



TOWN OF DURHAM
15 NEWMARKET ROAD
DURHAM, NH 03824-2898
Tel: 603/868-5571
Fax: 603/868-5572

AGENDA

DURHAM TOWN COUNCIL
MONDAY, NOVEMBER 15, 2010
DURHAM TOWN HALL - COUNCIL CHAMBERS
7:00 PM

NOTE: THE TOWN OF DURHAM NEEDS 48 HOURS NOTICE IF YOU
REQUIRE SPECIAL COMMUNICATION AIDS

- I. Call to Order
- II. Approval of Agenda
- III. Special Announcements
None
- IV. Approval of Minutes
October 4, 2010
- V. Councilor and Town Administrator Roundtable
- VI. Public Comments (NLT 7:45 PM)
- VII. **Unanimous Consent Agenda** (*Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote*)
Shall the Town Council schedule a Public Hearing for Monday, December 6, 2010 on a resolution authorizing the acceptance and expenditure of grant funds from the New Hampshire Department of Safety for the purpose of upgrading the existing security camera system at the Durham Police Department?
- VIII. **Committee Appointments**
None
- IX. **Presentation Items**
2009 Audit Report - Greg Colby, Plodzik & Sanderson

- X. Unfinished Business**
 - A. **PUBLIC HEARING** on the Administrator's proposed FY 2011 Operating and Capital Budgets
 - B. Continued discussion on the Administrator's proposed FY 2011 Operating Budgets, Capital Budget, and 2011-2020 Capital Improvement Plan
 - C. Other business

- XI. New Business**
 - Other business

- XII. Nonpublic Session (if required)**

- XIII. Extended Councilor and Town Administrator Roundtable (if required)**

- XIV. Adjourn (NLT 10:30 PM)**



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AGENDA ITEM: # 4

DATE: November 15, 2010

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: APPROVE THE TOWN COUNCIL MEETING MINUTES FOR OCTOBER 4, 2010

CC PREPARED BY: Jennie Berry, Administrative Assistant

PRESENTED BY: Todd I. Selig, Town Administrator

AGENDA DESCRIPTION:

Attached for the Council's review and approval are the minutes for the Town Council meeting held on Monday, October 4, 2010.

Please call Jennie Berry with any grammatical/spelling changes prior to the meeting. Discussion at Monday evening's meeting should be limited only to substantive changes.

LEGAL AUTHORITY:

RSA 91-A:2 (II) specifies what must be contained in minutes of public meetings: *"Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the public meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any body or agency, or any subordinate body thereof, without exception."*

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby approve the Town Council meeting minutes of October 4, 2010 (as presented) (as amended).



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AGENDA ITEM: **# 7**

DATE: November 15, 2010

COUNCIL COMMUNICATION

INITIATED BY: David L. Kurz, Police Chief

AGENDA ITEM: SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING ON A RESOLUTION AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF GRANT FUNDS FROM THE NEW HAMPSHIRE DEPARTMENT OF SAFETY FOR THE PURPOSE OF UPGRADING THE EXISTING SECURITY CAMERA SYSTEM AT THE DURHAM POLICE DEPARTMENT?

CC PREPARED BY: David L. Kurz, Police Chief

PRESENTED BY: David L. Kurz, Police Chief

AGENDA DESCRIPTION:

This resolution addresses the acceptance of grant funds for the police department from the New Hampshire Department of Safety (NHDOS). In late September, as a result of notification from NHDOS, staff at the police department applied for grant funding to provide upgrading and maintenance costs associated with the security camera system that had been installed in 2005 using grant funding. The existing cameras provide daylight/lowlight perimeter and interior monitoring of the police facility. The upgrade of the existing camera system located at the police facility was scheduled to occur in 2011 with funds originating from Durham's General Fund. This grant funding originates from Federal funds allocated to the State of New Hampshire as part of their 2010 Strategy for Homeland Security.

LEGAL AUTHORITY:

NH RSA 31:95-b authorizes the Town Council to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year if they first adopt an article authorizing this authority indefinitely until specific rescission of such authority. Resolution #99-19 was adopted which grants this specific authority to the Town Council.

Council Communication- 11/15/10

Re: Schedule a Public Hearing on Resolution Authorizing Acceptance and Expenditure
of Grant Funds for Upgrade of Security Camera System at the Police Department

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LEGAL OPINION:

No legal opinions were sought for acceptance of this funding.

FINANCIAL DETAILS:

The cost of upgrading cameras, software and Digital Video Recorder (DVR) is estimated to be \$22,172.00 with the grant from NHDOS covering 100% of this cost, with no matching funds needed from the Police Department's budget.

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby schedule a Public Hearing for Monday, December 6, 2010 on a resolution authorizing the acceptance and expenditure of grant funds from the NH Department of Safety for the purpose of upgrading the existing security camera system and the Durham Police Department.



TOWN OF DURHAM
Business Department

15 Newmarket Road, Durham, NH 03824-2898

Tel: (603) 868-8043 • Fax: (603) 868-5572

Gail E. Jablonski, Business Manager
gjablonski@ci.durham.nh.us

AGENDA ITEM: **# 9**

DATE: **November 15, 2010**

COUNCIL COMMUNICATION

INITIATED BY: Plodzik & Sanderson
Gail Jablonski, Business Manager

AGENDA ITEM: **PRESENTATION OF THE 2009 AUDIT REPORT - GREG COLBY,
PLODZIK & SANDERSON**

CC PREPARED BY: Jennie Berry, Administrative Assistant

PRESENTED BY: Greg Colby, Plodzik & Sanderson
Gail Jablonski, Business Manager

AGENDA DESCRIPTION:

Copies of the Independent Auditor's Report for the year ending December 31, 2009 prepared by Plodzik & Sanderson will be available for Council members on Friday of this week.

At Monday night's Council meeting Greg Colby of Plodzik & Sanderson will be present to provide a brief presentation and to answer any questions Councilors may have relative to the audit report.

LEGAL AUTHORITY:

Section 4.10(D) of the Town Charter states:

"The Town Council, after inviting requests for proposals and appropriate verification of qualifications, experience and integrity, shall select a certified public accountant or firm of the same who shall perform an annual audit of all town financial transactions after the close of each fiscal year. Said audit shall include all revenues, expenditures and accounts maintained by any officer, elected or appointed, agency, board, commission or recipient of town funds; may include a compliance audit to ensure conformity with any state or federal laws and regulations and town work programs and policies; and shall include a management letter setting forth recommendations for changes and improvements in finance management systems as are deemed necessary".



LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal action is required. Receive audit report presentation from Mr. Colby and hold a question and answer session as deemed appropriate.



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AGENDA ITEM: **#10A**

DATE: November 15, 2010

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: PUBLIC HEARING ON THE PROPOSED FY 2011 OPERATING BUDGETS AND CAPITAL BUDGET

CC PREPARED BY: Jennie Berry, Administrative Assistant

PRESENTED BY: Todd Selig, Town Administrator

AGENDA DESCRIPTION:

On November 1, 2010, the Town Council was presented with the Town Administrator's proposed FY 2010 Operating Budgets, Capital Budget, and 2011-2020 Capital Improvement Plan.

Section 5.3 of the Durham Town Charter requires that the Town Council hold a public hearing at least fourteen (14) days prior to the adoption of the budget by the Town Council. A public hearing notice was published in the *Fosters Daily Democrat* on Thursday, October 28, 2010. The notice was also posted on the public bulletin board located outside of the Town Hall, the Department of Public Works public bulletin board, and at the Durham Public Library, and on the Town's web site.

LEGAL AUTHORITY:

Durham Town Charter, Article 5 "Finance", Sections 5.1 - 5.12.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

Please refer to the Town Administrator's proposed FY 2011 Operating Budgets, and Capital Budget.

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION 1:

The Durham Town Council hereby OPENS the public hearing on the Town Administrator's proposed FY 2011 Operating Budgets and Capital Budget.

MOTION 2:

The Durham Town Council hereby CLOSES the public hearing on the Town Administrator's proposed FY 2011 Operating Budgets and Capital Budget.



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AGENDA ITEM: #10B
DATE: November 15, 2010

COUNCIL COMMUNICATION

INITIATED BY: Todd I. Selig, Town Administrator
Gail Jablonski, Business Manager

AGENDA ITEM: CONTINUED DISCUSSION ON THE ADMINISTRATOR'S
PROPOSED FY 2011 OPERATING BUDGETS, CAPITAL BUDGET,
AND 2011-2020 CAPITAL IMPROVEMENT PLAN

CC PREPARED BY: Jennie Berry, Administrative Assistant

CC PRESENTED BY: Todd I. Selig, Town Administrator
Gail Jablonski, Business Manager

AGENDA DESCRIPTION:

In accordance with Section 5.2 of the Durham Town Charter, the Town Administrator is required to submit to the Town Council his/her recommended budget for the upcoming Fiscal Year "...no later than the last workday prior to November 1 of the current year." Councilors were provided with the proposed 2011 Operating Budgets and 2011-2020 Capital Improvement Plan on October 29, 2010.

A Public Hearing on the proposed budget is scheduled to be held earlier in the evening at Monday night's Council meeting. Following the Public Hearing, and if time permits, the Council will continue its discussion and deliberation on the proposed budgets and CIP.

LEGAL AUTHORITY:

Durham Town Charter, Article 5 "Finance", Sections 5.1 - 5.12.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal action required at this time. Continue discussion and deliberation process for the adoption of the proposed FY 2011 Operating Budgets, Capital Budget, and 2011-2020 Capital Improvement Plan and provide direction as needed.