

Board of Selectmen
SPECIAL MEETING
July 17, 2014 – 9:00 a.m.
Town Hall

MINUTES

- 1.0** The meeting was called to order at 9:10 a.m. by First Selectman Joyce Okonuk. Selectmen Linda Finelli and John Bendoraitis were also in attendance as well as Assessor Emma Sousa and Tax Collector Joyce Hofmann. Audience: None
- 2.0** Erin Tracey, Account Rep from the Walker Group introduced her colleague Leigh Burnham who will be taking over our account along with Sean Sweeney an engineer with the Walker Group who came prepared to discuss the technical side of the Cloud conversion. John Bendoraitis has been working with Quality Data to finalize a basic agreement as to the services/support they will provide in moving the Tax Collector and Assessor to the Cloud. Process has lagged due to QD handling tax collections this month. The initial process had been for the Collector and Assessor to move to the Cloud first with the remaining Town Hall departments moving later. Sean indicated that a hardware upgrade relating to the ISP speed through Charter may be needed. The rest of Town Hall could move to Cloud and leave Assessor/Collector on regular server until new software becomes available. Sean recommended Office 365 as it is more robust. Walker staff will provide quotes for both options of Cloud conversion including cost for Office 365 with schematics for clearer understanding of process.
- 3.0** Bill Alleman of Edward Jones presented recommendations for re-balancing the portfolio of the newly merged Adams Funds based on a review of funds by Alleman and John Bendoraitis. Alleman reminded the Selectmen that now all funds equally share in the risk and return with more efficiency and cost effectiveness. Presently 95% of funds are in the stock market – some should be shifted. During their review they looked at the entire portfolio to determine if any one holding represented too big of a proportion, e.g. over 5% of total portfolio, what the stocks are presently yielding and what industry sectors are over/under allocated. Alleman made some suggestions which the Selectmen acted upon.
- Motion by Bendoraitis/Okonuk to provide the following trade instructions to the Treasurer, Jim Forrest:**
- 1) SELL all share of Hanes Brands Inc. and BUY McDonald's for equal dollar amount at market price ASAP;**
 - 2) SELL \$100,000 of PPG and BUY short-term bonds with 6-year or less maturity, with A or better S&P rating, effective yield to worst case of 2% or better at market price ASAP;**
 - 3) SELL \$100,000 Exxon Mobil and to BUY intermediate term bonds with 6-15 year maturity, with A or better S&P rating, effective yield to worst case of 3.5% or better at market price ASAP;**
 - 4) SELL Hillshire Brands (all shares) and to BUY Target in equal dollar amounts at market price ASAP;**
 - 5) SELL Bank of America (all shares) ASAP; SELL Excelon (all shares) ASAP; SELL CBA Equity Fund (all shares) ASAP and to BUY Dominion with proceeds of those three sales, plus any excess cash, ASAP.**
- Vote: Yes (2) Okonuk/Bendoraitis; Abstain (1) Finelli Motion Carries.**

- 4.0 Commission on Aging Chairman Geri McCaw joined the Selectmen to discuss the new job description for Senior Center Coordinator that was recently approved by the Commission as well as the recommended hourly wage increase they also proposed. The CoA had compared the position responsibilities and wage with similar part-time positions in other towns and determined the wage was quite underfunded. Discussions centered upon whether the job responsibilities had changed significantly or was the job description just being updated to reflect the responsibilities the incumbent had actually been performing. The latter was found to be true and as such would not require advertising the position.

Selectmen also discussed whether the title of the position should be change to Director or stay as Coordinator. The First Selectman suggested some additional changes to the job description which more accurately reflect the Director responsibilities that she sees this position actually performing and felt strongly the position is now (and has been) more than a Coordinator. Okonuk provided an analysis of what other departments/budgets would be impacted by an increase in hours of this position reflecting both the proposed wage and that of a lesser amount. Over two years ago the Selectmen carefully reviewed all part-time, non-union wages with regard to the positions' education, certification, supervision, responsibility and ranked the positions in such a way as to assure that wages were equitable.

The same discussion took place for the proposed Director position and it was determined that an hourly rate of \$20/hour was appropriate given other wages in the matrix. Finelli said that for the time being she would prefer just taking action on the job description and wait until another meeting to deal with the wage. The other Selectmen disagreed stating the changes should happen simultaneously as they could see no advantage in waiting and in fairness to the employee any change in the hourly rate should be retro to July 1st as the wage increase was funded for FY 14-15. The position can be increased up to 27 hours per week should the budgeted amount provide the necessary funds.

Motion by Okonuk/Finelli to approve the amended job description provided by the Commission on Aging for the Senior Center Coordinator. Vote: Yes, unanimous

Motion Bendoraitis/Finelli to approve an increase in the FY 14-15 Part-Time, Non-Union Wage Matrix to increase the hourly wages for the Senior Center Coordinator, effective July 1, 2014 as follows:

New Hire:	\$18.84	6-Months	\$19.41	36 Months	\$19.70
60-Months	\$20.00	96 Months	\$20.30		

Vote: Yes, unanimous.

- 5.0 Although five contractors attended the mandatory pre-bid meeting for the replacement of the hanging heaters at the Fire Complex, only two bids were received as follows:

Carboni, Franklin	\$28,499.87
Emcore Services	\$37,322.00

Town Engineer Brandon Handfield reviewed both submittals and found the low bid from Carboni meets and exceeds the bid requirements and his reference check was excellent. Finelli objected to the opening of bids prior to the Selectmen's meeting by the Town Engineer and First Selectman as she prefers they be opened at the meeting. Okonuk explained that the bid notice indicated the bids would be opened in public on a set date which was done. This procedure was used to allow the Town Engineer to check references and review bid submittal prior to bringing to Selectmen to help facilitate the review and award in a timelier manner. Bendoraitis was fine with the process either way.

Motion by Finelli/Bendoraitis to recommend the award the bid for the Replacement of the Hanging Heaters at the Fire Safety Complex Apparatus Bay to Carboni Plumbing, Franklin,

CT in the amount of \$28,499.87, funds to come from TIP Acct. #208-00-510-5100. Vote: Yes, unanimous.

Okonuk will bring this award info to the Board of Finance as the amount exceeds the Selectmen's authority to approve.

- 6.0** To date the Selectmen have received six letters of interest for appointment to a yet-to-be established Public Works Building Committee. There was \$25,000 included in the FY 14-15 Capital Budget for this project. Selectmen discussed optimum number of members and decided that a seven-member committee would be their recommendation.
Motion by Okonuk/Bendoraitis to recommend to Town Meeting the establishment of a seven-member Public Works Building Committee, charged with following the recommendations of the Public Works Study Committee which was to utilize the existing site and use the land across the street (near the FSC) for additional expansion. Vote: Yes, unanimous.
- 7.0** Planner Phil Chester explained the need for the release of Open Space funds for the "soft costs" of the six projects that are presently being reviewed with the anticipation of more to follow.
Motion by Bendoraitis/Okonuk to recommend to the Board of Finance the calling of a Special Town Meeting for the purpose of releasing \$50,000.00 from the Capital Budget, Open Space Account #220-00-461-2701-0060 for costs associated with land preservation projects including appraisals, surveys and legal expenses. Vote: Yes, unanimous.
- 8.0** Selectman Finelli recused herself from this discussion/action due to potential conflict of interest. Chester explained this land-preservation project has been presented by the owners asking the town's assistance in preserving their property. This project will be a partnership with Ct. Farmland Trust and the USDA-NRCS. Entire project is dependent on USDA funding availability and Town Meeting approval.
Motion by Okonuk/Bendoraitis to recommend to the Board of Finance the calling of a Special Town Meeting for the purpose of releasing \$26,950.00 from the Capital Budget, Open Space Account #220-00-461-2701-0060 for the purpose of preserving the 34-acre John and Dawn Drum farm at 567 Tobacco Street, as recommended by the Conservation and Agriculture Commission. Vote: Yes (2) Okonuk/Bendoraitis Motion carried.
- 9.0** Prides Corner Farm is making a \$2 million investment in their facility on Waterman Road which includes the removal and replacement of their office building and the installation of a larger loading dock facility. The curve at their site on Waterman is very dangerous—numerous accidents have occurred over the past years and with the increase in business involving trailer truck and vehicular traffic, it is the recommendation of the Town Planner and Public Works Director/Town Engineer that this curve be improved as part of the project plan. To accomplish this improvement, the radius of the curve must change which involves the exchange of land between the town and Prides in this area. Eventually the intersection with Madley Road will also be improved by the town once the curve is reconfigured.
Motion by Bendoraitis/Finelli to schedule a Public Hearing to discuss the release of 4,023 sq. ft. of town land on Waterman Road to Prides Corner Farm in exchange for the town's acceptance of 5,118 sq. ft. of land from Prides Corner Farm at Waterman Road for the purpose of public road improvements at the intersection of Waterman and Madley Roads and to request an 8-24 Referral of the PZC on the same project. Vote: Yes, unanimous.

- 10.0 Motion by Bendoraitis/Okonuk to accept the resignation of Betsy Petrie from the Charter Commission. Vote: Yes, unanimous.**
- 11.0 Motion by Okonuk/Bendoraitis to appoint Keith LaPorte as a member of the Charter Commission, serving in the capacity of an elected appointment. Vote: Yes, unanimous.**
- 12.0 Motion by Finelli/Bendoraitis to adjourn the meeting at 12:55 PM. Vote: Yes, unanimous.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Joyce R. Okonuk". The signature is written in a cursive, flowing style.

Joyce R. Okonuk, First Selectman