

BOARD OF SELECTMEN'S MEETING
7:00 P.M., MONDAY, SEPTEMBER 14, 2015
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 APPROVE AGENDA AS PRESENTED. ALL AYE
3. Public comment
None
4. Proclamations

PROCLAMATION

WHEREAS, the week of September 13, 2015 has been designated as "National Direct Support Professionals Recognition Week" in order to celebrate and recognize professionals who provide support to millions of individuals with intellectual and developmental disabilities; and

WHEREAS, recognizes the dedication and vital role of direct support professionals in enhancing the lives of individuals with disabilities of all ages; and

WHEREAS, family members, friends, and the community at large all play a role in commending direct support professionals as integral in supporting the needs that reach beyond the capacities of millions of families and supporting the long term support and services system in the United States; and

WHEREAS, the goals of this town properly give recognition to those who directly help people with disabilities gain full access to housing, employment, and the recreation activities which help create productive and satisfying lives, and to live as independently as possible.

NOW, THEREFORE, WE, the Board of Selectmen, of the Town of Durham, by virtue of the authority vested, do hereby proclaim the week of September 13, 2015 as:

Direct Support Professionals Recognition Week

Laura L. Francis
First Selectman

John T. Szewczyk
Selectman

Steven A. Levy
Selectman

Dated in Durham, Connecticut, this, 14th day of September 2015

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE PROCLAMATION AS PRESENTED. ALL AYE

5. Board of Education resignation

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT WITH GRATITUDE THE RESIGNATION OF WALTER FULTON FROM THE BOARD OF EDUCATION. ALL AYE

6. Senior Board resignations

MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO ACCEPT WITH GRATITUDE THE RESIGNATIONS OF SHARI SLIGHT, EVELYN FRADY, AND ANNE CASSADY FROM THE SENIOR BOARD. ALL AYE

7. Burning Official appointment

MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO APPOINT PETER TYC AS AN OPEN BURNING OFFICIAL FOR THE CERTIFICATION PERIOD THROUGH 1/21/2017. ALL AYE

8. Request from CT Cycling Advancement Program to use town roads on September 19, 2015 for bicycle ride

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO GRANT PERMISSION TO CT CYCLING ADVANCEMENT PROGRAM TO USE TOWN ROADS ON SEPTEMBER 19, 2015 FOR BICYCLE RIDE. ALL AYE

9. Approval for the first Selectman to enter into an agreement with Office Works for a 60 month lease for Toshiba copier

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO AN AGREEMENT WITH OFFICE WORKS FOR A 60 MONTH LEASE FOR A TOSHIBA COPIER. ALL AYE

10. Guilford Road Property Maintenance

L. Francis advised the Selectmen at the August 11th meeting of the Conservation Commission the management of the Guilford Road property was discussed. It was the sense of the commission that as there is no conservation restriction on the property, the administration of the property is not in the purview of the Conservation Commission. Consensus of the commission recommended that any steward of the property should adopt the recommendations of the NRCS letter of June 15, 2015. Consensus also supported the administration of the property by the Agriculture Commission if the intended use and management of the property is for agricultural purposes. S. Levy concurred that the Agriculture Commission would be best suited for the administration of the property. L. Francis agreed also, with the stipulation that the Commission seek the input of the Board of Selectmen for budget requests and uses of the property. After speaking to two members of the Agriculture Commission in attendance, L. Francis will attend their October meeting to discuss and report back to the Selectmen.

11. Town Green Revitalization Project discussion

Tim Larkin and Duncan Milne were present. D. Milne presented drawings of Main Street, the current Town Green, and proposed Town Green, and thanked Tina Gossner for all her hard work. T. Larkin noted that \$22,000 has been raised through donations to the Karl Otte Natural Resources Fund for the replacement of trees on the town green. He noted that two damaged trees have been removed and would like to remove trees #1, #3, & #4, along with all stumps after the fair. He also would like to purchase five trees the first week of October. L. Francis questioned the dry summer and if planting this fall was a good idea. T. Larkin responded that he felt it would be fine with adequate watering and mulching. L. Francis stated that the town engineer should be utilized for the proposed pedestrian walkway and would get a quote on his cost for services.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE REQUESTED REMOVAL OF TREES AND PROPOSED PLANTING OF TREES IN 1ST PHASE. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE CONCEPTUALLY CREATING A PEDESTRIAN WALKWAY ON THE WESTERN EDGE OF THE TOWN GREEN AND TO SECURE TOWN ENGINEER SERVICES. ALL AYE

12. Fiscal Analysis as of July 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	0	0
Reserve Appropriations	0	0
Revised Budget	30,347,812	30,347,812
YTD Encumbrances	211	0
YTD Expense/Revenue	3,234,624	10,935,210
Balance Unspent or Uncollected	27,112,977	19,412,602
Percent Spent or Collected	10.7%	36.0%

Revenues

Tax collection over the month of July totaled just shy of \$11 million or 44% of the amount budgeted. This revenue will allow us to meet our financial obligations over the first half of the fiscal year.

No state revenue has been received yet which is normal for July, and local revenues are slowly starting to come in. Overall, revenues are at 25% at this time.

We have not learned of any anticipated changes to state or local revenue since the adoption of the town's budget.

Expenditures

During the first month of the new fiscal year, a number of annual payments are made including such things as dues, subscriptions, and lease payments; as well as quarterly payments such as property insurance, transfer station, and dispatching services. Overall, budgets are 12% spent which is just where they are expected to be at this time.

13. Tax refunds

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE A TOTAL OF FOURTEEN (14) TAX REFUNDS TOTALING \$14,842.67 AS PRESENTED BY THE TAX COLLECTOR. ALL AYE

14. Set date, time, place and approve Call to the Annual Town Meeting

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO TABLE UNTIL NEXT MEETING. ALL AYE

15. Approval of Board of Selectmen meeting minutes:

a) Regular meeting August 10, 2015

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 10, 2015 AS AMENDED. ALL AYE

b) Special meeting August 24, 2015

MOTION BY LAURA FRANCIS SECONDED BY STEVE LEVY TO APPROVE SPECIAL MEETING MINUTES OF AUGUST 24, 2015 AS PRESENTED. ALL AYE

16. Selectmen's comments

None

17. Old/New business

- a) L. Francis, Lt. Goodale, Sgt. Derry, and RST Morello met with management of the Rushford facility to discuss the recent escalation in calls. A process has been put in place and Trooper Morello will spend some time getting to know the staff.
- b) Water Main Extension update: draft agreements have been received. The proposed groundwater ordinance has been finalized and the map has been updated. A letter will be sent to everyone on the list with time for responses. A special town meeting will be scheduled for November or December.
- c) LOTCIP grant has been approved for Higganum Road in the amount of \$2,747,645.00. The town is required to pay 100% of the engineering and the state will cover 100% of the construction. L. Francis will be contacting Town Engineer, Brian Curtis to discuss.
- d) Reimbursement has been received from the Connecticut Trust for Historic Preservation in the amount of \$19,000. L. Francis will be taking this to the Board of Finance to deposit back into the reserve fund as recommended.
- e) UCONN Intern update; property inventory has started and a draft survey has been developed. L. Francis asked the Selectmen how much they wanted to be involved in this project. S. Levy responded that he would like to be kept up to date.
- f) L. Francis attended a meeting with Eversource regarding streetlights. Eversource has been approved to replace all cobra heads in Connecticut to LED's within the next five years. A pilot program will begin this year.
- g) L. Francis noted that Durham is part of the Workforce Alliance and CTWorks Career Center that provides employment related services to Durham residents. From April 1, 2013 through March 31, 2014, fourteen (14) Durham residents were re-employed through the career center reporting combined earnings of \$405,581. Given the multiplier effect of some of the jobs in this group, the total economic impact is great.
- h) L. Francis attended Complete Streets training which is a concept promoted and supported by CT DOT for all users, not just cars. Funding is available for such projects with required criteria; a committee needs to be put in place, and there needs to be a town wide plan. L. Francis stated she will seek input from residents who may want to serve on a special task force and will report back to the Board.
- i) L. Francis will be putting together an RFP (Request for Proposal) for consulting services in conjunction with a Small Cities Grant for Trinity Corp/Mauro Meadows. She stated that Mauro Meadows is 23 years old and some infrastructure and physical improvements need to be made. L. Francis noted that the town is the owner of the property and the cost for consulting is reimbursable by the grant.
- j) Durham is participating in a Federal Highway Administration (FHWA) dangerous curve application research program. Public Works is researching and identifying areas of concern that will be treated with signage.
- k) L. Francis attended a DRI (Downtown Revitalization Institute) workshop, Beautiful Beginnings-Understanding CT's new Tax Increment Financing legislation. It explained how municipalities can invest in their downtowns and communities through the creation of TIF districts. L. Francis noted that she was not sure if it is applicable to Durham or not.
- l) L. Francis thanked Steve Levy for attending a CIRMA workshop on CERT coverage with her noting she felt more work needs to be done. S. Levy noted he felt this was applicable to all employees and volunteers.
- m) L. Francis attended the Everbridge New England User Summit 2015 to learn about new citizen engagement products that allow volunteer opt in to communicate to citizens for non-emergency purposes.
- n) L. Francis met with local delegation representatives that was centered on STEAP Grants and new legislation. She stated that Governor Malloy has changed STEAP application process from a deadline date to rolling applications and noted that the town needs to be prepared to put in an application soon.
- o) On Wednesday, September 16th, L. Francis will be attending an Eversource workshop to review how the town earned credits for clean energy.
- p) Public Safety for the Durham Fair is going very well. L. Francis and Trooper Morello will be attending the high school next Wednesday to talk to students.

- q) RST Report for August 2015; 178 calls for service, 5 criminal investigations, 3 motor vehicle accidents (2) with injuries, 67 motor vehicle infractions, 18 motor vehicle warnings, 1 on sight DWI, 3 arrest warrants served; motor vehicle enforcement was conducted on Cherry Lane, Wagon Wheel Road, New Haven Road, Tuttle Road, Pent, Creamery Road/Cedar, and Maiden Lane/Wheeler Hill.
- r) Animal Control Officer Report for August 2015; 3 barking dog complaints, 1 cat call, 2 cruelty/neglect calls, 13 lost/found animal reports, 2 nuisance complaints, 3 roaming dog complaints, 3 wildlife calls.
- s) DVAC Report for August 2015; 30 calls total, 19 hot responses. No passed calls, mutual aid out – (1) Middletown, (1) Killingworth.
- t) DVFA Report for August 2015; (19) total calls. (8) Motor vehicle accidents; (2) with medic. (6) Fire alarms, (2) brush fires, (1) public service, (1) general weakness, (1) bee sting reaction.

18. Public Comments

Donia Viola noted that some residents do not have the ability to receive text messages and asked that other options of communication be available (item m. above).

D. Viola asked if the highway equipment purchases approved at the August 10, 2015 special town meeting went out to bid. L. Francis stated that state bid contracts were used and it was not necessary to go out to bid. L. Francis noted if there was a local vendor the town would try to accommodate this.

D. Viola asked L. Francis for an update on the status of contributing articles to the Town Times since she had not seen anything to date. L. Francis stated she did contact the editor of the Town Times and they welcomed her to contribute. L. Francis noted that articles will not be on a regular basis but as needed, topical articles.

D. Viola stated she felt the Board should solicit information from residents for the FMHA dangerous curve application.

Roger Kleeman asked if quotes were being solicited for trees for the Town Green project. Maryjane Malavasi stated that Nature Works has been hired for the project and is being paid through the donations received in the Otte Fund.

Rick Parmelee stated that the notice (GovCast) put out by Trooper Morello before school started was very informative.

19. Adjourn

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Beth Moncata