

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

BOARD OF FINANCE

March 24, 2007

CORRECTED MINUTES

The Board of Finance met at the Durham Town Hall, 30 Town House Road, on Saturday, March 24, 2007. Chairman Fran Korn called the meeting to order at 9:05 p.m.

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

Members Absent: Rosemarie Naples

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

2500	Elections	Budget Request	\$30,460
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This item was corrected to \$25 ,440.

2505	Social Security	Budget Request	\$122,436
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This item was revised to \$124,079.

2510	Unemployment	Budget Request	\$7,756
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2515	Employee Retirement Plan	Budget Request	\$141,316
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The \$10,000 for the Consultants was removed. Rob wanted to know what happened to the money from last year. Fran stated that no money was used for consultants. This money was used for other services in town. It was decided to eliminate the \$10,000 for consultants.

2520	Insurance	Budget Request	\$102,106
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Jay stated that this item has not been put out to bid for two years. According to Fran Maryjane is going to look into this. Loraine asked where the VIN numbers were for the vehicles insured we have not received it yet. Elmer said it does not have to go out to bid every year. A discussion on ways to keep money from the Reserves so it does not have to go to a town meeting everytime there is a large amount needed. We need to implement a plan to bring this before the Board of Finance and Board of Selectmen so there could be some control over the spending in the town. Loraine said that the Purchase Order system is necessary and we have wanted this for the past year. Rob wanted to know if it was plausible to put funds for insurance into the Reserve. Fran will

talk to Maryjane first and see what the plan is for the insurance. There have been some problems with MUNIS that Maryjane had to take care of and things should run smoother this year. Loraine mentioned that the investment firms and actuaries are under this category and are under contract. Maryjane is looking into when they expire. Fran felt we should test the market and change where we can.

2525	Insurance Payroll Related	Budget Request	\$426,383
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We are waiting for a quote on this insurance. It was suggested that if we contract out some of the work in town we will not be paying benefits. Jay suggested that we get a consultant to advise the community on what we can do for this and look at the big picture and get quotes. Fran said that three highway projects were funded. We should lump them together and get one bid. Jay likes the idea of holding the money in reserves and have them come to the Boards for money. Fran felt this way they could tell us what they need the money for, Loraine stated we should put them out to bid and they can figure out what the full cost will be. Elmer said we may have too many people in the town now that the Town Hall project is over. We should look into whether we are better off hiring out certain jobs. If we subcontract some of the work out we are not paying for equipment, employees, benefits, etc.

2530	Employee Payroll Deduction	Budget Request	\$0
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2535	Special Acts and Ordinances	Budget Request	\$1,000
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This is for printing and computers.

2540	Tree Warden	Budget Request	\$44,800
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Item 134 – Stipend - \$900.00

Item 359 – This item was reduced from \$36,000 to \$14,000

Item Town Green Care – Reduced from \$5,000 to \$4,500

The new figure for this item is \$32,600.

Discussion followed in which Fran, and Jay felt that this should be put out to bid. Jay felt that any cost to the town over \$20,000 should be put out to bid. Of the \$14,000 in expenses and emergency work for last year only \$1,000 was spent. Rob felt we should put this item out to bid and put the money in Reserves. Fran wants to see bids and a list of the trees to come down. Loraine stated that the Garden Club bought the trees for the Town Hall and the \$3,200 is for their maintenance.

2545	Employee Assistance Program	Budget Request	\$506
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Rob stated that there was low utilization and Loraine wanted to find out if the program had ever been evaluated.

2550	Drug and Alcohol Testing	Budget Request	\$2,900
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Thirteen drivers have to be tested. It was recommended to cut this to \$2,000.

2560	Town Hall Expenses	Budget Request	\$52,660
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Item 253 reduced to \$21,127

Item 302 reduced to \$3,000

Item 452 increased to \$1,150

Item 456 reduced to \$3,000

This brings the new total to \$52,216.

A discussion followed to do certain things such as checking fire extinguishers under one contract. Service contracts should be put under new number (section).

2562	Municipal Heating Fuel	Budget Request	\$33,000
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Waiting for a price from Capital Regional Purchasing Council. This is put out to bid every year. It was suggested that they try to set a price to take care of all the buildings.

2563	Municipal Custodial Services	Budget Request	\$42,137
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Requested three quotes, this is a three year renewable contract. Only two of the quotes met the standards. Scott said that the Ambulance building is cleaned twice a week, the library every day and the town hall twice a week.

2563	Street Lights	Budget Request	\$43,000
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\$36,000 used so far this year. The board decided to leave this at \$43,000.

3005	Capital Equipment	Budget Request	\$49,017
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1. New town car – remove
2. Tandem Axle Truck - \$35,000 if it is needed buy it out of reserve.

Under the Public Works Budget for Capital Equipment \$49,017 is obligated this year for payment.

3009	Garage Maintenance	Budget Request	\$15,600
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Item 451 – remove

3010	Public Works	Budget Request	\$574,617
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Item 136 – Summer labor - \$17,400 changed from \$25,000

A discussion followed about this position. Rob wanted to know what the summer intern did? Fran said he helped Kurt and filled in the Assessor's office among other duties. Maryjane felt this position was needed. It was decided to take \$7,600 out of the Public Works budget and put in item 1010 Board of Selectmen (temporary clerk).

Rob asked what the \$4,000 for equipment rental was. He felt we should put \$25,200 in contingency and have Kurt come to us with a plan and request the funds.

Item 511 is \$1,458 to date. It was recommended to change Item 511 to \$3,000.

Item 552 – Vehicle Maintenance - billed to date \$22,974 leave at \$40,000

Item 553 – Fuel – stay at \$32,000

Item 554 – Lubricants – spent \$312.00 change this item to \$1,000

Item 556 – Line striping - over budget

Item 584 – Pipe – overbudget

Item 303 – Interdepartmental expenses – paid \$75.00 – cut to \$750.00

Item 155 – Roybal Racoons Plus – change to \$750.00

Item 157 – Office Supplies – change to \$150.00

Item 221 – Specialized Training – cut to \$1,000

Item 305 – Hand Tools – spent \$3,800 on chain saws. Should appropriate money for hand tools. Cut Item 305 to \$2,500.

Item 587 – Roadside – change to \$1,500.

Item 588 – Guard Rails - \$6,000 spent nothing

Item 589 – Signs and hardware - \$4,000 – over budget

A discussion followed whereby Fran said we should make some other accounts to see what we have spent for these areas. Loraine suggested it may be a good idea to break things down. Fran wants to make separate accounts to break things down so we can keep an eye on this spending.

New:

3006 – Highway Department Wages \$366,642
3007 - Highway Department Summer Wages \$17,400
3008 – Highway Department Vehicle Maintenance \$40,000
3013 Highway Department Vehicle Fuel \$32,000
3016 Highway Department General Sand Sweeping \$23,000
3010 Maintenance \$67,350

Move to 1010 \$126,648.

3011	Snow Removal	Budget Request	\$147,250
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There should be no overtime. Winter sand was \$40,000, it was purchased in October
Reduce this budget to \$133,000

3012	Catch Basin Cleaning (& Repair)	Budget Request	\$22,000
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Leave as is.

3014	Chip Sealing	Budget Request	\$184,000
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This item was reduced to \$175,000.

3015	Contracted Services	Budget Request	\$5,000
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Remove the \$5,000

3500	Highway Projects	Budget Request	\$60,000
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Put the \$60,000 into the Reserve Account.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,
Sharon J. Criscuolo

Sharon J. Criscuolo
Secretary to the Board of Finance