

*Board of Selectmen's Meeting  
7:00 p.m., Monday, October 26, 2009  
3<sup>rd</sup> 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 BY JOHN SZEWCZYK TO APPROVE AGENDA AS PRESENTED. ALL AYE

Public Comments

None

Senior Citizen Board resignation

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ACCEPT WITH REGRET AND GRATITUDE THE RESIGNATION OF BECKY ANDERSON FROM THE SENIOR CITIZEN BOARD. ALL AYE

2010 Reappraisal & Revaluation discussion and determination of bid award

Town Assessor, John Philip stated that two bids were received; Vision Appraisal and Tyler Technologies. Tyler Technologies being the low bidder at \$126,500 plus \$4,900 for imaging. J. Philip commented that Tyler Technologies has done the last three appraisals for the town; he also noted that he has a good working relationship with them and feels that they can do the work. J. Philip talked about home sales rising in the last quarter and given that so few towns are going forward in 2010 he felt that it would be prudent for the town to hire a contractor now to start with the data collection to verify property and if there was any reluctance after that the town could legally postpone the revaluation to 2011 grand list without having to re-do the data collection; only changes would need to be updated. After a short discussion with the Selectmen it was determined that the town would move forward with 2010 reappraisal and revaluation. L. Francis noted that she would have the contract reviewed by the towns' insurance carrier and town counsel.

MOTION BY JOHN SZEWCZYK SECONDED BY JAMES MCLAUGHLIN TO MOVE FORWARD WITH 2010 REAPPRAISAL AND REVALUATION. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO AWARD 2010 REAPPRAISAL AND REVALUATION BID AWARD TO TYLER TECHNOLOGIES. ALL AYE

2010 Small Cities Program Application bid award

L. Francis noted that only one bid application was received from L. Wagner & Associates who the town has worked with on prior projects. She also noted that this would be a reimbursable expense through the grant and referenced Attachment I, per diem rates.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO AWARD 2010 SMALL CITIES PROGRAM APPLICATION BID TO L. WAGNER & ASSOCIATES, INC. ALL AYE

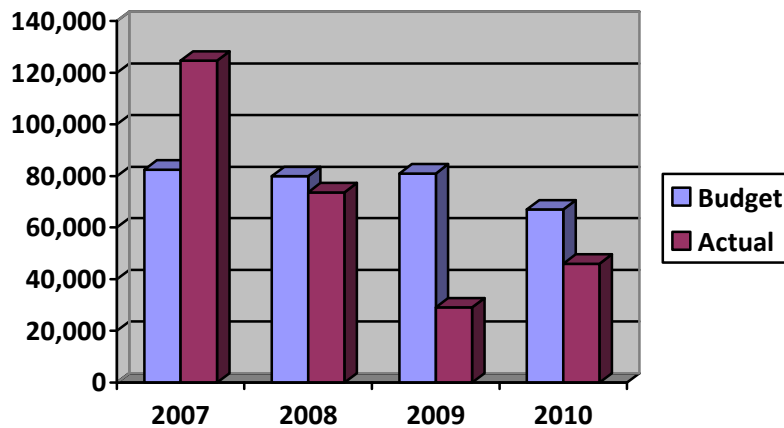
Fiscal Analysis - September

L. Francis discussed September 2009 fiscal analysis prepared by Finance Director, Maryjane Malavasi.

As of September 30, 2009, the 2010 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	25,721,441	25,721,441
General Appropriations	0	
Grant Appropriations	14,402	
Reserve Appropriations	125,000	
08/09 Carryovers	89,844	
Revised Budget	25,950,687	25,721,441
Actual Year-To-Date	6,930,102	10,876,356
Balance Unspent or Uncollected	19,020,585	14,845,085
Percent Spent or Collected	26.7%	42.3%

In September, revenues continue to be closely monitored. The graph below is a comparison of budget vs. actual for the first three months of each of the four fiscal years for the revenue budgets that we are closely monitoring: Town Clerk Receipts & Conveyance Tax, Bank Interest, and Building & Health Department Fees. As you can see from the graph, we continue to bridge the gap between anticipated and actual revenues for these particular line items.



Overall, local revenue (not including taxes, reserve fund transfers or transfers from fund balance) are at 12% collected. This is up from 9% at this time last year. Interest income on our investments is rising, but continues to be below our expectations. We are still waiting to receive State revenue. By this time we have normally received the first half of our TAR grant, but we are able to continue our road program in anticipation of receiving the funds.

Four grants totalling \$14,402 were appropriated from fund balance in September. Two of the grants, totalling \$2,182, were reimbursements back to the State for monies not used by the Town. (Our expenses came in lower than anticipated; therefore the additional funds needed to be returned.) The other two grants, both in the emergency management department, will be used to purchase equipment not budgeted through the town budget.

Expenditures are on target at this time of year. We have completed the first quarter and our expenditures are just over 26%. Department heads continue to communicate with the Finance Department regarding their budgets before spending.

Overall, the Town of Durham is in much better shape at the end of the first quarter 2010 than we had been by the end of the first quarter of last fiscal year. This is due to increasing revenues as well as tighter budgeting.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT SEPTEMBER 2009 FISCAL ANALYSIS AS PRESENTED. ALL AYE

**Code of Ethics discussion**

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO BRING CODE OF ETHICS TO SPECIAL TOWN MEETING. ALL AYE

**Set time, date and place and approve Call to Special Town Meeting**

CALL TO A SPECIAL TOWN MEETING

TOWN OF DURHAM

A SPECIAL TOWN MEETING of the Electors and Citizens qualified to vote at Town Meetings of the Town of Durham will be held in the 3<sup>rd</sup> Floor Meeting Room, Town Hall, on Monday, November 9, 2009 at 8:00 p.m. for the following purpose:

1. To approve the transfer of \$25,000 from #9200 Building Maintenance Reserve Fund to Account #4030 Ambulance Building Maintenance for repairs to 205 Main Street as recommended by the Board of Finance at their meeting of October 20, 2009.
2. To approve the transfer of \$19,621 from #9685 Reserve for Highway Equipment Fund to #3005 Capital Equipment Leases for the Final Payment on the Loader as recommended by the Board of Finance at their meeting of October 20, 2009.
3. To approve Code of Ethics to become effective February 1, 2010.
4. To accept Powder Hill Road as an approved town road.

Laura L. Francis  
First Selectman

John T. Szewczyk  
Selectman

James McLaughlin  
Selectman

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO SET 8:00 P.M., NOVEMBER 9, 2009, 3<sup>RD</sup> FLOOR MEETING ROOM, TOWN HALL AND TO APPROVE CALL TO SPECIAL TOWN MEETING AS AMENDED. ALL AYE

**Approval of Board of Selectmen meeting minutes October 19, 2009**

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE OCTOBER 19, 2009 MEETING MINUTES AS PRESENTED. ALL AYE

**Old/New business**

L. Francis discussed the following old business.

- 1.) H1N1 update; the MDA 36 flu clinics have been very successful. This Friday, October 30<sup>th</sup> will be the 3<sup>rd</sup> clinic. A clinic has been scheduled for Durham on November 5<sup>th</sup>. Details to follow.
- 2.) Blue Trail Range Study update; there has been ongoing correspondence between the Blue Trail Range Attorneys, the DEP, and the Attorney Generals Office. Consultants are still being denied access to the property. The draft study is expected in the next 60 days.
- 3.) There is a meeting scheduled this Thursday, October 29<sup>th</sup> with Ivy Way residents.

L. Francis discussed the following new business.

- 1.) Congratulations to the Volunteer Ambulance Corp for celebrating a very significant anniversary; it has been over two years since they have had to pass calls to any other provider. L. Francis noted the dedication of the volunteers and the very cost effectiveness to the town.
- 2.) 2009-2010 budget; L. Francis asked if there were any areas that the Board would like researched.
- 3.) Thank you to Sherry Hill for promoting a Halloween door decorating contest at the Town Hall and arranging a Boo lunch on Friday for participants.
- 4.) L. Francis has agreed to be a charter member of the Leadership Council of the Middlesex County Coalition on Housing and Homelessness. Her first meeting will be on Tuesday, October 27<sup>th</sup>. She will report back on meeting.

**Selectmen's Comments**

None

**Public Comments**

None

**Adjourn**

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO ADJOURN MEETING AT 7:45 P.M. ALL AYE

Respectfully submitted,  
Beth Moncata