

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

BOARD OF FINANCE  
MARCH 11, 2006  
SPECIAL MEETING  
MINUTES

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The Board of Finance met at the Durham Public Library on Saturday, March 11, 2006. Chairman Fran Korn called the meeting to order at 10:10 AM.

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

Others Present: Charles Corley (*Town Times*)

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BUDGET WORKSHOP

Fran Korn distributed copies of a payroll report for Town employees including DPW staff that was provided in response to a request at last Wednesday's meeting. He also distributed copies of a report from Advanced Environmental Interface, Inc. with detailed recommendations for monitoring the oil leak on the Town Hall property. Members reviewed and discussed several items that had been discussed with the Board of Selectmen at last Wednesday's meeting. Members reaffirmed their unanimous agreement to create new separate 4-digit account numbers for Elected Official's Salaries to make them more visible.

1010-Board of Selectmen

MOTION BY ELMER CLARK, SECONDED BY ROSEMARIE NAPLES TO APPROVE BUDGET 1010-BOARD OF SELECTMEN IN THE AMOUNT OF \$137,868. MOTION PASSED UNANIMOUSLY.

This amount reflects unanimous agreement to make the following changes to budget 1010:

- Move First Selectman's salary from line 101 to a new 4-digit budget number.
- Move Selectmen's salaries from line 106 to a new 4-digit budget number.
- Include \$37,465 of wages in line 117, reflecting total wages for L.B., portions of which had been included in other budgets.
- Include \$8,000 for consultant fees in line 204 to reflect costs of Personnel Policy Board consultant expenses.

1011 (Tentative Number)-First Selectman's Salary

MOTION BY ELMER CLARK, SECONDED BY ROSEMARIE NAPLES TO APPROVE NEW BUDGET TENTATIVELY NUMBERED 1011 FOR FIRST SELECTMAN'S SALARY IN AN AMOUNT TO BE PROVIDED BY THE BOARD OF SELECTMEN FOLLOWING THE RECALCULATION OF THE SALARY DISCUSSED ON MARCH 8, 2006. MOTION PASSED UNANIMOUSLY.

1012 (Tentative Number)-Selectmen's Salaries

MOTION BY ELMER CLARK, SECONDED BY ROSEMARIE NAPLES TO APPROVE NEW BUDGET TENTATIVELY NUMBERED 1012 FOR SELECTMEN'S SALARIES IN AN AMOUNT TO BE PROVIDED BY THE BOARD OF SELECTMEN FOLLOWING RECALCULATION OF THE SALARIES DISCUSSED ON MARCH 8, 2006. MOTION PASSED UNANIMOUSLY.

1030-Office of the Town Clerk

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE \$2,640 FOR TWO SUMMER INTERNS IN THE TOWN CLERK'S OFFICE (LINE 119 OF BUDGET 1030) AND TO MOVE THE TOWN CLERK'S SALARY (LINE 101) FROM BUDGET 1030 TO A NEW 4-DIGIT ACCOUNT, BRINGING THE TOTAL AMOUNT OF BUDGET 1030 TO \$78,278. AYES: ROSEMARIE NAPLES, JAY BERARDINO, FRAN KORN. NAY: ELMER CLARK. MOTION PASSED.

1031 (Tentative Number)-Town Clerk Salary

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE A NEW BUDGET TENTATIVELY NUMBERED 1031 FOR TOWN CLERK SALARY THE AMOUNT OF \$42,544 PENDING A RECOMMENDATION BY THE BOARD OF SELECTMEN. MOTION PASSED UNANIMOUSLY.

1020-Office of the Tax Collector

MOTION BY ELMER CLARK, SECONDED BY ROSEMARIE NAPLES TO APPROVE BUDGET 1020-OFFICE OF THE TAX COLLECTOR IN THE AMOUNT OF \$34,013, REFLECTING THE REMOVAL OF LINE 101 FOR THE TAX COLLECTOR'S SALARY WHICH WILL BE MOVED TO A NEW 4-DIGIT ACCOUNT.

Discussion followed about the request for an increase in hours for both the Tax Collector and the Assistant Tax Collector.

MOTION PASSED UNANIMOUSLY.

1021 (Tentative Number)-Tax Collector Salary

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE A NEW BUDGET TENTATIVELY NUMBERED 1021 FOR TAX COLLECTOR SALARY IN AN AMOUNT TO BE PROVIDED BY THE BOARD OF SELECTMEN. MOTION PASSED UNANIMOUSLY.

1040-Town Treasurer

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO REOPEN BUDGET 1040-TOWN TREASURER. MOTION PASSED UNANIMOUSLY.

1040-Office of the Town Treasurer and 1041-Town Treasurer Salary

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 1040-OFFICE OF THE TOWN TREASURER IN THE AMOUNT OF \$85 AND TO CREATE A NEW BUDGET TENTATIVELY NUMBERED 1041 FOR TOWN TREASURER SALARY IN THE AMOUNT OF \$7,378 PENDING A RECOMMENDATION BY THE BOARD OF SELECTMEN. AYES: ROSEMARIE NAPLES, JAY BERARDINO, FRAN KORN. NAY: ELMER CLARK. MOTION PASSED.

1510-Probate Court

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE BUDGET 1510-PROBATE COURT IN THE AMOUNT OF \$6,748. MOTION PASSED UNANIMOUSLY.

1515-Town Counsel

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO COMBINE BUDGET 1530-TOWN COUNSEL LITIGATION WITH BUDGET 1515-TOWN COUNSEL AND TO APPROVE BUDGET 1515-TOWN COUNSEL IN THE AMOUNT OF \$64,000. MOTION PASSED UNANIMOUSLY.

1520-Building and Health Department

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE BUDGET 1520-BUILDING AND HEALTH DEPARTMENT IN THE AMOUNT OF \$229,487. MOTION PASSED UNANIMOUSLY.

The amount approved reflects the following changes:

- Move \$2,400 for electricity for the RST from line 251 of this budget to budget 4055
- Move \$200 for telephone for the DPW from line 253 of this budget to budget 3010
- Delete \$350 for chemicals in line 306 that were already included in another line item
- Reduce HD salary in line 121 to \$1 to reflect donation of the HD's time for this position
- Add new line item for \$10,000 for completion of the microfilming project

1525-Finance Department

MOTION BY ELMER CLARK, SECONDED BY ROSEMARIE NAPLES TO APPROVE BUDGET 1525-FINANCE DEPARTMENT IN THE AMOUNT OF \$65,458 WHICH INCLUDES THE REMOVAL OF WAGES IN LINE 117 FROM THIS BUDGET TO BUDGET 1010, AND TO REFLECT NO CHANGE IN THE FINANCE OFFICER'S SALARY PENDING A RECOMMENDATION BY THE BOARD OF SELECTMEN. MOTION PASSED UNANIMOUSLY.

Discussion followed about the benefits of having a full time Finance Director in Town Hall. Members discussed what budget the estimated salary should be placed in.

MOTION BY JAY BERARDINO, SECONDED BY ROSEMARIE NAPLES TO REOPEN BUDGET 1000-BOARD OF FINANCE. MOTION PASSED UNANIMOUSLY.

MOTION BY JAY BERARDINO, SECONDED BY FRAN KORN TO APPROVE BUDGET 1000-BOARD OF FINANCE IN THE AMOUNT OF \$102,210 TO REFLECT THE ADDITION OF \$75,000 FOR WAGES FOR A FULL TIME FINANCE DIRECTOR. MOTION PASSED UNANIMOUSLY.

1565-Information Technology

Members agreed to separate out Computer Expenses from this budget and make it a new 4-digit budget.

MOTION BY ELMER CLARK, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 1565-INFORMATION TECHNOLOGY IN THE AMOUNT OF \$77,500 REFLECTING THE REMOVAL OF \$3,000 FOR COMPUTER EXPENSES IN LINE 158 TO BE PUT IN A NEW 4-DIGIT ACCOUNT. MOTION PASSED UNANIMOUSLY.

1566 (Tentative Number)-Computer Expenses

MOTION BY ELMER CLARK, SECONDED BY JAY BERARDINO TO APPROVE A NEW BUDGET TENTATIVELY NUMBERED 1566-COMPUTER EXPENSES IN THE AMOUNT OF \$3,000 REFLECTING THE REMOVAL OF \$3,000 FROM BUDGET 1565-158. MOTION PASSED UNANIMOUSLY.

2010-Planning and Zoning

MOTION BY JAY BERARDINO, SECONDED BY ELMER CLARK TO APPROVE BUDGET 2010-PLANNING AND ZONING IN THE AMOUNT OF \$71,100 REFLECTING THE REMOVAL OF \$5,000 FOR THE ASSISTANT ZONING ENFORCEMENT OFFICER'S SALARY AND MILEAGE FROM LINE 103 WHICH WILL BE MOVED TO A NEW 4-DIGIT ACCOUNT. MOTION PASSED UNANIMOUSLY.

2011 (Tentative Number)-Assistant ZEO Salary

MOTION BY ELMER CLARK, SECONDED BY ROSEMARIE NAPLES TO APPROVE NEW BUDGET TENTATIVELY NUMBERED 2011 FOR ASSISTANT ZONING ENFORCEMENT OFFICER SALARY IN THE AMOUNT OF \$5,000; \$4,800 OF WHICH IS FOR SALARY AND \$200 OF WHICH IS FOR MILEAGE EXPENSES. AYES: ELMER CLARK, ROSEMARIE NAPLES, FRAN KORN. NAY: JAY BERARDINO. MOTION PASSED.

2040-Charter Revision

MOTION BY JAY BERARDINO, SECONDED BY ROSEMARIE NAPLES TO APPROVE BUDGET 2040-CHARTER REVISION IN THE AMOUNT OF \$4,000. MOTION PASSED UNANIMOUSLY.

2560-Town Hall Expenses

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO CHANGE THE NAME OF BUDGET 2560 FROM TOWN HALL/PROPERTY MAINTENANCE TO TOWN HALL EXPENSES. MOTION PASSED UNANIMOUSLY.

There was unanimous agreement that no action could be taken on this budget pending the receipt of additional information from the Board of Selectmen, including a clarification and list of expenses included in line 302-Pantry, and a breakdown of costs for telephone service that are included in line 253. Members agreed that the costs for telephone service in Town Hall should not exceed comparable prices paid by the State of CT.

2562-Municipal Heating Fuel

MOTION BY FRAN KORN, SECONDED BY ROSEMARIE NAPLES TO APPROVE BUDGET 2562-MUNICIPAL HEATING FUEL IN THE AMOUNT OF \$33,000 AND TO ADD INDIVIDUAL 3-DIGIT LINE ITEM NUMBERS IN THIS BUDGET FOR EACH TOWN BUILDING INCLUDED IN THIS BUDGET. MOTION PASSED UNANIMOUSLY.

2563-Municipal Custodial Services

MOTION BY JAY BERARDINO, SECONDED BY ROSEMARIE NAPLES TO APPROVE BUDGET 2563-MUNICIPAL CUSTODIAL SERVICES IN THE AMOUNT OF \$23,740 AND TO ADD INDIVIDUAL 3-DIGIT LINE ITEM NUMBERS IN THIS BUDGET FOR EACH TOWN BUILDING INCLUDED IN THIS BUDGET. MOTION PASSED UNANIMOUSLY.

3000-Street Lights

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 3000-STREET LIGHTS IN THE AMOUNT OF \$45,000. MOTION PASSED UNANIMOUSLY.

4005-Crossing Guard

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 4005-CROSSING GUARD IN THE AMOUNT OF \$5,130. MOTION PASSED UNANIMOUSLY.

4010-Dog Damage

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 4010-DOG DAMAGE IN THE AMOUNT OF \$1. MOTION PASSED UNANIMOUSLY.

4050-LEPC

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 4050-LEPC IN THE AMOUNT OF \$800. MOTION PASSED UNANIMOUSLY.

4070-Burning Permits

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO TO APPROVE BUDGET 4070-BURNING PERMITS IN THE AMOUNT OF \$1,000. MOTION PASSED UNANIMOUSLY.

7510-Household Hazardous Waste

MOTION BY ROSEMARIE NAPLES, SECONDED BY ELMER CLARK TO APPROVE BUDGET 7510-HOUSEHOLD HAZARDOUS WASTE IN THE AMOUNT OF \$3,700. MOTION PASSED UNANIMOUSLY.

REVENUE

Members reviewed Anticipated Revenue for 2006-2007. Fran Korn suggested and other members agreed to change the amount in line 810, Fund Balance and Surplus from \$100,000 to \$250,000. No vote was taken.

ADJOURNMENT

The meeting adjourned at 12:05 PM.

Respectfully submitted,

*Alice Tucker*

Alice Tucker

Secretary to the Board of Finance