine Coe, Rosemarie Naples, Jay Berardino, Rob DeSimone

**Members Absent:** Elmer Clark

**Others Present:** Jim McLaughlin, Martin French, Scott Wright, Maryjane Malavasi, Dave Montgomery, Charles Corley (*Town Times*).

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The Board of Finance met for their regular meeting on June 19, 2007.

Martin French discussed the Suspense List. Martin said that this is a small list. We mailed to all on the list at addresses we had and searched for others. What we could not find we sent to Tax Serve. Martin said that motor vehicles will stay on the list. Loraine told Martin that we need an up-to-date list.

**MILL RATE**

Loraine asked if we have any indication of what we will get from the state? Rosemarie wanted to know if we can set it at 26.25 based on the 3.8 number we have as an estimate? Rosemarie moved that we set the mill rate at 26.25, Rob seconded it.

Discussion followed:

Jay asked if we could drop the balance one mill from the fund balance. Loraine and Rosemarie are not in favor of this because expenses come up, we have to watch the budget. Maryjane stated that the school reduced expenditures by \$600,000. They do not hold reserves. Jay said we would still have 7.6% in the fund balance even if we remove \$700,000. Rosemarie said we could be in trouble if we reduce the fund balance and have to come up with monies to cover the teachers salaries, insurance, etc. Loraine said we have two big projects coming up, Emergency Management and the Senior Center. Rob wanted to know how the fund reserve got to be \$2.4 million. Fran stated that it was from

extra revenue, large surpluses, etc. We have to be careful how we spend it, this money compensates for overages on the Regional 13 budget. When the time comes we want to have this money available for the Fire Department or Senior Center. Fran does not feel we are going to have the same surplus this year and we have had in the past. Rob wanted to know if we had a bill schedule for this year. Martin said that money will be coming in the end of July and January. Look at what will be coming in July. The number Rob used was \$19,000,000 to be collected in taxes. The actual number is around \$24,000,000. Maryjane stated that the percentage is based on total budget not the net.

Jay stated for the record that \$350,000 assessment with one mill is a tax break to a family. Fran felt we did the town a service by funding the Town Hall project. We saved a lot of money in interest, also when we purchased the land by funding it we saved money on interest. Loraine said that had we bonded for the Town Hall project we would have been paying for more than twenty years.

Jay said that Durham has the highest property taxes in the area. More than Middlefield, Essex, etc. Fran said that one mill or one half mill is not going to solve the problem. The real problem is how the school funding is done in the state. The question was moved. Rob said that we could need this money and have needed in the past. Fran stated that we don't know what is coming up next year, don't know what we are putting away in reserves and when we will need the money.

There is a motion on the table and it was voted on. The mill rate was set at 26.25 with Jay Berardino and Rob DeSimone nays.

### **AUDITOR:**

This year we did not put out the audit to bid because Maryjane felt that with the conversion Al Rusilowicz was very familiar with what was going on. The conversion has been very successful and the numbers are in agreement with MUNIS. The Assessors office is vry satisfied. Martin and Maryjane are balanced both through MUNIS and Quality Date. Fran recommended that we keep Al because of his knowledge of the systems. It was recommended by Jay that it go out to bid for auditing next year. Martin said a point of comparison was that they were able to locate problems and track them down and correct the changes. If there were changes needed they were made in Quality Data. Martin made sure everything was balanced not using MUNIS.

Jay felt that Al did a very good job for the town considering the problems that we had with MUNIS, the only problem that Jay has is that it did not go out to bid. Fran said that it will go out to bid next year. Loraine said that Al did a good job because the past two accountants we had were not aware of the problems. Maryjane said that very little was done in the past to prepare for the audit.

### **51 MAIN STREET:**

Jay wanted to know if there was an evaluation on the mold issue, have any tests been done? Jim McLaughlin said the plan is to strip the building down to bare bones and rebuild. It would be used for EMS with the State Trooper. Scott Wright said that they have not decided what would be done with the building but they are planning to use it. Loraine said that since it is in the Historic District they could not tear it down, they have tried in the past but were not allowed to tear the building down. Jim said that they have waited twenty years that the house has remained vacant, Jay pointed out that there was lost money on it in taxes, paying insurance. He feels it is imperative that we find out what can be done with this property as soon as possible.

### **INFORMATION TECHNOLOGY:**

This sum was strictly for the conversion.

### **RESIDENT STATE TROOPER:**

This money is for the additional funding to cover contract. This is for additional expenses for overtime. Maryjane said that with the grants reimbursed, the gun show and the school activities it is almost a wash.

### **PROBATE COURT:**

This bill was from the third quarter of the 06 fiscal year that was not paid, it was over budget by \$1,367.00.

### **TOWN HALL EXPENSES:**

Maryjane said that there is approximately \$14,000 in the Restoration Project Fund. The budget committee for this project no longer meets. Jim wanted to take out money for a plaque in front of the building with the committee's names on it and also money for signage. It was suggested to take the money out of the Restoration Project fund and have Jim write a check for the signs and plaque and put the balance in the general fund.

Scott Wright wanted to transfer money from the Reserve fund but was told that it is only available after July 1<sup>st</sup>. This will have to be taken to a town meeting for the Radio Communications.

### **FIRE DEPARTMENT:**

When Fran was going through the deposit he did not hear anything about the shed so the money was reappropriated. They got the quote for the shed.

Fran said we have money set aside for certain items. Have to put account numbers on things such as Fire Trustees, Air Packs, Shet, etc. Maryjane will establish new numbers with Wendy.

There has not been a final decision about where the driveway is going. It was requested that Frank Behrends come to a meeting and bring the quotes for the driveway with them so the Board can review them.

**MILL BROOK ROAD:**

Jim said this is an emergency situation. Fran asked if there were any more plans for culverts to prevent emergency. Jim said this money was on books for this project. Fran said that Kurt said we need to think about Parmelee Hill Road. Jim said that most of the culverts in town are about 50 years old. He also said that we are the only town that put in for some of the grants. The reason that Mill Brook has to be done immediately was because the engineers said that it was an emergency.

**FINANCE DIRECTOR:**

Maryjane said there is no plan of what will be done with the carry-overs. Every department head approved the 2008 budget. She has requested that all invoices for 2007 be in by the end of July. They are also working with the Board of Education and the Superintendent's office on Pension Reform. They plan on the Purchase Order program to be coming on line in July.

Maryjane also stated that things to do in the future are:

CIRMA – Auto, property, they want them to come in and review everything. As far as the Public Works vehicles they want to look for state contracts. The cleaning services will be going out for bid.

**SENIOR TAX RELIEF:**

Martin will be sending out information concerning the two programs that have been recommended. They will also be giving it to the Town Attorney. It was also recommended to get the Tax Collector and Assessor involved. The Board of Finance should make a recommendation to the Board of Selectmen concerning the programs.

**MOTIONS FROM THE JUNE 19<sup>TH</sup> BOARD OF FINANCE MEETING**

**MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO SET THE MILL RATE FOR THE 2007-2008 AT 26.25 MILLS. AYES: FRAN KORN, LORAIN COE, ROSEMARIE NAPLES. NAYS: JAY BERARDINO, ROB DESIMONE. MOTION PASSED.**

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO HIRE ALBERT L. RUSILOWICZ TO DO THE AUDIT FOR 2007. MOTION PASSED UNANIMOUSLY.

MOTION BY JAY BERARDINO SECONDED BY ROB DESIMONE THAT WE PUT THE AUDIT OUT TO BID FOR THE 2007-2008 FISCAL YEAR. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE SECONDED BY ROSEMARIE NAPLES TO TRANSFER \$1,387.00 FROM CONTINGENCY 6020 TO NEW ACCOUNT 4080 51 MAIN STREET FOR REPAIRS TO PORCH AND SUMP PUMP. MOTION PASSED UNANIMOUSLY.

MOTION BY JAY BERARDINO SECONDED BY ROB DESIMONE TO SEND TO A TOWN MEETING THE RECOMMENDATION TO TRANSFER \$13,700 FROM CONTINGENCY 6020 TO 1565 INFORMATION TECHNOLOGY. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO SEND TO TOWN MEETING THE RECOMMENDATION TO TRANSFER FROM UNDESIGNATED FUND BALANCE THE SUM OF \$26,000.00 TO ITEM 4055 RESIDENT STATE TROOPER. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO TRANSFER \$1,367.00 FROM CONTINGENCY 6020 TO ITEM 1510 PROBATE COURT. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO TRANSFER \$2,700.00 OUT OF CONTINGENCY 6020 TO 5505 RECREATION EXPENSES. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO TRANSFER \$25.00 OUT OF CONTINGENCY 6020 TO 2540 TREE WARDEN. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES SECONDED BY ROB DESIMONE TO RECOMMEND JIM MCLAUGHLIN WRITE A CHECK FOR SIGN AND PLAQUE OUT OF THE RESTORATION ACCOUNT FUND AND CLOSE OUT THE ACCOUNT AND PUT THE BALANCE IN THE GENERAL FUND. ALSO TAKE

\$12,000.00 OUT OF 2560 AND MOVE TO CHIP SEAL 3014. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO TAKE TO TOWN MEETING TO TRANSFER \$79,962.00 FROM RADIO COMMUNICATIONS RESERVE FUND TO 6700-498 CIP TOWNWIDE COMMUNICATIONS. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE SECONDED BY JAY BERARDINO TO TRANSFER \$2,673.00 AND \$4,727.00 TO FIRE TRUSTEES CAPITAL BUILDING 4025-402. MOTION PASSED UNANIMOUSLY.

MOTION BY ROSEMARIE NAPLES SECONDED BY LORAIN COE TO MOVE \$25,000 OUT OF FIRE TRUSTEES DRIVEWAY ACCOUNT AND INTO 4025-402. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE SECONDED BY ROB DESIMONE TO TAKE TO TOWN MEETING A RECOMMENDATION TO TRANSFER \$60,000.00 FROM MILLBROOK ROAD RESERVES TO Item 3005-529. MOTION PASSED UNANIMOUSLY.

It was recommended that the meeting for July be canceled. Because Maryjane will have the last of the invoices for 2007 she asked if there could be a meeting early in August. The August meeting was set for August 7.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

*Sharon J. Criscuolo*

Sharon J. Criscuolo  
Secretary to the Board of Finance