

BOARD OF SELECTMEN
REGULAR MEETING
November 10, 2015, 4:00 p.m.
Town Hall
MINUTES

Members Present: First Selectman Joyce Okonuk, Selectman Linda Finelli and Selectman John Bendoraitis

Also Present: First Selectman-Elect Betsy Petrie, Selectman-Elect Glen Coutu, Bill Alleman from Edward Jones, Director of Public Works Brandon Handfield, Rob Cady Jr, Linda Desmarais, Michael Thompson, James Power, John Powell, James Hallene, Senior Director Darcy Battye, Reporter Corey Sipe from The Chronicle, and Administrative Assistant Linda McDonald

1.0 Call to Order: J. Okonuk called the meeting to order at 4:06 p.m.

2.0 Public Forum: J. Okonuk said the board is very pleased to welcome First Selectman-Elect Betsy Petrie and Selectman-Elect Glen Coutu to the meeting.

3.0 Correspondence: No correspondence.

4.0 Financials

4.1 J. Bendoraitis gave a brief overview of the Investment Policy for Endowments and Donations. J. Okonuk explained the process to safeguard transactions and trade authorizations made by the Town. The yield on the portfolio is 3.83%.

B. Alleman presented a general overview of the Town's accounts. He noted the Town has 75% of its portfolio in stock market investments with dividend paying stocks and 25% in intermediate paying stocks. The income projected to be spun off in the next 12 months is \$96K. Bonds are producing \$20-25K per year in income.

5.0 New Business

Discuss and act upon:

5.1 Update from Public Works Building Committee.

First Selectman Okonuk thanked the members of the Committee for their year of dedication to this project and for coming to the meeting to present both the old and new Boards of Selectmen with the details they are proposing.

Chairman Rob Cady Jr. said the Public Work building Committee has been in place for about a year. The committee put out a bid for engineering services to identify and develop information on potential sites for public works and hired Anchor Engineering. More detailed plans have been solicited from Anchor Engineering and will be ready in December. Four sites were considered: the Transfer Station, the town-owned acreage behind Frankel Acres on Route 87, the Fire Safety Complex (FSC) property and town-owned property below the Middle School on Exeter Road. The Building Committee favored the Fire Safety Complex location, which would be the least costly to develop.

It is important to the committee to get this project in place for funding during the upcoming budget process.

B. Handfield distributed detailed site plans for the project with the location shown as the FSC. He explained the public works facility is outdated and cannot house all the equipment. The new facility would be large enough to house the equipment. The proposal is to utilize the community side of the FSC as office space and to construct another building on

the property to house the equipment, wash bay, repair bays, etc. He described the layout of the facilities. The intent is to get as much equipment under cover as possible. Anchor Engineering is developing plans for the functionality of the building. This plan would also use the existing public works property as well for storage of sand, salt, and gravel, but all the existing public works buildings would be demolished.

The FSC site would cost \$3.5 million to develop. The Transfer Station would cost \$4.1 million to develop. The committee chose the FSC site based on cost. The existing Animal Control building and pound would be demolished and incorporated somewhere else on the site. Upgrades to the site would include a new septic and possibly a well.

B. Petrie supports the concept of having a new building for public works but has concern that the FSC would no longer be available for rental to the public. Discussion followed on the use of the FSC by community groups and private events. J. Bendoraitis said the small amount of event revenue (around \$2-\$3K per year) is far below the \$30K allocated in the budget to keep the facility open. B. Handfield said some of the existing space could be used to relocate the overflow of offices at Town Hall such as the Recreation Department. B. Handfield said the cost to retrofit the existing FSC to office space would be \$170,000.00. The wetlands on the property were delineated by an engineer and it was determined that wetlands would not be impacted, but there would be activity up to the buffer.

J. Okonuk suggested that the committee way want to present two options to town officials and the community. One option with the PW offices included in the existing FSC site and the second option with the offices included in the new PW garage facility. Both options should show costs and benefits/detriments and let the community decide.

The next steps would be for the committee to present the BOS with final numbers for endorsement, although as this committee was appointed at Town Meeting, the committee could present directly to the Board of Finance (BoF) as they discuss the structuring of debt. The project also needs approvals from the Wetlands Commission and the Planning and Zoning Commission for an 8-24 referral. The committee will have to work with the Town Planner in these regards. J. Okonuk suggested that the best way for the Building Committee to approach the process is to develop a timeline working back from when the budget is approved at Town Meeting on the first Monday in May 2016 and filling in all appropriate deadlines prior to that date. Timing is essential should the committee want the project to be considered this spring.

5.2 Filling Board of Finance Alternate vacancy.

J. Okonuk said the Democratic Town Committee recommended appointment of Steve Salisbury to fill the four year vacancy as a Board of Finance Alternate.

J. Bendoraitis MOVED to appoint Steve Salisbury to fill the four-year vacancy as a Board of Finance Alternate, term ending 11/2019. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

5.3 Position adjustments within the Senior Center.

Senior Center Director Darcy Battye explained the senior transportation program is structured with a van coordinator and van dispatcher. The coordinator works Monday – Thursday 8 am to 1 pm. The van dispatcher works a full day on Friday as the back-up for the van coordinator. There is no coverage in the afternoons for the transportation phone other

than the volunteers who sit at the desk. Because the transportation program is growing, the program really needs to have a transportation contact person available to the ridership all day long. The proposal is to keep the coordinator, eliminate the one-day per week van dispatcher position, and instead hire a transportation clerk for Monday - Friday from 1-4. The current dispatcher has asked to be considered for the transportation clerk position which would increase his hours from 7.5 to 17 hours per week, still under the hours that provide benefits. D. Battye said he is qualified for the duties of the job.

D. Battye explained that the Commission on Aging receives on-demand grant money for transportation services. This is a matching grant but the expenses have to be shown in the operating budget.

J. Okonuk distributed the updated part-time, non-union wage matrix which reflected the elimination of the van dispatcher and the inclusion of the new position transportation clerk position and wage.

J. Okonuk MOVED to approve the new job description for transportation clerk and to eliminate the previous position of van dispatcher. J. Bendoraitis SECONDED. Discussion followed. L. Finelli expressed her opinion that action on this item should be left up to the new board. The Selectmen- elect indicated it did not matter to them when action would be taken. MOTION CARRIED 2:1:0 with L. Finelli opposed.

J. Bendoraitis MOVED to modify the FY 15-16 non-union wage matrix to include the salary for the van transportation clerk at the new hire rate of \$12.42 with the remainder of the steps set at the appropriate increments; to eliminate the position of van dispatcher from the matrix. J. Okonuk SECONDED. MOTION CARRIED 2:1:0 with L. Finelli opposed.

J. Okonuk reported that the Commission on Aging at their November 9, 2015 meeting voted to recommend to the BOS the hiring of Walter Riley for the Transportation Clerk position.

J. Okonuk MOVED to authorize the hiring of Walter Riley as Transportation Clerk, effective Friday, November 13, 2015. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:1 with L. Finelli abstaining.

6.0 Departmental Update: None

7.0 Minutes

Discuss and act upon:

7.1 Approving the minutes from the September 22, 2015 Special Meeting.

L. Finelli MOVED to approve the minutes from the September 22, 2015 Special Meeting as presented. J. Okonuk SECONDED. MOTION CARRIED 2:0:0. (J. Bendoraitis had temporarily stepped out of the room)

7.2 Approving the minutes from the November 5, 2015 Special Meeting.

J. Okonuk MOVED to approve the minutes from the November 5, 2015 Special Meeting. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:1 with L. Finelli abstaining.

8.0 Old Business: None

9.0 Resignations: None

10.0 Appointments: None

11.0 Police Report: The members reviewed the police report.

12.0 Tax Refunds: J. Bendoraitis MOVED to approve the tax refunds as presented. L. Finelli SECONDED.
MOTION CARRIED 3:0:0.

| Tax Refunds for November 2015 | Amount |
|--------------------------------------|---------------|
| Rita Tays | \$123.98 |
| Vault Trust | \$82.71 |
| Deere Credit Inc | \$3,067.74 |
| John Knudsen | \$191.43 |
| John Knudsen | \$145.60 |
| Daniel McGuire | \$67.76 |

13.0 Executive Session: No Executive Session.

14.0 Adjournment: L. Finelli MOVED to adjourn the meeting at 5:43 p.m. J. Bendoraitis SECONDED.
MOTION CARRIED 3:0:0.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.