

**Board of Selectmen
Regular Meeting
Tuesday, September 24, 2019**

MINUTES

Present: First Selectman Dan Jerram, Selectman Eric Claman, Selectman Alesia Kennerson; Open Space Preservation Commission Members Bill Michaud, Madeline McClave ; Administrative Assistant Christine Hayward

First Selectman Jerram called the meeting to order at 7:05 PM.

Minutes:

MOTION: by Kennerson to approve the minutes of the meeting held on August 27, 2019, as presented; seconded by Claman.

Unanimous.

MOTION: by Kennerson to modify the agenda and move Item Number 3 (Special Town Meeting) to number 2; seconded by Claman.

Unanimous

Special Town Meeting – status of agenda items:

First Selectman Jerram stated that there are a couple of items that are ready to be presented for Town Meeting Approval. The Conservation Easement that is between the Town of New Hartford and the Land Trust for the Butler Riverfront property has been discussed several times and there is consensus that the easement in its current format is ready to be presented to the people of New Hartford. Additionally, the Selectmen have expressed their satisfaction with the terms of a lease agreement between the Town and the Beekley Family for use of a parcel of land located at 395 Town Hill.

Mr. Jerram added that there are other items that have been mentioned before as needing to go to Town Meeting, but those items are still in planning stage. The First Selectman said that he had hoped to be able to codify the agreement with the Community Club for use of a portion of land for a parking lot; however, things have changed regarding what was initially discussed and now. The current Board members would like to see some form of compensation for the use of this land. Therefore, this item is not ready to go to a Town Meeting.

The Selectmen discussed options for a meeting date and decided that October 29, 2019 would be the date for consideration. A special Board of Selectmen meeting will be needed prior to the October 22 regular meeting in order to take action regarding engaging engineering services for a trail routing study. The Selectmen agreed to meet on October 8 for a special meeting.

Discussion turned to a management plan for the Butler property. The conservation easement references that a management plan will be in place. The Selectmen agreed that the plan should be simple and straightforward and should be something that should be able to be revised and updated as needed. Members of the Open Space commission present at the meeting agreed to try and have

something for consideration for the October 8 meeting. It could then be discussed at the October 22 meeting.

MOTION: by Kennerson to move the Butler Conservation Easement to a Special Town Meeting for consideration of approval by town residents; seconded by Claman.

Unanimous.

MOTION: by Kennerson to move the “Beekley Lease” outlining use of a parcel of land located at 395 Town Hill Road to Special Town Meeting for approval by town residents; seconded by Claman.

Mr. Jerram clarified that this land is being donated for use by the town without compensation to the property owner. For the sake of transparency, he did note that there will be a loss of approximately \$2500 in tax revenue to the town.

Unanimous.

Operations Updates:

The First Selectman announced that the Carpenter Road Bridge has been completed and is open to through traffic. The sheet piling has been cut to a level that meets the permit requirements. The underside of the bridge was regouted. Rocks have been placed where needed to limit erosion. However, Jerram noted, the saga is not yet over. He stated that there is a requisition for payment that has been received and he has not yet addressed this. There are some contractual obligations related to project timeline that need to be worked out.

The Rails to Trails committee has met to review the proposals received for the Trail routing study. They will be conducting interviews with the two firms that submitted proposals. When the interviews are completed, the committee will make a recommendation to the Board of Selectmen to award the contract. The committee will have that recommendation in place by October 8. They would like to engage the services so that they can begin working with the contracted engineers.

The First Selectman informed the Board that the State will begin milling of Route 202 on October 1. The paving will follow and it is anticipated that this road will be a construction zone through October 24. Mr. Jerram stated that he had attended the pre-construction meeting and had expressed the concerns that he had received from those who ride bikes along Route 202. They were concerned that the shoulders should have a sufficient width to allow for safe riding when traffic zooms by. The State has agreed to increase the shoulder width and reduce the lane width.

The Stanclift Cove Commission has asked the towns of Barkhamsted and New Hartford for some assistance with the long driveway that leads to the Cove parking lot. The roadway is in disrepair. First Selectman Jerram met with Barkhamsted First Selectman Stein on site to look at the roadway and they agree that the road is aging. They felt that chipsealing the road may be a way to extend its current life. It was noted that they have a healthy bank account and that they need to develop a capital plan and a budget. This will be discussed with the Cove Commission. The more pressing issue with the Stanclift Cove Commission is of an administrative nature. This well meaning group of volunteers may need some assistance with labor laws, Freedom of information laws and recordkeeping. This commission acts as an employer and they need some guidance on how to be an employer. Jerram stated that both he and First Selectman Stein want to see this Commission operate in accordance with all labor laws and they

are willing to assist in providing resources such as CIRMA online training to educate them in such matters.

The Selectmen discussed that both Barkhamsted and New Hartford contribute funds towards operation of the Cove. The Selectmen would like to see some planning for the use of funds and training prior to releasing the current annual stipend. It was noted that the Town of Barkhamsted had recently voted to withhold their stipend

MOTION: by Claman to temporarily hold the \$6,000 stipend from New Hartford to the Cove Authority until such time that the First Selectmen of both towns are able to attend a Cove meeting and discuss concerns with the members; seconded by Jerram.

Unanimous.

First Selectman Jerram announced that a ceremony was held the past Sunday for ground breaking of the Beekley Library expansion.

Mr. Jerram informed the Selectmen that the Assessor has tendered her resignation from the position and will be moving on to a neighboring community. He noted that the current salary offered by the Town of New Hartford is low in comparison to what Assessors are earning in other towns. He stated that the current Assessor has taken a position that pays a significant higher wage and she will be working less hours and will also be subject to lower premium shares for health care package.

The Recreation Director has also resigned, effective October 4. She has accepted a full time position in another field.

Jerram wished them both luck in their future endeavors and thanked them for their service.

Selectman Kennerson asked if it would be feasible to explore a combined Senior/Recreation Director at this time. She commented that this was an avenue that Selectman Claman had suggested a while back and noted that due to the circumstances of having a vacant position, perhaps it might be worth investigating at this time.

First Selectman Jerram told the Selectmen that at the September Board of Finance meeting, the BOF expressed concerns regarding Cyber Security. He stated that he has contacted a couple of companies to see what types of services they provide and explore cost proposals.

A Centennial Oak Tree has been donated to the Town by the Connecticut Tree Protective Association (CTPA) in honor of the 100th Anniversary of the passage of the Arborists law. It honors the profession of arborists who promote proper tree care. The Tree will be planted in Brodie Park; specific location yet to be determined.

Jerram recapped that September events – New Hartford Day, Big Wheels at Brodie, Historical Society Wine Tasting and Open Farm Day were all well attended events. He will share statistics of Open Farm Day once they become available.

Resignation of EDC Member:

MOTION: by Kennerson to accept the resignation of Robyn Buzzi as an alternate member on the Economic Development commission with thanks for her service to the Town; seconded by Claman.

Unanimous.

FYE 2019 Line Item Transfers:

First Selectman Jerram distribute the proposed line item transfers for fiscal year 2018-2019. He noted that all transfers with within departments and there were no interdepartmental transfers. All departments were within budget. Mr. Jerram stated that, according to the opinion rendered by the Town Attorney last year regarding line item transfers, it is not necessary to seek Board of Finance approval for the transfers. He did bring them to the September meeting of the Board of Finance as information. They were distributed to all members of the Board of Finance and no questions were posed. Jerram did indicate that he was not certain if this was an oversight that they were not addressed or if this was intentional. He will bring them to the next Board of Finance meeting as information for the record.

The Selectmen reviewed the revenues and expenditure reports while discussing the line item transfers and Selectman Kennerson questioned the funds remaining in the New Hartford day line item. She wondered why there was an increase in the fees charged for spaces this year when the line item wasn't even depleted. She noted that this was a concern to many of the organizations that participated in New Hartford Day because they do not have a lot of discretionary funding to use for fees. Mr. Jerram replied that there were additional expenses incurred this year due to some changes made to the event.

Additional electrical outlets were installed and a tent and floor were rented for the 'center stage area.'

The First Selectman stated that the games and activities added to the event and were well received.

The Selectmen discussed that attendance has declined and they questioned if a later time on a Saturday might be preferable to the Sunday offering. Selectman Kennerson stated that she would like to see additional New Hartford businesses represented, rather than just local organizations. Selectman Claman agreed that changing the timeframe might be an opportunity to expand the event.

Ms. Kennerson requested that the First Selectman obtain the balance in the New Hartford Day account, a separate account that is also used to fund New Hartford Day activities, and have that information for the next meeting.

MOTION: by Kennerson to approve the 2018-2019 line item transfers as presented; totaling \$188,675.68; seconded by Claman.

First Selectman Jerram clarified that the line item transfers related to salaries and wages included accruals – wages earned in one fiscal year, but charged to the next year due to the way pay cycles fall.

Unanimous.

Requests for Refund of Taxes:

Vault Trust/Ally Financial	overpayment	\$235.19	motor vehicle
Vault Trust/Ally Financial	overpayment	\$330.89	motor vehicle
Vault Trust/Ally Financial	overpayment	\$229.65	motor vehicle
Vault Trust/Ally Financial	overpayment	\$191.09	motor vehicle
Vault Trust/Ally Financial	overpayment	\$192.16	motor vehicle
Vault Trust/Ally Financial	overpayment	\$397.07	motor vehicle
Howard Madsen	overpayment	\$27.87	personal property
Robert B. or Gale P. Morse	overpayment	\$188.65	motor vehicle
Robert B. or Gale P. Morse	overpayment	\$81.16	motor vehicle
J.P. Morgan Chase Bank	overpayment	\$317.05	motor vehicle
Richard Allen Jr or Laura J.Gagne	overpayment	\$66.76	motor vehicle
Richard Allen Jr or Laura J.Gagne	overpayment	\$70.54	motor vehicle
Andrew J. Sprague	overpayment	\$37.94	motor vehicle
Andrew J or Andrea C. Sprague	overpayment	\$48.34	motor vehicle
Andrew J. Sprague	overpayment	\$19.81	motor vehicle
Eloise A Farmer	overpayment	\$10.04	motor vehicle
Michael E. Hiles	overpayment	\$75.63	personal property
Randolph Auclair or Shusho Otsuki	overpayment	\$266.36	motor vehicle
Jonathon J. DeMichiel	overpayment	\$25.71	motor vehicle

MOTION: by Kennerson to approve the Request for Tax Refunds as presented by the Tax Collector; seconded by Claman.

Unanimous.

MOTION: by Kennerson to adjourn at 8:45 PM; seconded by Claman.

Unanimous

*Respectfully Submitted,
Christine Hayward, Administrative Assistant*

Attachments (available upon request from the Town Clerk)
2018-2019 Line Item Transfers