

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

BOARD OF FINANCE

FEBRUARY 20, 2007

MINUTES

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The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Tuesday, February 20, 2007. Chairman Fran Korn called the meeting to order at 7:11 p.m.

**Members Present:** Loraine Coe, Elmer Clark, Rosemarie Naples. Absent: Jay Berardino, Rob DeSimione

**Others Present:** George Eames, Steve Levy, Martin French, Laura Francis, Natalie Church, Rhonda Saleski, Nancy Cuomo, Geoff Colegrove, John Phillips, Jim McLaughlin, Mary Jane Malavasi, Charles Corley (*Town Times*).

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**1. Meeting with the Planning & Zoning Commission Report on Overages (moved from the end of the meeting to first)**

George Eames reported that there were five legal matters that were still active. He did not have the list but would get it from Geoff Colgrove and have Geoff give updates on all the cases. Fran wanted to know if the bills were not getting paid to which Maryjane replied that some of the bills were lost but have now been found and will be submitted and paid. According to George and Maryjane, Geoff feels we are in a good position now and George will have Geoff get the information to us.

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1020	Tax Collector	Budget Request	\$ 83,680
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Martin French reported that the increase was due to giving the Assistant Tax Collector more hours going from 20 to 25. He stated that they needed more time to collect the monies owed. Also the printing of the bills has increased due to the increase in the number of bills sent out. Fran wanted to know how the MV is doing in locating delinquent people, it was reported that 26-27% of the bills were collected. Loraine wanted to know how much did we collect. It was reported that approximately 69 bills were collected. Of the real estate bills, it was reported that of the top 15 cases 10 were resolved, two made significant partial payments, one is in foreclosure and two are just small pieces of land. Some of this is semi abandoned and the Assessor's office is working on what land is left. Elmer suggested that it be recommended to the Board of Selectmen to adopt an ordinance to forgive tax bills under \$5.00 and not return refunds under \$5.00. It will be looked into.

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4000	Emergency Management	Budget Request	\$ 11,500
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Steve Levy reported that there is no increase to this budget this year. It was requested to put \$60,000 into the Capital Funds for this item. This would be for a cooling center for when there is an emergency in the Town Hall such as the power going out for a significant time or hurricanes or heavy snowfalls. The cooling center at Strong school is

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not sufficient for the use it would be needed for. A place is needed if it is necessary for the elderly or the very sick. The generator at Strong School is very old and not very useful. The Board would need more of a breakdown of what the \$60,000 would be used for and what we have on hand. It would be helpful if the emergency shelter could be moved to the High School from Strong.

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2500	Elections	Budget Request	\$ 30,460
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Rhonda Saleski presented the budget for Elections by stating that a machine to contain all voting machines, ballots, etc is necessary. This would keep everything in a safe contained place. As of now they are in the vault and are accessible to anyone who goes into the vault. Also there is a raise in pay for the poll workers from \$8.25 to \$8.50. Natalie Church stated that LHS has increased the prices and that everything is going up. Also for elections and referendums a phone service for the handicapped is necessary. Also with the new machines there are eleven more people needed at the polls.

### Planning and Zoning Continued

At this time Geoff Colgrove showed up and discussed the legal cases the Planning and Zoning Commission is handling. At this time there are five suits: 1. Arrigoni – approval for special permit; 2. Arrigoni – removal of materials; 3. Quit Stop – Geoff thinks the plaintiff's attorney is withdrawing. The bulk of the work has already been done on this case. 4. Greanland Realty – remove excessive materials from site; 5. Dolphin Day Care – approved permit – Landlord against it. Most costs have already been incurred.

As far as future legal costs are concerned, there are two major projects that have been approved and Geoff sees no problems. There are some costs still coming in for litigation; 1. Sparrow – cease and desist; and 2. P.J. Murphy Pools – consequences of failure to comply.

The problem of short term bond monies was approached by Fran. He wanted to know how do we get the money back to the people. Geoff said that in Haddam the people show up with a check for the bond and get a check for it. Once the Public Works does the final inspection the bonds should be returned to the contractors. Geoff stated that if the work was done the money was sent back to the contractor, if not the town did the work and kept the bond money. Jim McLaughlin said that the Building Inspector should be doing the work. Maryjane will discuss this matter with Wendy who has been doing some work on this matter.

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1030	Town Clerk	Budget Request	\$122,257
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Laura Francis stated that the increases were due to 3% salary increases. Also she has asked that the Assistant Town Clerk be allowed overtime for some of the Saturdays during the year when Laura cannot make it. It would be approximately \$320.00 a year. It was mentioned that approximately \$300.00 was taken in every Saturday that the Town Clerk or Assistant Town Clerk were at the Town Hall.

There is more money needed for dues and conferences. These meetings are a benefit for the town and they do benefit from the training.

Other Business:

Maryjane, Malavasi, Martin French and John Phillips after looking at all aspects have recommended to change from MUNIS to Quality Data. The Board of Selectmen have already approved the change back to Quality Data. We have to pay for the conversion. Rosemarie asked what the term was with MUNIS and Maryjane stated not anything we need. Once the grand list is completed Quality Data will be able to convert back to MUNIS. There will not be a difference in money this year but Fran said that next year there should be approximately \$20,000. They hope to start the conversion by April 1<sup>st</sup>.

Motion made by Rosemarie Naples, Seconded by Loraine Coe, we support the change from MUNIS to Quality Data in the Tax Collectors and Tax Assessors Office in 2007. Motion passed unanimously.

Maryjane requested \$20,000 to be moved from Contingency to cover overexpenditures in the town hall for Electricity, Phone and maintenance.

Motion by Fran Korn, Seconded by Loraine Coe to move \$20,000 from 6020 to line item 2560 to cover overexpenditures in Electricity, phone and maintenance. Motion passed unanimously.

Jim McLaughlin read a letter requesting a topographic survey of three properties in Durham that are crossing wetlands.

Motion by Fran Korn, Seconded by Loraine Coe to move \$4,500 from contingency 6020 to line item office of the First Selectman 1010-204 to cover topographic survey of 37-41 and 45-51 Main Street. Motion passed unanimously.

The salary survey has not been finished yet but as soon as it is it will be presented to the Board. According to Maryjane elected officials did not get an increase.

Minutes: Change on February 13<sup>th</sup> minutes from Alan French to Alan Fritz. Motion by Rosemarie Naples, seconded by Elmer Clark to accept minutes of February 13<sup>th</sup> minutes. Rosemarie, Loraine, Elmer – Yeas, Fran – Abstain.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

*Sharon J. Criscuolo*

Sharon J. Criscuolo  
Secretary to the Board of Finance