

Board of Selectmen Special Meeting  
February 17, 2007; 9:00 am; Town Hall  
Revised

Meeting called to order at 9:04 am.

Jim McLaughlin, Renee Edwards, and Maryann Boord in attendance.

MOTION TO APPROVE AGENDA BY MARYANN BOORD AND SECONDED BY RENE EDWARDS. ALL AYE

**Sallie Mae Business Solutions**

Solutions Business Office Suite™ is a package that offers electronic payment and other billing/payment services to end-users (eg, residents) of municipalities. J. McLaughlin contacted the town of Enfield, the only town using Solutions Business Office Suite™, and was told that their town counsel reviewed the agreement. The only term they removed was under General Payment Terms so that the town cannot be held responsible for any late charges. J. McLaughlin stated that the same language would be removed from our agreement. M. Malavasi further explained that the offer to join has no cost and only the end-user is responsible for any fees. The offices that will provide this service to the end-user will be Town Clerk, Tax Collector, Park and Recreation, and Building and Health.

MOTION TO AUTHORIZE FIRST SELECTMAN TO ENTER INTO 3 YEAR AGREEMENT WITH SALLIE MAE BUSINESS OFFICE SOLUTIONS FOR ELECTRONIC PAYMENT GATEWAY SERVICES BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

**Letter of Special Commendation**

J. McLaughlin explained that John Jenkins, employee of Public Works, performed the Heimlich Maneuver on Phil Raudat and after two attempts was able to successfully dislodge the obstruction in Phil's airway. J. McLaughlin asked for approval to prepare a letter of special commendation for John.

MOTION TO AUTHORIZE FIRST SELECTMAN TO WRITE LETTER OF SPECIAL COMMENDATION FOR JOHN JENKINS BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

## **Budget Discussion**

M. Malavasi explained that Durham will receive less state support for the 2007/2008 budget year by the amount of \$50,000. The objective for the Board of Selectmen budget review/preparation is to identify costs that can be reduced and to provide the Board of Finance with recommendations that support cost-effective town government operation.

For each budget below, motions will be provided first followed by explanations of changes and/or recommendations.

### **Budget 1000: Board of Finance**

MOTION TO APPROVE BOARD OF FINANCE BUDGET FOR \$25,120.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

The amount of \$2,000.00 from line item 220 (Accounting) was removed. M. Malavasi explained that her office can now take responsibility for work under this line item, thus removing the need to contract out this work (thereby providing a savings of \$2,000.00).

### **Budget 1010: Office of First Selectman**

MOTION TO ELIMINATE LINE ITEM 128 (FS ADMINISTRATIVE AIDE) BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. 2 AYE, 1 NAY

J. McLaughlin explained that his Administrative Assistant, hired 1 year ago to fill a vacancy, provides necessary and sufficient coverage for the Office of the First Selectman. Therefore, additional administrative aide support is no longer needed. M. Malavasi concurred that the First Selectman's Administrative Assistant not only provides sufficient coverage for the Office of the First Selectman, but the Administrative Assistant often asks her for additional work that could be done by the Aide. M. Malavasi offered a reduction of hours to 10 hours per week. M. Boord disagreed with the recommendation to eliminate the position because during her administration, there was a need for this additional aide support. The savings realized by eliminating this position is \$14,750.00.

MOTION TO RECOMMEND FOLLOWING CHANGES\* TO BOARD OF FINANCE BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

\*Continue to include line item 117 (Clerical Wages) in OFS budget because this position will be split during 2007/2008 between the Assessor's office and the Finance Director's office.

- \*Move Finance Director salary (currently line item 140) to Finance Department - 1525.
- \*Finance Director salary increase by 3% will be effective as of September 1, 2007 making the proposed salary the amount of \$61,500 for 2007/2008. (This recommendation will continue the practice previously recommended for new employees starting after the beginning of the annual review of performance)
- \*Increase line item 153 (Postage and Mailings) from \$7,614 to \$8,148. (Based on future needs for passports)
- \*Decrease line item 157 (Office Supplies) from \$6,200 to \$5,000. (Based on analysis of previous years and future needs)
- \*Decrease line item 351 (Mileage) from \$300 to \$200. (Based on analysis of last 4 years)
- \*Decrease line item 204 (Consultants) from \$8,000 to \$6,000. (Based on analysis of previous years and future needs)
- \*Add increase of CPI to line item 597 (UC Parking Lot Lease). (This contractual increase was forgotten during budget preparation. M. Malavasi will provide amount)

A new bottom line for this budget was not provided due to the split vote on the elimination of the FS Administrative Aide position and the CPI increase.

**Budget 1015: Board of Assessment Appeals**

MOTION TO APPROVE BOARD OF ASSESSMENT APPEALS BUDGET FOR \$550.00 BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

The following line items were reduced based on analysis of previous years and future needs:

- Line item 151 (Advertising and Legal Notice) -      Decrease from \$40 to \$30
- Line item 221 (Specialized Training) -              Decrease from \$125 to \$25

**Budget 1020: Office of Tax Collector**

MOTION TO APPROVE OFFICE OF TAX COLLECTOR BUDGET FOR \$78,285.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

The following line item was reduced based on the desire to control costs with a savings of \$5,395.00:

- Line item 102 (Town Hall Support Staff) -              Decrease from \$26,988 to \$21,593

**Budget 1030: Office of Town Clerk**

MOTION TO ELIMINATE LINE ITEM 119 (SUMMER INTERN) BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. 2 AYE, 1 NAY

R. Edwards explained that she doesn't support paying interns with taxpayer dollars. She feels that there is a significant benefit for an intern to work in such an environment and volunteering for this experience should be offered. J. McLaughlin agreed and stated that as CEO of his previous business, there were several willing volunteers every year who wanted to gain experience. M. Boord disagreed and stated that her experience at the Capitol proved that the more competent interns were the ones who were paid.

MOTION TO RECOMMEND FOLLOWING CHANGES\* TO OFFICE OF TOWN CLERK BUDGET BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

\*Rename line item 401 (currently Equipment-Capital Equipment) to Re-indexing and Microfilming. (Equipment is no longer being purchased for this line item)

A new bottom line for this budget was not provided due to the split vote on the elimination of the paid Summer Intern position.

**Budget 1040: Office of Town Treasurer**

MOTION TO APPROVE OFFICE OF TOWN TREASURER BUDGET FOR \$8,123.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

The 3% increase in salary was forgotten, thus requiring an adjustment from \$7,828.00 to \$8,063.00.

Line item 152 (Dues and Meetings) was reduced from \$50 to \$25 based on historical analysis.

**Budget 1500: Assessor**

MOTION TO APPROVE ASSESSOR BUDGET FOR \$82,698.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

The original submitted budget included a typo in line item 102 (Town Hall Support Staff) whereby the salary increase was requested at a level of 5%. The percentage should be changed to 3% (M. Malavasi will follow up with the Assessor to confirm and will provide the Board of Finance with a corrected copy).

The following changes to the budget are recommended:

- 1) Decrease 5% salary increase to 3% salary increase for line item 101 (Official Salaries).
- 2) Remove request for Assistant Assessor Overtime (line item 129). M. Malavasi explained that during the Assistant Assessor's extended absence, coverage to the Assessor was provided by the clerical assistant (line item 117 - OFS) and work was successfully accomplished. It is the opinion of M. Malavasi that the request in the amount of \$3,534.00 for overtime is not needed, instead incorporating any hours outside of the normal workweek into the budgeted 40 hours.
- 3) Decrease line item 204 (Consultants) from \$6,000.00 to \$5,000.00 based on removal of allowance for MUNIS training for this office.

**Budget 1505: Midstate Regional Planning**

MOTION TO APPROVE MIDSTATE REGIONAL PLANNING BUDGET FOR \$4,796.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

**Budget 1506: Middlesex Soil and Water**

MOTION TO APPROVE MIDDLESEX SOIL AND WATER BUDGET FOR \$1,598.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

**Budget 1510: Probate Court**

MOTION TO APPROVE PROBATE COURT BUDGET FOR \$10,491.00 BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. ALL AYE

**Budget 1515: Town Counsel**

MOTION TO APPROVE TOWN COUNSEL BUDGET FOR \$40,000.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

Line item 203 (Legal) was decreased from \$57,000 to \$40,000. It was decided that future expenses for previous projects (345kV, Charter Revision, Crooked Hill Rd, Water Company) will be minimal and that if substantial needs arise (either for these projects or new ones), the First Selectman can approach the Board of Finance for additional funding.

**Budget 1520: Building and Health**

MOTION TO APPROVE BUILDING AND HEALTH BUDGET FOR \$222,659.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and future needs:

- 1) Line item 151 (Advertising and Legal Notice) - Decrease from \$50 to \$10.
- 2) Line item 152 (Dues and Meetings) - Decrease from \$2,300 to \$1,300.
- 3) Line item 153 (Postage and Mailing) - Decrease from \$500 to \$50.
- 4) Line item 154 (Printing and Stationary) - Decrease from \$700 to \$600.
- 5) Line item 156 (Subscriptions and Publications) - Decrease from \$800 to \$500.
- 6) Line item 152 (Office Equipment) - Decrease from \$350 to \$150.
- 7) Line item 204 (Consultants) - Decrease from \$2,500 to \$2,000.
- 8) Line item 212 (Hepatitis B) - Decrease from \$3,000 to \$1,000.
- 9) Line item 305 (Hand Tools) - Decrease from \$300 to \$150.
- 10) Line item 351 (Mileage) - Decrease from \$250 to \$100.

**Budget 1525: Finance Department**

MOTION TO APPROVE FINANCE DEPARTMENT BUDGET FOR \$112,041.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

Recommend adding Finance Director's salary to this department in the amount of \$61,500.00 (includes a 3% increase starting September 1, 2007).

**Budget 1555: P&Z Legal and Litigation**

MOTION TO APPROVE P&Z LEGAL AND LITIGATION BUDGET FOR \$30,000.00 BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

**Budget 1565: Information Technology**

MOTION TO APPROVE INFORMATION TECHNOLOGY BUDGET FOR \$63,280.00 BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

Based on research of MUNIS and other vendors, M. Malavasi is proposing the retirement of MUNIS from the Assessor's and Tax Collector's office and replacement with Quality Data at a savings of \$22,000.00.

This proposal affects line item 202 (Computer/Data Processing). By adjusting for the savings of \$22,000, but adding \$4500 for the addition of the Purchase Order System (and maintaining the requested \$6700 for Qscend Website Technologies), the new amount for line item 202 is \$31,800.00 (a savings of \$17,500.00).

**Budget 2000: Inland Wetlands**

MOTION TO APPROVE INLAND WETLANDS BUDGET FOR \$2,025.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and assessment of future needs:

- |  |                                 |
|--|---------------------------------|
| 1) Line item 103 (Secretarial Wage) -        | Decrease from \$1,150 to \$850. |
| 2) Line item 154 (Printing and Stationary) - | Decrease from \$100 to \$50.    |
| 3) Line item 157 (Office Supplies) -         | Decrease from \$100 to \$25.    |

**Budget 2005: Zoning Board of Appeals**

MOTION TO APPROVE ZONING BOARD OF APPEALS BUDGET FOR \$2,065.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and assessment of future needs:

- |  |                               |
|--|-------------------------------|
| 1) Line item 103 (Secretarial Wage) -    | Decrease from \$800 to \$600. |
| 2) Line item 153 (Postage and Mailing) - | Decrease from \$25 to \$20.   |
| 3) Line item 157 (Office Supplies) -     | Decrease from \$50 to \$20.   |

**Budget 2010: Planning and Zoning**

MOTION TO APPROVE PLANNING AND ZONING BUDGET FOR \$75,885.00 BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and assessment of future needs:

- |   |                                   |
|---|-----------------------------------|
| 1) Line item 103 (Secretarial Wage) -             | Decrease from \$8,400 to \$6,500. |
| 2) Line item 139 (Transcription Expenses) -       | Decrease from \$3,000 to \$2,000. |
| 3) Line item 151 (Advertising and Legal Notice) - | Decrease from \$3,700 to \$3,000. |
| 4) Line item 152 (Dues and Meetings) -            | Decrease from \$300 to \$100.     |
| 5) Line item 154 (Printing and Stationary) -      | Decrease from \$1000 to \$500.    |
| 6) Line item 152 (Office Supplies) -              | Decrease from \$100 to \$75.      |

**Budget 2015: Economic Development**

MOTION TO APPROVE ECONOMIC DEVELOPMENT BUDGET FOR \$1,100.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and assessment of future needs:

- 1) Line item 153 (Postage and Mailing) - Decrease from \$300 to \$0.0.
- 2) Line item 154 (Printing and Stationary) - Decrease from \$1,700 to \$100. (No brochure is projected for printing, so expense isn't needed).
- 3) Addition of new line item - Consultants - Add \$1,000
- 4) Remove \$12,000.00 for Phase 2 study, but recommend bringing to Town Meeting in the future once an accurate amount is provided after the initiation/completion of Phase 1.

**Budget 2020: Conservation Commission**

On Hold: The Board of Selectmen would like to review the plan for the printing/quantity/distribution of producing calendars.

**Budget 2025: Building Code of Appeals**

MOTION TO APPROVE BUILDING CODE OF APPEALS BUDGET FOR \$0.0 (ZERO DOLLARS AND CENTS) BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

**Budget 2030: CT Housing Partnership**

MOTION TO APPROVE CT HOUSING PARTNERSHIP BUDGET FOR \$0.0 (ZERO DOLLARS AND CENTS) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. ALL AYE

**Budget 2035: Historic District**

MOTION TO APPROVE HISTORIC DISTRICT BUDGET FOR \$1,600.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and assessment of future needs:

- 1) Addition of line item 103 (Secretarial Wage) - Add \$600.
- 2) Line item 154 (Printing and Stationary) - Decrease from \$250 to \$50.
- 3) Line item 157 (Office Supplies) - Decrease from \$100 to \$50.

**Budget 2040: Charter Revision**

MOTION TO APPROVE CHARTER REVISION BUDGET FOR \$0.0 (ZERO DOLLARS AND CENTS) BY R. EDWARDS AND SECONDED BY M. BOORD. ALL AYE

**Budget 2045: Personnel Policy**

MOTION TO APPROVE PERSONNEL POLICY BUDGET FOR \$0.0 (ZERO DOLLARS AND CENTS) BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

**Budget 2500: Elections**

On Hold: Clarification is needed on the difference between the request for poll worker wages for elections vs referendum. There appears to be either an error or redundancy.

**Budget 2530: Employee Payroll Deductions**

MOTION TO APPROVE EMPLOYEE PAYROLL DEDUCTIONS BUDGET FOR \$0.0 (ZERO DOLLARS AND CENTS) BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

**Budget 2535: Special Acts and Ordinances**

MOTION TO APPROVE SPECIAL ACTS AND ORDINANCES BUDGET FOR \$1,000.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

- 1) Recommend renaming line item 353 (currently Programs) to 2 separate line items, one titled Printing (\$600) and one titled Computer (\$400).
- 2) At least 3 new ordinances or revised ordinances are projected for next year.

**Budget 2540: Tree Warden**

On Hold: Need to follow-up with Tree Wardens regarding a reduction for Town Green Tree Care. Also, need to inquire about the Garden Club's previous contractual agreement regarding maintenance of Main Street Trees (line item 353).

**Budget 2545: Employee Assistance Program**

MOTION TO APPROVE EMPLOYEE ASSISTANCE PROGRAM BUDGET FOR \$506.00 BY M. BOORD AND SECONDED BY R. EDWARDS. ALL AYE

**Budget 2550: Drug and Alcohol Testing**

MOTION TO APPROVE DRUG AND ALCOHOL TESTING BUDGET FOR \$2,000.00 BY R. EDWARDS AND SECONDED BY J. MCLAUGHLIN. ALL AYE

The following changes to the budget are recommended based on analysis of previous years and assessment of future needs:

- 1) Decrease line item 215 (Drug and Alcohol Test) from \$2,900 to \$2,000.

**Budget 2560: Town Hall Expenses**

MOTION TO APPROVE TOWN HALL EXPENSES BUDGET FOR \$54,880.00 BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. ALL AYE

The substantial increase to line item 251 (Electricity) is do to a budgeting error that was made last year.

M. Malavasi will contact the phone company to investigate if we are being charged for additional phone lines that aren't needed.

The following changes to the budget are recommended based on assessment of future needs:

- 1) Increase line item 155 (Service Contracts) by \$2,220 for the contract on the elevator. The line item is now increased from \$2,486 to \$4,706.
- 2) Rename line item 452 (currently Building Maintenance) to Town Hall Maintenance and reintroduce \$1000 that was transferred to Town Property Maintenance and add \$150 for funeral bunting.
- 3) Remove funeral bunting (\$150) and \$1000 from line item 456 (Town Property Maintenance)

Meeting adjourned at 12:30 pm.

Respectfully Submitted,

Renee Primus Edwards