

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

BOARD OF FINANCE

March 20, 2007

MINUTES

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The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Tuesday, March 20, 2007. Chairman Fran Korn called the meeting to order at 7:05 p.m.

**Members Present:** Fran Korn, Loraine Coe, Elmer Clark, Rosemarie Naples, Jay Berardino, Rob DeSimione

**Others Present:** Scott Wright, Sue Wimler, Charles Corley (*Town Times*).

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Motion was made by Rosemarie Naples, Loraine Coe seconded to transfer from Contingency 6020 \$2,850 to 1000 Board of Finance. Motion passed unanimously.

Motion made by Rosemarie Naples, seconded by Loraine Coe to transfer from Contingency 6020 \$2,100 for postage overage to 1010-153. Motion passed unanimously.

Motion made by Loraine Coe, seconded by Rosemarie Naples to transfer from Contingency \$1,890 to 1525 for the Laptop for the Finance Director. Motion passed unanimously.

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1000	Board of Finance	Budget Request	\$27,210
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A recommendation was made by Maryjane to remove the \$2,000 for accounting because she said she will not need it. Fran stated that we were over budget because of the extra work that had to be done in the Tax Collector's office. Jay was against taking the \$2,000 out. Loraine said that it also covers budgets we have for printed for the Town meeting. The \$2,000 was left in.

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1010	Office of the First Selectman	Budget Request	\$189,196
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Item 101 - \$61,772 is to be transferred into 1011

Item 106 - \$5,432 to be transferred into 1012

Item 128 – Eliminate this position at a salary of \$14,320

Item 140 – Finance Director Salary – move this item to 1525 \$61,800

Item 153 – Change the request to \$8,148

Item 147 – Change the request to \$5,000

Item 204 – Change the Consultants to \$6,000

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Item 351 – Mileage – Change to \$200

Item 597 – UC Parking Lot Lease \$2,781. The board wants to establish a new number somewhere around the library number to keep it separate from the Office of the First Selectmen.

The total budget for the Office of the First Selectmen will now be \$119,048.

1011	First Selectman Salary	Budget Request	\$61,772
1012	Selectmen Salaries	Budget Request	\$5,595
1015	Board of Assessment Appeals	Budget Request	\$550
1020	Tax Collector	Budget Request	\$83,680

Item 101 – Salaries should be in 1021

Item 102 – Increase in hours

1030	Office of the Town Clerk	Budget Request	\$122,577
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Item 101 – Town Clerk Salary transfer to 1031

Item 119 – Removal of Summer Intern to the Board of Selectman Budget 1010 \$1,224.

Item 102 – Request for overtime for Saturday coverage. The cost would be \$320.00 for five Saturdays. The board members were mixed on this item and although they all felt the Town Clerk should be at the Town Hall on Saturdays there must be a better way for compensation such as comp time. They will come back to this item after further investigation.

1041	Office of the Town Treasurer	Budget Request	\$7,913
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The recommendation from the Board of Selectmen was to increase item 101 from \$7,828 to \$8,063. This item should also be moved to 1041 since it is a salary item. Dues and Meetings was left at \$50.

1500	Assessor	Budget Request	\$87,166
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Item 129 - The Board of Selectmen eliminated the assistants overtime o \$3,468.

Item 204 – This item was reduced to \$3,000

1505	Midstate Regional Planning	Budget Request	\$4,796
1506	Middlesex Soil & Water	Budget Request	\$1,598

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1510	Probate Court	Budget Request	\$10,491
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This item went up because of the Assessment.

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1515	Town Counsel	Budget Request	\$57,000
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The Board of Selectmen recommended reducing this item to \$40,000.

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1520	Building and Health	Budget Request	\$227,549
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Item 151 – Advertising and Legal Notices was reduced from \$50 to \$10

Item 152 – Dues and Meetings was reduced from \$2,300 to \$1,300

Item 153 – Postage and Mailing was reduced from \$500 to \$50.00 This remains the same.

Item 154 – Printing and Stationary was reduced from \$700 to \$600

Item 156 – Subscription and Publications was reduced from \$800 to \$500

Item 158 – Office Equipment was reduced from \$350 to \$150. Ellen Mauro requested that this be kept at \$350 for the toner for the printer. The Board left it in at \$350. Rob and Loraine requested that next year they want more of a projection on the expenses to the end of the year in the report.

Item 204 – Consultants was reduced from \$2,500 to \$2,000

Item 212 – Hepatitis B – reduced from \$3,000 to \$1,000

Item 305 – Hand Tools was reduced from \$300 to \$150

Item 351 – Mileage was reduced from \$250 to \$100

This brings the total budget to \$222,859

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1525	Finance Department	Budget Request	\$50,541
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The wages for the Finance Director were added to bring the total budget to \$112,041.

It was suggested that payroll could be done in the Town Hall. This will be investigated.

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1555	Planning and Zoning Legal and Litigation	Budget Request	\$30,000
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To date \$41,880 has been spent.

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1565	Information Technology	Budget Request	\$80,780
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Item 161 will be put into a new line item 1566 in the amount of \$4,000

Item 202 – Since we are phasing out MUNIS and putting in purchase order service this item has been reduced from \$49,300 to \$29,100. This brings this budget to \$56,580.

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2000	Inland Wetlands	Budget Request	\$2,405
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Item 103 – Secretarial Wages reduced from \$1,105 to \$850.00

Item 152 – Dues and Meetings reduced from \$100 to \$50

Item 157 – Office Supplies reduced from \$100 to \$25

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2005	Zoning Board of Appeals	Budget Request	\$2,300
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Item 103 – Secretarial Wages reduced from \$800 to \$600

Item 151 – Advertising and Legal Notices reduced from \$1,350 to \$1,250

Item 153 – Office and Mailing reduced from \$25 to \$20

Item 157 – Office Supplies reduced from \$50 to \$20

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2010	Planning and Zoning	Budget Request	\$80,210
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Item 141 should be in 2011.

The Board of Selectmen recommended a budget of \$70,885.

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2015	Economic Development	Budget Request	\$1,100
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2020	Conservation	Budget Request	\$18,030
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Item 152 – Dues and Meetings put in \$200

Item 154 – Calendar of Durham Vistas and Views reduced from \$5,000 to \$50

Item 204 – Consultants reduced from \$3,000 to \$1,800

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Brian Ameche missed his meetings and will be coming in on April 3<sup>rd</sup> to present his budget requests.

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2035	Historic District	Budget Request	\$1,250
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Item 103 – Added Secretarial for \$600

Item 154 – Printing and Stationary reduced from \$250 to \$50

Item 157 – Office Supplies reduced from \$100 to \$50

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2045	Personnel Policy/Compensation Review	Budget Request	\$1
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Removed from budget.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

*Sharon J. Criscuolo*

Sharon J. Criscuolo  
Secretary to the Board of Finance