

**Board of Selectmen
Regular Meeting
July 24, 2012**

Present: First Selectman Daniel Jerram, Selectman Alesia Kennerson, Selectman Jack Casey, Recreation Commission Member Dan Eddy, Boy Scout Alex Trotto, Register Citizen Reporter Sarah Bogues, Administrative Assistant Christine Hayward.

Minutes:

MOTION: by Kennerson, second Casey to accept the minutes dated May 29, 2012 as presented.

A general clarification related to the amount of capital funds being held by Regional Refuse Disposal District # 1 was made by First Selectman Jerram as an added comment to the submitted minutes. He wanted to be sure that everyone was clear that if the funds were given back to the member towns in some sort of 'rebate form' – the funds would be distributed in accordance to the percentages already established by RRDD's charter.

Unanimous.

Operations Updates:

Fiscal year end:

The First Selectman noted that the month of July is a transition month. Accounts Payable/bookkeeping is fluctuating between two fiscal years. Line items appear to be closing out well. There are only a handful of outstanding Fiscal Year 2011-2012 bills left to pay. The year -end wrap up should be concluded soon.

FEMA Reimbursements:

Some e-mail notifications have been received from FEMA indicating approvals of some of the submittals for reimbursement for expenses related to the fall and winter storms. They are approving the submittals 'piecemeal.' These reimbursements are recorded as revenues.

Road Work:

Tanglewood Road drainage should be completed within a few days, with paving to follow. Steele Road drainage work will require daily road closures to ensure the safety of the crews working in the roadway. Detours will be necessary, the Selectman's Office will keep emergency responders apprised of the details each day. CL&P has been contacted to provide assistance with cutting the tops of a few trees that are located behind the power lines. They will remove the tops and the Town will be able to complete the removal safely.

Chip sealing may be done on some of the roads if the timing can be arranged to ensure completion during optimum weather conditions. There will have to be some leveling done on some of the roads prior to chip-sealing, so scheduling will play a major factor in whether or not this can be done now or wait until the spring.

Brodie Field House:

The Brodie Field House lighting will be upgraded and replaced. Currently, the building cannot be used by occupancy of more than 25 due to fire codes. A fire rated wall will be installed that will separate the facility into 2 useable areas – storage area and recreational use. A garage door will be installed on the storage area and heat sensors will be installed for fire protection. Once the recommendations made by the Fire Marshal are adhered to and complied with, the facility can receive an "Assembly Grade C" rating which will allow for occupancy of up to 299 individuals. Porta Johns can be used to show compliance with providing sanitary facilities and providing bottled water for potable water suffices for recreational programming use. The facility will legally be able to be used for events such as the Race Around the Lake, Big Wheels at Brodie and others.

Antolini Field Proposal:

Michael Klein has completed his Wetlands Review of the expansion area. As expected, there are no issues with Wetlands. The proposal has been presented to the Planning and Zoning Commission for approval. The Commission discussed the application and debated whether or not to hold a public hearing on the proposal; but, in the end, decided to do just that. A Public Hearing and treating the application as a Special Exception will afford residents to participate in public commentary. Town Planner Marty Connor had requested that a sedimentation and erosion control plan be submitted as part of the application. This has been completed by Lenard Engineering at a cost of \$1,900. The Public Hearing is scheduled for July 25. The P&Z Commission has the option of either making a determination following the closing of the Public Hearing or holding off on a decision for a maximum of 60 days. Mr. Jerram stated that the proposal should double the size of the existing field space. Jerram noted that the initial task order presented by Lenard Engineering for providing services for the proposal was \$8100. Mr. Jerram was able to break the task order down into smaller components and get the work done for about half of the initial estimate.

Town Hall Trees:

The First Selectman noted that he had contracted with Dave Holcomb, owner of a local tree service, to remove several damaged trees in the Town Hall parking lot. Some trees sustained heavy damage during Storm Alfred and were not able to recover, necessitating their removal. The Kenmark Company, landscape designers, was hired to replace the trees in accordance with the approved site plan for Town Hall.

HVAC units:

There have been some problems with a couple of heat/cooling pumps in several areas of the building. Some of the units are suffering from Freon leaks, which effects the performance of the units. The HVAC Consultant has investigated the problem and has informed the First Selectman that replacing the units may be necessary at some point. He is unsure as to whether or not he can replace them with the same units as there have been changes in legislation regarding Freon use. This will continue to be investigated.

Mr. Jerram asked that the Board consider adding an Executive Session to the end of the agenda so that he could share with them information related to contract negotiations.

MOTION: by Casey, second Kennerson to add an Executive Session to the end of the current agenda for the purpose of discussion related to contract negotiations.

Unanimous.

Mr. Jerram informed the Selectmen that the Town of New Hartford would be participating in a statewide emergency management drill scheduled for July 30 and July 31. The scenario of the drill would be a Category III Hurricane. Enhanced Tree Trimming and routine maintenance will be conducted by Asplundh Tree Services on behalf of CL&P. Originally slated to be in New Hartford in June, they have been delayed and are expected to begin sometime in August. The First Selectman notified the Board that there were three vacancies within the bargaining unit of the Highway Department. One of the vacancies has been filled by a long term seasonal employee. Two vacancies still exist for which 83 applications have been received. Mr. Jerram has contacted an outside agency to see if they could provide screening services for the Town. Mr. Jerram felt that hiring an outside agency would be wise in order to insure impartiality while reviewing the applications. Selectman Casey agreed that having an agency would be the best way to handle it. Selectman Kennerson also agreed.

Lenard Engineering is completing specifications for the ADA ramp that will need to be installed at Browns Corner as per the approved site plan. Mr. Jerram explained that he sought the services of a professional engineer to prepare the specifications due to the potential liability to the Town if proper adherence to guidelines was not met. The Selectmen

agreed that the engineer would have the expertise in this matter and agreed with the decision to have the ADA ramp professionally engineered.

The “Foam Dome” on Jones Mountain has been the target of recent vandalism. (it was noted by a member of the audience that this structure is also affectionately referred to by the Boy Scouts and others as “the Cheese House.”) Mr. Jerram briefly mentioned that this structure may present a liability to the Town but that he would like to give the Recreation Commission a chance to weigh in and see if they have any ideas as to what direction should be taken with respect to the structure. Mr. Jerram noted that it has ‘nostalgic ties’ for many in the community. Mrs. Kennerson commented that she didn’t even know it existed and didn’t seem any real reason to keep it. Mr. Casey wondered if it should be posted ‘no trespassing’ in order to protect the town. A suggestion was made that perhaps there should be a meeting held at some point to view the structure. No formal action was taken on the matter.

STEAP Application:

Mr. Jerram notified the Selectman that the STEAP grant application for Fiscal Year 2012-2013 was due the following week. He noted that he had received an e-mail from WPCA Chairman Bob Krzys asking that the Selectmen give due consideration to submitting another STEAP application seeking funding for a sewer line extension on Cottage Street to be used to supplement funding obtained from the DEEP Clean Water Fund Set aside Priority List. Mr. Jerram stated that he was seeking the opinions of the Selectmen as to where they felt funding was needed. Selectman Casey stated that he would like to see the sewer line extended into the Industrial Park area. Ms. Kennerson noted that it seems unlikely that there would be \$500,000 awards given to any town given the state of the economy. She was concerned about planning for a project that would require more funding than what was available.

Mr. Casey interjected that a line extension along Main Street/Route 44 towards Marandinos might also be worth consideration. A general discussion regarding the need of the WPCA to get additional users on the system ensued. The Selectmen also noted their concern about the financial impact to the residents on Cottage Street; but realized that the sewer line extension is warranted in this area. They further discussed that consideration should be given to extending the sewer line not only into the Greenwoods Industrial Park, but also to the New Hartford Industrial Park. A consensus was reached that this would be included in the STEAP application.

Amended Capital 5 year Plan:

The Selectmen reviewed the Capital Plan, noting that Revaluation expenses had been reduced and the Plan of Conservation and Development expenses had been removed from the 2012-2013 year. Ms. Kennerson noted that the Board of Finance would prefer to see drainage expenses included in the operational budget of the town rather than listed as a recurring Capital expense. The revised capital plan is attached to these minutes.

Resignation/Appointment to Commission on Aging:

It was noted that a vacancy for a regular member on the Commission on Aging exists and that it has been recommended that Donna Howard be appointed to fill this vacancy. Donna has resigned her position as an alternate so that she can fill this vacancy.

MOTION: by Casey, second Kennerson to appoint Donna Howard to fill a vacancy as a member of the Commission on Aging.

Unanimous.

Police Car:

MOTION: by Casey, second Kennerson to accept the recommendation made by the New Hartford Police to purchase a 2013 Ford Taurus Police Interceptor to replace one of the current police vehicles.

Mr. Jerram stated that the police have been on sight to the dealership to test drive the vehicle. They tried both the Explorer and the Taurus. Both vehicles are All wheel Drive and it is their recommendation to purchase the Taurus.

Unanimous.

Correspondence:

Mr. Jerram noted that the Zoning enforcement officer has issued a written ruling in response to an attorney's request to rule football as outdoor recreation. She has opined that football is not outdoor recreation. The entire correspondence is available as a public record.

MOTION: by Kennerson, second Casey to enter into Executive Session for the purpose of discussion related to negotiations.

Unanimous.

(Jerram, Casey, Kennerson entered into Executive Session at 8:45 PM)

MOTION: by Casey , second Kennerson to exit from Executive Session at 8:47 PM.

Unanimous.

NOTE: no action taken regarding discussion during Executive Session.

MOTION: by Casey, second Kennerson to adjourn at 8:47 PM.

Unanimous.

Respectfully Submitted,

Christine Hayward, Administrative Assistant

Capital Project List 2012-2013 (BOS Approved on 7/24/12)

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|----|--|-----------|---|
| 1. | Plow Truck | 53,000.00 | 150,000 estimate financed over 3 years. Expense is payment 1 of 3. Replaces oldest plow truck - 1994. |
| 2. | Revaluation | 30,000.00 | Mandated - Vision Appraisal Estimate of \$70,000. Expense is payment 2 of 2 - should remain a recurring expense in future years. |
| 3. | Technology | 10,000.00 | Recurring-used every year. |
| 4. | Town Hall Equip. | 10,000.00 | Recurring-mostly boiler/heat pumps (total 3). |
| 5. | Recreation Dept.* & Municipal Projects | 60,000.00 | Callahan Park improvements-5k*, Trail upgrades-5k*, Berkshire Hall paint/Brodie house study-5k*, Field House-20k, Antolini Field Imp., \$25k. |
| 6. | Roller | 5,000.00 | Used pavement roller for DPW - Mechanic estimates \$3k-\$5k, balances includes transportation. |
| 7. | Downtown Imp. | 37,500.00 | Sewer improvements 180' @ 10k / sidewalks including \$10k for Main Street & \$15k for Steele Rd @ 219 / gazebo 12' vinyl clad @ \$7,500 (**). |
| 8. | Drainage | 60,000.00 | Cross pipe and catch basin upgrades (Woodchuck, Steele Rd. & Tanglewood – Largest estimate is \$21,000 for Woodchuck). |
| 9. | Bridge Imp. | 5,000.00 | Improvements Required/ Mandated by State Inspection |

270,500.00 (Approved at Referendum 5/8/2012)

*** Selectman will adjust individual line items to reflect budget cuts made within approved budget*

Capital Project List 2013-2014

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|-----|--|-----------|--|
| 1. | Plow Truck | 53,000.00 | 150,000 estimate financed over 3 years. Expense is payment 2 of 3. Replaces oldest plow truck - 1994. |
| 2. | Revaluation | 40,000.00 | Mandated - Vision Appraisal Estimate of \$200,000. Expense is payment 1 of 5 - should remain a recurring expense in future years (last full cost \$185,000). |
| 3. | Technology | 10,000.00 | Recurring-used every year. |
| 4. | Town Hall Equip. | 10,000.00 | Recurring-mostly boiler/heat pumps (total 3). |
| 5. | Recreation Dept.* & Municipal Projects | 60,000.00 | General Park Improvements-\$15k (trails, parking, driveways, etc.) Field House-20k, Antolini Field Imp., \$25k. |
| 6. | Carpenter Road Bridge | 50,000.00 | Total Cost Projected @ \$150,000 (Deck alone @ \$100,000) Expense is payment 1 of 3. |
| 7. | Downtown Imp. | 30,000.00 | Sidewalks & Lighting @ \$30,000 |
| 8. | Drainage | 50,000.00 | Cross pipe and catch basin upgrades - Industrial Park Basin repair/washout remediation. (Largest estimate is \$21,000 for Woodchuck) |
| 9. | Bridge Imp. | 5,000.00 | Improvements required by State Inspection |
| 10. | Zoning POCD | 30,000.00 | Zoning Plan of Conservation & Development. Mandated expense every 10 years. Last plan cost roughly \$60,000. Expense is payment 1 of 2. |
| 11. | Town Garage | 50,000.00 | Sinking Fund for Future Aquisition of Land and Cost of Improvements for New Town Garage Expense is 1 of 5 |
| 12. | Animal Control Van | 20,000.00 | Replace existing Animal Control Van with used vehicle. |

408,000.00

Capital Project List 2014-2015

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|-----|--|-----------|--|
| 1. | Plow Truck | 53,000.00 | 150,000 estimate financed over 3 years. Expense is payment 3 of 3. Replaces oldest plow truck - 1994. |
| 2. | Revaluation | 40,000.00 | Mandated - Vision Appraisal Estimate of \$200,000. Expense is payment 2 of 5 - should remain a recurring expense in future years (last full cost \$185,000). |
| 3. | Technology | 10,000.00 | Recurring-used every year. |
| 4. | Town Hall Equip. | 10,000.00 | Recurring-mostly boiler/heat pumps (total 3). |
| 5. | Recreation Dept.* & Municipal Projects | 60,000.00 | General Park Improvements-\$15k (boat mooring * drawdown year) Field House-20k, Antolini Field Imp., \$25k. |
| 6. | Carpenter Road Bridge | 50,000.00 | Total Cost Projected @ \$150,000 (Deck alone @ \$100,000) Expense is payment 2 of 3. |
| 7. | Downtown Imp. | 30,000.00 | Sidewalks & Lighting @ \$30,000 |
| 8. | Drainage | 50,000.00 | Cross pipe and catch basin upgrades - Industrial Park Basin repair/washout remediation. (Largest estimate is \$21,000 for Woodchuck) |
| 9. | Bridge Imp. | 5,000.00 | Improvements required by State Inspection |
| 10. | Zoning POCD | 30,000.00 | Zoning Plan of Conservation & Development. Mandated expense every 10 years. Last plan cost roughly \$60,000. Expense is payment 2 of 2. |
| 11. | Town Garage | 50,000.00 | Sinking Fund for Future Aquisition of Land and Cost of Improvements for New Town Garage Expense is 2 of 5 |

388,000.00

Capital Project List 2015-2016

1.	Plow Truck	55,000.00	150,000 estimate financed over 3 years. Expense is payment 1 of 3. Replaces oldest plow truck - 1997.
2.	Revaluation	40,000.00	Mandated - Vision Appraisal Estimate of \$200,000. Expense is payment 3 of 5 - should remain a recurring expense in future years (last full cost \$185,000).
3.	Technology	10,000.00	Recurring-used every year.
4.	Town Hall Equip.	10,000.00	Recurring-mostly boiler/heat pumps (total 3).
5.	Recreation Dept.* & Municipal Projects	62,000.00	General Park Improvements-\$17k (ropes course) Field House-20k, Brodie House Reno., \$25k.
6.	Carpenter Road Bridge	50,000.00	Total Cost Projected @ \$150,000 (Deck alone @ \$100,000) Expense is payment 3 of 3.
7.	Garage Equipment	30,000.00	Used Paving Box, Compactor for Tractor, Curber, etc.
8.	Drainage	50,000.00	Cross pipe and catch basin upgrades - Misc. (Largest estimate is \$21,000 for Woodchuck)
9.	Bridge Imp.	5,000.00	Improvements required by State Inspection.
10.	Police Car	35,000.00	Replaces Second Constable Car - Other Car Replaced in 2011 budget @ \$30,000 (Taurus Interceptor/AWD).
11.	Town Garage	50,000.00	Sinking Fund for Future Aquisition of Land and Cost of Improvements for New Town Garage Expense is 3 of 5

397,000.00

Capital Project List 2016-2017

1.	Plow Truck	55,000.00	150,000 estimate financed over 3 years. Expense is payment 2 of 3. Replaces oldest plow truck - 1997.
2.	Revaluation	40,000.00	Mandated - Vision Appraisal Estimate of \$200,000. Expense is payment 4 of 5 - should remain a recurring expense in future years (last full cost \$185,000).
3.	Technology	10,000.00	Recurring-used every year.
4.	Town Hall Equip.	10,000.00	Recurring-mostly boiler/heat pumps (total 3).
5.	Recreation Dept.* & Municipal Projects	60,000.00	General Park Improvements-\$15k (Callahan Park) Field House-20k, Brodie House Reno., \$25k.
6.	Maple Hollow Bridge	50,000.00	Total Cost Projected @ \$200,000 Expense is payment 1 of 4 (Bridge noted in state inspection report).
7.	Garage Equipment	30,000.00	Used Paving Box, Compactor for Tractor, Curber, etc.
8.	Drainage	50,000.00	Cross pipe and catch basin upgrades - Misc. (Largest estimate is \$21,000 for Woodchuck)
9.	Bridge Imp.	5,000.00	Improvements required by State Inspection.
10.	Downtown Imp.	30,000.00	Sidewalks & Lighting @ \$30,000.
11.	Town Garage	50,000.00	Sinking Fund for Future Aquisition of Land and Cost of Improvements for New Town Garage Expense is 4 of 5

390,000.00
