

SPECIAL BOARD OF SELECTMEN'S MEETING
7:00 P.M., MONDAY, DECEMBER 14, 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. 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

L. Francis stated that the UV system at Deerfield Farm is up and running. Approximate maintenance expense would be for bulb replacement at \$30.00 and filter at \$10.00.

Roger Passavant asked for an update on the water storage tank at Deerfield Farm. L. Francis stated there was no new update. She will continue dialogue with the DVFD and public works.

R. Passavant noted that he spoke with Dick McManus about the removal of the cement sidewalk in front of 46 Main Street with stone for the interim until a permanent solution could be made. L. Francis stated she would have public works meet him on site tomorrow at 12:30 to come up with solution.

Roger Kleeman stated that he felt the town should not be financing monies for the New Bauer Compressor and should be paying for it out of town funds. He also noted for the record that he felt the sidewalks on Main Street were a tripping hazard and a town liability. L. Francis stated she would have public works check the status of the sidewalk in the 339 Main Street area.

4. End of Year Appointments

• Clean Energy and Sustainability Task Force

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO RE-APPOINT TOM KANNAM AND RON CAPOZZI TO A THREE YEAR TERM TO EXPIRE DECEMBER 2018. ALL AYE

• Conservation Commission

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO RE-APPOINT RICK HUNTLEY TO A THREE YEAR TERM TO EXPIRE DECEMBER 2018. ALL AYE

• Economic Development Commission

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO RE-APPOINT ALANA ADAMS TO A TWO YEAR TERM TO EXPIRE DECEMBER 2017. ALL AYE

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO APPOINT CHRISTINE GERACI TO A TWO YEAR TERM TO EXPIRE DECEMBER 2017. ALL AYE

• Ethics Commission

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO APPOINT CLAUDIA WHITE AS AN ALTERNATE MEMBER, FOR A THREE YEAR TERM TO EXPIRE DECEMBER 2018. ALL AYE

- Historic District Commission
MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO RE-APPOINT CHIP WILLIAMS AS AN OUT OF DISTRICT, ALTERNATE MEMBER, FOR A FIVE YEAR TERM TO EXPIRE DECEMBER 2020. ALL AYE
- Inland Wetlands & Watercourses Agency
MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO RE-APPOINT FRANK DEFELICE AND PETER CASCINI TO A THREE YEAR TERM TO EXPIRE DECEMBER 2018. ALL AYE
- Recreation Committee
MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO RE-APPOINT SHARON CRISCUOLO AND MARY ANN KRENZ TO A TWO YEAR TERM TO EXPIRE DECEMBER 2017. ALL AYE
- Senior Citizen Board
MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO RE-APPOINT BEVERLY PEDERSEN TO A THREE YEAR TERM TO EXPIRE DECEMBER 2018. ALL AYE
- Tree Warden
MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO RE-APPOINT TIM LARKIN TO A TWO YEAR TERM TO EXPIRE DECEMBER 2017. ALL AYE
- Water Commission
MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO RE-APPOINT RAYMOND BAHR, TO A THREE YEAR TERM TO EXPIRE DECEMBER 2018. ALL AYE

5. Approval of Resolution of Endorsement and Authorization Re: Regional Performance Incentive Program

River COG is applying for a Regional Performance Incentive Program grant for updates to the regional and town parcel layers and the creation of a regional wetland layer. The parcel aspect of the project would be for four years of parcel updates for the regional and town layers. These updates would allow the region to maintain a current parcel layer for planning purposes such as land use, economic and open space studies. It would also allow the region to get ahead of the town funding cycle to then study the possibility of doing regional and town updates together and to potentially harness the economies of scale involved. The wetland layer would give the regional more reliable wetland mapping than what is currently available from DEEP. This layer would also assist towns in more effectively identifying wetlands on potential development sites.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPROVE RESOLUTION OF ENDORSEMENT AND AUTHORIZATION REGARDING THE REGIONAL PERFORMANCE INCENTIVE PROGRAM AS PRESENTED. ALL AYE

6. Permission for the First Selectman to enter into an Equipment Lease Purchase Agreement with Kansas State Bank; Baystone Government Finance and the Town of Durham for a New Bauer Compressor

Maryjane Malavasi obtained financing through government banking at Citizens Bank, with Kansas State Bank at a rate of 3.520% for 5 years. She noted that there is no pre-payment penalty and the town can opt to make principle payments. She also noted that the Board of Finance did consider taking out of reserve and decided to finance.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO AN EQUIPMENT LEASE PURCHASE AGREEMENT WITH KANSAS STATE BANK; BAYSTONE GOVERNMENT FINANCE AND THE TOWN OF DURHAM FOR A NEW BAUER COMPRESSOR. ALL AYE

7. 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 3rd Floor Meeting Room, Town Hall, on Monday, January 11, 2016 at 8:00 p.m. for the following purpose:

1. To pass a Resolution to approve Town Clerk's application to the State Elections Enforcement Commission's Municipal Filing Pilot Program
2. To pass a Resolution of Endorsement and Authorization for Inter-Town Capital Equipment (ICE) Purchase Incentive Program

Laura L. Francis
First Selectman

John T. Szewczyk
Selectman

Steven A. Levy
Selectman

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, AT SET DATE OF JANUARY 11, 2016, 8:00 P.M., 3RD FLOOR MEETING ROOM, TOWN HALL, AND TO APPROVE CALL AS PRESENTED. ALL AYE

8. Review of Procurement Policy

L. Francis noted the following and will ask the Finance Director to review and comment:

- A review of the definition of a "local business".
- A review of bartering and fair market value.

L. Francis noted the following recommendations from the finance department:

- Under professional services; the addition of "Professional services for Information Technology shall, where feasible, be acquired on the basis of competitive proposals. The Board of Selectmen may authorize the IT Coordinator to utilize the current vendor for the installation and service of additional services as required."
- Under Cooperative Purchases; The requirement for competitive sealed bidding shall be considered met if the goods or services have already been competitively bid based on a cooperative purchase by one of the following agencies: as follows:

~~1. Capitol Region Purchasing Council (CRPC) Cooperative Purchasing~~

~~The CRPC Regional Purchasing Agencies handle cooperative bids for standard items that are used by many towns within the capitol a certain region. Department Heads shall have the authority to join with Regional Purchasing Agencies as well as other units of government in cooperative purchasing plans and participation with other utilities on an~~

equitable basis in bulk purchasing when ~~The Town of Durham participates in these bids~~
~~when~~ it is in the best interest of the Town to do so.

2. State Contracts

~~Towns~~ Department Heads shall have the authority to ~~are allowed to~~ order items from vendors per the State of Connecticut, Department of Administrative Services, contract pricing. The use of these contracts saves time and money, and allows Towns to take advantage of discounts given to the State. The Town of Durham shall participate in these contracts when it is in the best interest of the Town to do so.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO ACCEPT RECOMMENDED CHANGES AS PRESENTED ABOVE. ALL AYE

9. Fiscal Analysis – November 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	13,926	0
YTD Expense/Revenue	14,154,794	15,093,404
Balance Unspent or Uncollected	16,446,995	15,254,408
Percent Spent or Collected	46%	50%

Revenues

We are not quite through the first half of the year, yet we have already collected 50% of our revenues. This is comparable to where we have stood at this time for the last few years. Therefore, our revenues are tracking favorably at this time.

Building department revenue is up this year; 65% of the budget is already collected. This is one of the line items that took the largest hit a few years ago, so it is good to see it coming back.

The State of Connecticut recently approved a Deficit Mitigation Plan that imposed cuts in addition to the ones made in September to direct municipal aid. In September, the effect of the reduction in FY 16 Statutory Formula Aid due to the implementation of MORE Lapse Savings equates to an \$18,672 reduction in aid to Durham. The recent Deficit Mitigation Plan imposed additional cuts mainly to education grants that may or may not affect our school district. Copies of CCM Legislative Alerts addressing the State’s plan are attached. The overall effect to the Town of Durham’s budget will be closely monitored since there is a potential of an \$18,000 revenue shortfall.

Expenditures

There are no additional issues in our expenditure budget at this time. All budget items are tracking where they are expected to be at this point in the fiscal year.

Balance Sheet

The balance sheet still shows over \$177,000 due in from the State for grant projects. The state is behind in its review of final documentation, therefore we are still waiting for final approval of two road projects.

We show a strong cash flow at this time since our money market savings has enough to cover our expected liabilities into January of 2016. New tax revenue after the first of the New Year will provide the necessary cash flow for the second half of the fiscal year.

10. Approval of 2016 meeting schedule

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

12/19/2016 BOARD OF SELECTMEN - 2016 MEETING SCHEDULE						
2ND & 4TH MONDAYS OF THE MONTH, REGULAR MEETINGS						
7:00 P.M. TOWN HALL, 3RD FLOOR MEETING ROOM, UNLESS POSTED OTHERWISE						
Date	Time	Budget Meeting	Regular Meeting	Joint Boards/Commission	Annual Meetings	Meeting Location
1/11/2016	7:00		√			
1/25/2016	5:00	√				
1/25/2016	7:00		√			
2/1/2016	5:00	√				
2/8/2016	5:00	√				
2/8/2016	7:00		√			
2/17/2016 (Wednesday)	4:00	√				
2/29/2016	7:00		√			
3/14/2016	7:00		√			
3/28/2016	7:00		√			
3/30/2016	7:00			√		
4/4/2016	7:00		√			CRHS
4/4/2016	8:00				√ ABH	CRHS
4/25/2016	7:00		√			
5/9/2016	7:00		√			CRHS
5/9/2016	8:00				√ ABM	CRHS
5/23/2016	7:00		√			
6/13/2016	7:00		√			
6/27/2016	7:00		√			
7/11/2016	7:00		√			

7/25/2016	7:00		√			
8/8/2016	7:00		√			
8/22/2016	7:00		√			
9/12/2016	7:00		√			
9/19/2016	7:00		√			
10/3/2016	7:00		√			CRHS
10/3/2016	8:00				√ ATM	CRHS
10/24/2016	7:00		√			
11/14/2016	7:00		√			
11/28/2016	7:00		√			
11/30/2016	7:00			√		
12/12/2016	7:00		√			
12/19/2016	7:00		√			

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPROVE MEETING DATES AS PRESENTED.
ALL AYE

11. Tax refunds

None

12. Approval of Board of Selectmen meeting minutes:

a) Regular meeting December 7, 2015

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK, TO APPROVE DECEMBER 7, 2015 MEETING MINUTES AS PRESENTED. ALL AYE

13. Selectmen's comments

None

14. Old/New business

- 1.) Korn School update; L. Francis met with Ed Bailey and they asked for the following documents before meeting: district plan, appraisal, title search, confirmation of disposition of Center School, mapping, and current condition. A letter will be sent this week to the Board of Education.
- 2.) L. Francis attended the Cost Municipal Official workshop this week and spoke with OPM Under Secretary who encouraged her to apply for more than one STEAP project. She will be working with the towns engineer on projects for application.
- 3.) There will be a low flying helicopter the weekend of December 19th for maintenance of transmission structures that cross Skeet Club Road and into the beginning of the golf course. Nearby property owners will be notified via a door hanger.
- 4.) ACO report for November 2015: 3 cat calls, 8 lost/found animal reports, 1 nuisance complaint, 1 roaming dog complaint, 2 wildlife calls.

15. Public comments

None

16. Adjourn

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Beth Moncata