

*Special Board of Selectmen's Meeting
September 24, 2007, Durham Public Library*

Meeting Minutes

Call to order and roll call

James McLaughlin called the meeting to order at 8:00 pm. Renee Edwards and Maryann Boord present.

Approval of the agenda

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO AMEND THE AGENDA TO TAKE OFF ITEM #8. ALL AYES

Public Comment

None

Request for permission to use Town of Durham roads for Guilford Shore To The Hill Tour des Farms bike tour, October 13, 2007

Copies of correspondence received from Mark B. Cummings were sent to Scott Wright, Harry Hall and RST Peter DiGioia. Twenty eight riders are expected to come through the Town of Durham on October 13, 2007 using Cherry Hill Road, Route 147, and Route 17. Route 68 to Route 157.

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO GRANT PERMISSION TO USE TOWN OF DURHAM ROADS, OCTOBER 13, 2007. ALL AYES

Request by Durham Democratic Town Committee to serve alcoholic beverages at their pasta supper to be held at the Durham Fire House

MOTION BY RENEE EDWARDS SECONDED BY MARYANN BOORD TO GRANT PERMISSION TO THE DURHAM DEMOCRATIC TOWN COMMITTEE TO SERVE ALCOHOLIC BEVERAGES AT THEIR PASTA SUPPER TO BE HELD AT THE DURHAM FIRE HOUSE ON SATURDAY, OCTOBER 13, 2007. ALL AYES

Approval of the Call to Annual Town Meeting, October 1, 2007

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO APPROVE THE CALL TO ANNUAL TOWN MEETING, OCTOBER 1, 2007. ALL AYES

Approval of agreement between Middlesex Homecare and the Town of Durham

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO APPROVE AGREEMENT BETWEEN MIDDLESEX HOMECARE AND THE TOWN OF DURHAM. ALL AYES

Review of proposed Knox Box ordinance

Renee Edwards presented a proposed ordinance she received from Bill Witecki, Deputy Fire Marshall for review. She stated that the ordinance would require landlords of businesses or dwellings to have the key lock box with access only to emergency services as an alternative to forcing entry. She asked B. Witecki specific questions about the legality and state statutes/law enforcement regulations. B. Witecki comments were that the boxes are tamper proof and entry is authorized during an emergency by authorized emergency personnel. He further stated that he believes that landlords would concur with the ordinance and noted that some businesses already have them. R. Edwards asked the Board of Selectmen to review the proposed ordinance along with her correspondence with B. Witecki and have further discussion at their next meeting.

Janitorial bid award

Two bids were received for janitorial services for town owned property. Changes in the new bid package were discussed. Frequency of cleaning at the RST office and Ambulance Corps was changed from twice weekly to once weekly. In addition to general maintenance the bid requested a price for carpet cleaning for the Town Hall building and Library. The Board of Selectmen agreed to award the bid for general maintenance only and would like to revisit the carpet cleaning with additional proposals at another meeting.

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO AWARD BID FOR JANITORIAL SERVICES FOR TOWN OWNED FACILITIES EFFECTIVE NOVEMBER 1ST THROUGH JUNE 30, 2008 WITH THE INTENT TO REBID FOR NEXT FISCAL YEAR TO SERVICE MANAGEMENT GROUP LLC. FOR GENERAL MAINTENANCE ONLY. ALL AYES.

Fiscal Analysis, August 2007

The Board of Selectmen reviewed a Fiscal Analysis Report for the month of August 2007 prepared by Finance Director, Maryjane Malavasi. M. Boord questioned the Streetscape balance due and asked J. McLaughlin to check with Janet Muraca to see if any money was left in that account to cover these expenses. She also asked for confirmation that the transfers from contingency for salary increases were for FY07-08. J. McLaughlin confirmed that they were.

MEMORANDUM

TO: Jim McLaughlin, First Selectman
FROM: Maryjane Malavasi, Finance Director
RE: Fiscal Analysis – August 2007
DATE: September 27, 2007

At their meeting on August 7th, the Board of Finance recommended that a town meeting be called to approve the following carryovers into the 07-08 budget:

1000	Board of Finance 2006 Annual Report	4,400
2015	EDC Study Balance	7,000
2566	Skating Pond Grant Balance	26,478
3500	Local Highway Projects	35,795
4045	Fire Ponds	2,417
	TOTAL	\$76,090

At that same meeting, the following transfers from contingency were made:

1010	Office of First Selectman-Streetscape Audit Balance Due	3,143
2540	Contracted Tree Work	20,000
2540	Contracted Tree Work (sent to town meeting for approval)	8,500
1013	Selectmen’s Office Staff-Salary increase & retro	2,450

1022	Tax Collection Staff-Salary increase & retro	2,240
1032	Town Clerk Staff-Salary increase & retro	7,921
1521	Building & Health Staff-Salary increase & retro	15,655
1526	Finance Office Staff-Salary increase & retro	5,925
5001	Library Staff-Salary increase & retro	19,331
	TOTAL	\$ 85,165

As of August 30, 2007, the budget stands as follows:

	Original Appropriation	Additional Appropriations	Revised Budget	YTD	Balance
Expenditures	24,681,461	245,779	24,927,240	4,533,719	20,393,521
Revenues	24,681,461	0	24,681,461	10,466,770	14,214,691
			Net	5,933,051	

TOWN OF DURHAM
BALANCE SHEET FOR AUGUST 2007

Account No.	Account Name	Account Balance
Assets		
0001-001	Citizens Bank Checking Account	114,779
0001-007	General Fund Money Market	8,483,463
0001-010	Due from Water Utility Fund	17,752
0001-012	Due from Mary Weber Fund	11,700
0001-034	Due from NSF Checks	247
0001-036	Due from STEAP-Water Project	34,088
0001-052	Accounts Receivable	10,427
0001-053	Taxes Receivable	452,719
0001-054	Allowance for Suspension	(10,000)
	TOTAL ASSETS	9,115,174
Liabilities		
0001-026	Due to Town Trust Fund	(4,196)
0001-041	Weekly Health Insurance	(2,971)
0001-042	Weekly Union Dues	(552)
0001-044	Weekly Colonial Life	(611)
0001-045	Weekly Dental Deduction	(1,978)
0001-046	Deferred Compensation	(150)
0001-047	United Way Contributions	(402)
0001-050	Accounts Payable	(1,882)

0001-056	Accrued Payroll	(29,620)
0001-057	Deferred Revenues	(335,803)
	TOTAL LIABILITIES	<u>(378,165)</u>

Fund Balance

0001-090	Fund Balance Unreserved	(2,484,591)
0001-091	Reserved for Next Year's Budget	(319,367)
0001-093	Appropriations	(24,927,240)
0001-094	Estimated Revenues	24,681,461
0001-095	Budgetary Fund Balance Unreserved	245,779
0001-098	Appropriations Control	4,533,719
0001-099	Revenue Control	(10,466,770)
	TOTAL FUND BALANCE	<u>(8,737,009)</u>
	TOTAL LIABILITIES & FUND BALANCE	<u><u>(9,115,174)</u></u>

Tax refunds

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO APPROVE (41) TAX REFUNDS IN THE AMOUNT OF \$5,911.31. ALL AYES

Maryann Boord questioned M. French, Tax Collector on the status of information requested on a proposed ordinance of tax refunds under \$5.00. M. French responded that financial impact would be less than \$100.00 and would provide written information for the next meeting.

ESFC report and Public Hearing

Tom Palmieri, member of the Emergency Services Facility Committee was in attendance to bring the Board of Selectmen up to date on the committee's final meeting. He stated that each member of the committee gave their impression of the public hearing and as a committee they decided to keep the report as is, making no changes, stating that they were very comfortable with the report.

Maryann Boord stated that she personally agreed with the report, that the committee responded to the charge and in reading the minutes from their last meeting, she felt they considered all input from the public hearing. She commented that the Board of Selectmen had not yet had the opportunity to discuss the hearing but personally she heard loud and clear what the residents were saying about the secondary access and burn facility. She stated that she would not personally support the use of Cherry Lane even if it was for emergency vehicles only. She has serious concerns about the burn facility and could not support one in a neighborhood location.

T. Palmieri reiterated that the committee's report said to consider, not recommend. Secondary access requires investigation, other alternatives, but stressed the need to get emergency personnel to the fire house to get trucks out. He also reiterated the committee's statement for an appropriate location for a burn facility.

J. McLaughlin said that he would like to pursue a building committee and consider appointing a committee to study traffic flow on Main Street in an emergency situation. He suggested that he could work with the State Traffic Commission to work up a plan for traffic flow. M. Boord commented that a Main Street Corridor study had previously been done and asked if this data could be used. She also

stated that her specific objections were to Fowler Avenue and Cherry Lane. J. McLaughlin said that Fowler Avenue was never mentioned in the report but was mentioned at the Public Hearing due to the fact that residents received a fictitious map not produced by the committee that indicated the use of Fowler Avenue.

R. Edwards stated she felt awful that a resident that referred to the map at the public hearing thought it was official and that it was a shame to see that it went so far. J. McLaughlin said that he personally spoke to some residents on Cherry Lane shortly before the public hearing and at that time they didn't have a map. T. Palmieri said the flier was brought to an ESFC meeting four weeks before the report was finished for public hearing.

R. Edwards said it was unfortunate that the residents focused only on the secondary access and the burning facility rather than the proposed complex, potential cost, overall layout. The central location has been a request from the emergency services for years, and with this location, the ESFC has created a fine plan. She liked the fact that it utilizes town owned land and that something is being done with the two historic houses. She then quoted that the cost of the plan was "roughly right but not precisely wrong". She stressed the importance of the different agencies coming together on the committee and felt they did exactly what they were asked to do, and did so very well.

M. Boord stated that before a building committee was selected it should be noted that several projects were now being considered; an Emergency Services Facility, a Senior Center and relocating the Public Works garage. She feels that priorities should be set and the towns people should be asked where they want to spend their money. J. McLaughlin said we need to recognize needs against cost and prioritize, that all of the projects are worthy. R. Edwards said that she felt it would be difficult to prioritize without actual costs and that local residents have offered their services previously to offset costs of putting together workable plans. R. Edwards offered that part of the new committee's charge could be to investigate funding, grants etc. stating she would hate to see any of the projects not get attention because we do not have the information that we need to prioritize. She further stated that by not putting the emergency complex ahead of any of the other projects, the town was spending money and could be potentially spending a lot more by not taking care of the current needs, retention, recruitment, and the two homes in dire need of attention. J. McLaughlin said he felt we need to determine how to properly estimate for the projects and how to pay for them. The possibility of more than one committee with appropriate charges was discussed.

Patricia Ponko of 49 Cherry Lane expressed that she has no problem with the expansion of the fire house and would love something good to happen to the two adjacent homes but thinks the Board of Selectmen need to prioritize, agrees with their approach, and thinks that a traffic study is worthwhile. She also stated that she felt that the Cherry Hill residents also agree with the expansion.

Another resident asked the Board of Selectmen if they have ever seen the school when they drop off children calling it "scary", and also agreed on a study of Main Street.

J. McLaughlin said he was gratified to hear their comments that they favor and understand the need to expand the current firehouse.

R. Edwards commended the committee stating that they kept their focus on what was important and hoped that a member(s) of the ESFC would be appointed to the Building Committee in the future.

MOTION BY JAMES MCLAUGHLIN SECONDED BY MARYANN BOORD TO ACCEPT THE REPORT OF THE EMERGENCY SERVICES FACILITY COMMITTEE WITH GREAT GRATITUDE. ALL AYES

Crooked Hill Road/345kV Transmission Line updates

J. McLaughlin stated that he talked to Attorney Rebecca Adams and she reported that Brian Ferris has received his bond funding and is working with Brian Curtis on the form of bond. No certificate of occupancies will be issued until the road is done and no work on the lower end will take place until land transfers are made and the contractor gets agreements from the residents whose driveways need extending.

Nothing to report on 345kV Transmission Line

Approval of August 27th and September 10th, 2007 meeting minutes

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO APPROVE REVISED MINUTES OF AUGUST 27, 2007. ALL AYES

MOTION BY RENEE EDWARDS SECONDED BY MARYANN BOORD TO APPROVE MINUTES OF SEPTEMBER 10, 2007 WITH NOTED CHANGES. ALL AYES

Old/New Business

None

Selectmen's comments

M. Boord asked if the requirements of the Small Cities Grant have been met. J. McLaughlin said yes with the possible exception some minor electrical work in the well house. J. McLaughlin brought the Selectmen up to date on the current status of the water for the Durham Fair Association stating that the wells have been equipped with meters. There is a 50,000 gallon per day limit to what can be pumped from the wells, but no one knows for sure how much water the fair needs; the actual usage which will be monitored Thursday through Tuesday. J. McLaughlin is working with the DPH and DEP to assess the demand that the fair puts on the wells.

R. Edwards thanked Martin French on behalf of the Senior Tax Relief Committee for their presentation and asked if the committee planned to meet again based on the questions from tonight's meeting. M. French answered that no meeting had been scheduled. M. Boord remarked that she thought the next public hearing should be scheduled to have adequate time for all questions. R. Edwards felt this hearing was an opportunity to get the information to the public as a stepping off meeting to get the word out.

Public Comments

Tom Palmieri speaking as a resident of Durham shared his thoughts on the hearing by stating that he thought the proposed ordinances should have been available via the town website in advance of the hearing, there is a lot of information that needs to be consumed, the seniors need time to digest all the information, and those that are going to be paying for the relief through taxes (very few in attendance) need to understand the impact even though it is very small.

Executive Session - Purchase of Real Estate

MOTION BY MARYANN BOORD SECONDED BY RENEE EDWARDS TO GO INTO EXECUTIVE SESSION. ALL AYES

Adjourn

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,
Beth Moncata