

Board of Selectmen's Meeting Minutes
7:00 p.m., Monday, January 26, 2009
3rd Floor Meeting Room, Town Hall

Meeting Minutes

Call to order and roll call

Laura Francis called the meeting to order and led with the pledge of allegiance. John Szewczyk and James McLaughlin present.

Approval of the agenda

MOTION BY LAURA FRANCIS SECONDED JOHN SZEWCZYK TO AMEND AGENDA TO ADD BUDGET APPROVALS.
ALL AYE

Public comments

NONE

Discussion of Safety Study

L. Francis brought the Board up to date on her meeting with the Board of Finance whose vote on the expenditure of the safety study she requested was inconclusive; a tie vote. She asked the Selectmen to second her opinion that they need to go forward with the study.

MOTION BY LAURA FRANCIS TO BRING BACK TO THE BOARD OF FINANCE AND RECOMMEND THE, NO GREATER THAN ESTIMATE, ALLOCATION OF \$19,756.00 FOR AN INDEPENDENT SAFETY EVALUATION OF THE BLUE TRAILS RANGE BY GOLDEN, WEISE AND ASSOCIATES, LLC. , JOHN SZEWCZYK SECOND.
L. FRANCIS AND J. SZEWCZYK AYE, J. MCLAUGHLIN, NAY

Senior Citizen Board appointment

J. McLaughlin nominated Ann Cassidy. Henry Coe stated that Ann was already involved with the seniors running a writing workshop and that she was a prime person for the board.

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO APPOINT ANN CASSIDY TO THE SENIOR CITIZEN BOARD FOR A THREE YEAR TERM TO EXPIRE 2011. ALL AYE

Fiscal analysis November & December 2008

L. Francis reviewed the following fiscal analysis with the Board.

As of November 30, 2008, the budget stands as follows:

	Original Appropriation	Additional Appropriations	Carryovers from 07-08	Revised Budget	Actual	Balance
Expenditures	25,714,652	197,341	402,793	26,314,786	12,078,361	14,236,425
Revenues	25,714,652	0	0	25,714,652	12,262,198	13,452,454
				YTD Net	183,837	

In the month of November 2008 the interest earned on our funds was the lowest ever. Our general fund interest, which averaged \$10,219 per month in 06/07 and \$6,381 in 07/08, was only \$789 for the month of November. In comparison, interest earned in November 2007 was \$5,926. I have asked the Treasurer to review our investment strategies to see if there are other investment options that can be utilized in an attempt to increase this revenue. At this rate, the town will only take in 20% of its budget for investment income during this fiscal year. The reserve fund is also experiencing decreased interest revenue. I will be recommending reallocating resources within the fund to make up this shortfall.

The final audited figures are in for the 2007-2008 fiscal year. Our fund balance remained relatively flat, which is the effect of tighter budgeting over the last two years.

As of December 31, 2008, the budget stands as follows:

	Original Appropriation	Additional Appropriations	Carryovers from 07-08	Revised Budget	Actual	Balance
Expenditures	25,714,652	253,039	402,793	26,370,484	14,781,554	11,588,930
Revenues	25,714,652	0	0	25,714,652	13,463,269	12,251,383
				YTD Net	-1,318,285	

Revenue collections as of December 31, 2008 are at 52.4%, down from 54.6% this time last year. Although the percentage does not seem significant, it represents a difference this year of \$1.8 million. Decreases in both State and Local revenues make up this difference. Our expenditures, on the other hand, have increased in percentage from 54.7% last year to 56.1% this year. These statistics are represented in the year to date net loss figure noted in the table above. At this time, our fund balance is making up the difference. January tax collection should bring our account balances up closer to where we need to be.

Some departments have provided budget reduction plans for the balance of the fiscal year. All departments need to be diligent in their purchases for the remainder of the year in order to overcome our potential deficit. Earlier estimated revenue losses, estimated at approximately \$100,000, will rise even higher based on current interest income estimates.

The Board of Finance, at its regular December meeting, recommended two appropriations from Undesignated Fund Balance. A town meeting will decide whether an additional \$36,500 will be spent on tree removal; and \$10,198 was approved for a new citizen notification system. This amount will be offset by grant revenue expected this fiscal year.

Budget forms were sent out to all departments on December 3rd. They are due the first week of January and will be under review by the Selectmen during that month.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT FISCAL ANALYSIS NOVEMBER AND DECEMBER 2008 AS PRESENTED. ALL AYE

Tax refunds

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE FIVE TAX REFUNDS TOTALING \$714.22 AS PRESENTED. ALL AYE

Discussion of Building & Health Department fees

L. Francis discussed an analysis that Dick McManus put together on the proposed Building department permit fees with the Selectmen.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO AMEND JANUARY 12, 2009 MEETINGS MOTION TO BUILDING PERMIT FEE FROM STRAIGHT \$10.00 PER 1,000 TO \$20.00 PER FIRST 1,000 AND \$12.00 PER 1,000 AFTER. ALL AYE

Discussion of Old Fire Department Tanker

L. Francis stated that (3) bids were received, and although they were not the highest bidder, the Volunteer Fire Department recommended the tanker be awarded to the Deep River Fire Company as their membership felt it was in the best interest of the Town to keep this piece of apparatus in the fire service. L. Francis stated she agreed with the recommendation of Maryjane Malavasi, Finance Director to accept the highest bidder.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ACCEPT THE HIGHEST BIDDER, PHIL RAUDAT IN THE AMOUNT OF \$5,000. ALL AYE

Set Public Hearing date

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO SET PUBLIC HEARING DATE OF WEDNESDAY, FEBRUARY 18, 2009. ALL AYE

Discussion Local Traffic Authority requests

Route 17 Pickett Lane intersection

L. Francis talked to the Board about receiving a safety request for the intersection of Route 17 and Pickett Lane from a student at the school. She recalled a prior request for the same intersection that asked for a traffic study in which the Board decided not to pursue; she had a conversation with Jim Shandler from the Ct Department of Transportation in which he stated there were four accidents at this intersection over a four year period. In the new request the student was concerned about the crossing guard being there mainly to direct busses. J. McLaughlin felt the Crossing Guard, Cheryl Lonergan should be instructed to direct all traffic in and out of the school. L. Francis agreed and stated she would communicate this to C. Lonergan. J. Szewczyk suggested that C. Lonergan she should talk to Frank DeFelice about getting a reflective vest.

Pisgah - Dead Hill Road

A service request for a stop sign at either just before Pisgah continues into Dead Hill or just before Pisgah turns 90 degrees to the right if entering from Route 79. J. McLaughlin felt at the very least a stop sign could be placed at the end of Dead Hill. L. Francis referenced Chapter 2B.6 of the Manual of Uniform Traffic Control Devices and noted stop signs should be installed on the street with the least amount of traffic and asked if she should consult with the town's engineer. J. Szewczyk felt she should.

Speeding complaints: Parmelee Hill Road & William Drive, Wheeler Hill Drive, Coe Road, Pent Road, Tri Mountain Road

Several requests for speed control were discussed. L. Francis stated she would have Public Works, when they get freed up from winter storms, to systematically put the Smart Machine on all roads requested. She also stated she spoke with Lt. Eckersley and asked for traffic duty and reporting once a week.

Approval of Board of Selectmen meeting minutes January 8th, 10th, 12th, 14th, and 22nd, 2009

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE JANUARY 8TH, JANUARY 10TH, JANUARY 12TH, AND JANUARY 14TH, 2009 MEETING MINUTES AS PRESENTED. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE JANUARY 22ND, 2009 MEETING MINUTES AS PRESENTED. ALL AYE

Old/New business

L. Francis stated the Lincoln Bicentennial Committee met and they are starting to plan activities. She encouraged anyone who would like to participate to contact her.

L. Francis stated the Town received a check in the amount of \$473.00; the first of three small settlements from CRR.

K. Bober will be pushing back the snow from Town House Road to allow parking for the Taste of Durham event at the Library.

Selectmen's comments

NONE

Public comments

Frank DeFelice expressed his gratitude to the Board of Selectmen for continuing to look into the bullet investigation. He stated he would attend a Board of Finance meeting if needed.

Budget approvals

Tax Collector - 1020

Line #354, DMV expense was originally estimated, \$1,355.00 has been confirmed.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #1020 TAX COLLECTOR IN THE AMOUNT OF \$12,375. ALL AYE

Town Clerk - 1030

Budget presented was reduced by 7.5%.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #1030 TOWN CLERK AS PRESENTED IN THE AMOUNT OF \$30,820. ALL AYE

Building & Health - 1520

Budget presented reduced by 4.7%. J. Szewczyk requested history for #154.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE #1520 BUILDING & HEALTH AS PRESENTED IN THE AMOUNT OF \$46,975. ALL AYE

Planning & Zoning Litigation - 1555

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #1555 PLANNING & ZONING LITIGATION AS PRESENTED IN THE AMOUNT OF \$30,000. ALL AYE

Inland Wetlands - 2000

The following adjustments were made to the budget based on history.

Reduce line #103 Secretarial wages to \$750.00
Increase line #151 Legal ads to \$1,100.00
Increase line #152 Dues & Meetings to \$150.00
Reduce line #157 Office supplies to zero
Reduce line #204 Consultants to (1) test at \$750.00

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #2000 INLAND WETLANDS IN THE TOTAL AMOUNT OF \$2,750. ALL AYE

Planning & Zoning - 2010

Budget presented reduced 6.8%. Line Item #204 Consultants has been reduced by \$5,000 and will be put into #2011 Assistant ZEO Consulting Services. G. Colegrove would like to hire a part time trained enforcement officer, who is currently working part time for Middlefield, to relieve him of work that he is currently doing.

Assistant ZEO Consulting Services - 2011

\$5,000 was put into this account from acct #2010 to hire a part time trained enforcement officer. J. Szewczyk stated he thought the town could hire someone at a lower cost and asked Frank DeFelice to comment. F. DeFelice asked what G. Colegrove's role was going to be. L. Francis responded that his role would be advisory and continue to be available on a need be basis. F. DeFelice agreed with J. Szewczyk if G. Colegrove would act in this capacity the town could hire someone at a lower rate. J. Szewczyk asked for more history on the hours the current Assistant ZEO.

Streetlights - 3000

L. Francis explained that the current overage was related to new expenses being occurred for the lights at Allyn Brook Park. J. Szewczyk asked if anyone asked for reimbursement; L. Francis stated she would ask the Little League.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #3000 STREETLIGHTS AS PRESENTED IN THE AMOUNT OF \$48,000. ALL AYE

Durham 60+ Club - 4555

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE #4555 DURHAM 60+ CLUB AS PRESENTED IN THE AMOUNT OF \$600. ALL AYE

MEETING ADJOURNED AT 7:54 P.M. FOR SPECIAL TOWN MEETING

MEETING RECONVENED AT 8:05 P.M.

Tree Warden - 2540

L. Francis asked Terence Keenan why he did not budget for stump removal. T. Keenan stated he did not anticipate a pile of trunks at the Public Works garage; a system has been established of giving them to residents who burn wood. J. McLaughlin asked what the increase in contract tree work represented. T. Keenan stated he calculates the number of trees that need to be removed and puts that number into the current bid pricing. L. Francis asked if he intended on filling the deputy position. T. Keenan stated yes.

Line #134 Stipend add \$300.00

Line #363 Stump Removal add \$500.00

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO AMEND #2540 TREE WARDEN BOTTOM LINE BUDGET TO ADD \$500.00 APPROVING TOTAL BUDGET OF \$24,575. ALL AYE

Information Technology - 1565

The question of whether to include \$1,584.00 for maintenance of a purchase order module based on the purchase of the module this year was discussed. L. Francis and Maryjane Malavasi discussed whether this would be a necessity or luxury in this economic climate and although they support the system they did not think they should purchase it this year. J. McLaughlin stated he felt M. Malavasi helps with budget oversight.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #1565 INFORMATION TECHNOLOGY IN THE AMOUNT OF \$44,077. ALL AYE

Historic District Commission - 2035

J. McLaughlin discussed this budget with Chairman Duncan Milne.

Increase line #103 Secretarial to \$720.00

Reduce line #154 Printing to \$100.00

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO APPROVE #2035 HISTORIC DISTRICT COMMISSION IN THE AMOUNT OF \$1,470. ALL AYE

Computer Equipment - 1566

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

Crossing Guard - 4005

MOTION TO APPROVE #4005 CROSSING GUARD AS PRESENTED IN THE AMOUNT OF \$5,615. ALL AYE

Recreation Department Expenses - 5505

Discussion on the extension of the summer program from 3 to 5 days and the additional wage expense was addressed.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #5505 RECREATION DEPARTMENT EXPENSES AS PRESENTED IN THE AMOUNT OF \$53,040. ALL AYE

Recreation Department Wages - 5501

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ADD \$8,904.00 TO LINE #116 STAFF WAGES FOR A TOTAL BUDGET OF \$86,645.00 WITH THE PROVISION OF REVENUE TO OFFSET THESE WAGES. L. FRANCIS AND J. MCLAUGHLIN AYE, J. SZEWCZYK NAY.

Household Hazardous Waste - 7510

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ACCEPT #7510 HOUSEHOLD HAZARDOUS WASTE AS PRESENTED IN THE AMOUNT OF \$5,645. ALL AYE

Library Information Technology - 5002

Maryjane Malavasi is working with Valerie Kilmartin to do an analysis with a breakdown line by line.

Library Building & Grounds - 5003

L. Francis talked to K. Bober and he agreed to mow the Library grounds.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #5003 LIBRARY BUILDING & GROUNDS AS PRESENTED IN THE AMOUNT OF \$58,952. ALL AYE

Transportation Services - 4518

Need to go back to Janet Muraca for further explanation.

Municipal Custodial Services - 2563

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE #2563 MUNICIPAL CUSTODIAL SERVICES AS PRESENTED IN THE AMOUNT OF \$38,000. ALL AYE

2009-2010 Payroll Related Salaries

Payroll related salaries were presented by department, prepared by M. Malavasi, and discussed. It was noted that elected officials salaries will give back their raise.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE PAYROLL RELATED BUDGETS AS PRESENTED ON SHEET PREPARED BY FINANCE DIRECTOR, MARYJANE MALAVASI. ALL AYE

Adjourn

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ADJOURN MEETING AT 9:03 P.M. ALL AYE

Respectfully submitted,

Beth Moncata