

**Board of Selectmen
Special Meeting
March 26, 2021 — 4:00 PM
TELECONFERENCE
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, and Betsy Petrie-McComber

Others Present: Bernard Dennler (Administrative Assistant/Teleconference Host); Valerie Belles (Senior Accountant)

1.0 Call to Order

K. Cwikla called the meeting to order at 4:03 PM.

2.0 Discuss and act upon award of cemetery mowing contract

K. Cwikla said after reviewing the bidders, the recommendation was to award the contract to Primary Landscaping out of Glastonbury, CT. They were the lowest bidder with cemetery mowing experience noted in their bid package. B. Petrie asked if they needed to waive the competitive bidding ordinance because it was not the lowest of all the bids. B. Dennler said the competitive bidding ordinance only obligates the Selectmen to go through the bid process, not to necessarily award to the lowest bidder. Because the bid process was followed, no waiver is necessary.

B. Petrie MOVED to award the 2021-2022 cemetery mowing contract to Primary Landscaping out of Glastonbury, CT for \$40,875. K. Cwikla SECONDED.

MOTION CARRIED 4:0

3.0 Discuss and act upon finance department staffing

B. Petrie MOVED to adjust the 21-22 budget request for Account 406 to \$156,109 to fund additional staffing hours in the finance department. R. Chesmer SECONDED.

V. Belles presented regarding the need for additional support in the finance department in the form of additional hours for the part-time accountant technician. B. Petrie said this position has existed previously at the 19-hour rate V. Belles was requesting. She said she completely supports the additional hours to restore the position to 19 hours which will improve the process and potentially reduce future audit findings. V. Belles said it would be helpful to institute better internal controls and segregation of duties as there have been audit findings on this subject. R. Chesmer and V. Belles discussed ways efficiencies from the additional staffing hours would potentially save money for the Town long term.

MOTION CARRIED 4:0

4.0 Discuss and act upon 2021-2022 budget request

B. Petrie MOVED to forward to the Board of Finance an updated budget request reflecting the additional staffing hours in the Finance Office. K. Cwikla SECONDED.

MOTION CARRIED 4:0

5.0 Adjourn

The meeting adjourned at 4:20 PM.

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant

Please see the Minutes of future meetings for corrections hereto.