

COPY RECEIVED  
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TOWN CLERK'S OFFICE

**REVISED**  
**MINUTES**  
**Board of Selectmen**  
**Tuesday, April 1, 2014 – 7:00PM**  
**Norma Drummer Room – Seymour Town Hall**

**Members Present:** W. Kurt Miller, Paul Roy, Karen Stanek, Al Bruno, Annmarie Drugonis, Len Greene, Jr. Nicole Klarides-Ditria (7:08 PM).

**Others Present:** Trisha Danka, Frank Loda, Lianna Staffieri, Jeff Dussetschleger, Jodie Gil, Carol Ralston, and Town Counsel, Richard Buturla (excused at 7:26PM).

**ITEM #1: Call meeting to order.**

Meeting was called to order by First Selectman, W. Kurt Miller, at 7:05 PM

**ITEM #2: Pledge of Allegiance.**

Everyone saluted the flag and recited the Pledge of Allegiance.

**ITEM #3: Public Comment.**

None.

**ITEM #4: Approve minutes from March 18, 2014 regular meeting.**

Motion to approve minutes from March 18, 2014 regular meeting.

Motion: Al Bruno

Second: Len Greene, Jr.

Vote: 6-Yes

0-No

0-Abstain

W. Kurt Miller – Yes

Annmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Karen Stanek pointed out that there are two different spellings of siting on the last page of the minutes. The spelling should be siting with an 's.'

**ITEM #5: First Selectman's Report.**

- Attended the Meet the Kids Night at the Shelton Boys and Girls Club to meet the kids of the Keystone Program. I was very impressed with this group of young men and women and I look forward to a group like this at the Seymour satellite in the near future.
- Attended the Read Across the Valley Breakfast and then was given the opportunity to read to a first grade class at Chatfield LoPresti School. I very much enjoyed the time I was able to spend with the kids and look forward to going back in the next few weeks to read to them again.
- Attended several meetings on the merger between VCOG and COGCNV. Talks are moving along and I expect we will be approving an MOU at our meeting next week. This will be the first step in a process to bring the two groups together. I expect I will be bringing an ordinance to this board in the next month to allow Seymour to formally make the move to the new COG effective 1/1/2015.
- Attended the CCM Day on the Hill in Hartford. Had a chance to speak with and listen to many key lawmakers on the state level including the Governor, LT. Governor and leaders from both the House and Senate. We also discussed and reviewed CCM's legislative agenda for the session and the key initiatives they are pushing to benefit the cities and towns they represent.

- Represented the Town of Seymour and CCM on Face the State this past weekend. I was given a chance to speak about CCM's legislative agenda, as well as my thoughts on several key issues facing the state of Connecticut including economic development and the minimum wage issue. It was certainly an honor for me to have the opportunity to do that on behalf of the town and CCM.
- Met with representatives from Winters Brothers to continue discussions regarding the town's recycling contract. We have had the chance to make a few updates that will save the town money in the long run and are looking at several others.
- I met with members of the police department and the communications commission regarding potential upgrades and changes to our communication systems in town. Conversations will be on going but I expect we will have something for this board to discuss potentially as early as our next meeting.
- I spent the last few days preparing for a bond rating call tomorrow with S&P. Our hope is to show the rating agency all of the management, operational and financial changes that have taken place over the last two years. While we may not get a bond rating increase this year, our goal is to continue to put ourselves in position for the next time we have to go out to bond.
- Finally, I will be presenting a summary of the town's current financial position on Thursday night at the Town Budget Hearing. I will be focusing my presentation on state of our debt service, fund balance, capital plan and our overall philosophies for the next 5 years.

**ITEM #6: Approve consultant for 2014 Small Cities Grant Application.**

Motion to approve consultant for 2014 Small Cities Grant Application agreement as presented.

Motion: Len Greene, Jr.

Second: Annmarie Drugonis

Vote: 7-Yes

0-No

0-Abstain

W. Kurt Miller – Yes

Annmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

**ITEM #7: Discussion and take possible action on FY 2014-15 capital budget.**

Kurt stated that the Board of Selectmen is responsible for determining the capital plan. He stated that they are in the second year of their long term capital plan. They put away \$100,000.00 a year. They use short term borrowing which allows them to spend approximately \$300,000.00. He explained that the budget he is presenting is his preliminary capital plan. The budget may change depending on the discussion between himself, the Communications Commission and the Police Department. Kurt stated that there have been issues with the portable radios. A recommendation from the Communications Commission and the Police Department was to move to a Simulcast system. The cost of the Simulcast system can be up to \$300,000.00. If the board decides to move in that direction, it will take up the entire capital plan for the year. Kurt recommended this for the board and asked to vote on this matter at the next meeting.

Kurt discussed the following key areas:

- First Selectman's Office:
  - \$30,000.00 for ADA upgrades.
  - \$5,000.00 for a MuniCast System which will go hand in hand with the 10-Year Strategic Plan.
- Public Works:
  - \$90,000.00 for a new F550 Mason dump truck.
  - \$5,000.00 for plow blades.
- Parks:
  - \$15,000.00 for Flag Pole lighting at French Park.

- Town Buildings:
  - \$20,000.00 for Oil Tank Removal.
- Public Works Building:
  - Potential need for a boiler replacement at the cost of \$46,000.00.
- Police Department Equipment:
  - \$17,500.00 for a second license plate reader.
  - \$16,000.00 for portable radios.
- Emergency Management:
  - \$15,000.00 to paint the emergency management truck.
- Kurt stated that his recommendation of \$125,000.00 for the proactive road account was not included

Kurt discussed the next five years. He stated that their target year is fiscal year 2017-2018, where you see approximately a \$900,000.00 drop in principal and interest. Also in fiscal year 2020-2021, you will see a drop of \$1.2 million in interest.

**ITEM #8: Discussion and take possible action on waiving Henny Penny permit fees.**

Kurt explained that the board is revisiting this matter because it wasn't made clear when they passed the tax abatement for Henny Penny.

Kurt read from tax incentive plan:

“Additionally, the Board of Selectmen on a case by case basis, independent on qualified factors, may waive building permit and other application fees, in whole or in part, or may provide any kind of services such as road widening, storm drainage, improvement, sewer hookups, or similar improvements related to the development project at a reduced or no cost to the applicant.”

Kurt stated that the board cannot waive the state fees and can only waive the town fees.

Rich asked the board to come back and reaffirm the waiving of the town's portion of the building permit fees.

Motion to waive the town's portion of the building permit and other application fees for Henny Penny.

Motion: Karen Stanek

Second: Len Greene, Jr.

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Annmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

Motion to add to the agenda discussion and take possible action on filling the Assistant Head Librarian position.

Motion: Nicole Klarides-Ditria

Second: Len Greene, Jr.

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Annmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

Discussion and possible action regarding the Assistant Head Librarian opening.

Kurt read the memo from Human Resources, Michelle Wasikowski, as follows:

Due to Mary Ann Magda's retirement on 3/28/2014, the Assistant Head Librarian position is open. I ran an ad in the "Waterbury Republican" and posted the opening on the Seymour Town website, and ConnTech website (which is a library networking/information group).

We received 1 internal application from Lisa Omlor and 64 external applications. After reviewing all the applications with Carol Ralston, current Library Director, it was her opinion and recommendation that we promote Lisa Omlor into the position. Carol feels she has the skills to do the job and the respect of the current team. I did conduct a formal interview with Lisa Omlor and feel she is probably competent to do that job. I also spoke to Mary Ann, who also feels she is the best candidate for the job.

Lisa has worked at the Seymour Public Library for 6 years now. She started as a Circulation Assistant and after 2 years moved to the Children's Librarian Assistant role. Since 2008 she has worked as the Circulations Maintenance Assistant, as well as continuing to help in the children's library.

Carol and I recommend we hire Lisa Omlor as she is an internal candidate that meets the qualifications of the job. Per the union contract it states internal candidates will be given preference should they be the most qualified candidate.

We are looking to hire her at a rate of \$22.91 per hour, which is step one at this position in the union contract.

Carol Ralston stated that she supports the hiring of Lisa Omlor as the Assistant Head Librarian. She believes that the position should be filled from within the union.

Carol discussed the other 64 outside applicants and their prescreening phone calls with the board. She believes that Lisa is the best candidate.

Motion to accept the recommendations of Human Resources and the Library Director, Carol Ralston.

Motion: Len Greene, Jr.

Second: Paul

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Anmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

**ITEM #9: Discussion and take possible action on setting of annual Town Budget meeting for Thursday, April 24<sup>th</sup> at 7:00PM at the Seymour Middle School.**

Kurt explained that it is the responsibility of the Board of Selectmen to set the annual Town Budget meeting. Based on Charter Section 12.13, subsection B, subsection A, this meeting must take place prior to May 1<sup>st</sup>.

Motion to set Town Budget referendum for Thursday, April 24<sup>th</sup> at 7:00 PM at the Seymour Middle School.

Motion: Nicole Klarides-Ditria

Second: Al Bruno

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Anmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

**ITEM #10: Discussion and take possible action on setting of Town Budget referendum for Thursday, May 1<sup>st</sup> from 6:00 AM to 8:00 PM at the Seymour Community Center.**

Motion to set Town Budget referendum for Thursday, May 1<sup>st</sup> from 6:00 AM to 8:00 PM at the Seymour Community Center.

Motion: Karen Stanek

Second: NicoleKlarides-Ditria

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Anmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

**ITEM #11: Discussion and take possible action on setting of Town Budget referendum for Thursday, May 15<sup>th</sup> from 6:00 AM to 8:00PM at the Seymour Community Center.**

Motion to set Town Budget referendum for Thursday, May 15<sup>th</sup> from 6:00 AM to 8:00 PM at the Seymour Community Center only if needed.

Motion: Nicole Klarides-Ditria

Second: Annmarie Drugonis

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Annmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

**ITEM #12: Discussion and take possible action on setting of Town Budget referendum for Thursday, May 29<sup>th</sup> from 6:00 AM to 8:00 PM at the Seymour Community Center.**

Motion to set Town Budget referendum for Thursday, May 29<sup>th</sup> from 6:00 AM to 8:00 PM at the Seymour Community Center only if needed.

Motion: Nicole Klarides-Ditria

Second: Al Bruno

Vote: 7-Yes                      0-No

0-Abstain

W. Kurt Miller – Yes

Annmarie Drugonis – Yes

Paul Roy – Yes

Karen Stanek – Yes

Len Greene, Jr. – Yes

Al Bruno – Yes

Nicole Klarides-Ditria - Yes

**ITEM #13: Executive Session (pending litigation: Cadoret v. Town of Seymour).**

Kurt read fax that was received today, April 1, 2014, from Howd Ludorf, LLC regarding Cadoret v. Town of Seymour:

Dear Rory,

This letter is to confirm that the above matter will not be heard at tonight's "Board of Selectmen" meeting. Accordingly, it will be added to the Agenda for the April 15, 2014 "Board of Selectmen" meeting.

We apologize for any inconvenience this may have caused. If you have any questions or "concerns", please do not hesitate to contact me.

-Emily E. Cosentino

No action taken.

**ITEM #14: Discussion and take possible action on settlement for Cadoret v. Town of Seymour.**

No action taken.

**ITEM #15: Presentation from Ten-Year Strategic Planning Committee.**

Trisha Danka discussed and highlighted different areas of the Ten-Year Strategic Plan as follows:

- Section 1:
  - They are starting at a 10-year plan because that is what the rating agencies are looking for.
  - She included how the Strategic Plan can work in conjunction with a CAFR.
- Section 2:
  - There was more detail included about the CAFR and how it goes along with the MuniCast System.
  - CAFR and Strategic Plan are all about communication and data.
  - She briefly described a graph.
- Section 3:
  - Mr. Preet Singh resigned due to personal obligations and the board is looking to replace him.
- Section 5:
  - The committee's progress to date.
  - They will be able to set meeting dates with department heads.

- Section 6:
  - The board found some solid resources to look at.
  - Trisha attended a CCM conference and found out what the rating agencies are looking for
  - The board met with Finance Director, Doug Thomas, First Selectman, Kurt Miller, and the current Board of Finance Director, Bill Sawicki.
  - The board learned how the rating agencies are viewing the debt service rate. Anything that is at 10% and above is considered questionable and they need to have a solid reason for that. Seymour is at 10% and it will be at least 3 years until they are able to lower. She recommends a 6% debt service rate.

Trisha spoke about the actual strategic plan, their mission, vision and goals. She spoke about the process of creating the goals and all the different references and resources.

Kurt stated that all the financial data that is seen is subject to the conversation with S & P tomorrow. He discussed the goals with the rest of the board.

Al Bruno asked Trisha how the Ten Year Strategic Planning Committee developed the goals and what the process was.

Trisha explained that all of the goals and information derived from the committee’s different resources (individuals they met with, conferences attended, etc.) along with compiling each committee members’ various backgrounds and specialties.

Len Greene, Jr. asked about zero based budgeting. Trisha explained that this concept was a recommended budgeting tool she learned about at the CCM Conference and explained what it means. The Ten-Year Strategic Planning Committee members will be reaching out to department heads and setting up times to discuss the plan with them.

The Board of Selectmen discussed the challenges that may occur and encouraged the Ten Year Strategic Planning Committee to not quit and keep moving forward with it.

**ITEM #16: Appointments.**

Motion to appoint Christine Aliman to the Economic Development Commission for a term of three (3) years, expiring on April 1, 2017.

Motion: Nicole Klarides-Ditria	Second: Len Greene, Jr.
Vote: 7-Yes                      0-No	0-Abstain
W. Kurt Miller – Yes	Annmarie Drugonis – Yes                      Paul Roy – Yes
Karen Stanek – Yes	Len Greene, Jr. – Yes                              Al Bruno – Yes
Nicole Klarides-Ditria - Yes	

Motion to appoint Mike Magut to the Board of Ethics for a term of four (4) years, expiring on April 6, 2018.

Motion: Karen Stanek	Second: Al Bruno
Vote: 7-Yes                      0-No	0-Abstain
W. Kurt Miller – Yes	Annmarie Drugonis – Yes                      Paul Roy – Yes
Karen Stanek – Yes	Len Greene, Jr. – Yes                              Al Bruno – Yes
Nicole Klarides-Ditria - Yes	

**ITEM #17: Tax Refunds/Abatements.**

None.

**ITEM #18: Transfers.**

None.

**ITEM #19: Correspondence.**

- Check register.
- An article on a Firehouse eyed as a cell site.
- Letter from the Gazi's about the Farmer's Market being held May 18<sup>th</sup> to November 18<sup>th</sup>. This will be on the next meeting's agenda.
- Updated numbers through February on the prescription card savings. The residents saved over \$16,000.00.

**ITEM #20: Public Comment.**

Carol Ralston, Library Director, mentioned that in her over 43 year career, she worked often with zero based budgeting initiatives. She explained that there were many cross departmental discussions. She stated that they tightened up the operations and saved money.

**ITEM #21: Selectmen's Public Comments.**

Karen Stanek acknowledged that she got an email from Theresa Conroy regarding CT Public Works reapplying the word 'Gas' to the sign right before exit 22. She also saw an article in the paper about the Police Department donating \$1,000.00 to Memorial Day Committee. She asked where the money is designated.

Kurt stated that the Memorial Day Committee have a special revenue account and is used for the parade and bands.

Karen stated that she spoke with Chief Metzler at length about the time frame of the demolition of Seymour Lumber. He indicated to her that the demolition permits have not been pulled yet. She inquired about a time frame.

Kurt stated that they are initially looking at the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> of April. They need a special permit from state. The workers can't go in unless the building is safe. They need to condemn the building first and the demolition can begin.

Karen asks if the building will be put on the market for \$1,000,000.00.

Kurt did not have that information.

Paul Roy commends the Strategic Planning Committee for keeping the line of communication open with the employees. He believes that it is important to communicate to the employees.

Nicole Klarides-Ditria thanks the members of the Strategic Planning Committee for taking on such a large task in moving our town forward. She stated that she has complete faith in the members on the committee.

Annamarie Drugonis stated that someone asked her about the swing sets at French park.

Kurt stated that they were taken down on recommendation of our liability carrier. The playground equipment was deemed unsafe.

Annamarie asked if there will be a new swing set put there and Kurt stated that they could potentially get another one.

Annamarie pointed out that on Route 34, across from the gas station, there is a flag in an old veteran's cemetery that is ripped and torn.

Kurt stated he will get more information tomorrow.

Annamarie asked if all the underground storage oil tanks will be removed, including those in town buildings.

Kurt stated that is the goal.

Annamarie stated that she attended the Mudcat Fundraiser and it was well attended. She finally “thanked” the Strategic Planning Committee for all their hard work and for the explanation.

**ITEM #22: Adjournment.**

Motion to adjourn at 8:14 PM.

Motion: Annmarie Drugonis

Vote: 7-Yes                      0-No

W. Kurt Miller – Yes

Karen Stanek – Yes

Nicole Klarides-Ditria - Yes

Second: Al Bruno

0-Abstain

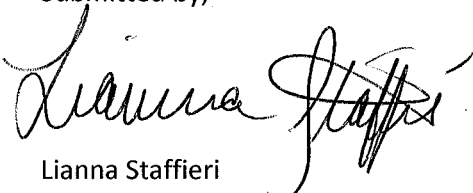
Annamarie Drugonis – Yes

Len Greene, Jr. – Yes

Paul Roy – Yes

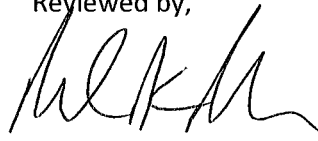
Al Bruno – Yes

Submitted by,



Lianna Staffieri  
Recording Secretary

Reviewed by,



W. Kurt Miller  
First Selectman