

TOWN OF DURHAM

BOARD OF FINANCE

P.O. Box 428

DURHAM, CONNECTICUT 06422-0428

BOARD OF FINANCE

MARCH 29, 2006

SPECIAL MEETING

MINUTES

The Board of Finance met at the Durham Public Library on Wednesday, March 29, 2006. Chairman Fran Korn called the meeting to order at 7:00 PM.

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

Others Present: Roger Kleeman, Susan Wimler, Charles Corley (*Town Times*)

BUDGET WORKSHOP

Copies of the most current budget worksheet were distributed and reviewed.

Revenue

Members reviewed and discussed anticipated State and Local revenues and adjusted several amounts.

Jay Berardino questioned whether the amount anticipated for conveyance tax revenue may be too high based on the current real estate market. Elmer Clark remarked that property values are up. Rob DeSimone commented that if the conveyance tax is based on purchase price, revenue could increase even if the number of home sales is flat because property values have increased.

Reserve Funds

Fran Korn suggested reappropriating \$60,000 of interest from the undesignated reserve fund to the 2006-2007 budget to offset some of the Reserve Fund amounts in the proposed budget. Elmer Clark remarked that the interest should be left in the account to be used to pay for specific expenditures if the need arises. Other members agreed with Fran that \$60,000 of interest should be used to offset the Reserve Fund amounts in the 2006-2007 budget. No vote was needed for this change.

1520-Building and Health

Following discussion:

MOTION BY JAY BERARDINO, SECONDED BY ROB DESIMONE TO RE-OPEN BUDGET 1520-BUILDING AND HEALTH. MOTION PASSED UNANIMOUSLY.

Following additional discussion:

MOTION BY JAY BERARDINO, SECONDED BY ROSEMARIE NAPLES TO DELETE \$10,000 FROM 1520-160 – BUILDING AND HEALTH MICROFILM PROJECT, BRINGING THE TOTAL FOR BUDGET 1520 TO \$219,487. MOTION PASSED UNANIMOUSLY.

1525-Finance Department

Following discussion:

MOTION BY ROSEMARIE NAPLES, SECONDED BY JAY BERARDINO AND ROB DESIMONE TO RE-OPEN BUDGET 1525-FINANCE DEPARTMENT. MOTION PASSED UNANIMOUSLY.

Members agreed that the amount budgeted for the Finance Officer's salary was too high.
MOTION BY ROB DESIMONE, SECONDED BY ELMER CLARK TO CHANGE 1525-123 – FINANCE OFFICER WAGES FROM \$8,000 TO \$5,000, BRINGING THE TOTAL FOR BUDGET 1525 TO \$54,858. MOTION PASSED UNANIMOUSLY.

2540-Tree Warden

Following discussion:

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO RE-OPEN BUDGET 2540-TREE WARDEN. MOTION PASSED UNANIMOUSLY.

Members agreed that the amount budgeted for Tree Work may be too high.
MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE TO REDUCE 2540-359 – TREE WORK BY FROM \$19,000 TO \$14,000 AND THE TOTAL FOR BUDGET 2540 TO \$17,800. MOTION PASSED UNANIMOUSLY.

2560-Town Hall Expense

Following discussion:

MOTION BY JAY BERARDINO, SECONDED BY ELMER CLARK TO RE-OPEN BUDGET 2560-TOWN HALL EXPENSE. MOTION PASSED UNANIMOUSLY.

Members agreed that Town Hall maintenance costs should decrease following the renovation.
MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO REDUCE 2560-456 – TOWN HALL MAINTENANCE FROM \$7,000 TO \$3,000, BRINGING THE TOTAL FOR BUDGET 2560 TO \$39,000. MOTION PASSED UNANIMOUSLY.

4025-Fire Company Trustees

Following discussion:

MOTION BY JAY BERARDINO, SECONDED BY ROB DESIMONE TO RE-OPEN BUDGET 4025-FIRE COMPANY TRUSTEES. MOTION PASSED UNANIMOUSLY.

Members agreed that the estimate to refinish the floors in the firehouse may be too high.
MOTION BY JAY BERARDINO, SECONDED BY LORAIN COE TO REDUCE 4025-302 CUSTODIAL WORK FROM \$4,500 TO \$3,500, BRINGING THE TOTAL FOR BUDGET 4025 TO \$28,020. MOTION PASSED UNANIMOUSLY.

3010-DPW Regular Maintenance

Following discussion:

MOTION BY ROSEMARIE NAPLES, SECONDED BY ROB DESIMONE AND JAY BERARDINO TO RE-OPEN BUDGET 3010-DEPARTMENT OF PUBLIC WORKS REGULAR MAINTENANCE. MOTION PASSED UNANIMOUSLY.

Elmer Clark said he would prefer to look at all of the DPW budgets together, not just 3010, to see where reductions can be made. Fran responded that he would like to give the Board of Selectmen a chance to work with a realistic budget for a year to see if there are any cost savings that can be found, for example by putting major projects out to bid. He added that he would like to see this budget reduced by \$5,000 and leave it up to the Board of Selectmen and the DPW to see determine what other reductions can be made.

MOTION BY ROSEMARIE NAPLES, SECONDED BY LORAIN COE TO REDUCE BUDGET 3010-REGULAR MAINTENANCE BY \$5,000, BRINGING THE TOTAL AMOUNT OF BUDGET 3010 TO \$545,736. AYES: ROSEMARIE NAPLES, LORAIN COE, JAY BERARDINO, FRAN KORN, ROB DESIMONE. NAY: ELMER CLARK. MOTION PASSED.

6020-Contingency Fund

Following discussion:

MOTION BY JAY BERARDINO, SECONDED BY ROB DESIMONE TO RE-OPEN BUDGET 6020-CONTINGENCY FUND. MOTION PASSED UNANIMOUSLY.

Following additional discussion:

MOTION BY JAY BERARDINO, SECONDED BY ROSEMARIE NAPLES TO CHANGE THE AMOUNT OF BUDGET 6020 FROM \$120,000 TO \$95,000.

Elmer Clark objected to lowering the amount in the contingency fund and said he was concerned about unbudgeted expenses next year, for example P&Z Legal expenses.

AYES: JAY BERARDINO, ROSEMARIE NAPLES, FRAN KORN, LORAIN COE, ROB DESIMONE. NAY: ELMER CLARK. MOTION PASSED.

1010-Office of the First Selectman

Following discussion:

MOTION BY ROB DESIMONE, SECONDED BY LORAIN COE TO RE-OPEN BUDGET 1010-OFFICE OF THE FIRST SELECTMAN. MOTION PASSED UNANIMOUSLY.

Fran noted that the amount in line item 117 for the clerical employee who works in more than one department appears to be the incorrect amount based on the current MUNIS report.

MOTION BY ROB DESIMONE, SECONDED BY LORAIN COE TO CHANGE 1010-117 – CLERICAL WAGES TO \$37,881 TO CORRECT THE AMOUNT IN THIS LINE ITEM BRINGING THE TOTAL FOR BUDGET 1010 TO \$213,284. MOTION PASSED UNANIMOUSLY.

Revenue Line Item 810-Fund Balance and Surplus

Fran Korn suggested increasing revenue line item 810-Fund Balance and Surplus from \$250,000 to \$277,000. Members unanimously agreed. No vote was needed for this change.

4598-Durham/Middlefield Senior/Disabled Bus

Elmer Clark commented that he does not want to short-change the Senior Citizens and suggested reducing Budget 4598-Durham/Middlefield Senior/Disabled Bus by \$2,000 and moving the \$2,000 to Budget 4599.

MOTION BY ELMER CLARK, SECONDED BY ROB DESIMONE TO RE-OPEN BUDGET 4598-DURHAM / MIDDLEFIELD SENIOR / DISABLED BUS. AYES: ELMER CLARK, ROB DESIMONE, FRAN KORN, LORAIN COE. NAYS: ROSEMARIE NAPLES, JAY BERARDINO. MOTION PASSED.

Elmer said he would like to reduce Budget 4598 from \$12,000 to \$10,000 so Budget 4599 could be increased by \$2,000. Rob DeSimone questioned what the YTD expenses were for the Senior Bus. Following a review of YTD expenses Rob observed that the budget is currently on track for a \$12,000 annual expenditure so this budget should probably not be reduced.

MOTION BY ELMER CLARK, SECONDED BY ROB DESIMONE TO REDUCE BUDGET 4598 BY \$2,000, BRINGING THE TOTAL AMOUNT TO \$10,000. AYE: ELMER CLARK. NAYS: ROB DESIMONE, ROSEMARIE NAPLES, JAY BERARDINO, FRAN KORN, LORAIN COE. MOTION DID NOT PASS.

4599-Senior Citizens Board

Following discussion:

MOTION BY ELMER CLARK, SECONDED BY ROB DESIMONE TO RE-OPEN BUDGET 4599-SENIOR CITIZENS BOARD. AYES: ELMER CLARK, ROB DESIMONE, LORAIN COE, JAY BERARDINO, FRAN KORN. NAY: ROSEMARIE NAPLES. MOTION PASSED.

Elmer said he would like to provide a higher wage increase for the exercise instructor who has not had an increase in seven years. He proposed changing the wage from \$36 an hour (which has already been approved by the Board) to \$38 an hour.

MOTION BY ELMER CLARK, SECONDED BY JAY BERARDINO TO INCREASE BUDGET 4599-353 TO \$14,910 REFLECTING AN HOURLY WAGE OF \$38 FOR THE EXERCISE INSTRUCTOR, BRINGING THE TOTAL FOR BUDGET 4899 TO \$31,115.

Rosemarie Naples commented that the instructor currently makes \$35 an hour which is higher than average because most instructors make \$30 an hour. She added that the Board of Finance has acted in good faith by providing a 3% increase bringing the hourly rate to \$36. Jay Berardino remarked that the instructor could have requested a 3% increase every year but she didn't, and it would be appropriate to adjust the salary now.

AYES: ELMER CLARK, JAY BERARDINO, ROB DESIMONE, LORAIN COE, FRAN KORN.
NAY: ROSEMARIE NAPLES. MOTION PASSED.

New Budget-Town Hall Furniture

Following discussion:

MOTION BY ELMER CLARK, SECONDED BY ROB DESIMONE TO RE-OPEN THE NEW BUDGET (NOT YET NUMBERED) FOR TOWN HALL FURNITURE. MOTION PASSED UNANIMOUSLY.

Elmer reported that he spoke to a Town employee who is a member of the Project Connect Committee. He said the employee told him that furniture for the Town Hall could be purchased for \$60,000 because some of the furniture could be purchased used. He said he would like to see this budget reduced from \$75,000 to \$60,000.

MOTION BY ELMER CLARK, SECONDED BY ROB DESIMONE TO REDUCE THE BUDGET FOR TOWN HALL FURNITURE FROM \$75,000 TO \$60,000.

Discussion followed. Fran Korn commented that the Town Hall Building Committee worked hard to prepare a realistic cost estimate for the furniture that will be required for Town Hall staff. He noted that John Corona reviewed the estimate with the B/F on March 25th. Rob DeSimone remarked that when he set up his business he purchased very nice used furniture for about 25 cents on the dollar.

Jay Berardino commented that no one he has asked can tell him the number of workstations that are included in the \$75,000 estimate. He said he believes it should be 18 but the estimate does not make it clear what is included. Loraine Coe commented that we have invested a lot of money renovating our Town Hall and we should have new furniture for it.

AYES: ELMER CLARK, ROB DESIMONE. NAYS: FRAN KORN, LORAIN COE, ROSEMARIE NAPLES, JAY BERARDINO. MOTION DID NOT PASS.

New Budget-Town Hall Move

There was a brief discussion about the estimated cost of the move from the temporary Town Hall back to the Town Hall.

1515-Town Counsel

Following discussion:

MOTION BY JAY BERARDINO, SECONDED BY ROSEMARIE NAPLES TO RE-OPEN BUDGET 1515-TOWN COUNSEL. MOTION PASSED UNANIMOUSLY.

Following additional discussion:

MOTION BY ROB DESIMONE, SECONDED BY LORAIN COE TO REDUCE BUDGET 1515-TOWN COUNSEL BY \$1,000 BRINGING THE TOTAL FOR BUDGET 1515 TO \$57,000. MOTION PASSED UNANIMOUSLY.

Total Town Budget/Net Town Budget

MOTION BY LORAIN COE, SECONDED BY ROB DESIMONE TO BRING THE FOLLOWING PROPOSED BUDGET FOR FISCAL YEAR 2006-2007 TO THE ANNUAL BUDGET HEARING ON APRIL 3, 2006:

\$5,535,287	TOTAL TOWN BUDGET
<u>- 1,487,013</u>	LESS ESTIMATED STATE AND LOCAL REVENUES
\$4,048,274	NET TOWN BUDGET

MOTION PASSED UNANIMOUSLY.

Fran Korn noted that the proposed Net Town Budget for 2006-2007 is approximately \$400 less than the current budget.

Discussion

Roger Kleeman asked the Board of Finance if they had approved the purchase of a loader for the DPW last year or if the Road Foreman had purchased it on his own. Fran Korn replied that he had no recollection of anyone coming before the B/F to ask for money to purchase the loader. Roger questioned how the Road Foreman could have purchased it without permission. Fran replied that the Road Foreman did not purchase the loader alone; the purchase had been signed by the First Selectwoman.

Jay Berardino and other members thanked Fran Korn and Loraine Coe for leading the Board of Finance in the development of the proposed 2006-2007 Town budget. Fran thanked everyone for their hard work.

Adjournment

The meeting adjourned at 8:45 PM.

Respectfully submitted,

Alice Tucker

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Secretary to the Board of Finance