

Board of Selectmen  
**REGULAR MEETING**  
January 7, 2014 – 4:00 PM  
Town Hall  
**MINUTES**

**1.0** First Selectman Joyce Okonuk called the meeting to order at 4:00 pm. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy and Public Works Director Brandon Handfield were also present. Audience: 3.

**2.0** **Public Forum** - None

**3.0** **Correspondence** - None

**Motion made by Okonuk/Bendoraitis to adjourn the order of the agenda and take up item 5.2 under New Business. Vote: Yes, unanimous.**

**5.2** Public Works Director Brandon Handfield was present to discuss revising the current Ordinance Regulating the Parking of Motor Vehicles on Streets, Roads and Highways. Handfield presented a proposed revision to include regulating private snow and ice removal and the Selectmen discussed and made changes. Handfield outlined the danger to motorists and to the plow trucks and drivers caused by snow being plowed into roadways from private and business driveways. Finelli and Bendoraitis questioned the process for enforcement and Handfield explained the process used by the State DOT for their roads. Bendoraitis asked if such an ordinance was in place, would it alleviate liability for the town. Okonuk will ask the Town Attorney and bring it back to a future meeting. The goal will be to have the proposed ordinance in place for the next special Town Meeting. No action.

**Motion made by Okonuk/Bendoraitis to return to the order of the agenda and take up item 4.0. Vote: Yes, unanimous.**

**4.0** **Treasurer's Report**

**4.1** Town Treasurer James Forrest was present to discuss investment strategies. Bendoraitis developed and explained a template containing the current investments with data that can be easily manipulated and updated. It shows all the holdings in the three funds accounts provided by Hugh Adams. Discussions centered on how best to do monthly reviews, evaluations and recommendations. Selectmen have already drafted an RFQ for investment management services and the Investment Policy is in place. Okonuk said that she would like to proceed with finalizing the RFQ and will bring back immediately for the Selectmen to take action on the advertisement. Finelli and Bendoraitis agreed.

**5.0** **New Business**

**5.1** **Motion made by Finelli/Bendoraitis to hire Walter Riley as the part-time Senior Van Dispatcher as recommended by the Commission on Aging, at the hourly rate of \$11.92/hour, effective 1/7/2014. Vote: Yes, unanimous.**

**5.2** (SEE ABOVE)

**5.3** Okonuk provided an update regarding the Town moving from the Windham Regional Council of Governments (WINCOG) to Southeastern Connecticut Council of Governments (SECCOG). The State Office of Policy and Management has sent a letter to the town acknowledging the request to move to SECCOG to which they have approved the move. Okonuk will be attending WINCOG on Friday and will get specifics regarding the process for change and the necessary ordinance. No action.

**5.4** **Motion made by Bendoraitis/Finelli to go out to bid for the harvesting of corn and hay on Town property for 2014-2015 seasons. Vote: Yes, unanimous.** The Selectmen discussed some changes in the bid process including extending the contract term from two years to four so that the farmer's can recover their initial investment of fertilizer and cover crop. Town Planner Phil Chester joined the meeting at this point to say that he has had some input from members of the Conservation and Agriculture Commission and that they would like to be consulted on bids involving agricultural use of Town property. Finelli also added that perhaps the Cemetery Commission should be consulted as well as to the future of the property on Synagogue Road, which was purchased for future cemetery use. The Selectmen agreed to both

suggestions, and will consult both Commissions before finalizing the bid specifications and advertising the bid.

**Motion made by Okonuk/Finelli to adjourn the order of the agenda and take up item 5.8 under New Business to accommodate a guest. Vote: Yes, unanimous.**

**5.8** President of the LVFD Mark Elliott was present to provide an update from the on the Aspinall Property on Exeter Road. Elliott said that the building is still in use for training and has been used substantially by the LVFD as well as other area departments and agencies. Although not in use in the winter, more training is anticipated in the spring. He also said that due to a “break-through” of fire during one of the training sessions the floor needs to be inspected and perhaps fortified before it can be used for burning again. The Selectmen expressed concern for the safety of those inside the building and wanted to be sure that a thorough inspection would be done before another training session takes place. Elliot assured them that all necessary precautions, inspections and fortifications would be undertaken before any further training takes place. Selectmen discussed requesting Capital Funding in the FY 2014-15 Budget for the possible removal and disposal of the Aspinall home site.

**Motion made by Okonuk/Bendoraitis to adjourn the order of the agenda and take up item 6.1.1 under Departmental Update. Vote: Yes, unanimous.**

**6.1.1** Chairman of the Recreation Commission Enes Martineau was present to discuss a repair that is needed at Aspinall Field. Martineau explained a deep ditch behind one of the playing fields presents a real hazard to the children near the baseline. She obtained as estimate of \$6,847.00 for materials needed and said that the labor and machine work would be donated. The Selectmen discussed specifics and recommended that the Recreation Commission consult with Public Works Director Handfield first to formalize the estimate before it is presented to the Board of Finance; all agreed. Further discussion continued regarding the increasing costs of maintaining the fields and Okonuk said that she would like to meet with all involved groups to discuss further. No action.

**Motion made by Okonuk/Finelli to return to the order of the agenda and take up item 5.5. Vote: Yes, unanimous.**

**5.5** Finance Director Veronica Calvert joined the meeting to discuss recommendation to the Board of Finance regarding multiple sub-account balances in the Hugh Trumbull Adams Fund #218. She explained that over the years special bequests by Hugh Trumbull Adams had resulted in several small account balances being left after specific projects/purchases had been made. It was suggested that these funds together with the other remaining fund balances be re-allocated for similar purposes as the original intent, the funds moved accordingly and the old accounts closed. All agreed. No action.

**5.6 Motion made by Okonuk/Finelli to approve up to \$1,500.00 for the purchase of two replacement computers for the Finance Office. Vote: Yes, unanimous.**

**5.7** Bendoraitis spoke to the question of possibly creating alternate seats on the Board of Education, as was done in the past for the Board of Finance. He said that his reasoning is that an alternate is able to participate in meetings and in the eventuality of a resignation the alternate could be an informed choice to fill a vacancy which would provide continuity for the Board. Okonuk will speak to the Chairman of the Board of Education about the possibility of creating alternate seats and consult the CT General Statute as well. No action.

**5.8** (SEE ABOVE)

**5.9** The Selectmen discussed the status of the Flood and Erosion Control Board (FECB) which has been inactive for several years. Okonuk checked the applicable statutes and discovered that in towns with populations not exceeding 50,000, the Board of Selectmen may be the FECB. The Selectmen agreed to assume the responsibility; however, as there is an existing ordinance establishing the FECB this will need to be rescinded and new ordinance created. Okonuk will contact the Town Attorney for advice on how to proceed. No action.

**5.10** Okonuk consulted the Town's attorney for an advice on the procedure to form a permanent Town Charter Commission. She learned that the Board of Selectmen are the appointing authority (per CGS) and that a Resolution needs to be drafted (by the attorney) and then acted upon by the Selectmen. Discussion followed as to how many members are required, the charge of the commission and where the direction for the commission should come from. All agreed to proceed with the creation and Okonuk will contact the attorney regarding the Resolution, gather other information and bring it back to a future meeting. No action.

**5.11** Bendoraitis provided an update on the plan to migrate the Town Hall server data to the Cloud. He is still waiting for information from the Tax Collector and Assessor as their data must be moved first. Until he has more information he cannot estimate a total cost for the project, but he explained that there other factors to consider that will off-set some of the total cost.

**6.0** **Departmental Update**

**6.1** **Recreation Commission**

**6.1.1** (SEE ABOVE)

**7.0** **Police Report** – The Selectmen reviewed the activity report from December.

**8.0** **Old Business**

**8.1** At some point in the past the Selectmen agreed to a new procedure for reappointing members to boards, commissions and committees. Rather than automatically reappointing members at the end of their term as had always been the process, the Selectmen asked the board, committee or commission to first vote to recommend the reappointment(s) to the Selectmen and then forward their recommendation to the Selectmen along with the minutes from the meeting where the recommendation took place, in time for the Selectmen to bring it to their meeting for the reappointment. This process has been in place for several years with less than favorable results. Although the Selectmen's office notifies all Chairmen twice per year with a reminder letter listing all members with terms expiring, not all chairmen follow through with the procedure for notification. This causes the unnecessary step of additional follow up and can result in terms expiring before the reappointments take place. The Selectmen discussed the options; Bendoraitis was in favor of leaving this practice in place. **Motion made by Okonuk/Finelli to implement a change in procedure for reappointments to all boards, commissions and committees wherein the Board of Selectmen will consider reappointing all members prior to the expiration of their term unless advised otherwise by the Chairman. Vote: Yes (2), Okonuk/Finelli, Nay (1) Bendoraitis. Motion carries.**

**9.0** **Minutes**

**Discuss and act upon:**

**9.1** **Motion made by Okonuk/Finelli to approve the minutes from the November 19, 2013 Special Meeting. Vote: Yes (2) Okonuk/Finelli, Abstain (1) Bendoraitis. Motion carries.**

**9.2** **Motion made by Okonuk/Finelli to approve the minutes from the December 3, 2013 Special Meeting amended as follows: In Item 5.6 under new business the last sentence after the motion should read: "Okonuk and Finelli both expressed their appreciation for all the time and expertise John has put into developing and maintaining a software program for the Land Use Department, *noting that this contract is at no cost to the town.*" Vote: Yes, unanimous.**

**9.3** **Motion made by Finelli/Bendoraitis to approve the minutes from the December 12, 2013 Special Meeting. Vote: Yes, unanimous.**

**9.4** **Motion made by Bendoraitis/Finelli to approve the minutes from the December 17, 2013 Special Meeting. Vote: Yes, unanimous.**

**10.0** **Resignations**

**10.1** **Motion made by Finelli/Bendoraitis to accept with regret and appreciation, the resignation of Leo Bibeau from the Solid Waste Commission. Vote: Yes, unanimous.**

**10.2 Motion made by Bendoraitis/Finelli to accept with regret and appreciation, the resignation of Paul Oliver from the WPCA. Vote: Yes, unanimous.**

**10.3 A resignation of an alternate from the Rails-to-Trails Committee. No action necessary.**

**10.4 Motion made by Finelli/Bendoraitis to accept the request made by Ellen Macauley, Chairman of the Economic Development Commission, to not seek reappointment when her term expires on 1/31/2014. Vote: Yes, unanimous.** The Board expressed their appreciation for the many years of service that Macauley has devoted to the EDC.

**11.0 Appointments**

**11.1 Motion made by Finelli/Okonuk to appoint Arthur Wallace as a regular member of the Rails-to-Trails Committee, filling the vacancy left by the resignation of Christine Witkowski, with a term to expire 5/5/2015. Vote: Yes, unanimous.** (This will create an alternate vacancy, term to expire on 5/5/2014).

**12.0 Reappointments**

**12.1 Motion made by Finelli/Okonuk to reappoint Marion Russo, Betsy Petrie, Tom Corso and David Nichols the Summer Dancefest Committee, for three (3) years terms to expire on 1/8/2017. Vote: Yes, unanimous.**

**12.2 Motion made by Bendoraitis/Finelli to reappoint John Huling and Jan Van Woerkom to the Solid Waste Commission for three (3) years terms to expire on 2/1/2017. Vote: Yes, unanimous.**

**12.3 Motion made by Finelli/Bendoraitis to reappoint Jane Cady, Donna LaFontaine and Geraldine McCaw to the Commission on Aging for three (3) year terms to expire on 2/1/2017. Vote: Yes, unanimous.**

**12.4 Motion made by Finelli/Bendoraitis to reappoint Nick Poppiti, Laura Davidson and Alexis Hussey to the Recreation Commission for three (3) year terms to expire on 2/1/2017. Vote: Yes, unanimous.**

**12.5 Motion made by Finelli/Bendoraitis to reappoint James Hallene, Dean Gustafson and Carl Bender to the Inland Wetland Commission for three (3) year terms to expire on 6/1/2017. Vote: Yes, unanimous.**

**13.0 Motion made by Bendoraitis/Finelli to approve the Tax Refunds for December 2013 presented as follows:**

Robert W. Glabau	\$436.90
Mackewicz, Joanne N.	\$8.02

**Vote: Yes, unanimous.**

**14.0 Financial Reports**

The Selectmen reviewed the monthly report. No changes.

**15.0 Adjournment**

Respectfully Submitted,



Joyce R. Okonuk, First Selectman