

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

BOARD OF FINANCE  
MARCH 1, 2006  
SPECIAL MEETING  
Revised  
MINUTES

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The Board of Finance met at the Durham Public Library on Wednesday, March 1, 2006. Chairman Fran Korn called the meeting to order at 7:00 PM.

Members Present: Fran Korn, Loraine Coe, Elmer Clark, Rob DeSimone, Rosemarie Naples

Others Present: Wendy Manemeit, Ellen Mauro, Dom DelVecchio, Geoff Colegrove, Lainey Melvin, Jan Muraca, Charles Corley (*Town Times*)

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BUDGET HEARINGS

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1040	Town Treasurer	Budget Request	\$ 7,463
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Wendy Manemeit submitted a budget request of \$7,463, decreased from last year's budget of \$7,613. Wendy explained that office supplies and training expenses are expected to decrease. Discussion followed about increasing the charge for checks that are returned for insufficient funds. Board members advised Wendy that the rate charged by the Town is up to the Treasurer and does not need to be approved by the Board of Finance. Wendy reviewed the status of all Town bank accounts.

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4015	Dog Fund Transfer	Budget Request	\$ 24,750
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Wendy submitted a draft budget request in the amount of \$24,750, an increase of \$800 over last year's budget to reflect an expected increase in fuel prices. Fran Korn asked Wendy to provide the worksheet provided in previous years for this budget that details expenses and receipts. Discussion followed regarding who should be preparing this budget each year. Board members unanimously agreed that Rett Mancinelli, Finance Director, should prepare this budget each year with input from Bruce Rau, Animal Control Officer. Members agreed that preparation of this budget should not fall under the Town Treasurer's responsibilities.

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1520	Building and Health	Budget Request	\$ 235,487
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Ellen Mauro submitted a budget request in the amount of \$228,436. She reviewed each budget line item in detail. Following discussion it was unanimously agreed to move \$2,400 of expenses from line item 251-Electricity from this budget to the RST budget because the electricity expenses reflect costs for the RST office space.

It was also agreed to move \$200 from line item 253-Telephone from this budget to 3010-Department of Public Works. The amount of \$350 for chemicals (line item 306) was determined to be a duplicate of an amount requested in a different line item and will be removed.

Discussion followed about the status of the microfilming project currently underway for Town building records. Ellen reported that the project is about halfway done. Fran Korn asked how much money would be required to complete the project and Ellen estimated the cost to be approximately \$10,000. It was unanimously agreed to add \$10,000 to this budget to complete this project. Ellen noted the project would resume following the move back to Town Hall this summer. The result of the changes made to this budget at tonight's meeting changed this budget request to \$235,487.

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7500	DMIAAB	Budget Request	\$ 362,931
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Ellen Mauro and Dom DelVecchio submitted a budget request of \$362,931, decreased from last year's budget of \$364,917. Dom and Ellen reviewed each budget line item. Total expenses for 2006-2007 are projected to be \$791,888, an increase over last year's expenses of \$777,818. Dom and Ellen explained that although expenses are expected to increase, revenue is also projected to increase, primarily due to an increase in the sticker fee to \$10.00 per year. The increase in income will help offset the increase in expenses. Based on blue book population data the percentage of total expenses requested from Durham is 60.80% and the percentage from Middlefield is 39.20%. Middlefield's contribution to DMIAAB for 2006-2007 will be \$233,995.

In response to a request from Elmer Clark, Dom and Ellen agreed to provide a breakdown of wages for all DMIAAB employees to the Board of Finance. Fran Korn asked that future budget requests include YTD expenses on the same sheet as the budget request for a side-by-side comparison. In addition, Fran requested a brief comment for each line item to make it easier to understand the reason for each expense. Dom and Ellen agreed to provide future budgets as requested.

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4599	Senior Citizens Board	Budget Request	\$ 33,815
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Lainey Melvin and Jan Muraca submitted a budget request of \$33,815, an increase over last year's budget of \$25,831. The most significant increase is for programs which are increasing from \$10,325 to \$17,010 due to the addition of several art programs. Each line item was reviewed in detail. \$50,000 was requested for reserves for a senior citizens center. In response to a question, Lainey explained that the Senior Citizens Board continues to look at potential property for a Senior Center and they have had some promising leads.

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2010	Planning and Zoning	Budget Request	\$ 75,900
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Geoff Colegrove submitted a budget request of \$75,900, increased from last year's budget of \$74,559. A detailed discussion of each line item followed.

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1555	Planning and Zoning Legal Expenses	Budget Request	\$ 30,000
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Geoff Colegrove submitted a budget request of \$30,000, increased over last year's budget of \$10,001. Geoff explained that P&Z is involved in more lawsuits than anticipated and they have already spent over \$19,000 in the current year. In response to a question from Fran Korn, Geoff confirmed that progress has been made on the Short Term Bond account and a number of refunds have been claimed and distributed.

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2505	Social Security	Budget Request	\$ 110,864
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Jan Muraca submitted a budget request of \$110,864, increased over last year's budget of \$105,866. Jan explained that the amount of this budget reflects a 3% increase for union employees in addition to several wage increases that are included in pending budget requests.

Jan noted that this budget request will need to be revised if requested wage increases differ from amounts that are eventually approved.

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2510	Unemployment Compensation	Budget Request	\$ 9,393
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Jan Muraca submitted a budget request of \$9,393, decreased from last year's budget of \$11,155. Jan noted that this budget request may need to be changed if approved wage amounts differ from requested amounts.

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2515	Employee Retirement Plan	Budget Request	\$ 129,734
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Jan Muraca submitted a budget request of \$129,734, increased from last year's budget of \$119,271. The Money Accumulation Plan (MAP) portion is \$64,190 and the Defined Benefit Plan (DBP) portion is \$65,544. Jan explained that this budget request will change if wages for non-union employees are approved at amounts that differ from the requested amounts.

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2520	Insurance	Budget Request	\$ 107,911
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Jan Muraca submitted a budget request of \$107,911, increased from last year's budget of \$101,911. Jan explained that the cost of this insurance changes as Town vehicles are added to the policy. Discussion followed regarding the new fire truck purchased by the Fire Department. Jan reported that she did not add the truck to this policy because she had not been informed that there was a new fire truck. Fran Korn asked Jan to contact Harry Hall for detailed information about the make and model of the truck. Jan reassured the Board that although the new truck was not added to the policy, it is covered under the policy because the Town has a whole fleet policy that covers all municipal vehicles owned by the Town.

Discussion followed about costs for the oil spill next to the Town Hall that were charged to this account. In response to a question from Elmer Clark, Jan confirmed that the difference between the amount covered by insurance and actual costs were charged to this budget. Jan explained that she was instructed to charge the costs to this account. Board members agreed that this budget should be used for insurance premium expenses only and the cost for the oil clean up should probably have come from a building maintenance account. In response to a request, Jan agreed to provide a detailed report of actual charges for fiscal year 2005-2006.

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2525	Insurance Payroll Related	Budget Request	\$ 426,362
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Jan Muraca submitted a budget request of \$462,362, an increase over last year's budget of \$366,440 based on an increase in premiums.

#### Discussion

Fran Korn noted that the meeting would have to adjourn in a few minutes because the library was closing. Jan Muraca was asked when she could return to present the remainder of her budgets. Jan offered to check her calendar and get back to the Board with a date.

Members agreed to set meeting dates for all Wednesdays and Saturdays in March. A revised Meeting Schedule and Budget Review Schedule, both dated March 1, 2006, are attached to these minutes.

The meeting adjourned at 9:00 PM.

REGULAR MEETING

The regular meeting scheduled to follow tonight's Special Meeting was cancelled due to time constraints.

Respectfully submitted,

*Alice Tucker*

Alice Tucker  
Secretary to the Board of Finance

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**BOARD OF FINANCE**  
P.O. BOX 428  
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Board of Finance  
Meeting Schedule for 2006

**REVISED 3/1/06 TO ADD BUDGET HEARINGS AND BUDGET WORKSHOPS**

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During the months of **January, February, March, April and May** the Board of Finance will hold its regular meetings twice a month on the first and third Wednesdays of the month. During the months of **June, July, August, September, October, and November** the Board of Finance will hold one regular meeting per month on the third Wednesday of the month. During the month of **December** the Board of Finance will hold one regular meeting on the first Wednesday of the month. All regular meetings will be held at 7:30 PM in the Durham Public Library except where noted.

January	4		May	3
January	18		May	17
February	1		* June	21
February	15		July	19
March	1		August	16
March	15		September	20
April	5		October	18
April	19		November	15
			December	6

\* June meeting will be held at the Durham Fair Association House.

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Budget hearings and budget workshops will be held as follows with meetings beginning at times as shown. All budget hearings and budget workshops will be held at the Durham Public Library.

Wednesday, February 8 <sup>th</sup> – 7:00 PM	Saturday, March 11 <sup>th</sup> – 10:00 AM
Wednesday, February 15 <sup>th</sup> – 7:00 PM	Wednesday, March 15 <sup>th</sup> – 7:00 PM
Wednesday, February 22 <sup>nd</sup> – 7:00 PM	Saturday, March 18 <sup>th</sup> – 10:00 AM
Wednesday, March 1 <sup>st</sup> – 7:00 PM	Wednesday, March 22 <sup>nd</sup> – 7:30 PM
Saturday, March 4 <sup>th</sup> – 10:00 AM	Saturday, March 25 <sup>th</sup> – 10:00 AM
Wednesday, March 8 <sup>th</sup> – 7:30 PM	Wednesday, March 29 <sup>th</sup> – 7:00 PM

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Annual Budget Hearing – Monday, April 3, 2006, 8:00 PM, Durham Public Library  
Annual Budget Meeting – Monday, May 8, 2006, Cuginchaug Regional High School

# TOWN OF DURHAM

## BOARD OF FINANCE

P.O. Box 428  
DURHAM, CONNECTICUT 06422-0428

### BUDGET REVIEW SCHEDULE FOR 2006-2007 DURHAM TOWN BUDGET

#### REVISED 3/1/06 TO ADD BUDGET HEARINGS AND BUDGET WORKSHOPS

#### ALL MEETINGS HELD AT THE DURHAM PUBLIC LIBRARY

			BUDGET
** Wednesday, February 8 <sup>th</sup>	7:00 PM	Tax Collector	1020
	7:15	Conservation Commission	2020
	7:30	Elections	2500
	7:45	Town Clerk	1030
	8:00	Library	5005
* Wednesday, February 15 <sup>th</sup>	7:00 PM	Assessor	1500
	7:15	Finance Department	1525
	7:30	Information Technology	1565
	7:45	Durham Volunteer Ambulance Corps	4030
	8:00	Recreation Department	5505
** Wednesday, February 22 <sup>nd</sup>	7:00 PM	Fire Company	4020
	7:15	Fire Company Trustees	4025
* Wednesday, March 1 <sup>st</sup>	7:00 PM	Treasurer/Dog Fund	1040
	7:15	Building, Health & Engineering	1520
	7:30	DMIAAB	7500
	7:45	Planning & Zoning	2010
	8:00	Human Services	Various
** Wednesday, March 8 <sup>th</sup>	7:30 PM	Board of Selectmen & Personnel Policy	Various
	7:45	B/S Highways and Projects	Various

<u>Budget Workshops:</u>	** Saturday, March 4 <sup>th</sup>	10:00 AM
	** Saturday, March 11 <sup>th</sup>	10:00 AM
	* Wednesday, March 15 <sup>th</sup>	7:00 PM
	** Saturday, March 18 <sup>th</sup>	10:00 AM
	** Wednesday, March 22 <sup>nd</sup>	7:30 PM
	** Saturday, March 25 <sup>th</sup>	10:00 AM
	** Wednesday, March 29 <sup>th</sup>	7:00 PM

\* Regular Meeting  
\*\* Special Meeting

ANNUAL BUDGET HEARING: April 3, 2006 8:00 PM Durham Public Library

ANNUAL BUDGET MEETING: May 8, 2006 8:00 PM CRHS Auditorium

*Each Board/Commission is urged to stay within the allotted time for budget presentations*