

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

BOARD OF FINANCE
BUDGET WORKSHOP
MARCH 22, 2005
MINUTES

The Board of Finance met at the Durham Public Library on Tuesday, March 22, 2005. Chairman Fran Korn called the Budget Workshop to order at 7:00 PM.

Members Present: Fran Korn, Loraine Coe, Paul Keurajian, Jay Berardino, Elmer Clark

Others Present: None

ELECTED OFFICIALS AND BOARDS

MOTION BY LORAIN COE, SECONDED BY PAUL KEURAJIAN TO APPROVE ELECTED OFFICIALS AND BOARDS IN THE AMOUNT OF \$387,103 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
1000	BOARD OF FINANCE	\$21,486
1010	BOARD OF SELECTMEN	\$178,945
1015	BOARD OF ASSESSMENT APPEALS	\$660
1020	TAX COLLECTOR	\$65,826
1030	TOWN CLERK	\$112,573
1040	TOWN TREASURER	<u>\$7,613</u>
	TOTAL	\$387,103

MOTION PASSED UNANIMOUSLY.

- Budget 1000-Board of Finance was reduced to remove some of the printing, postage, and audit expenses.
- Budget 1010-Board of Selectmen was adjusted to reduce consultant expenses by \$5,000.
- Budget 1020-Tax Collector was adjusted to eliminate the requested increase of five hours per week for the Assistant Tax Collector and to add three hours per week to the Tax Collector's work schedule bringing the total number of hours from 32 to 35 hours per week.

PROFESSIONAL SERVICES

MOTION BY PAUL KEURAJIAN, SECONDED BY LORAIN COE TO APPROVE PROFESSIONAL SERVICES IN THE AMOUNT OF \$534,359 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
1500	ASSESSOR	\$90,236
1505	MIDSTATE REGL PLANNING AGENCY	\$4,708
1506	MIDDLESEX SOIL AND WATER	\$1,598
1510	PROBATE COURT	\$6,748
1515	TOWN COUNSEL	\$32,000
1520	BUILDING AND HEALTH DEPARTMENT	\$218,050
1525	FINANCE DEPARTMENT	\$67,818
1530	TOWN COUNSEL-LITIGATION	\$41,000
1555	PLANNING & ZONING LEGAL COUNSEL	\$1
1565	INFORMATION TECHNOLOGY	<u>\$72,200</u>
	TOTAL	\$534,359

MOTION PASSED UNANIMOUSLY.

- Budget 1520-Building and Health Department was reduced by \$10,000 to remove request for microfilming project expenses to be taken out of the Building Maintenance Reserve Fund which includes money set aside for Building and Health records management.
- Budget 1525-Finance Department was reduced to eliminate the request for a wage increase for the Finance Officer.
- Budget 1555-Planning & Zoning Legal Counsel was decreased to \$1 because the budget for the current year is underspent and the balance can be carried over into the next fiscal year.

TOWN COMMISSIONS

MOTION BY JAY BERARDINO, SECONDED BY PAUL KEURAJIAN TO APPROVE TOWN COMMISSIONS IN THE AMOUNT OF \$99,623 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
2000	INLAND WETLANDS	\$2,405
2005	ZONING BOARD OF APPEALS	\$2,220
2010	PLANNING & ZONING	\$74,559
2015	ECONOMIC DEVELOPMENT	\$3,100
2020	CONSERVATION COMMISSION	\$16,085
2025	BUILDING CODE OF APPEALS	\$1
2030	CT HOUSING PARTNERSHIP PROGRAM	\$1
2035	HISTORIC DISTRICT COMMISSION	\$1,250
2040	CHARTER REVISION	\$1
2045	PERSONNEL POLICY BOARD	<u>\$1</u>
	TOTAL	\$99,623

MOTION PASSED UNANIMOUSLY.

- Budget 2010-Planning and Zoning was reduced by \$1,100 to reduce advertising expenses.
- Budget 2020-Conservation Commission was reduced by \$4,000 to remove costs for gates.

GENERAL EXPENSES

MOTION BY JAY BERARDINO, SECONDED BY ELMER CLARK TO APPROVE GENERAL EXPENSES IN THE AMOUNT OF \$826,563 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
2500	ELECTIONS	\$21,400
2505	SOCIAL SECURITY	\$105,866
2510	UNEMPLOYMENT COMPENSATION	\$11,155
2515	EMPLOYEE RETIREMENT PLAN	\$119,271
2520	INSURANCE	\$101,911
2525	INSURANCE PAYROLL RELATED	\$366,440
2530	EMPLOYEE PAYROLL DEDUCTIONS	\$1
2535	SPECIAL ACTS AND ORDINANCES	\$1,000
2540	TREE WARDEN	\$3,200
2545	EMPLOYEE ASSISTANCE PROGRAM	\$506
2550	DRUG AND ALCOHOL TESTING	\$2,900
2560	TOWN HALL PROPERTY MAINTENANCE	\$44,913
2562	MUNICIPAL BUILDINGS FUEL/OIL	\$22,100
2563	MUNICIPAL BUILDINGS JANITORIAL SVC	<u>\$25,900</u>
	TOTAL	\$826,563

MOTION PASSED UNANIMOUSLY.

- Budget 2560-Town Hall Property Maintenance was reduced by \$6,300 for heating fuel which has been moved to a new account 2562-Municipal Buildings Fuel/Oil. It was also reduced by \$25,900 for janitorial service which has been moved to a new account 2563-Municipal Buildings Janitorial Service.
- Budget 2562-Municipal Buildings Fuel/Oil is a new budget for Heating Fuel for all Town-owned buildings including the Town Hall, Library, Ambulance Building, and Department of Public Works (DPW).
- Budget 2563-Municipal Buildings Janitorial Service is a new budget for Janitorial Service for all Town-owned buildings including the Town Hall, Library, Ambulance Building, and the Firehouse.

STREET LIGHTS

MOTION BY PAUL KEURAJIAN, SECONDED BY ELMER CLARK TO APPROVE BUDGET 3000-STREET LIGHTS IN THE AMOUNT OF \$45,000 AS REQUESTED. MOTION PASSED UNANIMOUSLY.

HIGHWAY DRAINAGE PROJECTS

MOTION BY ELMER CLARK, SECONDED BY PAUL KEURAJIAN TO APPROVE BUDGET 3500-524-MISCELLANEOUS DRAINAGE PROJECTS IN THE AMOUNT OF \$32,490 AS REQUESTED. MOTION PASSED UNANIMOUSLY.

DEPARTMENT OF PUBLIC WORKS REGULAR MAINTENANCE

MOTION BY JAY BERARDINO, SECONDED BY LORAIN COE TO RE-OPEN BUDGET 3010-DPW REGULAR MAINTENANCE. MOTION TO RE-OPEN PASSED UNANIMOUSLY.

MOTION BY PAUL KEURAJIAN, SECONDED BY ELMER CLARK TO APPROVE BUDGET 3010-DEPARTMENT OF PUBLIC WORKS REGULAR MAINTENANCE IN THE AMOUNT OF \$801,200 TO REFLECT THE REMOVAL OF FUEL OIL IN THE AMOUNT OF \$2,800 WHICH HAS BEEN MOVED TO BUDGET 2562-MUNICIPAL BUILDINGS FUEL OIL. MOTION PASSED UNANIMOUSLY.

PUBLIC SAFETY

MOTION BY PAUL KEURAJIAN, SECONDED BY LORAIN COE TO APPROVE PUBLIC SAFETY IN THE AMOUNT OF \$406,883 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
4000	EMERGENCY MANAGEMENT	\$3,000
4005	CONSTABLES	\$5,130
4010	DOG DAMAGE	\$1
4015	DOG FUND TRANSFER	\$23,950
4020	VOLUNTEER FIRE COMPANY	\$49,000
4025	FIRE COMPANY TRUSTEES	\$25,340
4030	VOLUNTEER AMBULANCE CORPS	\$27,095
4032	TOWN-WIDE RADIO COMMUNICATIONS	\$15,472
4035	FIRE MARSHAL	\$17,735
4040	VALLEY SHORE COMMUNICATIONS	\$52,908
4045	FIRE POND FUND	\$6,000
4050	LEPC	\$250
4055	RESIDENT STATE TROOPER	\$180,000
4060	TOWING ABANDONED VEHICLES	\$1
4065	PUBLIC SAFETY	\$500
4070	BURNING OFFICIAL	<u>\$500</u>
	TOTAL	\$406,883

MOTION PASSED UNANIMOUSLY.

Budget 4000-Emergency Management was reduced by \$1,000 because the current budget is underspent.

Budget 4025-Fire Company Trustees includes approval of costs to enlarge the parking lot, to install additional lights in the parking lot, and to replace toilets and urinals.

Budget 4030-Volunteer Ambulance Corps was reduced to reflect removal of custodial expenses which were moved to Budget 2563-Municipal Buildings Janitorial Service.

LIBRARY

MOTION BY PAUL KEURAJIAN, SECONDED BY LORAIN COE TO APPROVE BUDGET 5005-LIBRARY IN THE AMOUNT OF \$384,497 WHICH REFLECTS THE REMOVAL OF JANITORIAL SERVICES MOVED TO BUDGET 2563-MUNICIPAL BUILDINGS JANITORIAL SERVICE; THE REMOVAL OF HEATING FUEL MOVED TO BUDGET 2562-MUNICIPAL BUILDINGS FUEL OIL; AND THE ELIMINATION OF ADDITIONAL STAFF HOURS REQUESTED. AYES: PAUL KEURAJIAN, LORAIN COE, JAY BERARDINO, FRAN KORN. NAY: ELMER CLARK. MOTION PASSED.

HEALTH AND WELFARE

MOTION BY ELMER CLARK, SECONDED BY LORAIN COE TO APPROVE HEALTH AND WELFARE IN THE AMOUNT OF \$174,277 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
4500	HUMAN SERVICES	\$39,521
4505	VISITING NURSE	\$3,270
4510	MENTAL HEALTH CLINIC	\$3,240
4515	SOCIAL SERVICES	\$480
4520	RED CROSS SENIOR TRANSPORTATION	\$16,609
4525	COMMUNITY ACTION OF MIDDLETOWN	\$2,000
4530	RUSHFORD CENTER	\$1,500
4535	MDLSX CNTY SUBSTANCE ABUSE ACTION	\$500
4540	REGIONAL TRAINING CAMP	\$2,955
4545	VITAL STATISTICS	\$200
4550	KUHN EMPLOYMENT OPPORTUNITIES	\$1,134
4555	DURHAM 60 PLUS CLUB	\$600
4560	MEALS ON WHEELS	\$3,500
4565	COMMUNITY HEALTH CENTER	\$1,000
4570	YOUTH SERVICES	\$39,000
4575	EDDY CENTER	\$5,103
4580	GREATER MDTN COUNSELING CENTER	\$1,609
4585	WOMEN & FAMILIES CENTER	\$250
4595	MIDDLESEX AREA TRANSPORTATION	\$13,631
4596	REGIONAL MENTAL HEALTH BOARD	\$344
4598	DRHM/MDLFLD SENIOR/DISABLED BUS	\$12,000
4599	DURHAM SENIOR CITIZENS BOARD	<u>\$25,831</u>
	TOTAL	\$174,277

AYES: ELMER CLARK, LORAIN COE, PAUL KEURAJIAN, FRAN KORN. ABSTAIN: JAY BERARDINO. MOTION PASSED.

Budget 4598-Senior/Disabled Bus was reduced by \$6,000 because the budget for the current year is significantly underspent.

MISCELLANEOUS

MOTION BY LORAIN COE, SECONDED BY JAY BERARDINO TO APPROVE MISCELLANEOUS BUDGETS IN THE AMOUNT OF \$124,003 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
6005	DURHAM CEMETERY	\$4,000
6010	TAX REFUNDS	\$1
6020	CONTINGENCY BALANCE	\$120,000
6040	FIRE AND AMBULANCE TAX REBATE	\$1
6045	SENIOR CITIZENS TAX ABATEMENT	<u>\$1</u>
	TOTAL	\$124,003

MOTION PASSED UNANIMOUSLY.

RECREATION

MOTION BY LORAIN COE, SECONDED BY ELMER CLARK TO APPROVE BUDGET 5505-RECREATION IN THE AMOUNT OF \$99,553 AS REQUESTED. MOTION PASSED UNANIMOUSLY.

ENVIRONMENTAL SERVICES

MOTION BY LORAIN COE, SECONDED BY FRAN KORN TO APPROVE ENVIRONMENTAL SERVICES IN THE AMOUNT OF \$371,120 AS FOLLOWS:

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>AMOUNT APPROVED</u>
7500	DMIAAB	\$364,917
7505	LANDFILL WATER SYSTEM	\$2,000
7510	HOUSEHOLD HAZARDOUS WASTE	\$4,300
7515	PUBLIC WATER ENGINEERING STUDY	\$1
7525	BIOTERRORISM PREPAREDNESS	\$1
7530	DURHAM CENTER WATER COMPANY	\$1
	TOTAL	\$371,120

AYES: LORAIN COE, FRAN KORN, PAUL KEURAJIAN; NAY: JAY BERARDINO; ABSTAIN: ELMER CLARK. MOTION PASSED.

RESERVE FUND AND REAPPROPRIATION

MOTION BY LORAIN COE, SECONDED BY PAUL KEURAJIAN TO APPROVE RESERVE FUNDS IN THE AMOUNT OF \$640,000 AS FOLLOWS:

FIRE EQUIPMENT STORAGE BUILDING	\$ 25,000
DURHAM CEMETERY COMPANY	\$ 5,000
TOWN HALL PROPERTY IMPROVEMENTS	\$ 600,000
DURHAM AMBULANCE	\$ 10,000
TOTAL	\$ 640,000

TO BE FUNDED BY A GENERAL FUND APPROPRIATION OF \$505,000 AND THE RE-APPROPRIATION OF \$135,000 AS FOLLOWS:

OPEN SPACE	\$ 50,000
PUBLIC WORKS	\$ 50,000
HIGHWAY PROJECTS	\$ 35,000
TOTAL	\$135,000

MOTION PASSED UNANIMOUSLY.

Adjournment

The Budget Workshop adjourned at 9:05 PM.

Respectfully submitted,

Alice Tucker

Alice Tucker

Secretary to the Board of Finance