

**BOARD OF SELECTMEN'S MEETING MINUTES**

**7:00 PM, MONDAY, JULY 14, 2008;**

**3<sup>rd</sup> FLOOR MEETING ROOM, TOWN HALL**

**1. Call to order and roll call**

Laura Francis, John Szewczyk, and James McLaughlin present.

**2. Approval of the agenda**

MOTION TO ADD PLANNING AND ZONING COMMISSION RESIGNATION TO THE AGENDA BY L. FRANCIS AND SECONDED BY J. SZEWCZYK. ALL AYE.

MOTION TO APPROVE MEETING AGENDA AS AMENDED FOR JULY 14, 2008 BY AND SECONDED BY. ALL AYE.

**3. Public comments**

None

**4. Traffic Control Authority, Action relative to the 2008 Durham Fair: Letter of request to CT Bureau of Engineering & Highway Operations Re: Special Event Permit and Temporary Traffic Directional Sign (Encroachment) Permit**

L. Francis asked the Board of Selectmen to approve the letter of request to the CT Bureau of Engineering and Highway Operations regarding the 2008 Durham Fair Traffic Plan. Francis Willet was in attendance from the Durham Fair Association to answer questions regarding the traffic plan. He stated that no changes to the plan had been made relative to the 2007 plan. L. Francis informed the Board of Selectmen that a joint meeting will be held on August 4th with Emergency Management, the Fair, and the Board of Selectmen.

MOTION TO APPROVE LETTER OF REQUEST TO CT BUREAU OF ENGINEERING AND HIGHWAY OPERATIONS REGARDING A SPECIAL PERMIT AND TEMPORARY TRAFFIC DIRECTIONAL SIGN PERMIT BY L. FRANCIS AND SECONDED BY J. MCLAUGHLIN. ALL AYE.

**5. Request from Captain Joseph Carlone for permission to utilize town roads for Special Olympics Law Enforcement fundraiser Dream Ride 2008, Sunday, August 24, 2008**

L. Francis explained that Captain Joseph Carlone, the Assistant Director of the Law Enforcement Torch Run Program, was seeking permission from the Town of Durham to use town roads for the Special Olympics ride through Durham on Sunday, August 24, 2008. She further explained that local emergency service and law enforcement officials in town have reviewed the route and plan and have no objection.

MOTION TO APPROVE REQUEST FOR PERMISSION TO UTILIZE TOWN ROADS FOR SPECIAL OLYMPICS LAW ENFORCEMENT DREAM RIDE 2008 BY J. MCLAUGHLIN AND SECONDED BY J. SZEWCZYK. ALL AYE.

**6. Approval of Authorizing Resolution for First Selectman to enter into a grant agreement with the State of CT, Department of Emergency Management & Homeland Security (DEMHS)**

F. Willet, Director of Emergency Management, explained that the approval of this authorizing resolution would allow access to approved 2007 grant funds totaling approximately \$4,600.00. J. McLaughlin asked what the intent was for these funds. F. Willet answered that they would be applied toward the town-wide notification system. F. Willet further added that a grant application for 2008 was in the process of being prepared. L. Francis stated that vendors for the notification system are being interviewed and that there may be a possibility to partner with Middlefield.

MOTION TO AUTHORIZE RESOLUTION FOR FIRST SELECTMAN TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF CONNECTICUT, DEMHS BY J. MCLAUGHLIN AND SECONDED BY L. FRANCIS. ALL AYE.

**7. Approval of street name for Right of Way of Stone Bridge Drive**

L. Francis explained that the right-of-way is off the new subdivision road Stone Bridge Drive. The name selected for this right-of-way is Emerald Drive.

MOTION TO APPROVE STREET NAME FOR RIGHT OF WAY OF STONE BRIDGE DRIVE CONTINGENT ON APPROVAL BY THE DURHAM FIRE AND AMBULANCE CHIEFS BY J. MCLAUGHLIN AND SECONDED BY L. FRANCIS. ALL AYE.

## **8. Discussion of Senior Citizen/Community Center referendum**

L. Francis asked the Board of Selectmen for their thoughts on the recent defeat of the referendum to purchase land for a new senior citizen/community center. L. Francis started by stating that the Board did their job by bringing the question to the voters. J. McLaughlin suggested that a new Senior/Community Center committee be formed that would be composed of both seniors and community members and that it might include the director of youth services in its membership. L. Francis agreed and stated that the Senior Citizen Board has informally endorsed the formation of this new committee. She offered to bring a charge for this committee to the next meeting for the Board's consideration.

## **9. Discussion of Capital Planning**

L. Francis asked the Board how they would like to proceed regarding the continuation of long-range capital planning. She stated that she has started discussions individually with the Financial Director, the Library Director, and the Town's Building Inspector because the overall capital plan needs to also include maintenance needs for town-owned buildings. L. Francis suggested that workshops could be scheduled and run by the Board of Selectmen or that she could work individually with different entities to bring plans to the Board for their consideration. The Board was in agreement to have L. Francis report back to them with a town capital plan.

## **10. LTA discussion of resident service requests**

L. Francis explained that resident requests regarding the Local Traffic Authority (LTA) would be addressed under this agenda item. Requests under review have been received through the resident service request on-line tool. She asked the Board to consider the process that they should follow regarding these requests. For example, should the Public Safety Committee be consulted on the different requests as they pertain to LTA issues? The Board decided that the Public Safety Committee should be consulted as needed on a case by case basis. J. Szewczyk noted that on many traffic-related issues, experts in traffic engineering should be consulted since this type of expertise does not exist in the Public Safety Committee.

Request #1: The Board approved the installation of a 'Children Playing Sign' and a speed limit sign in the same vicinity to the lower part of Parmelee Road. L. Francis will

obtain more information on the stop sign at the 3-way intersection of Parmelee Road and Pent Rd.

Request #2: L. Francis recommended the approval of a request by a family who mows the hayfield on Pisgah and Dead Hill Roads to move 2 signs to a different location in order to facilitate their mowing. Public Works reviewed the location and has advised that there is plenty of room to move the signs to a different location that would not interfere with the mowing. The Board agreed.

Request #3: The Board agreed to remove 2 stop signs on the first curve on Little Lane. These signs were once needed to slow traffic due to a sight-line obstruction. However, the obstruction has since been removed thereby dismissing the need for the signs.

Request #4: The Board agreed to remove a 25 mph speed limit sign on Williams Road due to the concern by a resident that the speed is too high for the street.

Requests #5 and #6: Two separate requests for street lights (1 on Hellgate Road and 1 on the corner of Rt. 17 and Royal Oak Drive) were submitted. L. Francis explained that these requests would be tabled due to an ongoing study on lighting needs. Tom Russell offered a solution to street lighting that would cut down on light pollution and was less expensive: 25 foot fiberglass polls that utilize low wattage bulbs.

Request #7: The installation of a mirror to improve the sight-line at Skeet Club Road/Route 157 and Powder Hill Road was requested by a concerned resident. L. Francis stated that given this request and the concern the town has regarding this location, she will write a letter to the state highway department for the placement of this mirror.

Finally, L. Francis stated that the SMART machine will be in place on Coe Rd this week.

## **11. Tax refunds**

MOTION TO APPROVE (6) TAX REFUNDS IN THE AMOUNT OF \$306.69 AS PRESENTED BY TAX COLLECTOR BY L. FRANCIS AND SECONDED BY J. MCLAUGHLIN. ALL AYE.

## **12. Approval of Board of Selectmen meeting minutes June 23<sup>rd</sup> and June 25<sup>th</sup>, 2008**

MOTION TO APPROVE MEETING MINUTES OF JUNE 23, 2008 BY L. FRANCIS AND SECONDED BY J. MCLAUGHLIN. 2 AYE, 1 ABSTAIN.

MOTION TO APPROVE MEETING MINUTES OF JUNE 25, 2008 BY J. MCLAUGHLIN AND SECONDED BY L. FRANCIS. 2 AYE, 1 ABSTAIN.

### **13. Old/New business**

#### Old Business:

- a. Nell Jungels has been hired as the 2008 Intern.
- b. Three companies have bid for the pension study: Hooker and Holcomb, Securian, and Milliman. A committee with representation from the Union, Board of Education, and the Town of Durham will meet to make a selection.
- c. One bid was received for mowing services. A cost-benefit analysis is being conducted to evaluate contracting versus purchase of a mower and using in-house labor.

#### New Business:

- a. L. Francis presented a notice she received from State Representative Ray Kalinowski regarding a seminar on July 23 at CRHS titled Teens, Alcohol, and Drug Use.
- b. The town's 300th anniversary of incorporation is coming up. L. Francis asked for suggestions of what might be done to recognize this anniversary. She will speak with the Historical Society. She also suggested doing something at the Annual Town Meeting.
- c. The Citizen Service Request Center has been successful. The system provides documentation of requests, allows for immediate requests, and generates maps.
- d. Flu Clinic is to be held on October 24th and will include anyone over age 18. The flu shots will be administered on the Fair grounds at the EOC (like last year). Services will be processed through insurance.
- e. Tree trimming concerns were discussed between representatives from CL&P, Tree Warden, State Arborist, State Trooper, and a member of the Garden Club. ABC Company has been contracted to do the work.
- f. Francis Willet and the Department of Emergency Management are updating the Emergency Management Plan. The plan should be done in August.

- g. The Recreation Department is teaming up with Camp Farnum to run 2 teen nights, the first being Friday, July 19th. Pre-registration is required. Transportation from Korn School will be provided using the Bench Warmers van.
- h. L. Francis announced she will be away Thursday and Friday, July 17 and 18.
- i. Dian O'Neal's resignation from the Planning and Zoning Commission was accepted by the Board.
- j. A new chip-sealing method will be tried. The stone, which is smaller, cost more, but it can be recycled and reused. This method may be best for subdivisions that don't get much traffic. It is being tested in the Meadow View subdivision.

#### **14. Selectmen's comments**

None

#### **15. Public comments**

Francis Willet announced 2 upcoming off-season events to be held on the Durham Fairgrounds: Cattle Show; 4H Fair.

Tom Russell asked about process to submit a bid for the chip-sealing and clean-up. L. Francis stated that information would be forthcoming.

#### **16. Adjournment at 8:15 pm.**

Respectfully Submitted,

Renee Edwards, Recording Secretary

Received October 7, 2008  
Kim Garvis, Town Clerk