

Joint Boards and Commission Meeting
7:30 p.m., Wednesday, January 21, 2015
3rd Floor Meeting Room, Town Hall

Minutes

In attendance: Laura Francis, Loraine Coe, Fred Mastele, Pam Lucashu, David Turley, Bill LaFlamme, Dick McManus, Rick Huntley, Chuck Stengel, Carl Stoup, Tom Kannam, Roger Kleeman, Bill Ward, Bill Milardo, Maryjane Malavasi, Lainy Melvin, Kim Garvis, Francis Willett, Bob Melvin, Alisha Fonash-Willett.

Laura Francis opened the meeting with the pledge of allegiance and welcomed everyone to the meeting.

Kim Garvis - Town Clerk

The department is working with a new ordinance company, General Code which provides a better search feature as well as free apps for optimizing viewing on mobile devices, and free downloadable apps for iPad. In addition, every time the town supplements the code, iPad users will automatically receive the new, updated link. The public document feature also allows uploading of searchable town meeting minutes and other documents. Kim has started uploading town meeting minutes and budgets to this module.

The department is registering permanent absentee ballot statuses. They are also continuing to assist the recreation department with program registrations; a new reporting feature allows them to print out a list of participants in each program.

Summer Intern, Justin Etheridge helped solve a mini mystery; Henry Coe asked about a time capsule buried on the town green. After researching minutes from the 1980's he found reference to the capsule in Board of Selectmen's meeting minutes. Hailee Corona, a freshman at Coginchaug, recently began volunteering. She has assisted the town clerk's office and will be working with the assessor's office for a couple of weeks.

Work is being done on re-indexing older maps so a complete map index can be uploaded to the town's online land records system; the plan is to eventually add the map images. A quote has been requested from COTT to upload the grantor/grantee index from 1947-1966; currently the online records go back to 1967.

DEEP issued changes to fees for sportsmen licenses including a new fee. Hunting and fishing guides will now be required to register with the state at a cost of \$100 annually. 16 & 17 year olds were previously charged at the adult rate for licenses and permits, will now be charged at half the rate in most cases.

Lainey Melvin - Senior Citizen Board

Senior Program is going great at the Activity Center; keeping seniors connected to the community. The Library has been hosting a soup and salad luncheon every first Friday of the month; they have asked non-profits in town to support the luncheons. They also held a veteran's luncheon that was very successful. The Board is looking to partner with RSD13 for a spring luncheon. Yoga, art classes and bingo are being offered.

Maryjane Malavasi - Finance Director

Last year's audit has been finalized; there is an increase in fund balance. Budget season has started and thank you to all departments; this is the first time that almost all departments have submitted

them on time. A grant application has been submitted for the restructuring of the chart of account to meet new state requirements; a new numbering and electronic filing system. Passport applications continue to be processed through the department. A new series of workshops for employees has been started and have been very successful.

Bill Milardo - Health Department

The inspection and cleaning of the water tanks at Trinity Elderly Housing have been completed.

There have been several requests for connections of out buildings/cabanas to existing septic systems that serve main residences; exceptions are routinely granted by the CT DPH.

The department has received many inquiries regarding the use of 271 Main Street (O'Neal property) and the former Merriam Manufacturing site.

A fuel oil spill on Haddam Quarter Road was successfully cleaned up. Adjacent wells were sampled and found clear of hydrocarbons.

Water softener backwash discharge to septic systems are not legal. Alternate methods for disposal are available via CT DEEP general permit.

Arsenic and uranium study by the CT DPH is being conducted based on water samples submitted from CT Fairgoers this past fall. The Durham health department recommended sampling and testing of wells on Tuttle Road, Ernest Drive, and Clark Road.

B. Milardo has been working with Alisha Willett to create fillable forms that can be made available on the town's website.

Bill Ward - Inland Wetlands

B. Ward noted that Inland Wetlands is a regulation and permitting body. There has been no recent activity to report on.

Roger Kleeman - Compensation Review - Personnel Policy Commission

The commission is currently looking at compensation pay schedule.

Tom Kannam - Clean Energy & Sustainability Task Force

Currently working on grant opportunities for bike-pedestrian plan. Hanna Bober recently joined the task force and working with CCM on the LED program. The solar panels awarded through the small ZREC program are going to be installed at the fire house sometime in February; work is continuing on the approval process of the large ZREC award. The task force will be receiving a donation for the town's fuel bank on Saturday, February 21st earned through the Home Energy Solution program. The task force continues to look for a suitable place for the electric charging station. Durham has been chosen as 1 out of 13 towns to participate in the Clean Energy Communities Municipal Technical Assistance Program.

Carl Stoup - Public Safety Facility Renovation Committee

The committee continues to meet and has quite a ways to go. They are working on design development for the ambulance corp.

Chuck Stengel - Advocate for better cell service

C. Stengel and Carl Stoup have been advocating for additional cell service in the south end of town; noting the urgency of public safety. They met this afternoon with L. Francis and a developer who is interested in building in town. They may seek advice from technical advisors and talked about holding a community meeting.

Rick Huntley - Conservation Commission

The commissions focus over the past couple of years has been the maintenance of current properties; parking improvements, gates, and barriers. Several projects are on the table; signs for memorial tree grove at White's Farm, in process of getting a comprehensive management plan for Curtis Woodlands. The commission continues to support Deerfield Farm multi-year lease and haying lease on Howd Road. Working on dedication of Saw Mill Brook parcel, better mapping of open space, existing trails for town website, and a new parking area has been completed at the Mattabesett Trail. The commission would like to get together with the recreation department to talk about lower Howd; possibility of sledding. The restoration project at Allyn Brook has officially been closed out.

Dick McManus - Building Official/Facilities Manager

Facilities; the institution of capital plan and budgeting is working well. Building; changes in building code has been very challenging. Dick demonstrated the difficulty of how new requirements for "wall bracing" are and the implications it will have on contractors and building inspectors. He also demonstrated how much the R-values of insulation in new homes has changed over the years and the need to install significantly higher insulation levels.

Bill LaFlamme - ZBA

Bill noted that the fall was very busy with several variances.

Dave Turley - Library Board of Trustees

Trish Connelly has been in her position now for eighteen months. The Trustees have formulated a strategic plan and are on track. They are working with the public works department to clean up the north side of the library; they are doing a great job. The Annual Taste of Durham is coming up on March 7th. Maryjane Malavasi congratulated the Library for taking advantage of several grant opportunities.

Alicia Fonash-Willett - Information Technology

Will be implementing Microsoft office 365; a cloud based user platform from Microsoft. Office 365 will reduce the large capital purchase of traditional Microsoft office software upgrades, required licensing and new exchange and file servers due to the sun setting of Microsoft small business server and software. Will give us enterprise level office programs and secure file sharing. Also establishing and updating outdated IT policies.

Pam Lucashu - Registrar of Voters

Information technology and new laws are driving budget and processes. On-line voter registration has been instituted. The Secretary of State has instituted ERIC which is a consortium of New England states that share information from voter data bases; will be available to Durham later in the year. Sessions were held for poll worker and moderating training. Election Day registration was successful; they will continue to do outreach.

Lorraine Coe - Board of Finance

Starting fy15-16 budget process; setting up appointments.

Fred Mastele - Agriculture Commission

Encouraged the use of the Durham Grown page on the town website. The commission met with NRCS and CT River Coastal Conservation to discuss a section of the Coginchaug River that floods Routes 17 and 68. They will be attending a nutrient management workshop (how to reduce) in the spring. Working with Conservation and Planning & Zoning on the Plan of Conservation and Development. Also working with the Equine Advisory Council on trails.

Francis Willett - Emergency Management

New organization structure for the department to align with State/Regional EM departments will be deployed this spring. Two new EM volunteers have joined department and will be sworn in; Kevin Donovan and Jarrod Ravid.

DART Team, led by Susan White, and members have been very active. Their new animal response trailer went into service; it was purchased with proceeds received in memory of Wanda Jacques Gill.

Reflective house numbering program is going strong. Many residents continue to buy blue house number signs. Proceeds go to fire explorers/DART team. "If we can't find you, we can't rescue you" Continue to work with our peer Emergency Service Departments Chiefs of Services on many issues/projects.

Regional Mass Casualty Exercise will be held in April/May. Many town departments, Durham Fair Association and state agencies will be involved.

Continue to work with school district officials with Severe Weather and public safety issues.

Emergency Operation Center; new phone system and Comcast internet upgrades have helped our operations both in EOC and our remote staff. More improvements to EOC being worked on to get ready for MCI exercise.

We are working closely with Public Works to make sure we try to be ahead of any severe weather that may come our way.

KNOX program for businesses and residents (safe & secure lockbox). Rental of boxes for \$20/year or purchase permanent boxes. Two Residents have requested rental agreements. We will be working with EMS to install their key retention box on 14-4. Boxes have been installed on Durham 3, Durham 2. Durham 6 will be installed in the coming weeks. Allows first responders safely and securely access home or business only in emergency.

Functional Needs /Wellness checks for seniors in emergencies EMS leading that charge.

Francis Willett - Durham Volunteer Fire Department

Motor vehicle accidents and medical calls have been on the rise. We have had our usual number of Holiday Structure Fires, Chimney Fires and 3 Mutual Aide Structure Fires. There has been an increase in mutual aid calls. Currently have 53 volunteers. Speed and drunk driving an issue in town. Medical First Response has also increased. Bid Specification for new Durham 4 Attack Engine is in process and we expect to go out to bid in April.

Sherry Hill - Recreation Department

Youth basketball grades k-8, co-ed & volleyball, women's softball league 6 teams, men's basketball league 8 teams, youth summer cooking camp, youth summer night recreation, summer playground grades 1-7, summer Little People Program ages 4-5, youth cheerleading clinic, youth football clinic, youth track clinic, youth self and adult self-defense, youth karate at Brewster School, women's open gym basketball, men's open gym basketball, children's Halloween parade/party, holiday tree gathering on the town green, town Easter egg hunt, adult exercise classes (yoga), everyone outside program activities (grant), summer fun runs, youth and adult tennis lessons, youth junior counselor program, bridge classes, warm up America knitting group, teen night at Camp Farnam, youth indoor soccer, hip hop children, summer concert, cooking camps at Strong School

Special events held at the Activity Center; Cupcake blizzard contest with Santa, ginger bread house for children, Halloween party parade, talent show, Fall Fest meetings, Coach meetings, flu shots, special speakers, blood pressure clinics, holiday lunch for seniors, arts and craft children's program, Falcon cheerleading practices, body sculpting.

Amanda Pedersen - Social Services Director

Social Services had a successful holiday season. Twenty families participated in the Thanksgiving Program and nineteen families participated in the Giving Tree. Thank you to all volunteers, individuals, organizations, and businesses that supported these programs. Fourteen families

participated in the Community Roundup and the town's public works department delivered all the food gathered to each family. Thank you to Kurt and his crew.

Winter energy assistance season has been steady. There have been numerous requests for oil assistance. CRT has limited appointments available so if someone waited to apply they may have to wait for an appointment. Operation Fuel is also available right now.

Senior lunches are going well; served each Monday and Wednesday and are provided through CW Resources and funded through Senior Resources. There are seventeen volunteers for this program. There are two Senior Board luncheons a year which are very popular; approximately 85 people in attendance at each event. There is also a soup and salad luncheon, sponsored by the Senior Board, held the 1st Friday of each month at the Library.

9 Town Transit bus transportation is available for Durham residents regardless of age. Many high school students have taken advantage of using this service. 9 Town Transit can be reached at 860-510-0429 to take a medical or recreation trip to any of the participating towns.

Laura Francis - First Selectman

- Water Main Project; have proposed construction timeline, design is 90% complete. Twenty million dollar cost; funds committed by EPA and CT DEEP. If funded some construction will start this year; 2016-2017 major construction, 2018 completed. Groundwater Ordinance will need to be passed.
- Pickett Lane project is complete.
- RSD13 Utilization Study is complete. Can be found on their website.
- Taskforce has been put together for a long term plan for the Town Green. They will report to the Board of Selectmen in March.
- Roadside Maintenance Task Force has been formed and tasked with the reduction or elimination of pesticides.
- A new Executive Director has been hired by LCRVCOG. The Board of Selectmen have adopted a resolution of endorsement and authorization to endorse the Regional Performance Incentive Program that will include (1) regional parcel update municipal coordination and inland wetland layer project, (2) the LCRVCOG tourism and transit study and marketing plan, (3) state-regional cooperative aerial flyover and LIDAR data project.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Beth Moncata