REC'D 7-13 1973 AT 3:40 A.M. P.M.
ATT: TOWN CLERK

TOWN OF DURHAM

Office of the Selectmen · Connecticut 06422

Ira N. Kerschner, First Selectman
A. Reed Hayes, Selectman
Joel N. Davis, Selectman

Board of Selectmen Minutes
July 12, 1973

Present: Ira N. Kerschner
A. Reed Hayes
Joel N. Davis

The Board of Selectmen have noted the residency relocation of Edward DeTour from Durham to Middletown, and are recording the sense of the Board that such relocation in no way effects his standing or qualifications for the positions he currently holds in the town, (Zoning EnforcementOfficer; Sanitarian; and Building Inspector.) The vote was 3-0 on this.

A formal job description for the Town Road Foreman was approved by the Board (vote 3-0), and is attached. The Board also approved the following conditions for employment (vote was 3-0.)

- position is salaried, annual salary range is $8,400. to $10,400.
- straight-time overtime is to be paid for extended working hours in connection with winter storms or other severe storms as designated by the Board of Selectmen.
- salary is to be paid weekly.
- paid vacations will be one week in the first year of employment, and after six months service- two weeks per year thereafter.
- paid holidays will be 8 days per year as follows: New Year's Day (1½); Good Friday (1); July Fourth (1): Labor Day (1); Thanksgiving (1); and Christmas (1½). Termination of employment may be for cause only.

The job is now open and applications are available in the First Selectmen's Office. Applications will be accepted through July 27, 1973.

The final hiring decision will be made by the Board of Selectmen in Executive Session.

The First Selectman has transferred $2,600. from the State Highway Fund to the General Fund to pay for recent road repairing.

At the request of the Board, the First Selectman will investigate group hospitalization insurance by town employees to be pad for by employees themselves.

In a written report to the Board of Selectmen, the Building Inspector reported that during the fiscal year 1972-1973, 142 building permits were granted and included the construction of 49 new homes. Fees received amounted to $5,580.00

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(continued) -

and the estimated value of new construction was $1,266,000. The full report is attached.

The town has received its fourth revenue sharing check which amounted to $10,106. The check has been deposited in the Revenue Sharing Savings Account. To date, interest received on Revenue Sharing Funds has amounted to $1,276.60.

The two new sanders recently authorized by town meetings have been received by the town. Payment for the first sander was authorized by Town Meeting from the Revenue Sharing Fund and the First Selectmen was authorized to issue the check. (vote 3-0)

It is and has been, the intention o f the Board of Selectmen to also pay for the second sander, as well as the town's third new truck, from the Revenue Sharing Fund. Although the funds approximately $17,000, were authorized in the 1973-1974 town budget, the use of Revenue Sharing Funds will mean that these funds need not have to be raised in taxes The Selectmen voted 3-0 to request the Board of Finance to recommend to a town meeting the payment of these expenses from the Revenue Sharing Fund.

Installation of the traffic control signal at the junction of Rt. #17 and #68 will begin in August.

The Board has noted substantial inequities in the formula used by the state to allocate State Highway Funds and the First Selectmen will register the Board's protest with Durham's State Representatives. Durham receives approximately $1,000. per mile while Middlefield receives approximately $1,700. per mile, and other towns recive up to $4,000. and $5,000per mile.

The Board has noted the resignation from the Board of Finance of Mr. Jesse Gullitti and voted to appoint Mr. Elmer Clark to fill his unexpired term. (vote being 3-0).

The Borad has noted the federal requirement that the town must have a Flood and Erosion Control Board in order to receive federal monies for erosion control. The Board voted to empower itself (that is, the Board of Selectmen) to act in this capacity. The town has suceessfully applied for federal aid and this action is necessary in order to receive the funds.

The meeting was adjourned until 8:00 P.M. on Tuesday, July 17th.

A. Reed Hayes
Majority Selectman

TOWN OF DURHAM

TOWN ROAD FOREMAN JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, coodinates and supervises the operation of the Town Road Department; as a working foreman, does related work as required.

SUPERVISION RECEIVED:

Works under the direct supervision of the First Selectman implementing policies and accomplishing objectives as developed by the Board of Selectmen.

SUPERVISION EXERCISED:

Supervises the men and equipment assigned to the Town Road Department.

EXAMPLES OF DUTIES:

Plans and schedules the maintenance and repair of roads, bridges, storm and drainage systems, snow removal, and street sign installations and repairs; direct new construction as planned and authorized by the Board of Selectmen; inspects town roads and equipment and determines repair and maintenance priorities; directs operations in the town garage; makes minor repairs to town facilities and equipment; estimates costs of projects; determines need and recommends purchase of supplies and equipment; works with the assigns personnel and equipment to projects; keeps time, cost, and allied records; prepares written reports of department operations as requested; acts as liason with State Town Aid Contruction Inspection; directs the work of outside contractors; assists in the preparation of specifications for new equipment; recommends annual and special budget requests; initials bills released for payment; participates in the process of hiring and discharging of Town Road Department employees with the First Selectmen.

MINIMUM QUALIFICATIONS
KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the methods, materials and techniques used in the construction, maintenance and repair of roads, catch basins, drainage pipes and related municipal properties; ability to schedule and assign work; ability to deal effectively with town officials, associates, subordinates and others contacted in the work; ability to interpret blueprints and diagrams; ability in written and oral expression; ability to follow written and oral instructions; ability to evaluate road maintenance problems and recommend effective cources of action.

TOWN OF DURHAM

TOWN ROAD FOREMAN JOB DESCRIPTION

EXPERIENCE AND TRAINING:

Graduation from high school, trade school or equivalent and not less than five (5) years' employment in highway and/or municipal public works, construction and maintenance work, including three (3) years' in a responsible supervisory capacity, involving planning, scheduling and assigning the work of crews of men and equipment OR an equivalent combination of employment and training which will provide the knowledge, skills and abilities required by the job.

/jw

1972-73 BUILDING PERMITS

MONTH	# PERMITS GRANTED	NEW HOMES	EST. COSTS	FEES REC'D
July	19	10	173,450	675.00
August	13	4	102,110	422.00
September	6	3	63,000	251.00
October	5	2	45,600	204.00
November	9	3	91,000	388.00
December	7	1	30,000	138.00
January	5	1	30,900	128.00
February	6	1	36,750	151.00
March	15	9	212,650	855.00
April	11	3	103,400	424.00
May	29	3	127,500	544.00
June	17	9	249,000	1408.00
12	142	49	1,265,860	5580.00

EXPENDITURES * 1972-73

Building Inspecter Sanitarian Zoning Enforcement Officer

Month	Building& San. Milage	Zoning Milage	Office Supplies	Postage	Telephone	Misc.
July*2	42.00	8.00				
August*2	42.00	8.00				
September	35.00	8.00	~~24.65~~	~~2.00~~		
October	31.88	8.00				
November	29.15	8.00	24.65	2.00	5.50	
December	31.20	8.00				
January	27.60	8.00				Pbinting 14.50
February	23.76	8.00	9.36	2.00	5.50	23.54*3
March	46.50	8.00				Printing 26.25
April	51.12	8.00				54.00*4 4.50*3
May	67.20	8.00			7.50	Printing 18.50 7.18*3
June	63.60	12 .00	3.50	5.00	2.50	
	491.01	100.00	37.51	9.00	21.00	Printing 59.25

* Reported expenses subject to correction by audit
*2 Estimated expenses J. Suchanek
*3 Materials to build office - 37.51
*4 Desk, Chair, 2 Filing Cabinets - - - - - - - - - - - - - - - - - - 54.00

150.76

Salary 2956 ? Building Insp. ONLY
Health 213
TOTAL ABOVE 809.28 ZONING 1176 ?
3765.28 FEES REC'D. 5580.00
APPROX MONEY EXP'd 3765.00
1815.00

TOWN OF DURHAM

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Ira N. Kerschner, First Selectman
A. Reed Hayes, Selectman
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Board of Selectmen Minutes of Adjourned Meeting of July 12, 1973 to July 17, 1973

Present: Ira N. Kerschner
A. Reed Hayes
Joel N. Davis

The primary purpose of the adjourned meeting was to decide on road repair, and improvement projects for the 1973-1974 fiscal year. At this point, budget money for the year amounts to approximately $58,000. after the payment of Town Road Department salaries and after the purchase of planned new equipment.

$44,900. of these funds were authorized and committed to the following projects by a vote of 3-0leaving approximately $13,000. for routine road patching and other road repair as well as any emergencies later in the year.

Cherry Lane	Install Drainage System	$1,500.
Side Hill Drive	Install Drainage System	3,600.
Howd Road	Install Drainage System	4,900.
Foot Hills at Haddam Quarter	Install Drainage System	2,700.
Foot Hills at Johnson Lane	Install Drainage System	3,500.
Wheeler Hill Drive	Correct Erosion Problems	6,000.
Fowler Avenue	Bituminous Concrete re-surfacing	5,000.
Cherry Lane	Bituminous Concrete re-surfacing	1,400.
Howd Road	Bituminous Concrete re-surfacing	8,500.
Higganum Road	Oil and sand	3,600.
Talcott Lane	Oil and sand	100.
Bear Rock Road	Oil and sand	1,100.
Unimproved Roads	Improvements	3,000.
	Total Authorization -	$44,900.

Upon motion duly made, it was voted to appoint the following members to the Historic District Commission with terms to expire as noted:

Kathryn Francis	-	term to expire	1/1/78
Stanley Gifford	-	" " "	1/1/77
* Carl Otte	-	" " "	1/1/76
Joanne Salva	-	" " "	1/1/75
Jerome Stefani	-	" " "	1/1/74

* Not in district

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(continued)-

The vote was 3-0 on each and all members.

Upon motion duly made, it was voted to appoint the following alternate members to the Historic District Commission with terms to expire as noted:

Rev. Raymond Jean	1/1/76	vote 3-0
*Greg Cook	1/1/75	vote 3-0
Ellen Patterson	1/1/74	vote 2-0
		Hayes abstaining

* Not in district.

A. Reed Hayes
Majority Selectman

REC'D 7-19 1973 AT 3:15 A.M. P.M.
ATT: TOWN CLERK