

BOARD OF SELECTMEN'S MEETING
7:00 P.M., MONDAY, JANUARY 25, 2016
3RD FLOOR MEETING ROOM, TOWN HALL

Meeting Minutes

1. 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. Steve Levy and John Szewczyk present.

2. Approval of the agenda

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO AMEND THE AGENDA TO ADD THE FOLLOWING ITEMS. ALL AYE

1. APPROVAL FOR THE FIRST SELECTMAN TO ENTER INTO AN AGREEMENT WITH FITZGERALD & HALLIDAY, INC.
2. SET DATE FOR PUBLIC HEARING RE: CITATION HEARING ORDINANCE

3. Public comment

Many members of the community were in attendance to talk about proposed commercial uses in the Main Street residential zone being discussed by the Planning & Zoning Commission. Those who did speak were not in favor of any type of change and urged the Board to make a statement that they believe in the Vision Statement within the Plan of Conservation and Development and to make no zone changes to Main Street.

L. Francis encouraged them to attend a workshop being held on February 13, 2016 at the Durham Firehouse, 12:00-4:00 p.m., where Fitzgerald & Halliday, Inc. will be conducting a Plan of Conservation and Development Workshop in an open house format.

4. Grant approval to the First Selectman to enter into an agreement with Fitzgerald & Halliday, Inc. for professional services

L. Francis explained that the Plan of Conservation and Development is required to be updated every ten years. Two extensions have been filed on the towns' behalf and Planning & Zoning is now looking at a June 30th deadline to become compliant. S. Levy noted he felt the timetable to get the plan revamped is not appropriately timed and the current plan is being rushed. L. Francis noted she understood that two new chapters are being added and explained that once this update is done the Plan could be updated continuously by the commission; this workshop would start the conversation and allow for public input. Roger Passavant noted that the Agriculture Commission received what he felt was a great draft from Planning & Zoning on Agriculture which they will be reviewing at a special meeting Tuesday night and hopes that other commission are doing also.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO GRANT APPROVAL TO THE FIRST SELECTMAN TO ENTER INTO AN AGREEMENT WITH FITZGERALD & HALLIDAY, INC. FOR PROFESSIONAL SERVICES. ALL AYE

5. Set Public Hearing Date for Citation Hearing Ordinance

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO SET MONDAY, FEBRUARY 29, 2016, 8:00 P.M., 3RD FLOOR MEETING ROOM, TOWN HALL TO DISCUSS AMENDMENTS TO CITATION HEARING ORDINANCE. ALL AYE

6. End of Year Appointments

- Conservation Commission

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO RE-APPOINT JONATHAN HERZIG FOR A THREE YEAR TERM THAT WILL EXPIRE DECEMBER 2018. ALL AYE

- Historic District Commission

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO APPOINT MARK HOWARD AS AN IN DISTRICT MEMBER, FOR A FIVE YEAR TERM THAT WILL EXPIRE DECEMBER 2020. ALL AYE

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO RE-APPOINT LINDA BERTELSEN TO A FIVE YEAR TERM THAT WILL EXPIRE DECEMBER 2020. ALL AYE

7. Request from Durham Volunteer Fire Company Parking Committee to use town properties surrounding the Durham Firehouse to park cars for the four day Durham Fair, September 22, 23, 24, and 25, 2016

L. Francis explained that a Length of Service Program was put in place by the Durham Volunteer Fire Department ten years ago, as a retirement benefit. In order to be eligible volunteers have to meet certain criteria such as training, calls, and must complete one year of service; the benefit age is 65. The town contributed the first payment and since that time, the DVAC has been putting the proceeds from parking during fair time into the program. The fund is managed by RBC Health Management who gets paid approximately a \$1,500 administrative fee yearly, and the remaining funds are split between eligible volunteers. Chuck Stengel asked how the funds are documented. L. Francis explained that the funds received are given to the town in the form of a check and in turn the town issues a check to make a payment to RBC Health Management. J. Szewczyk noted he remembered a lot of discussion on the topic and was more comfortable that the proceeds go into this type of benefit versus purchasing goods. C. Stengel asked if there was auditing of the cash received. L. Francis stated she would ask the Chief what type of procedure is used when handling cash.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO GRANT PERMISSION TO THE DURHAM VOLUNTEER FIRE COMPANY PARKING COMMITTEE, TO USE TOWN PROPERTIES SURROUNDING THE DURHAM FIREHOUSE, TO PARK CARS FOR THE 4 DAY DURHAM FAIR, SEPTEMBER 22, 23, 24, AND 25, 2016 WITH THE PROVISION THAT ALL PROCEEDS TO THE LENGTH OF SERVICE PROGRAM. ALL AYE

8. Fiscal analysis – December 2015

The 2016 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	30,347,812	30,347,812
General Appropriations	0	0
Grant Appropriations	0	0
Prior Year Carryovers	267,903	0
Reserve Appropriations	0	0
Revised Budget	30,615,715	30,347,812
YTD Encumbrances	60,445	0
YTD Expense/Revenue	16,184,015	16,729,653

Balance Unspent or Uncollected	14,371,255	13,618,159
Percent Spent or Collected	53%	55%

Revenues

December marks the half way point of our fiscal year, and our revenues are over 55% collected. Tax collection remains strong. Motor vehicle taxes are over 93% collected, real estate is at 58%, and personal property at 59%. Since real estate and personal property are paid in two installments, all of the tax revenue appears to be in line for another good year.

State revenues are beginning to come in and are at 35% received at this time. A large portion of the grants are not released until the second half of the year, so this percentage is where we would expect to be at this time. Local revenues are coming in at a steady rate. Again, there are some that do not come in until the end of the fiscal year, so the 43% collected is very good at this point.

There are no additional concerns regarding revenue at this time, nor is there any further information from the State regarding funding cuts.

Expenditures

On the expenditure side, the total budget is 53% spent. The chip sealing budget continues to be the only one over budget at this time. All other budgets are at their expected levels at this time.

Balance Sheet

The balance sheet as of December 31 is a good representation of the positive cash flow that the town has been experiencing. The money market account has a strong balance at the end of the second quarter. Tax revenues will build up over the next two months; adding to the town's capacity to cover its bills.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO ACCEPT DECEMBER 2015 FISCAL ANALYSIS AS PRESENTED BY THE FINANCE DIRECTOR. ALL AYE

9. Tax refunds

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPROVE A TOTAL OF FIFTEEN (15) TAX REFUNDS, TOTALING \$9,998.61 AS PRESENTED BY THE TAX COLLECTOR. ALL AYE

10. Approval of Board of Selectmen meeting minutes:

a) Regular meeting January 11, 2016

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPROVE JANUARY 11, 2016 MEETING MINUTES AS PRESENTED. ALL AYE

11. Selectmen's comments

None

12. Old/New business

- 1.) An update meeting on the repurposing of Korn School will be held this Thursday @ 5:00 p.m.
- 2.) L. Francis will be attending a meeting in Middletown this Thursday to discuss water purchase agreement.

13. Public Comments

None

14. FY16-17 budget

No business

15. Adjourn

Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Beth Moncata