

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

BOARD OF FINANCE

REGULAR MEETING

APRIL 17, 2007

MINUTES

The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Tuesday, March 27, 2007. Chairman Fran Korn called the meeting to order at 7:00 p.m.

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

Members Absent: , Rosemarie Naples, Rob DeSimione

Others Present: Maryjane Malavasi, Charles Corley (*Town Times*).

Maryjane presented an invoice in the amount of \$3,940.00 for Item #1565-204 for the consulting services which would cover the rest of the year of the contract. Fran wanted to know who hired the computer company. Loraine Coe said it was the company with the lowest bid. Fran asked if the company was hired in this fiscal year and Jay wanted to know when the contract was up. The monthly price for this consultant is \$1,700.00 per month for four hours per week. Any other things we want answered Maryjane will talk to Laura about.

#6700-491 IT – New Server \$16,612. The new server has everything included in it. Elmer asked that since we were converting from MUNIS to QD aren't we saving money. Maryjane said we are saving approximately \$3,600 to bring Quality Data in house. Jay Berardino is uneasy with this. He feels this is a sizeable chunk of the IT budget. Fran said that technology changes constantly and he is not qualified to make these decisions but would like to know what is really trying to be accomplished. Maryjane said that Quality Data took care of the conversion and told us what was needed to make the conversion. Jay Berardino suggested that since we have a regional planning consultant and a full time person for Regional District 13 shouldn't we just use one. It was mentioned that the other districts were reluctant to give up the time that they have a person under their budget.

Town Hall Service Contracts #2560-456. This is for the old alarm system in the Town Hall. The new system was donated and there was monies owed on the old system which was still under contract until 2008. It was advised by the legal department to pay the bill because it would cost less. We just received the final bill. Jay wanted to know the name of the company, it was America's Alarm. This amount will pay off the entire bill. Fran said that this is why we need to get the service contracts under one. They

should be the same companies and with Maryjane's help we can keep an eye on things. Maryjane said that America's Alarm took the equipment to use in the library but were unable to use it there so they lowered the cost to the library.

The railing on the porch on 51 Main Street had to be repaired. The price was \$575 to repair the roof and there is a balance of \$75.00 owed. Fran said we have to go to a town meeting for \$75.00. We should put this under it's own line item, such as 51 Main. Jay wanted to know what work needed to be done or was it just that a contractor came in and worked on the roof and now the railing has to be repaired. What is the connection? Elmer Clark wanted to know who authorized it? Loraine Coe wanted to know if they could come up with a plan to do the whole house and not just piecemeal. Jay feels that the house is not worth fixing, it has black mold he would like to know who authorized this work.

Maryjane issues a purchase order for \$1,000 for the Library. Two of the grinder pumps have to be replaced. It was decided to pay this money out of the Library account.

From now on when there is a problem or overexpenditure Maryjane will e-mail Fran with the information. Fran feels we should put a line item in the budget to cover major repairs. This way it would not be necessary to go to a Town Meeting for additional funds. Loraine said we are trying to eliminate overages. Fran feels we may need a line item for emergencies.

The discussion then turned to the salary survey. Fran said he could not make a match from the survey to compensation schedule. Elected officials should not use the step process. Elmer felt the retroactive pay will not go forward because half of the people were for it and half of them were not. Fran felt the only thing we could do is send it to the Committee. There are several options that could be done. We should not fund elected officials and should set up a line item for salary survey. There were four suggestions made on how to handle this. First, put the non union into Contingency. Second, look at elected officials. How do we budget for a brand new person. Third, only give 3% across the board. Fourth, come back to the Board with a total plan, to go to a town meeting and the monies would come out of fund balance.

Fran felt that at the Town Meeting the wrong number was used. Elmer said not to do retroactive at this point but to put \$10,000 in Contingency to cover whatever comes up. The Board of Finance wants to send this to the Personnel Policy Committee. Jay said the Personnel Policy can have a meeting before the Town Meeting. Fran felt that the Board does not want to decide wages. Jay feels strongly that this should go to the Personnel Policy Board who are duly authorized to do their job and Fran feels they can get together to at least have one meeting in the next two weeks. Loraine felt that the 3% should go forward, set the elected officials aside and go to the Personnel Policy Board and see what they present to the Board of Finance. Fran feels we should put everyone at a 3% increase and put the remaining money in Contingency.

Maryjane said to wait to see what the numbers are and then decide if any monies should be put in Contingency. Loraine felt that everything should be on hold until a determination is made by the Personnel Policy Committee. Fran felt we should see what the step is and increase 3%. Jay would feel better if we were complying with the Charter. Maryjane will give us numbers and we will take the total and put it into

Contingency. Fran said if we do not have an answer from the Personnel Policy Board we will deal with non union or put it in Contingency.

No decision will be made on the salaries tonight, we will schedule another meeting for next Tuesday at 7:00 p.m.

Capital Improvements was at \$366,772, deduct \$16,537 and leave a balance of \$20,235.

Fran felt that we should take \$100,000 out and apply it back into the fund balance. Loraine said we would be applying it to the bottom line of the budget. Jay asked if this would show a lower budget. Loraine said it would reduce the bottom line and give back to the town. Elmer felt that we should wait until we get other numbers. This discussion will be continued at the next meeting.

BOARD OF FINANCE MOTIONS

APRIL 17, 2007 MEETING

MOTION BY JAY BERARDINO, SECONDED BY LORAIN COE TO PAY THE SECRETARIAL WAGES OF \$1,000 FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH FROM #1000, BOARD OF FINANCE. MOTION PASSED UNANIMOUSLY.

MOTION BY JAY BERARDINO, SECONDED BY LORAIN COE TO TRANSFER \$54.00 FROM CONTINGENCY #6020 TO #7510 HOUSEHOLD HAZARDOUS WASTE TO COVER FINAL BILLING FOR THE TOWN OF DURHAM'S PARTICIPATION. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE, SECONDED BY ELMER CLARK TO TRANSFER \$3,940.00 FROM CONTINGENCY #6020 TO #1565-204 INFORMATION TECHNOLOGY CONSULTANTS TO COVER THE MONTHLY COST OF CONSULTANTS. MOTION PASSED UNANIMOUSLY.

MOTION BY JAY BERARDINO, SECONDED BY LORAIN COE TO TRANSFER \$16,612.00 FROM CONTINGENCY #6020 TO #1566 COMPUTER EQUIPMENT FOR THE NEW SERVER FOR THE TOWN HALL. MOTION PASSED UNANIMOUSLY.

MOTION BY LORAIN COE, SECONDED BY JAY BERARDINO TO TRANSFER \$1,585.00 FROM CONTINGENCY #6020 TO #2560-456 TOWN HALL SERVICE CONTRACTS FOR THE BALANCE ON THE ALARM SYSTEM FOR THE TOWN HALL. AYES: FRAN KORN, LORAIN COE, JAY BERARDINO. ABSTAIN: ELMER CLARK.

MOTION BY FRAN KORN, SECONDED BY LORAIN COE THAT WE RECOMMEND THE BOARD OF SELECTMEN SEEK THE ADVICE AND COUNSEL OF THE COMPENSATION REVIEW/PERSONNEL POLICY

COMMISSION CONCERNING THE IMPLEMENTATION OF THE
CLASSIFICATION AND COMPENSATION STUDY FOR TOWN OF DURHAM, CT.
MOTON PASSED UNANIMOUSLY.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Sharon J. Criscuolo

Sharon J. Criscuolo
Secretary to the Board of Finance