



TOWN OF DURHAM SELECT BOARD

Durham Fire Station

615 Hallowell Road, Durham, Maine 04222

12/12/23 6:30 PM

MEETING MINUTES

1. Call to Order & Establishment of Quorum, Pledge of Allegiance

In Attendance: Joe Tomm (Chairman), Rich George (Vice- Chair), Josh Klein-Golden, Heather Roy, Joe Roy and Jerry Douglass (Town Manager).

Guest(s): Bill Schneider (Union Church Committee), Members of the Budget Committee and Marc Roy

2. Amendments to Agenda: None

3. Public Comments: Limited to 3 Minutes Per Person

Jean Sanders, Sand Hill Drive – Concerned about the 2022 Audit Report

4. Old Business: Union Church Committee Report (Bill Schneider)

- Committee conducted several meetings.
- Visited the Union Church building.
- Made calls to several experts to get estimates on the cost of repairing the building.
- Best Course of Action for the Town: To transfer the Union Church, at no cost, to the Durham Historical Society, along with the \$30,000 that was set aside for the building for maintenance and repairs. This would allow the Historical Society to run the building as a museum for the benefit of the townspeople, relieving the town of the responsibility of maintaining the building.

The Select Board suggested speaking with the Historical Society at a future Select Board Meeting to discuss what to do with the allocated money from Town Meeting (April 1, 2023) for the maintenance of the building. The Town Manager will get clarification from the Town Attorney on how to handle the possible transfer. The Select Board recognized the great work that the Union Church Committee has done.

5. New Business: Marc Roy

- In years past, the Town was estimating based off revenues that were received in the prior year and then using that to try to figure out how much the town was levying in taxes, the end result has been that the town taxed too much, which results in an overlarge fund balance in the general fund. Mr. Roy recommended for the FY2024 budget to budget for estimated revenues, estimated non-tax revenues to help to determine how much the town is going to reduce the tax levy by, to arrive at whatever appropriations the town appropriated for.
- **General Fund** – Fund is used for the town's operating funds should not include capital reserves (Public Works Capital, Fire Department Capital, etc.).
- **Assigned Fund Balance** is any portion of the fund balance that is set aside for specific expenditure or use by any level below the highest decision authority.

6. Manager's Report:

- Working on the FY24 Budget with Marc Roy.
- The Town Clerk is back to the office on light duty, hoping to be back fully in January 2024.

7. Board Member Reports:

- Josh Klein-Golden recommended setting aside funds for police patrol in Durham.
- Joe Tomm – Board members met with members of the Board of Directors for RSU5 Schools.

8. Consent Agenda:

- Approve Minutes from November 28th, 2023 SB Meeting and approve and sign the December 12th AP Warrant.

Josh Klein-Golden moves to accept the consent agenda as presented, **Heather Roy seconds**, motion carries **5 – 0**.

9. Upcoming Meeting(s) and Town News:

- **Select Board Meeting 12-26-23@ Town Hall, 6:30pm**
- **Planning Board Meeting 01-03-24, Town Hall @ 6:30pm**

10. Executive Session Citations - Executive Session pursuant to 1 M.R.S.A. §405(6)(A)

The Board moved into Executive Session at 8:19pm.

11. Adjourn:

The Board returned to regular session and adjourned at 8:35pm.