

Received: July 1, 2016  
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Office of the Town Clerk

Special Board of Selectmen's Meeting  
7:00 p.m., Monday, June 27, 2016  
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 comments

None

4. Request from Emory Manguilli for permission to serve alcohol at a private event on Friday, July 22, 2016 at the Durham Volunteer Fire House

E. Manguilli stated she was a member of the Volunteer Fire Department and was approved by the Board of Trustees to use the facility. She also spoke with the towns finance department about the requirement of an insurance certificate. J. Szewczyk asked if the Board had approved a request for a private event before and if there should be further discussion if the Board of Trustees were going to open the hall up to the public. L. Francis responded yes, the Trustees have approved events such as funerals and parties for members and was not aware of any policy changes made by the Trustees.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO GRANT PERMISSION TO EMORY MANGUILLI TO SERVE ALCOHOL AT PRIVATE EVENT ON FRIDAY, JULY 22, 2016 AT THE DURHAM VOLUNTEER FIRE HOUSE PENDING RECEIPT OF INSURANCE CERTIFICATE. ALL AYE

5. Approval for the First Selectman to enter into an agreement with the Estuary Transit District (9 Town Transit) for continued Dial-A-Ride service fy16-17

L. Francis stated this item was budgeted for and is billed based on ridership.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO AN AGREEMENT WITH THE ESTUARY TRANSIT DISTRICT FOR CONTINUED DIAL-A-RIDE SERVICE FY16-17. ALL AYE

6. Approval for the First Selectman to enter into an agreement with Operation Fuel, Inc. for fy16-17

L. Francis stated this was a yearly agreement related to administering Operation Fuel's energy assistance program.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO AN AGREEMENT WITH OPERATION FUEL, INC. FOR FY16-17. ALL AYE

7. Approval for the First Selectman to enter into agreements with AOS (Advanced Office Systems) for IT Services for fy16-17

L. Francis noted there were five (5) separate annual agreements; Managed Workstation, Block Time, Symantec Antivirus Cloud, Sonicwall Global Management System, and Network Server. S. Levy asked if these services have reached a threshold in reference to the towns procurement policy. L. Francis responded that services such as these are exempt from the policy stressing the importance of vendor consistency and reliability and but noted that going out to bid could be considered in the next budget cycle.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY, TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO FIVE (5) SEPARATE AGREEMENTS WITH ADVANCED OFFICE SYSTEMS AS PRESENTED FOR FY16-17 INFORMATION TECHNOLOGY SERVICES. ALL AYE

8. Permission for the First Selectman to enter into a Small Business Energy Advantage Loan Agreement with CT Light & Power doing business as Eversource Energy to participate in the SBEA program; Fire House Project

L. Francis stated that JK Energy Solutions has been working closely with the Firehouse Trustees and thanked Jim Ledford, Carleton Stoup, and Chuck Stengel for all work done to get this project completed for approval. The project is for proposed lighting retrofit work for the interior as well as exterior of the building. The total cost of the project is \$22,784.52 less a utility conservation incentive of \$7,816.45 for a net total of \$14,968.07 that will be financed over 48 months at zero percent interest with a cash negative of \$28.45 monthly. S. Levy asked if the public works project has shown any advantage to date. L. Francis said she was advised to look at the project in one year.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO GRANT PERMISSION TO THE FIRST SELECTMAN TO ENTER INTO A SMALL BUSINESS ENERGY ADVANTAGE LOAN AGREEMENT WITH CT LIGHT AND POWER DOING BUSINESS AS EVERSOURCE ENERGY TO PARTICIPATE IN THE SBEA PROGRAM FOR THE VOLUNTEER FIRE HOUSE PROJECT. ALL AYE

9. Request from Norman LeBlanc, Trantolo & Trantolo for permission to use town roads on July 10, 2016 for MDA motorcycle ride

L. Francis stated there were no concerns from the towns Chiefs of service and noted the ride with approximately 200 bikes will be escorted by the Connecticut State Police.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO APPROVE THE REQUEST FROM NORMAN LEBLANC, TRANTOLO & TRANTOLO FOR PERMISSION TO USE TOWN ROADS ON JULY 10, 2016 FOR MDA MOTORCYCLE RIDE PENDING RECEIPT OF INSURANCE AND INDEMNIFICATION REQUIREMENTS. ALL AYE

10. Request from Finance Director to use Acct #42219-56105, Public Safety Vehicle Repair budget for repairs to Engine 2

Finance Director Maryjane Malavasi explained in a memo that Engine 2 recently underwent its DOT and brake inspections. A number of repairs were made along with the routine maintenance. The Fire Department does not have enough funds in its vehicle repair and maintenance budget to cover the entire cost of the repairs so she requested use of the public safety vehicle repair budget to cover the balance. The total cost of services is \$10,595.80, less the DVFD vehicle maintenance line of \$5,355, leaving a balance of \$5,240.80. She noted this is the first request for use of these funds for fy15-16.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO APPROVE PAYMENT TO GOWANS KNIGHT CO., INC. IN THE AMOUNT OF \$5,240.80 FROM #429918-56105 PUBLIC SAFETY VEHICLE MAINTENANCE AND PARTS FOR UNANTICIPATED MAINTENANCE TO ENGINE 2. ALL AYE

11. Bid Award; Treated Road Salt fy16-17

Tabled

12. LTA: Miller's Pond Parking

After receiving a complaint from a Durham resident on Foot Hill Road, Sergeant Charles Burns of the CT State Police, conducted a check of the area on June 23, 2016. He noted that Durham does not have "no parking" signs on Foot Hill Road while Haddam has many posted on both Foot Hills and Wiese Albert Road. He requested that Durham install permanent no parking signs on Foot Hills Road from the town line to the intersection with Haddam Quarter Road. He felt that four (4) on each side of the street (eight (8) in total) would cover the area. He submitted signage currently being used by Haddam noting he felt the same wording would work for the parking problem, enforcement and consistency issues. S. Levy asked if there would be a cost associated with the towns resident trooper to enforce the signage after normal work hours. Yes, if we asked for it. L. Francis reached out to the First Selectwoman of Haddam and asked if there was any interest in sharing enforcement. She said she would consider it if the problem escalated. J. Szewczyk asked how the Board felt about the potential of local parking tickets. S. Levy stated he would be in favor of a local ticket. L. Francis stated she would have to look into it.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO APPROVE THE PURCHASE AND PERMANENT PLACEMENT OF EIGHT (8) NO PARKING IN ROAD OR GRASS SIGNS ON BOTH FOOT HILLS ROAD FROM THE DURHAM TOWN LINE TO THE INTERSECTION WITH HADDAM QUARTER ROAD. ALL AYE

13. Tax refunds

None

14. Approval of meeting minutes of June 13, 2016

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO APPROVE THE JUNE 13, 2016 MEETING MINUTES AS PRESENTED. ALL AYE

15. Selectmen's comments

J. Szewczyk advised S. Levy that a meeting was held with representatives of the towns pension plan today to discuss modifying the current pension plan to exclude newly hired non-union employees and elected officials, and discuss offering a defined contribution plan. He noted that current members of the pension plan would be grandfathered. He stated that the town is paying over \$200,000 a year on this budget and suggested adding this to an agenda as a policy discussion. S. Levy stated that he did want to participate in future meetings but would need to see the schedule ahead of time.

16. Old/New business

- a. Work is almost completed on draft language in reference to the Middlesex Paramedic contract by regional partners and the hospital. L. Francis stated there would be no interruption of service or bundle billing and hopes to have the completed draft by the July 11<sup>th</sup> meeting of the Board of Selectmen. S. Levy stated it was important to do strong public outreach on the program. J. Szewczyk asked if the language he suggested has been incorporated into the draft. L. Francis indicated it was.
- b. At the last meeting of the Selectmen there was a request to have all boards/commissions meeting minutes provided to the Selectmen. L. Francis spoke with Town Clerk, Kim Garvis who will start the process by forwarding minutes to the Selectmen's towns emails as the minutes are received by her department.
- c. S. Levy asked for an update on the maintainer I position in the public works department. L. Francis stated that approximately twenty-five applications have been received, ten of which are being scheduled for interviews. An interview panel has been formed consisting of Finance Director Maryjane Malavasi, Water Adametz Road Foreman from Killingworth, Mike Gantick Director of Public Works for South Windsor, and Martin Anderson member of the towns Board of Finance.
- d. Library Director, Trish Tomlinson has resigned. The Library Board of Trustees has unanimously voted to appoint Cyndi Shirshac as the new Library Director. L. Francis noted that C. Shirshac has been the assistant director for a number of years and noted that she would like to work towards standardizing hiring practices for all town employees. J. Szewczyk asked if the position was publicized. L. Francis stated it was not required because there was an internal candidate.
- e. Over the past weekend two neighborhoods reported thefts out of motor vehicles and there may have also been a theft of one vehicle. Most of the cars were unlocked. L. Francis will be meeting with Trooper Morello for a full report and will be putting out an advisory notification in conjunction with the Connecticut State Police.

17. Public comments

Norm Jason asked if the suggestion made at the last meeting to post Selectmen's agendas by Wednesdays was discussed. L. Francis stated she did not have the discussion with the Selectmen but did have an internal conversation. She noted posting on a Friday before the Monday meeting was a long standing practice and allows for the opportunity to get items on the agenda that would then have to wait an additional two weeks. She also stated the Freedom of Information requirement is within 24 hours and most Boards and Commissions follow the same practice.

18. Adjourn

Meeting adjourned at 7:35 p.m.

Respectfully submitted, Beth Moncata