



TOWN OF DURHAM

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Maryann P. Boord

First Selectman

MINUTES OF THE ANNUAL MEETING OF THE JOINT CHIEFS OF STAFF

January 29, 1992

The meeting began at 7 p.m. in the Meeting Room at the Durham Public Library. The assembled chiefs were welcomed by First Selectman Maryann P. Boord, who encouraged the gathered "chiefs" to ask questions of any of the speakers. She noted that this meeting offers an opportunity for all chiefs to share what each other is doing, resulting in a much more open line of communication between the boards, commissions, and elected officials. It was suggested that the speakers not hesitate to address their hopes for the future, but she cautioned that a -0- increase is desirable for the 1992-1993 budget. A letter from William Cibes, Office of Policy and Management, was shared which stressed serious cutbacks in monies available from the state.

Patricia Curley, Recreation Committee

The Recreation Committee runs various programs, i.e., softball, exercise programs, an egg hunt, etc. The budget/planning members try to add one new program each year; this year they added the Halloween Parade, which was a startling success. They hope to construct a small addition to the Little League booth.

Henry Philip, Assessor

Did not have good news to share this year: the Grand List increase is only about 1%. Personal property assessments were increased by 10 accounts; there were only eight new cars in town...residents are replacing their older vehicles with other used vehicles. The net grand list is around \$307,500,000.

G. Colegrove questioned the decision on the Old Saybrook class action suit brought by the residents of Fenwick. Mr. Philip explained that the decision is like "waiting for the next shoe to fall," i.e., the town expects to appeal the case. Until the next decision (by the courts), there is not a valid grand list in Connecticut, he warned.

M. Boord said that the majority of the Town of Durham's concerns from the reval are settled. She added that one of the complaintants said we have an excellent assessor.

Arthur Bielefield, Cemetery Co.

Activities are slow and quiet; 18 burials last year. A New York City University student used the Old Cemetery for part of her grad



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degree.; she will send a copy of her video.

The American Legion has erected flagpoles in the Mica Hill cemetery and the Town Hall cemetery. He is looking into the preservation of the old cemetery stones; it is a difficult process--he is trying to learn all he can; the Smithsonian wanted some of the town's rarer specimens.

Joanne Salva, Tax Collector

Not in bad shape; not in good shape. Doing fairly well on delinquents. As of December 1991, there was \$130,000 in delinquent collected; we are holding our own on current payments. We are optimistic.

Jane Eriksen, Board of Library Trustees

The library has had a very busy, busy year. Their staff has been wonderful. Due to the poor economy, the building is being used at a maximum. The Board of Directors have updated their policies. They have two primary concerns: parking and storage.

Valerie Harrod, Librarian

Although it has been a lean and simple decade, the result is that the libraries become busier and busier. The hours the library is open have been increased. The circulation is up 8%; children's circulation has increased by 13%. There are 1,000 new library cards, bringing the total to over 3,800 card carrying members. Christopher Soulias, the town's representative to the cable advisory committee, has had cable installed into the library, at no cost to the library. She expressed her appreciation to the volunteers, townspeople, and organizations who have sponsored magazines, done public announcements, helped keep the shelves neat and well-organized, etc. The Middletown Art Guild has taken over the art display.

The future looks bleak; grants are being cut; the Connecticard is in danger of being eliminated. Major problem has been thievery; sun dial taken, etc. Fines are down.

Adela French asked what the library's policy is about the Latch Key problem (this was created due to the recent increase, nationwide, in students being left at the public libraries after school--until their parents could pick them up; sort of a "babysitting program.") Jane Eriksen and Valerie Harrod both answered that it has not been a big problem in Durham, but policy has been created to avoid the problem. It was also noted that libraries, also nationwide, have had problems with the homeless staying in their facilities and it was explained it was necessary for the Board to create a policy to avoid problems with this concern, also.

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Adela French, Durham Housing Partnership

She has been chairman for the last nine meetings and only four of them had a quorum. She asked if that is a problem with other committees.

On February 4th, they had a special meeting to review their survey of housing needs. Their goal is 1) to support Trinity Corps and 2) to create an educational program to encourage people to change their OWN housing options.

This coming year, the Partnership hopes to:

- 1) create a publication on apartment conversion;
- 2) pursue land trust options;
- 3) plan other inclusions for publications.

Robert Melvin, Conservation

They are responsible for the ongoing maintenance of the town's open space land; cited a problem with vandalism to fences and gates; noted the barn (on Route 17) removal is proceeding VERY SLOWLY. Mrs. Boord replied that her office has signed all the necessary paperwork; perhaps the contractor is awaiting warmer weather.

Upon a request from the DEP, the town will be posting the boundaries of its open space land. He reported to the assembled group that the Tree Warden feels unable to care for the town nursery any longer...should we abandon it?

M. Boord responded that signs should be in the budget (to post the boundaries). She added that the highway department has assisted the Tree Warden in the past. Mr. Melvin will attend an upcoming Board of Selectmen's meeting to see what can be done. He added that Carl Otte is still unwilling to be appointed for another term on the commission, so a vacancy exists.

David Arruzza, DMIAAB

He stated the old landfill is closed at the "transfer station," as it is now called. The transfer station, he explained, is the middle man in the disposal system. DMIAAB is striving for a 0% increase in their budget. They are looking for state funds for a permanent recycling station; every town in Connecticut was given money; he is working with his treasurer to see if we can have money on hand after the compactor to keep going on the DMIAAB budget. The compactor is on line; the commercial side of the road is yet to be finished (paved). Is planning to prepare a site use plan in the near future. He complained that landfill staff has to constantly check ID's.

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Brian Curtis, Planning and Zoning Commission

He reported that 1990-1991 was a fairly busy period for the PZC; they held 22 public hearings, approved 9 small subdivisions, approved 37 lots, 1 resubdivision, and a couple special exception approvals, such as Woodland Manor; additionally, 3 gravel permits were approved and renewed and 3 site plans approved, 19 home occupations approved; voted for a zone change on Route 17 from light industrial to farm residential; accepted 7 changes to the zoning regulations (a couple of them involved gravel regulations); reduced the definition of "elderly" from age 62 down to age 55. PZC also added to subdivision regs that a sign must be posted as a public notice; have computerized mapping which they will rely heavily upon for updating the Plan of Development. The year was quite slow for new subdivision applications so they are concentrating on updating the subdivision regulations.

Geoffrey Colegrove, Town Planner

1. We have changed the method of handling surety bonds because we couldn't get the bonds out of the bank; new accounts will be managed by the Treasurer.
2. Completed 2 road projects; the major one is Park Place.
3. Settlement of lawsuits with the Selectmen's Office.
4. Working on the Trinity project to secure approval from FmHA for construction.
5. Looking to the expansion of the Indian Trails Water Company on a 50/50 share with Middlefield.
6. Filed for a septic system grant; we were next in line when the funds ran out.
7. "Today" is like the 1970's not the 1980's, i.e., "trench warfare;" ...everything that costs money is looked at several times.
8. PZC met with negative comments relative to "payment is lieu of open space"; may have to do some creative, innovative ways of subdividing using 10% of standard detached house lots.
9. Re Economic Development: town received funds from Revitalization Commission a public/private partnership for an industrial park; now can look at "long-term buildouts."
10. Midstate Regional Planning Agency is setting up the mapping system.
11. Will finalize the Open Space section of the Plan of Development especially in stream belt.
12. PZC has changed the way of dealing with applicants, recognizing current economic climate, etc.

Discussion. Brian Curtis: re bonds...pleased that we had adequate money to finish the road projects at no expense to the town. Bob Melvin: asked if we have subdivisions sitting undeveloped. Brian Curtis responded: yes, but they have gradually been bought up. G. Colegrove: there are 43 lots as Part III, Estates at Blue Hills.

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Douglas Stender and Steven Levy, Durham Volunteer Fire Company

Mr. Stender reported that the company responded to 263 calls last year, 2 of which were major structure fires: Parmelee Hill Road and the book barn on Barbara Lane; thanked the Board of Selectmen for fixing the Doody/Coe pond. He noted that Killingworth and Middlefield respond automatically to structure fires in Durham; the company responds to alot of car accidents; said their budget request is not going up this year.

Mr. Levy said the good news is that volunteerism is great; the bad news is that regulatory agencies are ever reaching into their operations.

Discussion about the upcoming nuclear drill scheduled for April 25. M. Boord said this is a big year for Durham's participation in the drill, as FEMA will be very stringent. Paul Roberts is our new Civil Preparedness Director and we will get as much help from NU as possible.

Philip Rich, Fire Company Trustees

Has only been on the Trustees for 4 months, so has no report yet. Maybe next year.

Marjorie C. Hatch, Town Clerk

The Town Clerk's office is sensitive to economic setup; they are not bringing alot of money in; their office is busy but it is busy with "bad things," such as foreclosures, etc. 1992 will be a very busy year with elections.

She reported that Mary DiMella, Assistant Town Clerk, is retiring; she feels that Mary is divorcing her; she feels her office is one of the best Town Clerk's offices in Connecticut.

Ellen Mauro, Administrative Coordinator B/H/E

For Thomas Fenton, Town Engineer/Public Works Director: key points are the \$41,000 FEMA reimbursement for Hurricane Bob, which represents money the town did not have to spend to clean up after the emergency. 400 highway department manpower hours were used on the Allyn Brook Park, DeGennaro business park, small drainage projects (Wilcox Drive - cost sharing); they changed the chip sealing process, i.e., the contractor cost would be for actual work. They have put nearly everything on the computers; finished the budget last year with significant surplus even though they bought a backhoe. Mr. Fenton and the town crew inventoried every culvert in town - the information is now at Midstate Regional Planning Agency and Mr. Fenton will develop the drainage plans. Other activities going on in the office: Indian Trails Water Co,

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Bonds, accepted Green Lane, Sumner Woods Road, and Park Place as approved town roads. Next on the road approval list: Banta Lane, Surrey Drive, and a portion of Crooked Hill Road. Francis Korn, Selectman, acknowledged that the highway department has done a superior job and the office did a meticulous job in seeking FEMA reimbursement for the hurricane.

For William Milardo, Jr., Sanitarian:

1. Accessory apartments: not only for elderly, but for family members which can provide income for the family.
2. Replacement of septic systems. New regulations will include ultra low volume flush toilets.
3. Did not receive septic grant funds.
4. Test well water in Durham Heights is still pure.
5. Construction is down but more staff time is being used for restaurants/school inspections.
6. Next year: he expects to look closer at lead paint controls; it will be a state mandate.

E. Mauro concluded that the new program for dealing with the bonds is working well.

Mary Jane Jewczyn, Treasurer

She admitted she is having fun playing with all the money; she will implement an electronic transfer for payments to Regional School District #13. She is in the process of evaluating other banks closer to Durham (CBT/Fleet has closed its Durham branch). She is investing money in STIF - although it is not insured money; will explore alternatives for short-term investment.

Paul Roberts, Civil Preparedness Director

Al (Brechlin, former Civil Preparedness Director) really brought Durham a long way through the long arm of government, Mr. Roberts began. A major drill is scheduled for April 25th. Al always gave background support, recognizing that the CEO must lead the way. We have some continuity but our focus in the next couple of years will be to rebuild.

Gene Brown for the Board of Finance

He is a new member of the Board but can tell by the Audit that town departments have done an excellent job. The Annual Report will be out shortly.

Roger Quinley, Personnel Policy Board

The Defined Benefit Plan was ratified and implemented in 1990-1991. His Board gives input to the Boards of Selectmen and Finance re salaries, leaves of absence, etc. The Board was involved in Annual

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contract negotiations.

Robert F. Hall, Selectman

The reports coming in tonight sound good. Warned the group that he is a nitpicker; feels the state is causing most of our problems. Roads shouldn't be plowed until there's an accumulation of snow. He noted that someone has a good job painting signs...they should be removed when the job is done. We have to tighten up our belts, he added....everyone has to.

M. Boord said she is in frequent touch with Terry Parmelee, state highway department foreman; she suspects they also have grids such as we do (sections of town which are plowed by individual town employees per truck) - for us, it takes about 4 hours to circle one grid...someone gets their road plowed early on, another not until later. She assured the group that she will share their concerns with Terry Parmelee.

Francis E. Korn, Selectman

Mr. Korn thanked everyone for coming; this is his fifth annual joint meeting. The exchange of ideas can only serve to benefit us and the town. He also thanked all who responded to the call to reduce expenditures. He has suggested to state officials they should look at how the town budgets are created, i.e., \$50-\$100 line items - it can help them at the state level [preparing their budgets]. He expressed appreciation for the town hall staff. He added that we are fortunate to have volunteers in Durham and we will become more dependent upon them. It's a valuable component of our economic life...there was a sense of commitment at last year's budget. Thanked everyone for their support and noted we will have to work this year as a real team in this year's effort.

Maryann P. Boord, First Selectman

Comments attached as shared with the chiefs.

Adjourn

The meeting adjourned at 6:45 p.m.

ANNUAL JOINT CHIEFS OF STAFF MEETING
JANUARY 29, 1992

As indicated in my recent letter to the Boards and Commissions the theme this year is the same as at our Joint Chiefs of Staff meeting last year:

HOLD THE LINE on spending in the present budget year.

ZERO INCREASE in the bottom line of your budgets for FY 92-93 with a PLEA FOR REDUCTION if at all possible.

News from the State:

State Representative David Lavine told me Monday to look for probable cuts in the current year as well as next year.

Secretary of the Office of Policy and Management William J. Cibes, Jr. writes, "strongly suggest that you not rely on any assumptions of continuing increases in state aid. In fact, even level funding may be very difficult for us to achieve in certain grant programs; it would be prudent for you to expect a decrease in state assistance."

Locally:

Tax Collector, Joanne Salva, as of 12-31-91, the town is 3.2% behind last year in collection on the current tax list.

Assessor's Office projects a minimal increase of 1.01% in the grand list, or less than \$78,000.

Undesignated Fund Balance (surplus) as of 6-30-91 was \$148,000 as opposed to \$402,000 as of 6-30-90.

We do not have the \$350,000 to apply to the 92-93 budget to reduce the amount to be raised by taxes.

Although much of this information appears to forecast doom and gloom, I have personal experience of your response to our plea last year, resulting in an underexpenditure of approximately \$235,000. Fortunately, that covered the undercollection of anticipated revenues in the amount of \$133,000. I believe we will again respond to the economic climate.

I always enjoy saving the "best til last"---so, here's all the "good news"!

AWARDS

- Town of Durham received the Outstanding Municipality of 1990 award presented by the Middlesex County Soil and Water Conservation District for erosion and sedimentation controls implemented for construction projects

- CIRMA (Connecticut Interlocal Risk Management Agency) awards

Workers' Compensation Pool - Town of Durham and DMIAAB -
Lowest Percentage of Lost-Time Injuries 1990-91

Liability-Automobile-Property Pool

DMIAAB - No Claims 1990-91

Town of Durham - Lowest Loss Ratio 1990-91

- DMIAAB - Dedication of the compactor Monday 1-27-92; using the \$200,000 DEP Grant received through State Rep. David Lavine's efforts

Bronze Medal for bottle and can recovery in excess of 40 lbs/person/year from the Southeastern CT Regional Resources Recovery Authority

- Durham Agricultural Fair Association received the tourism Award from CT Valley Tourism

PROJECTS

-Trinity - FmHA Loan for \$1.2 million, 50 yrs., 1% interest, is being processed in Amherst. We should hear any day re: final approval; preliminary letter indicates the project is fundable.

Site Development grant money released from DOH to do test well and water quality tests.

-Allyn Brook Park - project completed; volunteers, contributions, 400 hrs. by our PWD, FEB Sr.

most importantly - it is being well used and enjoyed by all ages

-DCWC - draft decision due 2/26/92 and final decision 3/18/92 from DPUC; still under consideration, as far as I know, is the Aquatreatment proposal

-Revitalization Commission - final approval of \$25,000 grant money to do soils and septic analysis, engineering, and marketing on the DeGennaro property for a proposed Business Park.

As soon as we have the projected road costs, we will be negotiating a price with the DeGennaros. The price will reflect what the DeGennaros hope to profit from the property. However, the Town does not plan to purchase the property. We expect to enter into a public/private agreement, whereby the sale of the first two parcels will provide some profit for the DeGennaros and some funding for the town to build the road to access the back lots.

I saw in this morning's paper Ed Munster is proposing legislation for deferment of taxes for new and expanding businesses as a means of attracting light industry and holding on to the existing businesses.

-3 New Flag Poles donated this past year. the 2 on the Town Green and at Allyn Brook Park were donated by the VFW; and the one at Mica Hill Cemetery was donated by the American Legion Post 169.

We appreciate the faithfulness of the Clay Howe family in raising and lowering our flags on the Green.

NEW ADDITIONS

new Town Treasurer - MJJ
in house billing
Defined Benefit Plan
Dedication of compactor
FAX in Town Hall
new pumper for Volunteer Fire Dept.
1988 four-wheel drive Bronco

If no one mentions:

- Durham Public Library has also received recognition
P.A.L.S., has received the Outstanding Friends of the
Year 1991 Award from the statewide organization

Dorothy Willett - CT representative in Washington, D.C.
at the White House conference on Libraries and Information Services
Dulcianne Vye won a public relations award for her logo
on the library letterhead

Valerie Harrod - elected Chairman of the Advisory Board
of the Middletown Library Service Center and Chairman of the
Administrators Round Table for the Southern Connecticut Region of
Libraries

- Health Department

Durham Heights - 3 new wells drilled to determine if
potable bacteria-free water could be obtained by installing longer
casings at greater depths than the existing wells. Quarterly
testing reveals that the water is bacteria-free although there are
minerals present.

Applied for a \$400,000 Small Cities Grant for septic
repair/replacement and rehab. We were next in line when the money
ran out. Hoping to apply again this year or receive "left over"
money from the present year.

- Bruce Rau and Marge Hatch sponsored a rabies clinic; 3 local
veterinarians, Dr. Steve Levy, Dr. Larry Brooks, and Dr. Mary Lis;
numerous volunteers; 500 dogs, cats, and 1 goat received rabies
injections for a nominal fee of \$7

VISION

- Solution to DCWC problem

- Getting construction underway for the Trinity project

- getting State Mandates eliminated or revised to reduce
financial burden on municipalities (my involvement in that Forum
due to Donna's response to Gov.'s request).

- development of a Business Park to help broaden tax base
while retaining our rural character

There are several factors which I find significant and encouraging:

We (Town Treasurer, Brd. of Finance, and Brd. of Selectmen) are keeping a close watch on our finances seeking advice on municipal finance from our auditor, Al Rusilowicz and Terri Larsen of Fleet Bank.

You are responding to requests to "cut back and sacrifice" which has allowed us not to have to borrow to meet our financial obligations while waiting for State appropriations.

We are preparing the way to welcome light industry and retail into the appropriate sectors of our community to help broaden the tax base while maintaining our rural character.

Because we are demonstrating caution and sound fiscal management during this recession, we will be ready for the economic recovery.

As I listen to some of the problems and concerns of other communities, while serving on various boards and commissions myself, I am very proud of our degree of independence and self reliance, but most proud of the quality and dedication of our volunteer boards and commissions as well as the experience and devotion of our town employees.