

BOARD OF SELECTMEN'S MEETING  
7:00 P.M., MONDAY, APRIL 6, 2015  
JULIAN B. THAYER AUDITORIUM, COGINCHAUG REGIONAL HIGH SCHOOL

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.  
John Szewczyk and Steve Levy present.
2. Approval of the agenda  
MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE AGENDA AS PRESENTED. ALL AYE
3. Public comment  
None
4. Clean Energy and Sustainability Task Force resignation  
MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT WITH GRATITUDE THE RESIGNATION OF HANNA BOBER FROM THE CLEAN ENERGY AND SUSTAINABILITY TASK FORCE. ALL AYE
5. Request from the Durham Democratic Town Committee to serve alcohol at fundraiser being held at the Durham Firehouse, Saturday, April 18, 2015  
MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO GRANT PERMISSION TO THE DURHAM DEMOCRATIC TOWN COMMITTEE TO SERVE ALCOHOL AT FUNDRAISER BEING HELD AT THE DURHAM FIREHOUSE, SATURDAY, APRIL 18, 2015. ALL AYE
6. Approval of traffic plan for Memorial Day festivities on May 25, 2015  
MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO APPROVE TRAFFIC PLAN FOR MEMORIAL DAY, MAY 25, 2015 AS PRESENTED. ALL AYE
7. Approval of Records Management Policy and Storage Guidelines  
MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE RECORDS MANAGEMENT POLICY AND STORAGE GUIDELINES AS PRESENTED. ALL AYE
8. Approval for the First Selectman to enter into two separate agreements with Cartographic Associates, Inc. (CAI Technologies) for (a) Professional GIS Services for conversion of the towns GIS data, (b) Professional GIS Services for Tax Map Maintenance Services  
MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO TWO SEPARATE AGREEMENTS WITH CARTOGRAPHIC ASSOCIATES, INC FOR PROFESSIONAL GIS SERVICES FOR CONVERSION AND TAX MAP MAINTENANCE SERVICES AS RECOMMENDED BY THE TAX ASSESSOR. ALL AYE
9. Review of application for temporary signage on the Town Green  
L. Francis presented the Selectmen with a copy of the Town Green application for temporary signage for review and discussion at the next meeting.
10. Tax refunds  
MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE A TOTAL OF TEN (10) REFUNDS TOTALING \$1,787.30 AS PRESENTED BY THE TAX COLLECTOR. ALL AYE
11. Fiscal Analysis; January, February, 2015  
Quarter ended March 31, 2015  
The 2015 budget stands as follows:

	EXPENDITURES	REVENUE
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Original Budget	29,785,778	29,785,778
General Appropriations	0	0
Grant Appropriations	0	0
Prior Year Carryovers	237,489	0
Reserve Appropriations	217,516	180,642
Revised Budget	30,240,783	29,966,420
YTD Encumbrances	4,213	0
YTD Expense/Revenue	23,530,399	27,375,693
Balance Unspent or Uncollected	6,706,171	2,590,727
Percent Spent or Collected	77.8%	91.4%

### Revenues

After our second major tax collection time of the fiscal year, tax revenue is 98.8% collected. Other tax collection revenue line items, including supplemental auto and interest, have already come in more than \$46,000 over budget. Overall, local revenues are at 77.3% after the first three quarters of the fiscal year.

Very few additional state revenues have come in since the last report. At the end of March, state revenues are at 82% collected. It is anticipated that remaining state revenue will be in by the end of the fiscal year.

Overall, revenues are tracking very well at over 91% collected at this point in the fiscal year.

### Expenditures

At three-quarters of the way through our fiscal year, expenditures are 77% spent. Once again, the vast majority of departments are well within their budgeted allotments, with very few exceptions.

As reported in November, Planning & Zoning legal expenses are over budget due to a civil suit against Aberdeen on Stagecoach Road. This line item is now over by almost \$5,000. The snow budget is overdrawn by more than \$75,000. This is due mainly to a \$62,000 overage in road salt and treated salt. Public Works reports, however, that their current salt reserves will start us off in good shape for next year's winter season.

The only other overage of note is tax refunds. The account is overdrawn by over \$18,000 at this time. In January there were five tax bills paid by both the seller and the buyer during the property transfer; causing the town to refund excess payments totaling almost \$24,000.

### Balance Sheet

The balance sheet shows us that the town has cash in the bank totaling over \$6 million thanks to January tax collections. This is a good indication that the town is in good shape to meet its obligations over the remainder of the fiscal year.

MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO ACCEPT FISCAL ANALYSIS QUARTER ENDED MARCH 31, 2015 AS PRESENTED BY FINANCE DIRECTOR. ALL AYE

12. Approval of Board of Selectmen meeting minutes of March 23, 2015

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE MARCH 23, 2015 MEETING MINUTES AS PRESENTED. ALL AYE

13. Set public hearing date for proposed Water Ordinance

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO SET PUBLIC HEARING DATE OF JUNE 3, 2015, 7:00 P.M., AT THE DURHAM FIREHOUSE TO DISCUSS PROPOSED WATER ORDINANCE. ALL AYE

14. Selectmen's comments

MOTION BY JOHN SZEWCZYK THAT AS OF JANUARY 9, 2013 THE TOWN OF DURHAM IS NOW AN AGGRIEVED PARTY AS IT IS SPLIT INTO TWO DIFFERENT ASSEMBLY DISTRICTS WHICH IS CLEARLY AND EXPRESSLY AGAINST XV OF THE CONNECTICUT CONSTITUTION ADOPTED 11/26/1980) AND THAT THE TOWN OF DURHAM APPEAL THIS DECISION BY USING ANY AND ALL NECESSARY LEGAL MEANS IN ORDER TO BE MADE WHOLE IN ACCORDANCE WITH THE CONNECTICUT STATE CONSTITUTION. NO SECOND. MOTION FAILED.

J. Szewczyk stated for the record that he is willing to sit on the panel to select the next Resident State Trooper. L. Francis responded that it is the Lieutenant's prerogative to set the selection committee that is to consist of Sargent, Affirmative Action Representative, Union Officer, and First Selectman.

J. Szewczyk stated that the Planning and Zoning Commission voted unanimously at their last meeting to provide the Board of Selectmen with the fact that they conducted an 8-24 review of the discontinuance of a road, east section, 1.053 miles, Blue Hills Road. L. Francis stated that this item could be added to the annual budget meeting call on May 11<sup>th</sup>. J. Szewczyk was not in favor of this date and will bring back some dates at the next meeting.

J. Szewczyk questioned if municipalities could go out to bid with other towns to cost share the increased funding of the trooper program. L. Francis stated she would bring this up at the next COG meeting as well as COST.

15. Old/New business

- a) There will be a grief, loss, and road to recovery exchange, Sunday, April 12<sup>th</sup>, 3:00 p.m. at the Durham Activity Center. Many thanks to Ginny Houghtaling, LCSW for donating her services.
- b) Brush pickup will begin the week of April 20<sup>th</sup>.
- c) May 2<sup>nd</sup> is the next hazardous waste collection day.
- d) Paper shredding event on May 30<sup>th</sup>.
- e) Four interns from the UConn department of Public Policy have applied for the Economic Development position that the town is sharing with Haddam. Interviews will be set up this week; the position is contingent upon proposed budget.
- f) L. Francis has been watching closely the negotiations and deliberations of the state budget. Many areas of the town budget may be affected.
- g) L. Francis attended a conference in Washington, DC with Workforce Alliance; a program has been developed for college graduates to learn to navigate the CT job market. The contract will be signed in the next couple of weeks. Portland and Durham will be piloting the program. There is also a mentoring program for children at risk that will help them find mentors to help enter the job force that will be considered.
- h) Farmers Market will start the first Thursday of May.
- i) Energize CT is looking to study working farms energy use; Haddam and Durham both agreed to participate.

16. Public comment

Roger Kleeman asked if the communication tower in Northford would be supportive to the town. L. Francis responded no, that the town needs a property owner in Durham to sign a lease for a tower.

Rick Parmelee noted his endorsement of cell towers. He also asked that the usage of herbicide by the public works department be reinstated.

17. Adjourn

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Beth Moncata