

Board of Selectmen  
Town Office Annex  
February 12, 2018  
Special Meeting Minutes

Selectmen Present: E. Lyman; S. Link; R. Smith

Also Present: B. Auld; W. Barney; M. Callahan; D. Denette; D. Dill; W. DiCristofaro; B. Dutch; M. Gilroy; M. Knittel; B. Lunt; T. McCabe; M. Olzacki; B. Parker; B. Perry; B. Reas; J. Rocznik; L. Salicrup; M. Hansen; A. Skwarek; J. Spencer; R. Swol; R. Turner; C. Varricchio; S. Wheeler; L. Zemienieski

1. First Selectman Lyman called the Board of Selectmen's meeting to order at 9:06 a.m. and the attendees said the Pledge of Allegiance.
2. General Budget Review Workshop
  - A. General Government, Public Safety, Public Works, Health & Social Services, Recreation & Leisure, Capital Improvement Detail
    1. Elections/Registrars (9:15am): Ms. Varricchio advised that there were no Capital requests for this budget. In response to a question raised by Ms. Link, Ms. Salicrup explained the reason for the increase in Other Supplies. Ms. Salicrup also advised that the Salaries line had been adjusted to more accurately reflect the actual expense and there was a general discussion regarding regular and seasonal staffing. The Selectmen and Registrars confirmed that, in the future, public elections would be held at the new municipal office complex.
    2. Town Clerk (9:30am): Ms. Varricchio advised that there were no Capital requests for this budget. There was a general discussion regarding the revenue projections for this department and Ms. Denette explained the Recording expense. Ms. Denette stated that she was "conscientious" about her budget and the Selectmen discussed reimbursement for mileage.
    3. Youth & Family Services (9:45am): Ms. Varricchio advised that there were no Capital requests for this budget. In response to a question from Ms. Link, Ms. McCabe advised that the department had previously benefited from participating in Haddam-Killingworth's supervision services at no cost; however, the individual providing that service has moved to another state and Youth & Family Services will now have to contract with another supervisor and pay for the service. Ms. McCabe responded to several questions from the Selectmen and reviewed the department's drug and alcohol counseling functions. Ms. McCabe and the Selectmen discussed the Office Management expense, staffing and fundraising.

In response to an inquiry from Ms. Link, Ms. McCabe stated she would research the remaining term on the building mortgage. She also agreed to research the Restricted Donations amount and stated she would provide an Income Statement net of their federal grant for the Local Prevention Council.
4. Regional Animal Control (10:15am): Mr. Olzacki reviewed the changes to his budget, noted that there was no change to the bottom line and that his goal is to keep his budget flat. He reviewed the regional services provided to East Hampton and Ms. Varricchio confirmed that the department and partnership with East Hampton is going very well.

5. General Highways (10:30am – 11:00am): Director Lunt discussed her capital requests. There was a general discussion regarding her request to repave Petticoat Lane and Ms. Lunt noted that the work had been pushed out last budget season and, at this point, she did not advise delaying any part of the work.

Director Lunt reviewed her proposal to purchase a roll-off truck and noted that she anticipated there would be a 1.5 year payback for the purchase and, going forward, the Town could expect to realize a significant decrease in its waste hauling expense. She stated that there would be no staffing increases required and discussed the annual fuel cost for the truck.

Ms. Lunt and the Selectmen discussed the proposed calcium chloride treatments for the Town's dirt roads and the expense for maintaining its street lights. In response to a question from Ms. Link, Director Lunt agreed that her Surveying and Engineering expense lines could be reduced in lieu of drawing from the contingency fund if necessary. There was a general discussion regarding the Tree Maintenance expense and Ms. Lunt advised that she would not recommend reducing that budget item.

6. Snow Removal: It was noted that this budget had not been changed and Director Lunt advised that they were doing well with this expense this fiscal year.
7. Town Garage Maintenance: Director Lunt responded to several questions from the Selectmen and there was a general discussion regarding the Cleaning and Telephone expenses.
8. Transfer Station: Director Lunt reiterated that there could be an annual savings in this budget of approximately \$80k if the Town purchases a roll-off truck. There was a general discussion regarding the Engineering expense and the status of the trash hopper. Ms. Lunt advised that the Transfer Station is out of compliance in that the containers are not covered and Ms. Zemienieski advised that the Town has submitted another STEAP grant request to the state for the work.
9. Senior Services (11:00am): Ms. Varricchio advised that there were no Capital requests for this budget. Director Parker reviewed his budget and noted that no tax dollars have been spent on the Senior Services two vehicles. He advised that, through donations received and Senior Club contributions, much of the operating expense for such items as copy paper, coffee, kitchen supplies and food for special events is covered. There was a general discussion regarding the 8-month rental of a Port-o-let for the walkers at Heritage Park.

In response to a question raised by the Selectmen, Mr. Parker advised that he had just recently been asked to step in for the Recreation Director and not had time to fully digest the department's proposed budget. He noted, however, that he did not agree with the proposal to do away with beach lifeguards nor with instituting a parking fee. He agreed to get back to the Selectmen with his recommendations after he has had a few days to completely review the budget.

In response to a request by Ms. Zemienieski, a motion was made by Mr. Lyman, seconded by Ms. Link, to move up agenda item 8.C. Bid Award – Surplus Vehicles and Equipment, for discussion at this time. Unanimous aye.

## 8. New Business

- C. Bid Award – Surplus Vehicles and Equipment: Mr. Lyman called the Selectmen’s attention to the surplus vehicles and equipment bid spreadsheet in their meeting packets. He advised that the sale of surplus equipment had resulted in total revenue of \$3,956.55 for the Town. The 2009 senior bus was taken in trade for the senior med car purchase. Mr. Lyman stated that the successful bidders are required to agree to certify that they are purchasing the equipment “as is”.

Motion made by Mr. Lyman, seconded by Mr. Smith, to award the bids for the Surplus Vehicles and Equipment as presented. Unanimous aye. (Award list included with these minutes.)

There was a brief recess at 11:33 a.m. and the meeting reconvened at 12:09 p.m.

- A. General Government, Public Safety, Public Works, Health & Social Services, Recreation & Leisure, Capital Improvement Detail (continued)

10. East Haddam Public Library System (11:30am): Mr. Gilroy provided the Selectmen with an update on the Library Board’s actions regarding the proposed transfer of the East Haddam Free Library to the Town and stated that he expected the transaction to clear probate this spring. He noted that he had prepared his budget with the assumption that the transfer would take place as proposed. He reviewed the requested Capital projects and Ms. Varricchio confirmed the cost of the replacement oil burner for the Rathbun library.

Mr. Gilroy responded to several questions regarding a number of lines in his Operating budget, including Grounds Maintenance, Repairs & Maintenance, Travel, Books & Periodicals and Supplies. In response to the significant increase in the Libraries budget in recent years, he reiterated that the Town had assumed a much larger responsibility for maintaining the libraries several years ago when it was determined that the endowment funds could no longer support them.

There was a general discussion regarding staffing and Mr. Gilroy stated that he feels it is a mistake not to replace the Assistant Director because there would be no back-up for him when he out for any extended period of time. There was a general discussion regarding statistics for the Town’s libraries as compared to other towns of similar size. Mr. Gilroy noted that the Board has concerns regarding handicapped accessibility and the need for a new facility down the road.

11. Recreation Commission (12:00pm): This budget was discussed earlier in the meeting and is reported on in the minutes above under Senior Services.
12. Fire Department & Ambulance (12:30pm): Fire Chief Auld reviewed the status of the renovation projects for Fire Houses No. 1 and 2 and the department’s accomplishments for 2016-17. He stated that the Fire Department and the Ambulance Association had discussed potential cost-savings measures and he reviewed a new staffing proposal for the Fire Department. Ms. Spencer read a letter to the Selectmen in support of the proposal. There was a general discussion about the pros and cons of the proposal and Chief Auld advised that his budget did not reflect the changes. Ambulance Chief Ray Swol stated that the reporting organization and role responsibilities would be clearly defined when the proposed new staffing structure is implemented.

In response to a question from Ms. Link, Ambulance Chief Swol reviewed the procedure that was to be followed by the Fire Department and Ambulance Association when 911 calls came in. In response to a question from Ms. Varricchio, he advised that the Association would like

to purchase the new ambulance in this fiscal year. In response to a question from Fire Chief Auld, Ms. Varricchio advised that the bid for the new fire boat was being reviewed.

13. Lakes Association: The Selectmen discussed the Moodus Reservoir Association's request for the Town to share in the expense of a harvester. Ms. Varricchio noted that the Town has not reserved for this item and, therefore, she had not included it in the budget. There was a general discussion regarding storage, insurance, maintenance and staffing for the proposed equipment. The Selectmen also discussed the dam drawdown expense.

B. Debt Service: This agenda item was briefly discussed at the meeting.

C. Interfund Transfers: There was no discussion of this agenda item at the meeting.

D. Board of Education (1:00 pm): In response to questions from the Selectmen, Superintendent Reas provided detail on the Board of Education's Capital request for a new tractor and the actual expense of the recent replacement of an oil tank. He noted that there is another oil tank on school property that will have to be replaced by March of 2019.

Mr. Reas reviewed the Board's additional Capital requests with the Selectmen and responded to several questions. He noted that the state will reimburse the Town for up to 50% of the cost of a new roof for the high school; however, there was no reimbursement available to repave the school's parking area. Mr. Reas stated that, in order to qualify for state reimbursement, the roof work would have to be fully funded in January/February 2019, and recommended establishing a Building Committee for the project(s) in November of this year. There was a general discussion about the schools' new STEM program.

E. Shared Services (1:15 pm): Superintendent Reas reviewed the Shared Services Operating Budget with the Selectmen and Ms. Varricchio clarified the reported surplus in the Salaries/Benefits line. It was noted that any savings realized by the Board of Education's move to the new municipal office complex would be offset by the anticipated reductions in the state's cost sharing.

Mr. Reas distributed handouts which identified the location and number of computers in Town departments which are supported by the Technology Department. There was a general discussion regarding the Technology Operating Budget.

Ms. Link requested clarification regarding the General Maintenance expense.

F. General Fund Revenue Detail: Ms. Varricchio reviewed a proposal submitted by the Tax Collector which is projected to add a minimum of \$7,000.00 to the Town's revenue. She also distributed a copy of a CCM report regarding the governor's budget reduction request. Ms. Varricchio provided a line-by-line review of General Fund Revenue, discussed the projected impact of the state's potential reduction in funding to the Town and responded to several questions from the Selectmen.

There was a brief recess at 3:15 p.m. and the meeting reconvened at 3:25 p.m.

The Selectmen reviewed the following operating budgets and several changes were agreed to: Elections/Registrars, Finance, Land Use, Municipal Office Complex/Central Services, Selectmen, Tax Collector, Town Clerk, Town Office Building, Fringe Benefits, Insurance, Legal Services, Agriculture Commission, Board of Assessment Appeals, Board of Finance, Conservation Commission, Economic Development, Historic District Commission, Open Space Commission, Zoning Board of Appeals,

Ambulance Association, Building Department, Emergency Management/911, Fire Department, Fire Marshal, and Paramedic Services.

3. Public Comment: There was no public comment at this time in the meeting.
4. Approval of Minutes: Special Meeting of January 8, 2018 and Regular Meeting of January 17, 2018

The Selectmen reviewed the minutes of the Special Meeting of January 8, 2018 and the Regular Meeting of January 17, 2018. In response to a question raised by Mr. Smith, one item in the January 17<sup>th</sup> meeting minutes was discussed and clarified.

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the minutes of the Special Meeting of January 8, 2018 as written. Ms. Link abstained from the vote and the motion passed by a majority of ayes.

Motion made by Mr. Lyman, seconded by Ms. Link, to approve the minutes of the Regular Meeting of January 17, 2018 as written. Unanimous aye.

5. Correspondence

- A. Memo from Town Clerk Regarding Number of Electors: Mr. Lyman called the Selectmen's attention to a copy of a memo in their meeting packets from Town Clerk Denette, dated January 23, 2018, regarding the Number of Electors. He review the contents of the memo for the Selectmen.

6. First Selectmen's Report

- A. Staff Updates: Mr. Lyman reported that Recreation Director Quinn had accepted a position in another town and it was noted that the job posting for her replacement closes today. He further noted that the Town has made offers to two individuals for the cleaning of the new municipal office complex.

7. Unfinished Business

- A. Ordinance Codification Discussion: Mr. Lyman reported that a Public Hearing regarding the Codification project was held where there was minimal comment. He advised that a Town Meeting to vote on the adoption of the new Code book would be scheduled once the move to the new facility is completed.
- B. Horizontal Curve Safety Project Update: Mr. Lyman reported that the state's final assessment of the Horizontal Curve Safety project is scheduled for later in the spring and noted that corrections to the posted signs is currently taking place.

8. New Business

- A. Municipal Office Complex Board of Selectmen Meeting Location: Mr. Lyman advised that the Board's schedule should be updated to change the location of meetings to the Municipal Office Complex Meeting Rooms 1 & 2.

Motion made by Mr. Smith, seconded by Mr. Lyman, to revise the regular meeting schedule for the Board of Selectmen for the 2018 calendar year to hold the meetings scheduled for March 7 & 21, April 4 & 18, May 2 & 16, June 6 & 20, July 18, August 1 & 15, September 5 & 19, October 3 & 17, November 7, December 5 & 19, and January 2 & 16, 2019 to be held at 7:00 p.m. in the Municipal Complex Meeting Rooms 1 & 2. Unanimous aye.

- B. Letter of Support – DEEP Property Purchase: Mr. Smith called the Selectmen’s attention to materials in their meeting packets regarding the state’s potential purchase of four properties within East Haddam. The Selectmen went through the materials and Mr. Smith reviewed the four properties being considered for purchase by the state.

Motion made by Mr. Lyman, seconded by Mr. Smith, to send a letter of support to the State of Connecticut, Department of Energy and Environmental Protection from the Board of Selectmen supporting their potential purchase of four parcels of land, totaling approximately 400 acres, adjacent to Devils Hopyard State Park. Unanimous aye.

- C. Bid Award – Surplus Vehicles and Equipment: This agenda item was discussed earlier in the meeting and is reported on in the above minutes.
- D. Board/Commission/Committee Changes (REC, HDC, TSC, CONS): The following changes were discussed:

**Recreation Commission**

Mr. Lyman called the Selectmen’s attention to a copy of an email in their meeting packets from Madelene Francese, dated January 29, 2018, noting her resignation from the Recreation Commission.

Motion made by Mr. Lyman, seconded by Ms. Link, to accept, with regret, the resignation of Madelene Francese from the Recreation Commission. Unanimous aye.

**Historic District Commission**

Mr. Lyman called the Selectmen’s attention to a copy of a letter in their meeting packets from Will Brady, Chairman of the Historic District Commission, dated December 19, 2017, recommending a reappointment to the Commission.

Motion made by Mr. Lyman, seconded by Ms. Link, to reappoint Steven Rossi as a regular member of the Historic District Commission for a five-year term to expire November 20, 2022. Unanimous aye.

**Transfer Station Committee**

Mr. Lyman called the Selectmen’s attention to two emails in their meeting packets regarding the Transfer Station Committee.

Motion made by Mr. Lyman, seconded by Mr. Smith, to accept, with regret, the resignation of James Rogers from the Transfer Station Committee. Unanimous aye.

Motion made by Mr. Lyman, seconded by Ms. Link, to change the status of Vincent Ceceri from an alternate member to a regular member of the Transfer Station Committee. Unanimous aye.

**Conservation Commission**

Mr. Lyman called the Selectmen's attention to a copy of a letter and an application in their meeting packets recommending an alternate appointment to the Conservation Commission.

Motion made by Mr. Lyman, seconded by Ms. Link, to appoint Thom Deventhal as an alternate member of the Conservation Commission filling a vacant two-year term to expire June 30, 2019. Unanimous aye.

9. Selectmen's Discussion

- A. Buyer's Fee on the Conveyance of Real Property Discussion: Mr. Smith stated that the state is considering a statute to allow a buyer's conveyance fee on the sale of real property. He stated that the fee would apply to the sale of properties in excess of \$150,000.00. He stated that the state is initiating a pilot project that is open to participation by municipalities and noted several towns that have volunteered. He distributed material regarding the proposal and encouraged the Selectmen to consider the proposal. There was a general discussion about the state's proposal and Mr. Smith responded to several questions raised by the Selectmen.

Mr. Lyman stated he would keep this item on the Board of Selectmen's meeting agenda for further discussion.

- B. Update on Move to Municipal Office Complex: Mr. Lyman reported on the activities regarding the planned move to the new Municipal Office Complex. He noted that the Board of Education will be open for regular business immediately; however, the Town's offices will only be available to provide services for special circumstances during the first week after the move.
- C. Website Update Discussion: In response to a question from Mr. Smith, Ms. Zemienieski and Ms. Denette provided some background information on the development of the Town's website and how and by whom updates are made. There was a general discussion regarding updates to the website and Ms. Denette stated that she feels the Town should have a written policy regarding participation on social media. Ms. Zemienieski and Ms. Denette agreed that it could be helpful to reconvene the Website Committee for input on the planned upgrade.

10. Public Comment: The following public comment was discussed:

- Ms. Denette stated that she is opposed to the Town implementing a buyer's fee on the conveyance of real property unless the requirement is adopted state-wide. She discussed the Town's recording process and noted several reasons why she felt a new fee on buyers could be problematic. She noted that the Town already imposes a recording/conveyance fee and stated that a portion of that fee could be allocated to achieve the same goals as those identified under the state's new proposal.

11. Adjournment: There being no additional business to discuss, a motion was made by Mr. Lyman, seconded by Mr. Smith, to adjourn the meeting at 5:16 p.m. Unanimous aye.

Recorded

Respectfully submitted,  
Susan Link, Secretary

## Surplus Vehicles and Equipment Bid

Description	Bid Amount	Winner/Status
1. 2000 Thomas Bus	\$1,500.00	Jason Williams
2. 2005 Dodge Stratus	\$877.77	Gary Kaszowski
3. 2009 Ford Startrans Senator Bus	No bid	Sold in Trade Columbia Ford
4. 2009 Crown Vic Police Interceptor	\$1,277.77	Gary Kaszowski
5. Meilink Floor Safe	\$301.01	Denise Dill
6. Garland Propane Stove	No bid	Dispose of
7. 2006 Arctic Air Refrigerator	No bid	Dispose of