

*Special Board of Selectmen's Meeting Minutes*  
7:00 p.m., Monday, November 17, 2008  
3 Floor Meeting Room, Town Hall

**Meeting Minutes**

**Call to order and roll call**

Laura Francis called the meeting to order and led with the pledge of allegiance. John Szewczyk and James McLaughlin present.

**Approval of the agenda**

MOTION BY JAMES MCLAUGHLIN SECONDED BY JOHN SZEWCZYK TO APPROVE AGENDA. ALL AYE

**Public comments**

Richard Parmelee thanked the Selectmen for removing the crosswalk at the United Church but asked that access be given to people at the other Main Street crosswalks noting they were not ADA compliant.

R. Parmelee stated he felt the RSD13 referendum should be addressed locally and should not be decided by the legislature. He feels costs are going up everywhere and whatever funding the town might get might not be there at this time.

R. Parmelee stated he spoke with Gene Chiappetta, President of the Durham Fair Association and he confirmed that the wells on the Durham Fair grounds are owned by the town and it is inaccurate to say that DFA supplies water to the town.

R. Parmelee also stated he felt that legal costs incurred by the town for the Silver Eagle project should go before the town if Planning & Zoning has no money in their budget.

**Senior Citizen Board resignation**

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ACCEPT WITH GRATITUDE THE RESIGNATION OF ALTHEA PARMELEE FROM THE SENIOR CITIZEN BOARD. ALL AYE

**Senior Citizen Board appointments**

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPOINT BECKY DOWNS ANDERSON TO THE SENIOR CITIZEN BOARD TO FILL A 2010 VACANCY. ALL AYE

L. Francis talked about the Ordinance Creating the Durham Senior Citizens Board and then referred to the sentence that states; the failure of a voting member to attend four consecutive meetings of the Board shall constitute cause for the Board of Selectmen to remove the member and fill the position thus vacated. She noted that George Zeeb, who has been ill, has not attended a meeting since September of 2007 and stated she was going to send him a letter of notification.

**Registrar of Voters resignation**

L. Francis advised the Board that effective October 29, 2008 Natalie Church resigned as Democratic Registrar of Voters and Karen Cheyney has become the Democratic Registrar of Voters automatically. Laura thanked Natalie for her dedication and many years of service.

**Disbanding of Emergency Services Facility Committee**

L. Francis thought that it was an appropriate time, with the appointment of the new Public Safety Facilities Committee, to disband with gratitude the Emergency Services Facility Committee.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO DISBAND THE EMERGENCY SERVICES FACILITY COMMITTEE. ALL AYE

**Approval of Grant Resolution for Historic Documents Preservation Grant**

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE GRANT RESOLUTION FOR HISTORIC DOCUMENTS PRESERVATION GRANT. ALL AYE

**Approval for the First Selectman to enter into an agreement with the State of CT, State Library Historic Preservation Grant in the amount of \$7,000.**

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPROVE THE FIRST SELECTMAN TO ENTER INTO AN AGREEMENT WITH THE STATE OF CT, STATE LIBRARY HISTORIC PRESERVATION GRANT IN THE AMOUNT OF \$7,000. ALL AYE

**Discussion of Emergency Management shelter and emergency notification system**

Francis Willett, Director of Emergency Management was in attendance to talk about a capital request for two items; Emergency Shelter Upgrades and a Community Notification System. He first talked about why the town needs emergency shelter upgrades; the current shelter at Strong School is not adequate, emergency power is limited to life safety only, it is not a usable shelter if power goes out, there is not enough space for 250-1000 residents and additional space is needed for food services and pet shelter for household pets. He stated the Emergency Management Shelter sub-committee worked with RSD13 to conduct an analysis of the high school as a potential new location. He talked about specific criteria that the high school would be able to support; larger shelter space for cots, larger bathroom and shower facilities, heating and cooling for shelter are when on emergency power, cafeteria, pet shelter, town meeting facilities, larger vehicle parking, phone and computer backup power. He then made recommendations from the committee; upgrade emergency power systems to support shelter areas in the high school gym, north bathroom and shower facilities, cafeteria and kitchen services, and lobby between the cafeteria and gym. The next step would be to design and bid out the project; summer of 2009 when school is not in session. Using the current engineering firm, Bob Banning, Silver Petrucelli & Associates to perform initial assessment, design and bid management. He then talked about the total projected cost being \$45,500 and that capital funds were set aside for this project; \$30,000 fy07-08, and \$30,000 fy08-09.

L. Francis talked about the timing of this project if the Board decided to go ahead with the project in June of this year. She stated she thinks this merits discussion now, it is an important item and the shelter is the first step in keeping everyone safe. She did note that this was not an upgrade to the school; this was strictly for the Town of Durham. She asked the Board if they wanted her to talk to the Board of Finance at their meeting on November 18<sup>th</sup>. J. Szewczyk agreed.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO START APPROVAL PROCESS. ALL AYE

F. Willett then continued on to his second item; the need for a Community Notification System and noted this was for informational purposes only. The goal is to immediately send a text, voice recorded, or email message to residents in times of emergencies. He stated he and Laura Francis met with and evaluated three vendors and found the following items to be considered; the system needs to have the ability for anyone with authorization to run the system, the backend system infrastructure needs to be able to support the system, it needs to be secure, and it needs to handle multiple calls and confirmation of calls. He then talked about the three vendors and their capabilities; Reverse 911 was very expensive, the town must administer the system and there was a higher complexity of use. Code Red was an easier to use, web based system, the backend system is shared across all customers but he had concerns around failover and what would happen if all users hit the system at the same time, \$7,500 annually for up to 10,000 in population. 3N Global is a web based service vendor with more features and capabilities, it was the easiest to use sending notification can be from a PC, phone or combination, the backend system is most robust, the cost being higher at \$14,000 annually for up to 10,000 numbers and there is an option to try before you buy. L. Francis asked if the town would go over the 10,000 numbers if we partnered with Middlefield and if homeland security monies were available. F. Willett responded no, takes into consideration three numbers per household and yes, \$4,000 was available but he does not expect much in

grants in the near future. L. Francis commented she met with Middlefield Board of Selectmen and they expressed an interest, she would arrange a meeting with Jon Brayshaw to discuss further.

**Discussion of Historic District Commission correspondence**

L. Francis acknowledged receipt of correspondence dated November 7<sup>th</sup> from Duncan Milne, Chairman of the Historic District Commission in which he shared several areas of concern. L. Francis asked J. McLaughlin if the proposal he received was for rewiring the alarm system. J. McLaughlin stated no, the contractor who originally wired the building was asked for a cost to rewire the lights so they would not be connected to the emergency lighting and it was found to be too expensive. She stated she would talk to the Public Works department to see how much they could do on the list and get back to the Selectmen at the next meeting. L. Francis also acknowledged receipt of a second request from D. Milne in reference to building permits and procedures. L. Francis stated this was a good time to make changes in that department. She received approval from the Union on a new job description for an administrative assistant. She also noted she could arrange a meeting with Dick McManus, Building Inspector and D. Milne to discuss if he so likes.

**MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ADJOURN TO SPECIAL TOWN MEETING AT 8:00 P.M. ALL AYE**

**MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO RECONVENE SPECIAL BOARD OF SELECTMEN'S MEETING AT 8:08 P.M. ALL AYE**

**Discussion of Final Report of Emergency Services Facility Committee**

L. Francis noted at the last Board of Selectmen's meeting Duncan Milne asked for an endorsement of the Final Report of the ESFC from the Board of Selectmen. L. Francis asked the Selectmen if the Board of Selectmen formally endorses the report would they be bound to endorse all items in the proposal. J. McLaughlin stated no, a new committee has been named and does not think the new committee has to be held to everything named in the proposal, just general concepts. J. Szewczyk agreed and was glad this was clarified.

**MOTION BY JAMES MCLAUGHLIN SECONDED BY JOHN SZEWCZYK TO ENDORSE THE FINAL REPORT OF EMERGENCY SERVICES FACILITY COMMITTEE. ALL AYE**

**Discussion of Procurement Policy**

L. Francis informed the Selectmen that she has met with town hall staff and emailed all chairs of boards and commissions asking for their comments to make sure no department would be hand tied to the policy. She stated Maryjane Malavasi was the primary author; Maryjane is involved in a purchasing consortium and has asked others from this group for their thoughts. She also stated she asked the Compensation Review/Personnel Policy Commission to review but they did not think this was inside their area.

**MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT PROCUREMENT POLICY FOR THE TOWN OF DURHAM. ALL AYE**

**Discussion of Local Traffic Authority Standard Operating Procedures**

L. Francis presented the Selectmen with binders she prepared that consisted of documentation on Durham's current street lighting, signage, speed limits, past practices and a Manual on Uniform Traffic Control Devices prepared by the Federal Highway Administration. She talked about the mission of the (LTA) Local Traffic Authority; to make decisions based upon acceptable standard practices and then talked about the process in which the LTA should take in determining a recommendation on a request received. J. Szewczyk asked if the Public Safety Committee is excluded from the process. L. Francis responded that there have been timing issues in the past, and a delay in making a decision. She wants to make decisions based on past practices and she feels the Public Safety Committee should not be making decisions on traffic issues; noting if an issue gets brought up at one of their meetings they should refer it to the LTA. J. McLaughlin agreed and thought it redundant to have traffic issues go to the Public Safety Committee. J. Szewczyk noted there may be times when the LTA may be over burdened with requests and suggested

giving them this documentation and process for them to consult. J. McLaughlin responded there were many other issues besides traffic the Public Safety Committee should be focusing on. L. Francis asked for endorsement of this process.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO ACCEPT LOCAL TRAFFIC AUTHORITY STANDARD OPERATING PROCEDURES. ALL AYE

**Approval of Board of Selectmen meeting minutes October 27<sup>th</sup> & 28<sup>th</sup>, and November 12<sup>th</sup>, 2008**

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE OCTOBER 27, 2008 MEETING MINUTES. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE OCTOBER 28, 2008 MEETING MINUTES. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE NOVEMBER 12, 2008 MEETING MINUTES. ALL AYE

**Selectmen's comments**

NONE

**Public comments**

NONE

**MOTION BY LAURA FRANCIS TO MOVE TO EXECUTIVE SESSION AT 8:31 P.M.**

**Executive Session - Mountain Road**

**Adjourn**

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Beth Moncata

RECV'D: Office of the Town Clerk  
December 15, 2008 at 1:00pm