

*Board of Selectmen's Meeting Minutes
7:00 p.m., Monday, December 8, 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 LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO AMEND THE AGENDA TO ADD EXECUTIVE SESSION. ALL AYE

Public comment

Bill Smith commented that Mica Hill Road had a bad S Curve and suggested the Selectmen consider putting in chevron signs.

Richard Parmelee stated he was very dismayed and disgusted with the school board and is angry that his right to vote on another referendum was rejected. He thinks they are setting a poor example. He also stated he was in support of the building & health department fee increases and commented he thought the school system should be paying fees to the town for their renovations. John Szewczyk stated the town would continue to provide quality education and referred to the changes in the state education cost sharing formula; saying there is so little for our town and that he supports candidates that will help to make the formula equal amongst towns. James McLaughlin commented that Senator Edward Meyer has worked hard on educational cost sharing but cautioned the need to keep pressing at all angles and encouraged the First Selectman to attend any and all meetings on this matter. He also stated the need to lean on the Board of Education to get their attention.

Luke Backus thanked the First Selectman, Town Engineer, and Public Works department for taking care of the safety issues on Crooked Hill Road and Ivy Way. He asked if District 13 school buses could resume picking up at Ivy Way. L. Francis said she would contact RSD13 about the buses.

Frank DeFelice thanked the Board for sponsoring seminars on agriculture stating this is the perfect time for this.

End of year appointments

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO APPOINT CHRIS FLANAGAN AS A REGULAR MEMBER TO BUILDING CODE BOARD OF APPEALS FOR A FIVE YEAR TERM TO EXPIRE 2013. ALL AYE

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO RE-APPOINT BRIAN AMECHE, CASEY CORDES, AND RICK TERRILL TO THE CONSERVATION COMMISSION FOR A THREE YEAR TERM TO EXPIRE 2011. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO RE-APPOINT RICHARD HANLEY, CARL MONTAGNO, AND HUGH CURLEY TO THE ECONOMIC DEVELOPMENT COMMISSION FOR A TWO YEAR TERM TO EXPIRE 2010. ALL AYE

MOTION BY JAMES MCLAUGHLIN SECONDED BY JOHN SZEWCZYK TO RE-APPOINT DIANA MCCAIN AS AN OUT OF DISTRICT MEMBER TO THE HISTORIC DISTRICT COMMISSION FOR A FIVE YEAR TERM TO EXPIRE 2013. ALL AYE

MOTION BY JAMES MCLAUGHLIN SECONDED BY JOHN SZEWCZYK TO RE-APPOINT LINDA BERTELSEN AS AN ALTERNATE MEMBER TO THE HISTORIC DISTRICT COMMISSION FOR A FIVE YEAR TERM TO EXPIRE 2013. ALL AYE

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO RE-APPOINT ALOIS PETRZEL, ROBERT CZARNECKI, AND JOEL LABELLA TO THE INLAND WETLANDS & WATERCOURSES AGENCY FOR A THREE YEAR TERM TO EXPIRE 2011.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO APPOINT ROB MACDUFF TO FILL AN ALTERNATE VACANCY ON THE INLAND WETLANDS & WATERCOURSES AGENCY FOR A THREE YEAR TERM TO EXPIRE 2011. ALL AYE

MOTION BY JAMES MCLAUGHLIN SECONDED BY LAURA FRANCIS TO APPOINT MARK DIONNE AS A REGULAR MEMBER ON THE RECREATION COMMITTEE TO FILL A TERM VACANCY TO EXPIRE 2009. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO RE-APPOINT JOHN HOGARTH AS A TRINITY CORP MEMBER TO THE WATER COMMISSION FOR A THREE YEAR TERM TO EXPIRE 2011. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPOINT MERILYN KEUREJIAN TO FILL A VACANCY ON THE WATER COMMISSION FOR A THREE YEAR TERM TO EXPIRE 2011. ALL AYE

Set date for joint meeting with town agencies

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO SET JANUARY 14TH AND JUNE 15TH 2009 JOINT MEETING DATES WITH TOWN AGENCIES. ALL AYE

Board of Education meeting schedule

John Szewczyk met with Susan Viccaro and Jon Brayshaw and they decided to meet with the Board of Education as a group twice a year. Executives would continue to meet every month as previously scheduled.

MOTION BY JOHN SZEWCZYK SECONDED BY LAURA FRANCIS TO ACCEPT JANUARY 7TH AND SEPTEMBER 10TH, 2009 BOARD OF EDUCATION MEETING DATES. ALL AYE

Fiscal Analysis October 2008

The fiscal year ended June 30, 2008 audit was in full swing during October. There are some minor recommendations that are expected to come out of the management letter, including the recommendation to track grant revenues and expenditures on MUNIS and a requirement to update all of the town's employee files for proper documentation. All items that have been discussed with the auditing firm are already being addressed by the Finance Department.

Overall, the town is in good financial shape. Its policies and procedures are getting better each year. The fund balance as of June 30, 2008 is expected to remain relatively the same as the previous year. The Board of Finance will want to closely monitor the fund balance and be prudent with what is expended from fund balance during the year. During the upcoming budget season, it may be necessary to transfer additional funds into the budget to offset potential revenue losses and unavoidable expenditure increases.

A more thorough overview of the audit will be available next month.

At their October meeting, the Board of Finance recommended the Selectmen call a town meeting to transfer the following from the Reserve Fund into the General Fund: \$3,600 for the purchase of a Kimtek Fire/EMS Combo Slide-In Unit and \$4,500 for the Town Green Repair. In addition, \$10,800 was transferred from Contingency into the pension budget for consulting services related to the review of the current pension plan documents.

As of October, 2008, the budget stands as follows:

| | Original Appropriation | Additional Appropriations | Carryovers from 07-08 | Revised Budget | Actual | Balance |
|--------------|------------------------|---------------------------|-----------------------|----------------|------------|------------|
| Expenditures | 25,714,652 | 189,241 | 402,793 | 26,306,686 | 10,913,277 | 15,393,409 |

| | | | | | | |
|----------|------------|---|---|------------|------------|------------|
| Revenues | 25,714,652 | 0 | 0 | 25,714,652 | 12,142,272 | 13,572,380 |
| | | | | YTD Net | 1,228,995 | |

An estimated \$100,000 budget deficit in the current 2008-2009 fiscal year was discussed with the Board of Finance at their October meeting. Economy-based revenues, such as building permit fees, are expected to come in below budget because of the current economic climate. The 08-09 year end estimates are based on a comparison of the first quarter of the current fiscal year to the first quarter of last fiscal year. A memo was sent to all departments requested a budget reduction plan for the current fiscal year. Expenditures and revenues are both being looked at, and a plan to offset the anticipated deficit will be presented to the Board of Finance at its next meeting.

I would not recommend that the contingency fund be used to offset this potential deficit. The contingency fund is put in place for items that happen during the year that are unavoidable and unexpected. There are budgets, such as tax refunds, that are not funded until year end. The contingency fund should be held for such items, if possible.

MOTION BY LAURA FRANCIS SECONDED BY JOHN SZEWCZYK TO ACCEPT OCTOBER 2008 FISCAL ANALYSIS AS PRESENTED. ALL AYE

Tax Refunds

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE AS PRESENTED BY THE TAX COLLECTOR (10) TEN TAX REFUNDS THAT TOTAL \$892.45. ALL AYE

Recognition of the Public Safety Committee

J. Szewczyk read the following proclamation to the Public Safety Committee in recognition of the committee commemorating ten years of service.

PROCLAMATION

WHEREAS, on June 22, 1998 Durham’s Board of Selectmen met to appoint a committee whose charge was to advise the Board on matters concerning the operation of the town’s Public Safety and Emergency Services and to suggest methods to improve the facilities and reduce costs associated with these services to the town; and that action taken ten years ago, created an agency which has since worked tirelessly to improve Durham’s Police, Fire, and Ambulance Services, and to reduce the potential for accidents on our roadways and in our homes, and

WHEREAS, many of the original members of the committee continue to serve today, including James Rossi, Daniel Murphy, Bill Smith, Malcolm Pearce and Frank DeFelice, who has served as chairman of the Public Safety Committee since its inception, and

WHEREAS, the committee has worked effectively with four different administrations for the best interest of the town always searching for cost-effective ways to reduce crime, protect people’s property and improve the quality of our Public Safety and Emergency Services, and

WHEREAS, in 1999 the committee authored “A Public Safety Plan to the Year 2015” which engineered a plan to consolidate Durham’s Public Safety and Emergency Services at a common location and in subsequent years developed a series of extensive reports which served as the stimulus for several improvements in both the areas of traffic safety and the reduction of crime, and

WHEREAS, the committee’s report entitled “Motor Vehicle Accidents” in the Town of Durham was the first to utilize data from the SMART machine to determine the principle factors contributing to vehicular accidents occurring in our town, and

WHEREAS, the committee established 27 individual Crimewatch Neighborhoods enabling the town to reduce the cost of providing police protection while simultaneously improving communications between neighbors and our Resident State Trooper, and

WHEREAS, the committee has increased public safety and awareness with its 2005 Emergency Preparedness Pamphlet entitled "Preparing a Go-Bag" which reminded residents of the need to pre-pack medicines, documents and other critical items in preparation of a large-scale emergency, and

NOW, THEREFORE, WE, the Board of Selectmen, on behalf of the residents of Durham do hereby thank Durham's Public Safety Committee for ten years of exemplary service to the residents of our town.

Laura L. Francis
First Selectman

John T. Szewczyk
Selectman

James W. McLaughlin
Selectman

Dated in Durham, Connecticut, this 8th day of December 2008

Middlesex County Chamber of Commerce 2009 Distinguished Citizen Award nomination

L. Francis asked the Selectmen to think about potential candidates for the Middlesex County Chamber of Commerce 2009 Distinguished Citizen Award noting that nominations must be received in writing on or before February 6, 2009.

Discussion Local Traffic Authority requests

1. Stop sign entering Canfield Lane and the south end of Town House Road

Service request #25528. Discussion on the location of the stop sign entering Canfield Lane and the back up of traffic onto Route 17 when events are happening on the town green or at the fairgrounds was discussed. F. Willett requested the stop sign be moved back to the south end of Town House Road, stopping traffic exiting the road.

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO MOVE THE STOP SIGN AT THE INTERSECTION OF CANFIELD LANE AND PUT IT AT THE END OF TOWN HOUSE ROAD GOING SOUTH. ALL AYE

2. Old Blue Hills Road

Service request #24975. Discussion on a directional sign on Route 79 showing the direction of Old Blue Hills Road and the placement of a no-outlet/dead end sign was discussed. After discussion it was agreed upon to put an "advance street sign" up prior to the entrance of Cherry Road and a no-outlet sign just prior to Pine Ledge.

3. Main Street pedestrian crossing signs

Service request #24984. Request for replacement of missing pedestrian crossing signs. L. Francis stated the signs have been run over and/or stolen. She has agreed to order two more signs and mentioned that public works has some spare parts. Kurt Bober asked the Board of Selectmen to consider putting up reflective yield signs for the winter months due to sanding and plowing.

Approval of Board of Selectmen meeting minutes November 17th and November 24th, 2008

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE NOVEMBER 17, 2008 MEETING MINUTES AS PRESENTED. ALL AYE

MOTION BY LAURA FRANCIS SECONDED BY JAMES MCLAUGHLIN TO APPROVE NOVEMBER 24, 2008 MEETING MINUTES AS PRESENTED. ALL AYE

ADJOURNED TO SPECIAL TOWN MEETING 8:00 P.M.

RE CONVENED REGULAR MEETING AT 8:15 P.M.

Old/New business

L. Francis discussed the following old business.

- 1.) L. Francis updated the Board of Selectmen on the budget shortfall stating through department and board recommendations, \$67,000 of the \$100,000 deficit has been recovered. She will continue to keep them updated.
- 2.) L. Francis gave a project status update for Crooked Hill Road; the new portion of Crooked Hill Road is still closed to travel until such time as primary construction safety items are complete. The base course of pavement and curbing on the new roadway were completed last week and the top course of pavement will be done. Guide rail installation is scheduled to take place on Friday December 5th and an existing utility pole on the edge of the roadway should be removed shortly by ATT. Work on completing the final connection of Ivy Way and Mica Hill Road to the new roadway must await completion of utility line changeovers by CL&P, ATT and Comcast.

As a temporary measure to provide an alternate "downhill" exit from Ivy Way and the old portion of Crooked Hill Road, a temporary road connection will be made from the Ivy Way/Crooked Hill Road intersection to the new portion of Crooked Hill Road. This temporary connection will be able to be used once guide rail installation and utility pole removal on the new Crooked Hill Road have been completed and the new roadway is opened for use, as discussed above. The old portion of Crooked Hill Road between Ivy Way and Mica Hill Road will continue to be maintained for use until such time as the final connection of Ivy Way to the new Crooked Hill Road is complete.

- 3.) Bid opening for headwall replacement that collapsed on Haddam Quarter Road will be held on Wednesday, December 3rd.

L. Francis discussed the following new business.

- 1.) L. Francis attended the South Central Water Utility Coordinating Committee meeting. She noted that Connecticut Water Company is currently working on a proposal to turn over the operation of the towns' water company. She will keep the Selectmen informed.

Selectmen's comments

None

ADJOURNED TO EXECUTIVE SESSION AT 8:20 P.M.

Public comments

None

Adjourn

Meeting adjourned

Respectfully submitted,

Beth Moncata