

Board of Selectmen's Meeting
7:00 p.m., Monday, April 25, 2016
3rd Floor Meeting Room, Town Hall

Meeting Minutes-REVISED

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 AMEND AGENDA TO ADD TAX REFUNDS. ALL AYE

3. Public comments

Roger Kleeman thanked L. Francis for fixing the sidewalk in front of 339 Main Street.
R. Kleeman asked if alarm monitoring services went out to bid. L. Francis noted that this was an extension of the current contract and did not need to go out to bid. She also noted that the system was upgraded by Impact two years ago and they were the preferred company.

4. End of year appointments

No business

5. Approval for the First Selectman to enter into three year contract for alarm monitoring and service agreement with Impact Security Group for Town Hall and Public Works Facility

J. Szewczyk asked if Impact was stable due to one of the owner's moving out of town. L. Francis replied yes, the company was doing well and there would be no change in business.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO APPROVE THREE YEAR CONTRACT WITH IMPACT SECURITY GROUP FOR ALARM MONITORING AND SERVICE AGREEMENT FOR TOWN HALL AND PUBLIC WORKS FACILITY. ALL AYE

6. Request for permission from Michele Lautenschlager, American Diabetes Association for use of town roads for Tour de Cure on Sunday, June 12, 2016

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO GRANT PERMISSION TO THE AMERICAN DIABETES ASSOCIATION FOR USE OF TOWN ROADS FOR TOUR DE CURE ON SUNDAY, JUNE 12, 2016 PENDING RECIEPT OF INSURANCE AND INDEMNIFICATION. ALL AYE

7. Bid awards:

a. Auditing Services

Five proposals were received for the June 30, 2016 audit. In total, each bidder provided pricing for three years and all but one bidder provided pricing for the two year options as well. After the audit committee (Martin Anderson, Martin French, and Maryjane

Malavasi) reviewed the proposals, interviewed each of the firms, and contacted references, they recommended the firms of Seward & Monde and Mahoney Sabol & Company to the Board of Finance. The Board of Finance unanimously recommended awarding the bid to Seward & Monde.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO AWARD JUNE 30, 2016 AUDITING SERVICES BID TO SEWARD MONDE AS RECOMMENDED BY THE BOARD OF FINANCE AT THEIR APRIL 19, 2016 MEETING. ALL AYE

b. Sweeping Services

The town received five (5) proposals for road sweeping services for fy16-17. The bids were reviewed by John Jenkins, Acting Road Foreman and recommended the Selectmen award the bid to low bidder Hi-Tech Sweeping at a cost of \$89.00 per hour.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO AWARD FY16-17 ROAD SWEEPING BID TO HI TECH SWEEPING AT A COST OF \$89.00 PER HOUR. ALL AYE

8. Fiscal analysis March 2016

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	367,447	367,447
Revised Budget	30,983,162	30,715,529
YTD Encumbrances	88,519	0
YTD Expense/Revenue	23,688,310	27,075,434
Balance Unspent or Uncollected	7,206,333	3,639,825
Percent Spent or Collected	76.7%	88.1%

Revenues

Overall, revenues are 88.1% received at the end of the third quarter. Tax collection is at 95.1%, local revenues are at 80.8%, state revenues at 63.7%, and ECS at 50%.

Under local revenues, a large portion of what is still due is money that is in process of being transferred in from the Reserve Fund. This totals over \$172,000 of the \$195,000 left to bring in. Motor Vehicle Supplemental Taxes and Interest on Tax Levy budgets have already brought in

over \$80,000 more revenue than budgeted. These items collectively mean that Local Revenues will come in over budget at the end of the year.

There are a few state revenues that are still due in: Telecommunications Grant, State Revenue Sharing, and the second half of Education Cost Sharing (ECS). The ECS funding has already been reduced, but I am not aware of any further cuts as of the date of this memo.

Expenditures

The expenditure budget is 76.7% spend at 75% through the year. Many of the budgets are trending +/- 5% of the 75% benchmark.

The Facilities Maintenance budget is over expended by approximately \$2,000. A new item this year that was not budgeted is the annual overhead door servicing at the Fire House. This cost of \$1,500 accounts for a portion of the overage. Unfortunately, there are three months left in the fiscal year, therefore this budget will continue to grow. If the overall budget cannot absorb this overage at year end, funds can be requested from the Reserve Fund to cover the overage in facilities maintenance.

The Snow and Ice Removal budget ended the year with \$21,288 unspent; which can be used to cover overages in other line items.

The Tax Refund budget is over by \$900 year to date. This line item varies year to year based on car purchases and property transactions made during the year.

The budget is carrying a number of projects that are due to be competed in this last quarter of the year; such as building maintenance and road projects.

Balance Sheet

Of note on the balance sheet is a new account titled Due to Tax Sale. These are excess funds received through tax sale that are required to held in a separate line item for a period of time before they can be released.

9. Tax refunds

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO APPROVE A TOTAL OF FIVE (5) TAX REFUNDS, TOTALLING \$ 1,631.05 AS PRESENTED BY THE TAX COLLECTOR. ALL AYE

10. Set date, time, place and approve Call to Annual Budget Meeting

S. Levy asked what the procedure was for tax fixing. L. Francis stated that the Tax Assessor reviews requests and provides estimated tax assessment based on a completed project; either new construction or improvements, through a resolution approved at town meeting for a period of two years.

TOWN OF DURHAM CALL TO THE ANNUAL BUDGET MEETING

The eligible voters of the Town of Durham are hereby warned that the ANNUAL BUDGET MEETING will be held in the Julian B. Thayer Auditorium, Coginchaug Regional High School, at 8:00 p.m. on Monday, May 9, 2016, to consider the following items:

1. To elect two members to a three-year term on the Regional School District #13 Board of Education, said term to expire June 30, 2019.
2. To elect two members to a two-year term on the Durham-Middlefield Interlocal Agreement Advisory Board, said terms to expire June 30, 2018.
3. To authorize the Board of Selectmen to accept any and all Town Aid highway funds (Transportation Infrastructure) that may be due and available to the Town of Durham for the Fiscal Year ending June 30, 2016.
4. To adopt a total town budget for Fiscal Year 2016-2017 in the amount of \$6,933,635 less State and Local revenues of \$1,394,391, for a net town budget of \$5,539,244 as recommended by the Board of Finance at their meeting of April 19, 2016.
5. To adopt a five-year Local Capital Improvement Plan.
6. To approve a resolution granting tax fixing to Gerry Group LLC, 422 Main Street.

Laura L. Francis
First Selectman

John T. Szewczyk
Selectman

Steven A. Levy
Selectman

Dated in Durham, Connecticut, this 25th day of April 2016

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO SET THE DATE OF MONDAY, *MAY 9, 2016, 8:00 P.M., COGINCHAUG REGIONAL HIGH SCHOOL, AND TO APPROVE CALL TO ANNUAL BUDGET MEETING AS PRESENTED. ALL AYE

11. Approval of meeting minutes of April 4, 2016

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO APPROVE APRIL 4, 2016 MEETING MINUTES AS PRESENTED. ALL AYE

12. Selectmen's comments

L. Francis stated that she reviewed John Szewczyk's letter in opposition of SB 464 noting that this Act was specifically about Hartford. She expressed her concern over his testimony where he stated that Durham's worse budget shortfall was 1.6% noting that Durham has never been in a shortfall. J. Szewczyk replied that he was concerned about the ramifications of trickle down to other municipalities and the numbers that were being used were before the mill rate.

L. Francis noted her surprise of J. Szewczyk's statement at the Annual Budget Hearing in support of the Resident State Trooper Program and that she would be happy to work with him on this. J. Szewczyk stated that he always advocated for a local police department but things have changed in the last couple of years; numerous mandates that have financial impact to the town. It now makes sense to support the RST program. L. Francis stated that she would have appreciated having this discussion during the fy16-17 budget preparation before recommending cutting the special duty funding and noted that hopefully there will be a time when the budget can accommodate another Trooper.

J. Szewczyk spoke in support of a \$750 dollar stipend that he felt was due to Fire Marshal George Planeta. He stated that the fy15-16 budget had a \$1,000 stipend budgeted specifically for Mr. Planeta and was split by the addition of three (3) new burning officials. L. Francis stated that Mr. Planeta allowed his certification to lapse fy15-16; during this time the Fire Marshal department got certified as burning officials. She noted that Mr. Planeta did get re-certified after a lapse in time and she had several meetings with Mr. Planeta in person to discuss the changes in the process made by the State of CT and changes in the town department. When the \$1,000 stipend was distributed, it was paid out to all four burning officials.

MOTION BY JOHN SZEWCZYK, SECONDED BY STEVE LEVY TO URGE THE BOARD OF FINANCE TO PAY \$750 TO GEORGE PLANETA FOR BURNING OFFICIAL DUTIES FY15-16. SZEWCZYK; AYE. FRANCIS, LEVY; NAY. MOTION FAILED.

13. Old/New business

- 1.) Anchor Engineering was awarded the RFP for Operational Review of Transfer Station in the amount of \$27,500 by RiverCOG. Middlefield, Old Saybrook and Haddam will be participating in the project. The cost share for Durham will be \$6,250. If Department of Energy and Environmental Protection grant of \$7,500 is received it will be less.
- 2.) Small Cities grant was submitted on time; the town will find out if approved sometime late this summer.
- 3.) L. Francis will be presenting at the Emergency Management Symposium this Thursday on Mass Casualty.
- 4.) Legal opinions received from Halloran & Sage LLP in reference to 1.) Town employees and officials voting at town meetings and 2.) Planning & Zoning Members voting were reviewed. S. Levy spoke in reference to the Plan of Conservation and Development (PoCD) and asked for clarification of "a legislative decision" meaning town meeting. L. Francis responded that the "legislative body" is the Board of Selectmen in this case. S. Levy stated he felt that broad characterization was not appropriate. L. Francis asked the Selectmen to review the legal opinions again and to let her know if they had any other questions.

14. Public comments

Roger Passavant stated that it bothers him that elected officials and members of the Planning & Zoning Commission are recusing themselves. He noted that officials are voted in by residents, are a good representation of the community and residents should put trust in the towns elected officials.

Carleton Stoup asked if there was any update from Verizon. L. Francis responded that she has received none lately, the last she was advised they were looking at a Maiden Lane site that was declined so they were looking to discuss with the Durham Fair.

15. Adjourn

Meeting adjourned at 8:06 p.m.

Respectfully submitted, Beth Moncata

*REVISION