

*Board of Selectmen's Meeting
7:00 p.m., Monday, January 11, 2010
3rd Floor Meeting Room, Town Hall*

Meeting Minutes

Call to order and roll call

Laura Francis called the meeting to order at 7:00 p.m. and led with the pledge of allegiance.
John Szewczyk and James McLaughlin present.

Approval of the Agenda

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO AMEND AGENDA TO ADD DISCUSSION
AND VOTE TO GRANT ASSESSOR AUTHORITY TO SETTLE AN ASSESSMENT APPEAL. ALL AYE

Public Comments

None

Economic Development Commission appointment

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPOINT CLIFFORD COLWELL TO THE
ECONOMIC DEVELOPMENT COMMISSION FOR A TWO YEAR TERM TO EXPIRE 2011. ALL AYE

Ethics Commission appointment

Tabled

Historic District Commission appointment

Tabled

Recreation Committee resignation and appointments

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT WITH GRATITUDE THE
RESIGNATION OF LINDA HANDLEY FROM THE RECREATION COMMITTEE. ALL AYE

Appointments - Tabled.

Senior Citizen Board Appointment

Tabled

New England National Scenic Trail Stewardship Council appointment

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPOINTMENT WILLIAM LAFLAMME
AND CHERYL MASTELE AS TOWN OF DURHAM'S REPRESENTATIVES TO THE NEW ENGLAND NATIONAL
SCENIC TRAIL STEWARDSHIP COUNCIL. ALL AYE

Approval of request from P.A.L.S. for permission to serve alcohol at A Taste of Durham fundraiser
on Saturday, February 6, 2010

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO GRANT PERMISSION TO P.A.L.S. TO
SERVE ALCOHOL AT THEIR FUNDRAISER ON SATURDAY, FEBRUARY 6, 2010. ALL AYE

Fiscal analysis November 2009

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT FISCAL ANALYSIS FOR NOVEMBER
AND DECEMBER 2009 AS PRESENTED BY FINANCE DIRECTOR MARYJANE MALAVASI. ALL AYE

As of December 31, 2009, the 2010 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	25,721,441	25,721,441
General Appropriations	0	-
Grant Appropriations	23,952	-
Reserve Appropriations	169,621	-
08/09 Carryovers	89,844	-
Revised Budget	26,004,858	25,721,441
Actual Year-To-Date	14,093,413	13,691,137
Balance Unspent or Uncollected	11,911,445	12,030,304
Percent Spent or Collected	54.2%	53.2%

Just looking at the percentages the Town of Durham seems to be doing well with its revenues and expenditures; noting a comparable percentage rate between the two. In comparison, as of the end of December 2009, our expenditures were more than 4% higher than our revenues. Although 4% might not seem like a large number, it represents over 1 million dollars.

Total expenditures are slightly higher than revenues partly due to State revenues that have been slow to come in. The first half of our TAR money for instance, is normally in by now but has not been released by the State. Most of the anticipated year to date ECS funding has been received. We normally receive 25% of the ECS grant by the end of December. This year however, only 21% of our anticipated amount has been received. That represents a difference of about \$158,000. We will continue to monitor the State budget and its effects on ours.

This fiscal year we have been tracking specific revenue line items that have been severely affected by the economy. Of those accounts, Town Clerk Receipts & Conveyance Tax and Building & Health Department Fees are just around 50% collected which means that our budget projections are being met. Interest Income however, has only been 15% collected at this time. We expect to fall short approximately \$21,000 if we continue at the same rate. Overall however, local revenues are at 60% collected at half way through the fiscal year. Tax Collections continue to be steady also at 60% collected as of the end of December. State Revenues continue to be a concern, as noted above, at only 24% collected to date.

A breakdown of the percentage spent from each classification within our budget is as follows:

Elected Officials	48.8%
Professional Services	53.6%
Town Commissions	41.2%
General Expenses	46.1%
Public Works	61.2%
Public Safety	24.7%
Health & Welfare	37.3%
Library	47.9%
Recreation	56.8%
Miscellaneous	9.2%
Reserve Fund Transfer	100%
Environmental Services	51.2%
Prior Year Carryovers	44.8%
Education	55.6%
Capital Expenditures	80%

Overall, the Town of Durham is in much better shape today than we had been at this time last fiscal year. This is due to increasing revenues as well as tighter budgeting. The State's current budget deficit is a real concern throughout Connecticut, Durham included. Reductions in State aid for this fiscal year are anticipated and we will need to closely monitor our spending as we wait to hear how the State's budget deficit will be mitigated.

The Financial Statements for fiscal year ended June 30, 2009 have been completed and filed. No management issues were noted which means that kudos are in order for all departments. An analysis of fund balance indicates that we have a reserve of 9.67% of our current budget, very close to the recommended 10 - 15 % that the town would need should we go out to the bond market.

Tax refunds

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE (7) TAX REFUNDS TOTALING \$718.25 AS PRESENTED BY THE TAX COLLECTOR. ALL AYE

Approval of Board of Selectmen meeting minutes of December 14, 2009

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ACCEPT DECEMBER 14, 2009 MINUTES WITH CORRECTIONS. ALL AYE

Old/New business

L. Francis discussed the following old business.

1. The draft report on the safety study of the Blue Trail Range prepared by Charles Golden Associates has been received. L. Francis asked the Selectmen to review the draft. She also noted that she will be setting up a meeting with the Attorney General and Department of Environmental Protection to review the document together.

L. Francis discussed the following new business.

1. Resident State Trooper December 2009 status report: Motor vehicle enforcement was conducted on Parmelee Hill Road and Williams Drive, Maple Avenue and Talcott Lane, Route 17 near Town House Road, Route 17 near Winsome Road, Route 17 and Little Lane, Route 17 near Coe Road, Maiden Lane near Pickett Lane, Maiden Lane near Wheeler Hill Drive, and Maiden Lane near Bear Rock Road. There were 78 motor vehicle infractions, 18 motor vehicle warnings, 17 motor vehicle accidents (2 with injuries), 2 criminal arrests, 15 criminal investigations, 474 calls for service and major investigations which include (3) residential burglaries and TD Bank robbery.
2. L. Francis asked the Selectmen to think about nominees for the Exchange Club Book of Golden Deeds Awards.
3. L. Francis granted permission to the Connecticut State Police to borrow the town's new Ground Hog Camera and Surveillance system; they have been testing the equipment and are in the process of creating an instructional guide for use by Durham's Resident State Trooper. The CSP will be using the camera in an investigation that will better allow them to judge the systems capabilities and identify any weakness in order to prepare better guidelines and instructions for use. In return the CSP will provide several hours of classroom training as well as practical training to our Resident State Trooper.
4. L. Francis asked the Selectmen to think about nominees for the Women & Families Center 25th Annual Women in Leadership Awards.
5. The fy08-09 audit reports have been received; it was noted that there were no management issues.

Selectmen's comments

None

Discussion and vote to grant permission to the Town Assessor to settle an assessment appeal

Town Counsel Attorney Duncan Forsyth requested permission from the Board of Selectmen to grant authority to Town Assessor John Philip to settle an assessment appeal at a pre-trial conference to be held on Friday, January 15, 2010. After a lengthy discussion the following motion was made.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO AUTHORIZE THE TOWN ATTORNEY AND THE TOWN ASSESSOR TO SETTLE AN ASSESSMENT APPEAL SHOULD THERE BE AN OPPORTUNITY ON FRIDAY, JANUARY 15, 2010. ALL AYE

FY2011-2012 budget

1010-Office of the First Selectman

1010 - Contracted Services, DPH Cross Connection, \$1,500 to #1520 Building & Health

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE 1010-OFFICE OF THE FIRST SELECTMAN IN THE AMOUNT OF \$42,214. ALL AYE

1020-Office of the Tax Collector

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE 1020-OFFICE OF THE TAX COLLECTOR AS PRESENTED IN THE AMOUNT OF \$11,071. ALL AYE

1030-Office of the Town Clerk

1030-119 Summer Intern, correct to current minimum wage \$8.25, total line \$1,155.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE 1030-OFFICE OF THE TOWN CLERK IN THE AMOUNT OF \$28,155. ALL AYE

1500-Assessors Office

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE 1500-ASSESSORS OFFICE AS PRESENTED IN THE AMOUNT OF \$16,575. ALL AYE

1566-Computer Equipment

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE 1566-COMPUTER EQUIPMENT AS PRESENTED IN THE AMOUNT OF \$3,000. ALL AYE

2520-Insurance

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE 2520-INSURANCE AS PRESENTED IN THE AMOUNT OF \$85,921. ALL AYE

2560-Town Hall Expense

TABLED

3008-Highway vehicle maintenance

TABLED

Adjourn

Meeting adjourned at 8:50 p.m.

Respectfully submitted:

Beth Moncata