

**MEETING****BOARD OF SELECTMEN****DECEMBER 7, 2016**

Members present: Christopher A. Rucho Patrick J. Crowley  
Siobhan M. Bohnson John W. Hadley  
Barur R. Rajeshkumar

Mr. Rucho convened the meeting at 7:005 p.m.

**Public Comment:**

There is no one present for this agenda item.

**Read and acceptance of Minutes from Previous Meeting:**

Motion Mr. Hadley to approve the regular session meeting minutes of November 16, 2016, seconded by Mr. Crowley, all in favor.

**Payroll & Payable Warrants for the Town FY2017 #21, #22 and #23, Sewer Enterprise FY2017-SE9, and Municipal Light Plant #11 – review and vote to approve for the period covering November 1 through December 7, 2016**

Motion Mr. Crowley to approve the warrants as noted, seconded by Mr. Hadley, all in favor.

**NEW BUSINESS:****1.Consider signing Contract with the Teamsters**

Motion Mr. Hadley to sign the contract, seconded by Mr. Rajeshkumar, all in favor. The document is the final contract based on the Memorandum of Understanding with the Teamsters.

**2.Consider approving the hiring of the following individuals as temporary part-time plow drivers for the Department of Public Works effective December 8, 2016 until May 31, 2017 - Donald MacKenzie, William Mulcahy, and Steven Mulcahy**

Motion Mr. Crowley to approve the hirings, seconded by Mr. Hadley, all in favor.

**3.Consider assigning representatives for joint discussion with Cemetery Board of Trustees and Personnel Board on proposal to include Cemetery Department in with DPW**

Mr. Rucho offered to fill the assignment.

Motion Mr. Hadley to designate Mr. Rucho to represent the Board at the joint discussion, seconded by Mr. Crowley, all in favor.

**TOWN ADMINISTRATOR’S REPORT:****1.Hazard Mitigation Planning in 2017**

Mr. Scheipers reports that we are part of a 20-town group working with CMRPC, who received a grant to update the Hazard Mitigation Plan. She attended the initial planning meeting with the DPW Director and CMRPC will work with each town individually. We will be pulling in various groups to look at areas in the town to identify areas that may have natural or manmade potential hazards and develop plans to eliminate or minimize the impacts of any event. The town has a \$2,000 staff and volunteer time obligation, which will be easily achieved.

**2. Wayne's Weaponry Court Update**

The judge involved in the preliminary injunction hearing has set criteria for the use of the range. It can only be used by certain Almstrom family members and shooting can only take place Monday through Saturday from 10:00 a.m. to 2:00 p.m. until such date that the court further rules on the matter. Mr. Crowley asked if the Police Department had been given instructions on what to do if they break the guidelines. Ms. Scheipers advised that they have and the Zoning Enforcement Officer has as well. We will be responsible for notifying the court and it is effect immediately. We have not heard anything about how it is going. Mr. Rajeshkumar asked if the information would be in The Banner. Ms. Scheipers states that she does not know that answer, it is public record.

**3. Regional Recycling Center – Change of Hours**

The Center will be changing their hours effective January 1. They will no longer be open on Monday nights and instead will be open the 1<sup>st</sup> Saturday of each month during the winter months of January, February and December. They will be open Thursday evenings March through November. The change was done to remove the difficulties and hazards of night time winter operations and to reduce the cost of running the large flood lights needed on winter nights. They will also make some minor changes in their fees. A new flyer will be sent out to all the residents

**4. Town Clerk Costs of Early Voting and Local Special Election**

The cost for early voting was \$1,363. In addition, the cost for the special election on the police station and debt exclusion vote was \$3,881.00 We will need to watch the Town Clerk's budget and we may have to do either a Reserve Fund Transfer or a year end budget transfer.

**5. Update on Grant Writer Status**

Theo Jordan has been busy helping the Council on Aging and the Fire Department with grant applications. A COA grant was submitted to provide an exercised program funded by the Griswold Cares Foundation. We should hear about this later this month. The Fire Department grant was to fund a fire truck in the amount of \$550,000. We should hear about that in early 2017.

**6. ZBA Local Preference Vote**

The ZBA will be looking into the issue of local preference for some of the affordable housing units for the North Main Street 40B project. They will be discussing that next week.

**7. Miscellaneous Updates**

Community Compact – Ms. Scheipers reports that they are in the process of gathering estimates for the housing consulting services and pavement condition analysis services.

Complete Streets – Ms. Scheipers met with CMRPC and the process and it looks like CMRPC will be on the street to do a survey of every existing sidewalk and will develop a list of actions items and a tentative schedule. This will take place between January and March and we will have a final plan by the end of March.

**FISP UPDATE:**

1. Invoices: Cardinal Construction Pmt #7, \$13,954.64

Motion Mr. Hadley to approve the payment, seconded by Mr. Crowley, all in favor.

2. Cardinal Construction Invoice #8, \$8,088.94

Motion Mr. Crowley to approve the payment, second by Mr. Hadley, all in favor.

3. Reinhardt #7, \$19,500

Motion Mr. Crowley to approve the payment, second by Mr. Hadley, all in favor.

**Presentation on Status of Board and Town Administrator Goals**

Ms. Scheipers reports that the Board established the following goals: Complete a sewer rate study, negotiate Holy Cross partnership, work with Cemetery Trustees to expand the Cemetery, develop recommendations to include Cemetery Department into the DPW, issue an RFP for the Tivnan Drive property. FY16 Carry Overs include Customer Satisfaction Survey, Change Town Clerk from elected to appointed and continue to work on Police Station project and Senior Center

1. Customer Satisfaction Survey. No action has been taken as of yet. We will use Holy Cross interns to assist in this project in spring or early fall, 2017.

2. Changing position of Town Clerk from elected to appointed

Town Meeting approved the change and we are in the process of submitting the petition to our legislators so the legislature can take action in January. Hopefully, it will be completed in this session. The Personnel Board has approved the job description and the Town Administrator has been meeting regularly with the Town Clerk to prepare for the implementation. Mr. Rucho requested a copy of the job description.

3. Police Station & Senior Center

October town meeting approved additional funds for the police station project, we selected R.A.C. Builders as our contractor, site work and foundation work has already begun, and our expected completion in August or September of 2017. The Senior Center had funding approved at town meeting for schematics designs, hired Catlin and Petrovick as our architect, and they are working with FISP and a subcommittee. It is expected that the review will be done by the end of the calendar year. It is expected that the Board of Selectmen will schedule a special town meeting and election for funding in early 2017.

FY17 new Board goals are as follows

1. Sewer rate review

We have taken no action on this as yet. The Town Administrator will seek proposals in early February from qualified consultants and anticipate it will take eight to ten weeks. We are looking for a formal presentation and vote at the May 3<sup>rd</sup> meeting. It will be a comparison of what other towns have and we will look at our revenues, expenses and future capital project we need to do. We may require a slight modification to the sewer rates.

2. Holy Cross Community Partnership

We sought requests from different departments and received a broad range of different requests.

Ms. Scheipers and Mr. Rucho met with Holy Cross and presented them with a list of requests. A decision will be made by mid-December on which items they will approval and moving forward we anticipate an annual review of each years funding. We did receive confirmation that they are interested in developing internships with us and they also offered their facility to town boards for special meetings.

### 3.Cemetery Expansion

The Town Administrator met with the Cemetery Trustees to define search criteria and a Request for Proposals was developed, reviewed by town counsel, and is currently out and due in early February. The Trustees will work with the Town Administrator to review and bring forward the best proposal, which will be brought to town meeting in May.

### 4.Cemetery in DPW

The Town Administrator met with the Personnel Board to discuss the basics of what this would look like. The Personnel Board would like a joint meeting with the Board of Selectmen and the Cemetery Trustees. They have also met with the Cemetery Superintendent and they will meet with the DPW Director next Monday night. Depending on that outcome it is impossible to say what the time frame would be to make a proposal. This may be an October town meeting item.

### 5.Tivnan Drive

No action has been taken on this goal. The Town Administrator anticipates establishing a subcommittee to develop the RFP in the spring/summer of 2017

Town Administrator goals are as follows

#### 1.Work with finance team to develop and implement a comprehensive set of financial policies and procedures

The Finance Team, consisting of the Accountant, Treasurer/Collector, Assessors, and occasionally the Town Clerk are working on evaluating existing policies and seeking samples from other communities. This will be completed in the March/April time frame.

#### 2.Identify and correct Holden sewer billing issues and review existing agreement between the two towns to identify changes we may wish to make to prevent future problems.

The FY15 billing is under review by Holden and once that has been accepted we will begin with FY16. We have heard that there were some unpaid bills and we anticipate using a Holy Cross intern in the fall of 2017. If discovered we will have to have discussions with Holden on how past due bills from a previous year could be paid. We may have to come to an agreement with Holden on what we would base an estimated amount on.

#### 3.Work with Town Wide Planning Committee to update and finalize all 10 sections of the Master Plan.

The Town-wide Planning Committee is reviewing the previously edited chapters. Ms. Scheipers is working with Jean Costello on identifying the best format and process to engage citizens moving forward. She anticipates getting town committees and stake holders groups together during January to March. Citizen engagement will take place throughout 2017. No

completion date has been established yet. Once we get through the first part of the community engagement we will have a better sense of when we would anticipate the update to be completed.

**4.Re-start the Town Administrator blog**

Ms. Scheipers reports that the weekly announcements have commenced. It will be used to inform people on key town activities and get time sensitive information out to the public.

**5.Continue to work with the DPW Director on the Pavement Management Plan and Chapter 90 Projects**

The current Pavement Management Plan is out of date. We did received tier 2 grant funds to hire CMRPC to assist us in updating the plan which will be done from January to May in 2017. The Pavement Management Plan was done in 2015. We have paved a number of roads since that time and other roads have deteriorated. We will need to update the plan with all that information. Mr. Crowley voiced concern that the plan was only two years out of date and already needed updating. Ms. Scheipers advised that pavement conditions deteriorate quickly and one of the things that will be a positive outcome is our new DPW Director will see how it is done and he would be able to update the plan each year. Mr. Hadley noted that we haven't used any Chapter 90 for at least four years. Mr. Rucho added that we purchased a computer program and once we do something to a road we should input that information. Because that has not been done, Ms. Scheipers states that the plan has to be updated with the useful life and with unit pricing. The roads we did not work on need to be inspected and those conditions need to be updated. It requires you to get out there and view the conditions. Mr. Rucho thought because we already input the information he didn't think we would have to hire a consultant to update it. Ms. Scheipers noted that only work that has been done was this year needs to be inputted into the plan. Ms. Bohnson asked if Mr. Jackson was able to update that plan removing the streets we recently paved. Ms. Scheipers explained that one has to input any data into the system and the data is a couple years old. We will get the information updated with by a consultant, whose services will be paid for by the grant and going forward Mr. Jackson will update the pavement management plan.

**MEETINGS, INVITATIONS & ANNOUNCEMENTS:**

- 1.December 14, 2016, 7:00 Board of Selectmen's Meeting
- 2,December 15, 2016, 7:00 FISP Meeting

**FUTURE AGENDA ITEMS/SELECTMENS REPORTS:**

- 1.January 4, 2017 – Public Hearing to consider adopting Town Hall Door Locking Policy
- 2.January 4, 2017 – Public Hearing to consider Amending Ambulance Rates

Mr. Crowley reports that last night he attended the project roundtable for the Curtis Industries Project, at 70 Hartwell Street and all the people who will be involved in issuing the permits were in attendance. It seemed to go very smoothly and he does not see there being any major issues. The building owner and architect seem to be very aware of the noise concerns of the neighbors with trucks coming in and shift changes. They will put in a dense row of ten foot trees.

With no further business to come before the Board, motion Mr. Crowley at 7:48 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: January 4, 2017

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Nancy E. Lucier, Municipal Assistant

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Christopher A. Rucho, Chairman

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Siobhan M. Bohnson, Vice Chairman

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Barur R. Rajeshkumar, Clerk

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Patrick J. Crowley, Selectman

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John W. Hadley, Selectman