

BOARD OF SELECTMEN'S MEETING  
7:00 P.M., MONDAY, DECEMBER 7, 2015  
3<sup>RD</sup> 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 STEVE LEVY, TO APPROVE AGENDA AS PRESENTED WITH THE CORRECTION TO ITEM #10 FROM 2015 TO 2016. ALL AYE

3. Public comment

Roger Kleeman commented on agenda item #9. He noted that the financing was 5% over 4 years and felt that alternative cost saving funding should be sought.

Roger Passavant asked about the status of the Deerfield Farm ultraviolet water system.

4. Economic Development appointment

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPOINT KIM RYDER TO FILL A 2014 VACANCY ON THE ECONOMIC DEVELOPMENT COMMISSION, FOR A 2 YEAR TERM THAT WILL EXPIRE DECEMBER 2016. ALL AYE

5. Reaffirm the following:

a) Designation of who shall act in the place of the First Selectman in the event of her absence or disability

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO DESIGNATE JOHN SZEWCZYK TO ACT IN THE PLACE OF THE FIRST SELECTMAN IN THE EVENT OF HER ABSENCE OR DISABILITY. ALL AYE

b) Method for calling special meetings and approval of resolution of meeting rules of procedure

TOWN OF DURHAM  
BOARD OF SELECTMEN  
METHOD FOR CALLING SPECIAL MEETINGS

Special Meetings, when the need arises, may be called up to 24 hours (excluding weekends, holidays, and days on which the municipal clerk is closed) before the time set for the meeting.

Special Meetings are to be called by filing a notice stating the time, place, and business to be transacted and is filed with the municipal clerk.

All members of the Board of Selectmen will be consulted for meeting availability.

All provisions of the Connecticut Freedom of Information Act must be abided by.

TOWN OF DURHAM  
RESOLUTION  
SELECTMEN MEETING PROCEDURES

General Procedures

The Board of Selectmen shall conduct regularly scheduled meetings at 7:00 p.m. on the second and fourth Monday of every month. They may occasionally change these meeting dates and times, and may also schedule additional meetings when the need arises.

Special meetings may be called by the First Selectman or in his/her absence by the First Selectman's designee, by a majority request of the Board, when the need arises.

Emergency meetings may be called by the First Selectman or in his/her absence by the First Selectman's designee, by a majority request of the Board without notice requirements for situations where immediate, underlying action is deemed to be imperative. However, minutes of the emergency meeting must be filed, including the reason for the emergency, within 72 hours (excluding weekends and holidays) with the municipal clerk.

Except for emergencies, all meetings shall be properly posted with the Town Clerk at least 24 hours prior to the meeting.

Meeting agendas will be prepared by the Executive Assistant and the First Selectman.

An informational packet containing materials related to the topics on the agenda will be compiled by the Executive Assistant and be made available for the Selectmen to pick up at least two days prior to the meeting.

Procedures for Conducting Selectmen Meetings

The First Selectman shall call the meeting to order and proceed with the order of business.

The First Selectman shall begin each agenda item by briefly reading the agenda item or indicating its purpose.

The First Selectman shall preserve decorum and order.

Any person wishing to address the Board will be given the opportunity to do so in the public comments areas reserved. During discussion of any agenda item, the First Selectman may acknowledge any person from the public if appropriate.

Each Selectman shall always retain the ability to make a motion or offer a proposal which shall be considered by the Board without the necessity of a second.

All meetings of the Selectmen for the transaction of business shall be open to the public subject to the provisions of Town Charter Section 2.10.

The votes of each member shall be recorded at the session at which they occur, in accordance with the General Statutes, and reported in the minutes of such meeting.

Two members shall constitute a quorum, and no resolution or action shall be adopted by less than two affirmative votes.

Executive Sessions; the Board may close certain portions of its meetings by a vote of 2/3 of the members present and voting. This vote must be conducted at a public session. Meetings to discuss

the following matters may be closed: specific employees (unless the employee concerned requests that the discussions be open to the public); strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisition (if openness might increase price); or any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records. Any business or discussion in a closed session must be limited to the above areas. Persons may be invited to present testimony or opinion in the executive session, but their attendance must be limited to only the time necessary for that testimony or opinion.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPROVE METHOD FOR CALLING SPECIAL MEETINGS AND APPROVAL OF RESOLUTION OF MEETING RULES OF PROCEDURE AS PRESENTED. ALL AYE

6. Town Counsel appointment

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPOINT HALLORAN & SAGE LLP AS TOWN ATTORNEY FOR THE TOWN OF DURHAM. ALL AYE

7. Review of Procurement Policy

L. Francis asked the Selectmen to review the procurement policy and to bring comments back to the next meeting.

8. Request from PALS for permission to serve alcohol at the annual Taste of Durham event on Saturday, February 6, 2015, from 6:30-9:00 p.m. at the Durham Library

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO APPROVE REQUEST TO SERVE ALCOHOL AT THE ANNUAL TASTE OF DURHAM EVENT ON SATURDAY, FEBRUARY 6, 2015, FROM 6:30-9:00 P.M. AT THE DURHAM LIBRARY. ALL AYE

9. Permission for the First Selectman to enter into an Equipment Lease Purchase Agreement with Community First National Bank and the Town of Durham for a New Bauer Compressor

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO TABLE ITEM AND TO REQUEST FINANCE DIRECTOR TO SEEK FINANCING OPTIONS. ALL AYE

10. Approval of 2016 meeting schedule

- a) Regular meetings
- b) Joint Boards and Commission
- c) Budget workshop

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

11. Tax refunds

None

12. Approval of Board of Selectmen meeting minutes:

- a) Regular meeting November 23, 2015

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

13. Selectmen's comments

L. Francis thanked the Selectmen for attending the Blight Workshop prior to this meeting. She stated that Attorney Slater will be employed in the short term to see what improvements to specific properties of concern can be made now. Current town regulations, ordinances, and citation process will be reviewed and the draft blight ordinance will be brought back to the table. J. Szewczyk and S. Levy echoed L. Francis comments.

Jim Finaldi thanked L. Francis for taking the issue of blight seriously and bringing it forward as this has been a long time issue.

14. Old/New business

- a) L. Francis attended the utilization meeting on December 3<sup>rd</sup> on the re-purposing of Korn School. Members of the public, stakeholders and the Superintendent of Schools were present. A committee was formed to look at repurposing of Korn School and the closing of John Lyman School. Francis Willett and Merrill Adams will be chairing the committee. Membership will be at the executive level; First Selectmen and Board of Finance Chairmen from both Durham and Middlefield. Once legal questions are answered others will be asked to join the committee. A final report is expected by August.
- b) L. Francis participated in a webinar hosted by OPM on the STEAP application process. She noted that they are much clearer in what they want in an application. She asked the town engineer for a project description and cost estimate for a sidewalk from Dunkin Donuts to the Town Green over to the Library and to crosswalk on Main Street. The application is due in January.
- c) The speed display system has been received and is up and running.
- d) Eversource is proposing upgrades on the transmission line on Royal Oak up to the Middletown line. They will be replacing old wooden structures with metal poles. If they can run the wires by helicopter it will reduce clear cutting. The upgrades are being done by petition as a modification and all abutters will be notified to send written comments. S. Levy asked if the poles would be taller. L. Francis stated yes. L. Francis asked the Selectmen to give her any comments they may have so she can forward them to Eversource.

15. Public Comments

Roger Kleeman asked if the town could apply to STEAP for maintenance of the sidewalks already in place on Main Street. L. Francis indicated no, STEAP funds are used for capital projects. L. Francis stated she would speak to the towns engineer about replacement instead of maintenance.

Dick Porter asked what the status of the Deerfield well was. L. Francis stated that Bill Milardo was on vacation last week and will report back at the next meeting.

16. Adjourn

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Beth Moncata