

Received 10/29/2026
1:33 PM Jodi Moore, ATC

Town of Durham
Board of Selectmen
Monday, September 14, 2026, at 7:00 p.m.
3rd floor, Town Hall, and Remote via Zoom
Meeting Minutes

Meeting Recording
Passcode: M*stL4Tc

1. Call to Order
First Selectman Rea called the Board of Selectmen meeting of September 14, 2026, to order at 7:00 p.m. Also present: Selectman Chadd and Selectman Hennick.
2. Pledge of Allegiance
First Selectman Rea led with the Pledge of Allegiance.
3. Approval of Agenda
MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN HENNICK, TO APPROVE THE AGENDA AS PRESENTED. VOTE: ALL AYE
4. Public Comment (Open to agenda items only)
None.
5. Accept Resignation: Laura Francis, Sustainable Durham
MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN CHADD, TO ACCEPT WITH GRATITUDE THE RESIGNATION OF LAURA FRANCIS FROM SUSTAINABLE DURHAM. VOTE: ALL AYE
6. Expiration of Terms (per Charter Sec. 2.7):
 - a. Ethics Commission, terms ending April 30, 2026 (1 regular, 1 alternate)
None.
7. Accept nominations and vote to fill the following vacancies (per Charter 2.6):
 - a. Building Code of Appeals, 2028
None.
 - b. Ethics Commission, Regular, 2028
None.
 - c. Ethics Commission, Alternate, 2028
None.
 - d. Sustainable Durham, Alternate, 2027
None.
 - e. Sustainable Durham, Regular, 2028
None.
8. Fiscal Analysis - Ending June 2026 preliminary
Fiscal Analysis – ending June 30, 2026, Preliminary – subject to adjustments as presented by the Finance Director:

The 2026 budget stands as follows:

	Expenditures	Revenue
Original Budget	35,359,760	35,359,760
General Appropriations/Undesigned Fund Balance	-	-
Grant Appropriations	-	-
Prior Year Carryovers	789,219	-
Reserve Appropriations	250,692	250,692
Due From Reserve	-	-
Revised Budget	36,399,671	35,610,452
YTD Encumbrances	-	-
YTD Expense/Revenue	35,428,138	35,308,247
Balance Unspent or Uncollected	971,533	(302,205)
Percent Spent of Collected	97.3%	99.0%

Revenues

Combined tax revenue of Real Estate, Personal Property, and Motor Vehicle are 98.3% collected. This was based on a 100% collection rate at time of mill rate setting. Included in the 100% collection rate formula was anticipated additional tax revenue from past-due billings; however, that source has now been exhausted due to the collection efforts of the tax department.

Local revenues came in at 3.72% over what was budgeted. Motor vehicle supplemental, suspense tax, foreclosure revenue, building permits, and engineering fees came in over budget while interest on tax, conveyance tax, and bank interest earnings came in under budget. Investment earnings were budgeted at \$400,000 and fell short by approximately \$4,400.

State revenue and Education Cost Share came in at 100% collected.

Expenses

Preliminary budgetary expenditures are 97.3% spent. There are budget lines that have exceeded their available budget. Budgets of significance include town engineering; public works garage increase in EPA stormwater and new regulations in stormwater containment; ethic's commission legal fees, volunteer fire department vehicle expense, police services, retirement plan and facilities maintenance. Contingency and other budget lines will be used to offset these overages.

Snow and ice removal, social security, and tax refunds also came in over budget and will require town meeting approval. Revenue from under expended lines will be used to offset these overages.

No appropriations were made from contingency or undesignated fund balance.

Community Center

The fiscal year 2025-2026 operating budget for the Community Center was approved in the amount of \$115,557 and was 92.5% expended or \$9,975 under budget. Phone, cable, internet, and electricity came in under budget.

Capital Investments at the Community Center include:

Building management system, the removal of the old heating oil tanks, the installation of two new boilers and water heater, new generator, wiring in the emergency operations center, a camera system for the exterior of the building, epoxy floor installation and painting in the ambulance bay, and electrical upgrades in the ambulance office, lighting upgrades, refurbishment of existing dishwasher, and the installation of a water bottle filler.

Additional expenditures related to the community center for routine maintenance, alarm monitoring, and fire extinguisher services can be found in the facilities maintenance budget.

Community Center Reserve Update

May 4, 2021, Referendum	\$1,000,000
FY 2023 Expense	-212,436
FY 2024 Expense	-557,410
FY 2025 Expense	-75,093
FY 2026 Expense	-31,574
Balance Remaining 6/30/2026	\$123,487
Obligated Funds – New Chiller	-100,000
Balance	\$ 23,487

American Rescue Plan Act (ARPA)

Below is a snapshot of where the ARPA funds stand as of 6/30/2026. It should be noted that these numbers are preliminary.

Projects to be completed by 12/31/2026:
 Outside lighting; Volunteer Fire House
 Engineering; Allyn Brook Park Sidewalks to Community Center

ARPA Funds	
Total ARPA Funds Received	2,120,485.94
Investment Earnings	242,842.74
Total Revenue 6/30/2026	2,363,328.68
Total Expenditures 6/30/2026	2,323,382.91
	-
Total Revenue	2,363,328.68
Total Expenditures	-2,323,382.91
Balance 6/30/2026	39,945.77
Investment earnings remaining	-23,875.40
Balance of outstanding projects	-16,070.37
	0.00

Major Projects

Main Street Sidewalks: Commitment to Fund was received from the Connecticut Department of Transportation for a Local Transportation Capital Improvement Program (LOTICIP) was received in November 2025 in the amount of \$1,486,800. Required environmental screenings were done and there were no adverse effects. Due to the existing crosswalks not being ADA compliant, the Department of Transportation (DOT) rejected the final plans. Engineering for the required sidewalk revisions has been budgeted and incorporated into the updated plans, which are now under final review by DOT.

Shady Lane Road Improvements

The Town received a Notice of Grant Award for a Small Town Economic Assistance Program (STEAP) in the amount of \$1,000,000 in October 2025. The project went out to bid in June 2026. Seven (7) bids were received and the lowest bid in the amount of \$948,380 was awarded to Sunset Valley Construction, LLC. The notice to proceed will be issued in August 2026 with work to commence on September 21, 2026 with 120 days to achieve Substantial Completion; May 19, 2027. This accounts for a winter shutdown period between December 1, 2026 and March 31, 2027. It should be noted that the contractor may work within the winter shutdown period with the approval of the Town's engineering firm.

Culvert Projects – Bear Rock Road

Bear Rock Road Culvert Lining and associated road work when out to bid in August 2025. One (1) bid was received and was awarded to Dayton Construction Company, Inc. in the amount of \$473,350. Substantial Completion was met on February 8, 2026. This is the last culvert project that was paid through the 2019 bond.

Guire Road Culvert:

The State Local Bridge Program awards for 2026 were awarded in July. Guire Road was not on the list. The Town will be applying for the 2027 round. This is a 50/50 grant match program.

Pickett Lane Side Project – Allyn Brook to Community Center

ARPA funds were expended to continue the engineering for sidewalks from Allyn Brook to the Community Center that was completed late this summer. This project will be shovel ready so the Town can apply for an applicable grant when available in 2027.

Historic Restoration Project Grant – Library Stairs

A grant in the amount of not to exceed \$182,700 for the repair, remediation and restoration of the exterior steps leading from the original 1901 library building. The grant was based on the original application budget of \$350,000. The total project cost came in at \$228,842 with a town match of 50%, \$114,421. Current reserves for the town match is \$86,663, a shortfall of \$27,758. Final closeout paperwork has been forwarded to the State of Connecticut for review (August 2026).

Facilities Maintenance

Capital projects completed in fiscal year 2025-2026:

Library

Removal and installation of new heat fuel tanks.

Children's room project; painting and new carpeting.

Volunteer Fire House

Purchase of rear parking lot light poles. To be installed in the fall of 2026.

Sidewalks – Main Street to Strong School

Sidewalks were installed from the existing sidewalk on Main Street to Strong School using ARPA funds. This project was completed in September of 2025 at a total cost of \$310,593.

9. Set time, date, location and Approve Call to Annual Town Meeting

MOTION BY, FIRST SELECTMAN REA, SECONDED BY SELECTMAN CHADD TO SET THE ANNUAL TOWN MEETING AT THE COMMUNITY CENTER, 144 PICKETT LANE, ON MONDAY, OCTOBER 5, 2026, AT 7:00 P.M., TO CONSIDER THE FOLLOWING ITEMS:

1. To establish the date for the Annual Budget Meeting
2. To fill 1 vacancy for the term expiring 2028 on the Compensation Review/Personnel Policy Board
3. To elect one member to a five-year term on the Compensation Review/Personnel Policy Board expiring 2029
4. To elect one member to a five-year term on the Compensation Review/Personnel Policy Board expiring 2031
5. To elect 3 members to terms expiring 2029 on the Board of Library Directors
6. To elect 2 town representatives to a term expiring 2028 and 2029 on the Board of Trustees of the Durham Volunteer Fire Company, Inc.
7. To elect 2 members to a term expiring 2028 on the Regional School District #13 Finance Committee

To transfer, an amount not to exceed \$12,720, from #8420305-57394 Fire Department Equipment Reserve to #9420305-57394 Fire Department Equipment CIP for the purchase of fire hose, pending procurement requirements are met as recommended by the Board of Finance at the September 8, 2026 meeting

VOTE: ALL AYE

10. Approval of Tax Refunds

MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN CHADD, TO APPROVE A (13) TAX REFUNDS TOTALING \$2,288.98 AS PRESENTED BY THE TAX COLLECTOR. VOTE: ALL AYE

11. Old/New Business

First Selectman Rea noted the following:

- a. The impactful 9/11 Ceremony and thanked Karen Kean for her efforts.
- b. Sidewalk repairs on Main Street, some areas are being patched
- c. Reminder to review the POCD for an upcoming vote and Public Hearing on November 5th

12. Selectmen Comments

Selectman Chadd echoed comments about the 9/11 ceremony.

13. Public Comments

Roger Kleeman: spoke about potential technology issues with meetings, reiterated issue on Tuttle/Rt 68 hole in the road with standing water.

Rick Parmelee: thanked the Volunteer Fire Department and Trustees, felt the Fire Department building should be a priority, questioned chip sealing of Community Center lot done by private company and not Public Works.

14. Adjournment
Meeting adjourned at 7:25 p.m.
Respectfully submitted,
Jaclyn Lehet