

BOARD OF SELECTMEN
Special Meeting
Monday, January 6, 2014
MINUTES

Members Present: William Rose, John Smith, Irene Schein and Karen O’Gorman, Administrative Assistant and Recording Secretary.

Others Present: Richard Weingart and Bruce Raymond, Board of Finance, Jim Randall, EMD and Chris Komuves

Regular Meeting

1. Call to Order

Bill Rose called the meeting to order at 7:00 pm

2. Additions to Agenda

There were no additions to the agenda

3. First Audience of Citizens

There was no first audience of citizens.

4. Approve Minutes of Regular Meeting December 5, 2013

In Item 5B under Board Member Reports, the first sentence should be deleted. Also, in the same paragraph, Bill Filchak should be changed to John Filchak, the director of NECCOG and also change “NEECOG” to read “NECCOG.” Irene Schein made a motion to approve the regular meeting minutes with the amendments. John Smith seconded. All were in favor

5. Communications and Reports

A. Trooper Report – December 5, 2013

The Board reviewed the Trooper Reports for December from the Resident State Trooper and from Troop D. Ms. Schein is interested in receiving entries with date and time and any other information that can be gotten from that. Perhaps a special meeting is needed.

B. Board Members Reports

There were no Board Member Reports.

C. Board of Finance Discussion

Mr. Weingart had a presentation from the auditors on December 16th and has the copies of the audit. Their opinions were very good and overall it was a very good

report. The staff was pleased with the cooperation they got. His only comment on the audit is that we still do not have a response to the finding regarding policies and procedures. The auditor said he had a template for that. The same statements were made by OPM. We need to send something to OPM to show that we are really working on policies. Mr. Rose will speak to the auditors. The budget requests were distributed before Christmas and the Board has a meeting coming up on Monday night. They will be talking more about the budget process. Mr. Rose would like to discuss with the Board of Selectmen what budgets the Board should take over. Mr. Rose read off the list of budgets to be dealt with by the Board of Selectmen. Mr. Weingart would like to present the whole package at a public hearing. They need to have the budget finalized before the end of April. Information for the public needs to be available a week before the meeting. He does not want to hold the public hearing before the second week of April, which is April 14th. There was a concern last year with the ambulance corps budget request. Mr. Rose asked Dan Syme of Scotland what their charges were for ambulance service.

D. Correspondence

Irene Schein made a motion to submit the annual report as written. John Smith seconded. All were in favor. The report was then signed by all three selectmen. Bill Rose received an anonymous letter addressed to the Chaplin Board of Selectmen regarding the Board meeting minutes with edits and suggestions made for changes.

6. Old Business

A. STEAP Grant (Darling Pond, North Bear Hill Bridge)

We have the final design. Mr. Rose has a meeting with the engineer tomorrow with Joe Theroux to review the DEEP permit and will then go out for bid. With regard to North Bear Hill Bridge, we have the final approval from the federal government to go out with the final design and permitting. There will be no construction on that until we go out to bid, which may be sometime in the fall of 2014 or early 2015.

B. Community & Economic Development Commission

Mr. Rose is meeting with a representative from UCONN, who is a liaison between the state and towns. He has an appointment for Thursday at 10:00 at the Town Hall. Nothing further has been addressed.

C. Energy Efficiency Project to the Library/Senior Center

Mr. Smith said it expired with the new year so we have to submit a new proposal.

D. Discuss All Pending and New FOI Requests

The town had one new FOI request from Anne Sicilian. It was a request from the library board asking for the salary information and she submitted all the correct paperwork. The only other pending FOI is the google groups request. Ms. Schein would like to recommend that we consult another attorney who may have some expertise in this area.

E. Update on Progress Report on the Cohen Project

Mr. Rose said that Brian Cohen stopped by and left some literature regarding Cedarpalms. There are still many questions for the attorney with regard to the small piece of property.

F. Budget Discussion

Some of the information has been addressed in the Board of Finance discussion. A date needs to be set up for a budget workshop in a couple of weeks.

7. New Business

A. Tax Collector Refunds

There were no requests

B. Resignations and Appointments

There were no resignations or appointments.

C. Employee Handbook Policies

Mr. Rose indicated that something has come up that needs to be addressed. First thing he would like to address is the Tuesday night crew. Demian operated under a contract. We hired the new ZEO on an hourly basis. We had a predetermined hourly rate that we used and mileage. We contained him to those hours and then the Planning & Zoning Commission asked for more hours, which is a good procedure. There is no real policy for the Building Official, Assessor and Wetlands Agent. When Chandler got hurt, he was out for quite awhile and he was paid for that sickness. Now we have a similar situation with Terry. He has had some health problems so we have been using the assistant and paying Terry through that whole process. Now the assistant's line item has been used up. We have received notes from him as to his health problems but he has been out for several weeks. The question is how do we handle this going forward. Do we need to write a whole policy? Ms. Schein said that we should ask Dennis how other towns do it. Mr. Smith asked if we could pro rate the sick days or we could also change them to hourly employees. Mr. Rose said that we don't give any kind of paid time off to any other part-time employees. Mr. Rose said he would ask another town if they have a policy in place. He will also go through the handbook and make any suggestions to the Board of Selectmen.

D. Authorize Resolution re DEMHS

Mr. Rose read the resolution. Irene Schein made a motion to authorize the resolution. John Smith seconded. All were in favor.

E. Regional Performance Incentive Grant Applications

Bill Rose made a motion that we support the Regional Performance Incentive Grant Application submitted by NECCOG, which includes the following: 1. Pre-Hospital Emergency Care Enhancement Study; 2. Regional Land Record Modernization Initiative; 3. GIS Data Layer Expansion; 4. Value-Added Processing/Production Incubator Center for Agriculture – Feasibility Study; 5. Regional Cattery; and 6.

Regional Trap, Spay, Neuter, Release and Maintain Program. Irene Schein seconded. All were in favor.

8. Other Business

There was no other business.

9. Second Audience for Citizens

Jim Randall asked to have the barns removed from behind the fire department and would like to have the Board of Selectmen add it to the CIP. He also mentioned that he went downstairs in the library a couple of years ago. The Town should remove the tanks to have an asbestos abatement done. An estimate would be needed as to how much it will cost. Terry Bellman should take a look. He would also like to have something done about the parking lot on England Road.

10. Agenda Suggestions for Next Meeting

STEAP Grant (Darling Pond and North Bear Hill Road Bridge)

Community and Economic Development Commission

Energy Efficiency Project for the Library/Senior Center

Discuss All Pending and New FOI Requests

Update on Progress Report on the Cohen Project

Budget Discussion

Employee Handbook Policies

Tax Collector Refunds

Resignations and Appointments

11. Date, time, and place of next meeting

The next meeting of the Board of Selectmen will be February 6th @ 7:00 pm @ the Town Hall

12. Adjourn

The meeting adjourned at 8:43 pm.

Respectfully submitted,

Karen O’Gorman
Recording Secretary