

BOARD OF SELECTMEN'S MEETING
7:00 P.M., MONDAY, NOVEMBER 23, 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 THE AGENDA AS PRESENTED. ALL AYE

3. Public comment

Chuck Stengel asked that the meeting minutes of November 9, 2015, Item #12 be corrected to state that "he reminded the Board that the town owns two buildings in disrepair and the blight ordinance should have a municipal exemption for the Town of Durham".

4. Historic District Commission resignation

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO ACCEPT WITH GRATITUDE, THE RESIGNATION OF TOM WOODSON FROM THE HISTORIC DISTRICT COMMISSION. ALL AYE

5. Permission for the First Selectman to extend current contract between the Town of Durham and TaxServ Capital Service DM-CT, LLC for two years as requested by the Tax Collector

Tax Collector, Martin French requested the extension of the original two year contract for another two years for the collection of delinquent motor vehicle taxes.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO GRANT PERMISSION TO THE FIRST SELECTMAN TO EXTEND CURRENT CONTRACT BETWEEN THE TOWN OF DURHAM AND TAXSERV CAPITAL SERVICE DM-CT, LLC FOR TWO YEARS. ALL AYE

6. Set date for Blight Ordinance workshop

L. Francis will be inviting Geoff Colegrove to take part in the blight ordinance workshop and will also work in conjunction with planning & zoning, the building official, and fire marshal to look at existing codes that may apply. J. Szewczyk stated that misinformation was given to a resident about a petition regarding blight and questioned why this resident could not attend the workshop. L. Francis stated that the resident was welcome to attend the open meeting. She then stated that the resident was given very clear instructions by the town clerk. She also noted that she spoke with the resident explaining to him that until the petition language is approved by the town's attorney it may or may not be a valid petition and gave her word that the process of bringing the ordinance forward would start. She explained that she did not feel that the current draft language was appropriate and felt both selectmen need to hear from the town planner an explanation of what is on the books, what enforcement capabilities are, and what they are not. She also stated that the town attorney has, and would need to, review draft language. Workshop date of December 7th, 4:00 p.m. at Town Hall was set.

7. Fiscal analysis-October 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	267,903	0
Reserve Appropriations	0	0
Revised Budget	30,615,715	30,347,812
YTD Encumbrances	8,500.55	0
YTD Expense/Revenue	11,941,778	14,888,748
Balance Unspent or Uncollected	18,665,436	15,459,064
Percent Spent or Collected	39%	49%

Revenues

At the close of October, we are one third of the way through our fiscal year. Revenues are at 49%, which is broken down as follows:

- 54.4% Tax revenue
- 13.5% other local revenue
- 23.7% State revenue
- 25.0% ESC Revenue

These percentages indicate that tax collection is on track for this year, and that all other revenue is starting to come in as well. There are a number of local and state revenues that do not come in until the end of the fiscal year; therefore, those percentages will always be behind where we are in the calendar. At this time there is no concern that revenue projections will not be met.

Expenditures

Budgetary expenditures are at an overall 39% spent at this time. The detail by department indicates that the vast majority of departmental budgets are in the 30 - 40% spent range.

At this time there is only one budget that has gone over its appropriation, and that is #3014 Chip Sealing. The budget is over by approximately \$7,800 due to the escalation in price for chip seal product. Since this project is done in the summer immediately following the adoption of the budget, no further expenditures should be needed in this line item.

Balance Sheet

The balance sheet shows that our cash position is in good shape, with over \$5 million in our money market. These funds will be used to meet our obligations into February when the next batch of tax revenue is received.

\$183,000 is still due from the State for two road projects. These projects are still under review by the state; therefore we will not see that payment until the review process is complete.

We did, however, receive payment from the Connecticut Trust for Historic Preservation for the engineering work done on the two houses on Main Street. This payment shows as an amount due back

to the Reserve Fund since that was the intent of the legislative body when the money was taken from the Reserve to fund the entire project. This action will be taken up at the next town meeting.

Overall, the town's finances are in good shape. The town's fund balance increased approximately \$131,000 last year, which begins to bring the percentage of fund balance back up to where it was in 2008.

8. Tax refunds

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK , TO APPROVE A TOTAL OF TEN (10) TAX REFUNDS TOTALING \$1,919.78 AS PRESENTED BY THE TAX COLLECTOR. ALL AYE

9. Set date, time, place and approve Call to a Special Town Meeting

CALL TO A SPECIAL TOWN MEETING
TOWN OF DURHAM

A SPECIAL TOWN MEETING of the Electors and Citizens qualified to vote at Town Meetings of the Town of Durham will be held the Julian B. Thayer Auditorium, Coginchaug Regional High School on Monday, December 14, 2015 at 8:00 p.m. for the following purpose:

1. To transfer \$31,000 from #9530 Old Indian Trail Water Tank Reserve to #6700-353 CIP Old Indian Trail Water Tank as recommended by the Board of Finance at their meeting of November 17, 2015.
2. To adopt a Groundwater Management Zone Ordinance effective January 1, 2016.

Laura L. Francis
First Selectman

John T. Szewczyk
Selectman

Steven A. Levy
Selectman

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO SET DATE OF MONDAY, DECEMBER 14, 2015, 8:00 P.M. AT COGINCHAUG REGIONAL HIGH SCHOOL, AND TO APPROVE CALL TO A SPECIAL TOWN MEETING AS PRESENTED. ALL AYE

10. Approval of Board of Selectmen meeting minutes:

a) Regular meeting November 9, 2015

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO APPROVE NOVEMBER 9, 2015 MEETING MINUTES AS AMENDED. ALL AYE

11. Selectmen's comments

S. Levy spoke in reference to an email conversation he was copied on with Mr. Dinnalfo regarding fire hydrant water supply. He noted that part of the email response stated that the highway department was in influx because of the retirement of the road foreman and offered his involvement in dealing with the issue. L. Francis expressed her appreciation. She explained that she met with Mr. Dinnalfo, along with a member of Perma Treat, the Fire Chief, and a member of public works today. A plan was put in place and the work should be done by the end of next week; they will be cutting in a new access road on one side, and will clear another side and install a dry hydrant. She stated that one of the reasons Mr. Dinnalfo is so concerned is because the ISO rating is so high. In addition, the Chief has a meeting set up with the ISO representatives as information needs to be updated, and to talk about the impact that the public water supply will have and the effect on the ISO. They also discussed budgeting for another water storage tank that will be placed around the Wheeler Hill area. S. Levy stated he was happy with the outcome and reiterated his availability if needed.

S. Levy asked if there was going to be any kind of workshop or meeting on the reorganization of the public works department from a financial and administrative standpoint because he would like to participate. L. Francis stated she would keep him informed.

J. Szewczyk suggested that the Board contact the CRPPC (Compensation Review Personnel Policy Commission) early in the budget season to request a report on pensions and the decoupling of elected officials and union. L. Francis stated that the pension is up for negotiation next year and will be requesting this work from CRPPC after the first of the year. She noted that she has strategized with the town labor attorney and will send a memo to the chairman.

12. Old/New business

- a) The meeting on the re-purposing of Korn School that L. Francis spoke about at the last meeting, will be a meeting of the Utilization Committee that is open the public on December 3rd, at 4:00 p.m., at Central Office. It is anticipated that a special subcommittee will be formed.
- b) L. Francis met with employees of the public works to discuss how the department should be running in the interim; all agreed not to do anything permanent until the spring. John Jenkins will be appointed as acting Road Forman. L. Francis stated that the town has an agreement with Tom Curtis until his graduation from the police academy on December 17th and noted that a seasonal employee has expressed an interest in the full time position. J. Szewczyk asked if T. Curtis's position becomes available would it be posted. L. Francis stated that if the position opens up she is going to offer a conditional position to the seasonal worker who has been with the town the last three years. She did note that two employees are currently out on workman compensation and will not know until February what their status will be going forward.
- c) The town applied for an extension of the Coe Road bridge project and was approved.
- d) The town applied for and was approved for a \$19,350 DUI Grant.
- e) L. Francis met with three different developers for three different potential projects. All three would require some kind of zone regulation changes.
- f) L. Francis attended a Regional Economic Development offered by RIVERCOG, a Drug Abuse Working Group at CCM that is putting forward another legislation agenda where they are trying to address some of the issues that every town in Connecticut is having to deal with. She also attended the Fair Housing Training that is required to apply for the CDBG Small Cities Grant and will be taking part in a STEAP webinar tomorrow on new criteria that will be taking effect in 2016.
- g) The Public Safety Facility Renovation committee are finalizing plans and will be looking to meet with planning & zoning and public outreach. S. Levy attended their last meeting and thought the plan was very reasonable; the plan looks a lot like what was presented in 2008, to fix both houses and add a new bay onto the firehouse.

13. Public Comments

C. Stengel suggested if considering hiring a public works employee he would hope to keep the employee on as a seasonal temp instead of full time to save benefit cost of another employee. L. Francis stated she felt that would be a big challenge and appreciates the comment.

Roger Kleeman noted that he understood the sidewalks on Main Street where inventoried and asked when they are going to get fixed. L. Francis responded that public works is working on a schedule.

R. Kleeman asked if the water system at the farm was rented or leased. L. Francis responded purchased.

R. Kleeman asked the Board to read the minutes of the last senior board meeting and address the title of Amanda Pedersen; different in two places.

Roger Passavant asked about the status of litigation of 41 Main Street. L. Francis will follow up on status.

R. Passavant spoke in reference to the water system that has been installed in the well at Deerfield Farm and asked the Selectmen if they have an opinion as to who should be paying the maintenance of the system. R. Passavant stated he personally thinks the landlord should pay for the maintenance and noted that the Conservation Commission is under the opinion that the lease holder is responsible. R. Kleeman stated that he understood when it was presented, the lessee would maintain the light bulb and filter. L. Francis will get an opinion on cost.

R. Parmelee stated that there are still no sidewalks to existing crosswalks on Main Street, that he has brought this up before and it creates a public safety issue.

14. Adjourn

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Beth Moncata