

Special Board of Selectmen's Meeting
7:00 P.M., Monday, October 31, 2016
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. John Szewczyk and Steve Levy 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

Rick Parmelee referred to a newspaper article that stated AMR extended their agreement with the town of Newington at no cost. L. Francis stated that towns that have a contract with AMR or Hunters are probably not at no cost, if they are they may be legacy contracts. R. Parmelee acknowledged that there may be more that what was stated in the article. L. Francis stated she would contact the Town Manager of Newington to discuss.

Armand LaPointe commented that he previously was the Market Director for Hunters Ambulance and it is correct that AMR is not charging the town; they are extending their territory and charging patients approximately \$800 per trip.

Roger Kleeman asked if the town would be keeping the old ambulance. L. Francis stated the ambulance corp recommended to the town to keep it as a spare. R. Kleeman asked why the corp did not put the box on a new chassis. L. Francis recommended he attend the town meeting where representatives of the ambulance corp will be available to answer these types of questions.

4. Animal Control Officer appointment

L. Francis stated that April Leiler is the current ACO for the Town of Cheshire and her certifications are in place. She has flex time with Cheshire and will be seeking a similar arrangement with Assistant John Miller as the prior ACO did for coverage.

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO APPOINT APRIL LEILER AS ANIMAL CONTROL OFFICER TO A 12/31/2017 TERM. ALL AYE

5. Board of Education resignation

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO ACCEPT WITH GRATITUDE THE RESIGNATION OF FRANCIS WILLETT FROM THE BOARD OF EDUCATION. ALL AYE

6. Bid award for sale of 2003 Ford F450

The towns 2003 Ford F450 Diesel Dump Truck was placed on Municibid in accordance with the towns Surplus Disposal Policy. A reserve amount of \$3,500 was placed on the vehicle and the highest bid was \$7,100. The recommendation of the Finance Director was to award the bid to John Romano in the amount of \$7,100. John Jenkins, Road Foreman will handle the transfer of the property and receive the certified check from the buyer.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO AWARD THE BID AWARD FOR SALE OF 2003 FORD F450 TO JOHN ROMANO IN THE AMOUNT OF \$7,100. ALL AYE

7. Bid award for purchase of ambulance

The town went out to bid for a new ambulance. Two bids were received. 1) Taylor Made Ambulance \$190,842 and 2) Bulldog Fire Apparatus \$196,413. After reviewing the proposals, Chief Wimler recommended the Board of Selectmen award the bid to Bulldog Fire Apparatus in the amount of \$190,842. He noted that Taylor Made Ambulance was not able to get the chassis that was specified in the bid document and would have to go either 20" shorter or longer which would make it more expensive to build than the ambulance specified by Bulldog Fire Apparatus. There is currently \$152,065 in the Ambulance Reserve Fund and the Board of Finance approved the transfer (via town meeting) of \$44,348 from Undesignated Fund Balance for the purchase from Bulldog Fire Apparatus pending Board of Selectmen bid approval. J. Szewczyk questioned if enough bids were received. L. Francis stated that it was solicited as all other bids are done. S. Levy asked if there is an out clause in the bid document if the ambulance does not fit in the garage. L. Francis stated she would review and make sure that there was.

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO AWARD THE AMBULANCE BID TO BULLDOG FIRE APPARATUS IN THE AMOUNT OF \$196,413. ALL AYE

8. Tax refunds
No business

9. Fiscal analysis 1st quarter ending September 2016
The 2017 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	29,665,953	29,665,953
General Appropriations		0
Grant Appropriations		
Prior Year Carryovers	0	
Reserve Appropriations	263,130	263,130
Revised Budget	29,935,454	29,929,083
YTD Encumbrances	261,203	0
YTD Expense/Revenue	8,756,352	14,086,999
Balance Unspent or Uncollected	20,917,899	15,842,084
Percent Spent or Collected	30.1%	47.1%

Revenues

The mill rate that was set by the Board of Finance was based on the knowledge of expected additional state revenues that were not known at the time of the Town Meeting. The difference of \$193,083 is not reflected in the budgetary figures. The amount is shown as a tax revenue in the approved budget, but will be a State revenue, which decreases the amount of taxes due. Therefore, further analysis is needed to accurately report tax collection percentages.

Total Tax Budget based on approved town budget	\$24,493,545
Adjustment for additional expected State Revenue	-193,082
Adjusted Tax Budget	\$24,300,463
I Qtr Tax Receipts	\$13,372,333
Percent collected in July 2016	55.03% (54.6% shown in MUNIS)

In addition to current year tax revenue, a significant amount of back taxes was paid, bringing with it over \$90,000 in interest revenue. As large past due accounts are paid, the amount of taxes and interest receivable will begin to diminish. The Board of Finance will need to work with the Tax Collector during the 2018 budget preparation to accurately budget for these items next year.

Other local revenues, including transfers in from the Reserve Fund, are over 46% collected. Without the Reserve Fund transfer, budgeted revenues are over 26% collected, which is just where they need to be at the end of the first quarter of the fiscal year.

State revenues are starting to come in, for a total of 38.3% of the total state revenue budget. Overall, 47.1% of all revenues were received during the first quarter of the fiscal year.

Expenditures

During the first quarter of the fiscal year, expenses for building maintenance are 66% lower than the same time period last year. The HVAC project at the Library is directly related to this reduction in building maintenance expenses. At this time last year, that system had already failed three times.

The MUNIS report does not reflect budget adjustments for the transfers approved by Town Meeting on October 3rd. However, some expenses are already paid as of the end of September. Therefore, two capital items are over budget on summary report. The transfers to cover these overages have been made as of October 4th

The only department over budget at this time is the new Public Health Department budget. This budget was extrapolated from the Building Department budget during to the Uniform Chart of Accounts conversion. The line item was split in half and will need to be budgeted for separately moving forward. The total expenditure budget is 30% spent at the end of this first quarter.

Balance Sheet

The Town is still waiting for payment from the State for the Pent Road Grant. It represents most of the amount in the Due from Grants line item. Thanks to our strong collection rate in July, the Money Market account continues to show a strong balance which will allow the Town to cover its obligations moving forward.

The MUNIS report shows a negative balance in the town's checking account. That is because the Board of Education check, and other monthly checks, were posted on the last day of September but the funds were not transferred until October.

The checking account has a balance of \$500,000 in it at all times due to an automatic transfer done by the bank each day. As checks, clear through the bank, a daily transfer is made from the money market account. The town's Balance Sheet balance includes all outstanding checks.

10. Open Space Regulations discussion

L. Francis distributed a draft revision of the towns Open Space Regulations crafted by the Conservation Commission to the Selectmen and asked them to review for discussion at the next meeting.

11. 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, November 21, 2016 at 8:00 p.m. for the following purpose:

1. To transfer up to \$31,600 from #9200 Building Maintenance to #9520068-57200 CIP Facilities Management for scheduled building maintenance projects as recommended by the Board of Finance at their meeting of September 20, 2016.

2. To transfer \$44,348 from Undesignated Fund Balance and \$156,065 from #9140 Ambulance Reserve to Line Item #9420705-57320 CIP-Vehicles Ambulance for the purchase of a new ambulance as recommended by the Board of Finance at their meeting of October 18, 2016.

Laura L. Francis
First Selectman

John T. Szewczyk
Selectman

Steven A. Levy
Selectman

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO SET DATE OF NOVEMBER 21, 2016, 8:00 P.M. AT THE TOWN HALL, 3RD FLOOR MEETING ROOM, AND APPROVE CALL TO A SPECIAL TOWN MEETING AS PRESENTED. ALL AYE

12. Reschedule November 14, 2016 meeting

MOTION BY LAURA FRANCIS, SECONDED BY JOHN SZEWCZYK TO RESCHEDULE THE NOVEMBER 14, 2016 MEETING TO NOVEMBER 21, 2016. ALL AYE

13. Approval of meeting minutes of October 3, 2016

MOTION BY LAURA FRANCIS, SECONDED BY STEVE LEVY TO APPROVE THE OCTOBER 3, 2016 MEETING MINUTES AS PRESENTED. ALL AYE

14. Selectmen's comments

J. Szewczyk asked if there was an update on the Wheeler Hill issue. L. Francis responded no.

15. Old/New business

- Bid opening for the Mauro Meadows project will be held on Thursday, November 3rd.
- Interviews for the Finance Director Position will be held on Tuesday, November 1st. Eight candidates have been selected. Laurie Tuttle, Member of the Board of Finance, and the Town Manager of East Hampton are serving on the interview panel.
- The Connecticut State Police will be offering a civilian situational awareness training opportunity on November 17th. Details to follow.
- There will be a statewide Emergency Preparedness and Planning Initiative (EPPI) that the town will be participating in this Wednesday, November 2nd. Several departments will be participating.
- Durham Middlefield Night will be honoring the Lyman Family and Rosemarie Naples at the Elks on November 12th. L. Francis will be out of town and asked the Selectmen if they wanted to attend.
- L. Francis advised the Selectmen that she reported the CRT Elderly Nutrition program reductions and budget shortfall to the Board of Finance at their October 18th meeting. The Senior Board had a meeting to discuss and will be seeing if they can raise funds. L. Francis will keep the Selectmen posted and noted the reduction affects all towns in the program.
- Proposed health district legislation; the Commissioner of the Department of Health is proposing legislation that each town get mandated to join a county health district. The cost is proposed to be 1.5% of the operating budget to fund. A special meeting was held by RiverCog and they are looking to fight the legislation.
- One Book One Community is looking to be bigger than ever before; working with a group from both the library and school. A young adult book titled Wonder will be this year's book. It's a book on how to treat people with respect and kindness and to accept differences. This will start in February or March and end in April.
- ACO report for September 2016; (4) barking dog complaints, (5) lost/found animal reports, (4) nuisance complaints, (1) roaming dog complaint, and (3) wildlife calls.

16. Public Comments

Carleton Stoup noted that the Board of Education agreed to post their meetings regarding the closing of Korn School and associated proposed renovation and stated they were not on the towns website. He asked L. Francis to discuss with the Superintendent to if this is an oversight.

Rick Parmelee referred to water conservation and the town having prior access to two spring and asked if they have been discontinued. L. Francis stated that in an emergency type situation the fire house is utilized.

Roger Kleeman asked if estimates for painting of town facilities referred to in the Call to a Special Town Meeting went out to bid. L. Francis stated that the town will procure these services as allowed for in the towns procurement policy.

R. Kleeman noted the number of people reached on the solicitation of the sale of the 2003 Ford F450 verses the two bids received for the ambulance bid. L. Francis noted that Municibid was used for the sale of the Ford which is a nationwide auction website. As for the ambulance bid the same procedure was used as all other bids solicited by the town.

17. Adjourn

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Beth Moncata