

**Board of Selectmen  
Special Meeting  
Tuesday, February 9, 2016**

**Minutes**

**Present:** First Selectman Dan Jerram, Selectman Alesia Kennerson, Selectman Laura Garay; Board of Education Chairman Sue Lundin, Members of the Public John Burdick, Ben Witte; Member of the Press Kathryn Boughton; Administrative Assistant Christine Hayward.

First Selectman Dan Jerram called the meeting to order at 6:05 PM.

First Selectman Jerram noted that Board of Education Chairman Sue Lundin was present at the meeting and therefore asked the Selectmen if they would have any objection to moving the Updates item on the agenda to the front of the meeting so that a brief discussion of the timing of the advisory referendum and the mailing of informational materials could be discussed. The Selectmen had no issue with this change.

**Operations Updates:**

First Selectman Jerram noted that the Board of Education is developing an information flyer regarding the decision to close Bakerville School. This flyer will be mailed to all residences in New Hartford, with the town budget paying for the costs of printing and mailing. He asked Ms. Lundin for a timeframe of when the mailing might be completed so that the Selectmen could discuss timing of the advisory vote. Ms. Lundin replied that data was being gathered and that the draft should be available by the end of the week. It will then be available for review by the Selectmen and barring any changes or edits could conceivably be in the mail by the 19<sup>th</sup> of February.

The Selectmen discussed the timeframes for calling and noticing the Town Meeting which will adjourn to an advisory/non-binding referendum. The Selectmen also noted that the Board of Finance has planned to hold their initial budget workshop on Saturday, March 12, 2016. This is the "first look" at proposed budgets being presented to them. Jerram noted that this is the first of multiple meetings regarding the budget. He asked Ms. Lundin if the Board of Ed plans to develop and present two budget scenarios; one that presumes Bakerville School will remain open and another presuming it will be closed. Ms. Lundin replied that the Board of Ed has only one budget to present and that will be based on the assumption that Bakerville School will be closed. She stated that it would be too difficult at this point to go back and prepare an additional budget and have it ready for that initial meeting.

The Selectmen decided that they would reserve March 2, 2016 as an evening for a Special Town Meeting which could act as one additional public information session regarding the issue of Bakerville School. This meeting would adjourn to an advisory vote/referendum to be held on Tuesday, March 15, 2016. This timeframe takes legal noticing and opportunity for public awareness of the issue into consideration. The call of the meeting will be set at the Selectman's meeting scheduled for February 23, 2016.

**Budget/Capital Expenditures 2016-2017:**

The Selectmen reviewed the status of the Capital Budget for the current fiscal year. First Selectman Jerram noted that there are several items already completed such as the purchase of the small plow truck, a large plow truck (financed over 3 years), the restoration of 2 older dump trucks (to increase lifespan), and the replacement of 3 heat pumps in town hall. Jerram stated that it is his intent to have the Pavilion ready for summer use; and indicated that he has been in conversation with a vendor and has received a quote of \$60,000 for a prefabricated structure. He noted that the Architectural Review Committee had made some recommendations that need to be addressed and therefore he needs to continue the discussion with the vendor. Selectman Garay asked if the highway crew had been able to prep the surface. Jerram replied that they had not gotten to that yet; adding that they will also be responsible for the installation of conduit needed to provide electrical service to the area.

It was noted that \$20,000 is listed as “municipal improvements” and these funds are slated to be used to make some parking improvements at the town owned property on East Cotton Hill known as the “Surdam Property.”

Discussion then turned to the Proposed 2016-2017 Capital Budget, with Jerram stating that the Capital Budget is a 5 year plan with updates/revisions reviewed and discussed annually. The Selectmen agreed that keeping the fleet of trucks updated is important; and agreed to keep \$165,000 in the plan to be used to replace one of the oldest trucks in the fleet. Questions were raised by Selectman Garay regarding the town jeep, currently used by the First Selectman. She asked how much is being spent on repairs to the 2004 Jeep Liberty. Jerram replied that there had been several repairs made to the Jeep, but was unsure of the exact figure; but stated that those figures could be obtained by looking at the purchase orders and offered to do so. She indicated that she had seen some of those when she signed checks, so she recognizes that there are repair costs associated with that vehicle. The Selectmen discussed the Town Hall Equipment line item and decided to move replacement of heat pumps to the following year and invest in upgrading light fixtures in town hall this next fiscal year to improve efficiency. Jerram stated that a portion of the building was upgraded when the town hall was under repair due to a sprinkler malfunction two winters ago. The Selectmen agreed that it would be money well spent as there are currently incentives offered to replace lighting. Downtown Improvements was addressed as an area of consideration of additional funding due to the fact that it may be an opportune time to install sidewalks and lighting along Route 219 from the corner of Central Ave down towards 219 and Route 44. There is a developer interested in developing the corner parcel located at the intersection of 219 and 44 and it has been suggested that this approval will include sidewalks along this property. Therefore, it would be advantageous to the Town to complete this loop. A general discussion of the construction and installation of a wash bay at the Wastewater Treatment Plant ensued among the Selectmen. Although the Board is in favor of protecting the trucks and having a place to properly tend to them, there are questions remaining as to the requirements and cost of such a facility; therefore this item was placed as a possibility for consideration in a future year. A discussion of a waterline extension for increased fire protection along Route 44 was also held. The Selectmen decided to investigate if a Community Block Grant through the Small Cities Grant Program might be available for consideration.

They agreed to add the waterline expense for consideration in the 2017-2018 year, replacing the Stedman Road repair item, but will look into grant funding. The Selectmen discussed the need for an additional police car in the not too distant future. There are now 4 full time constables and there are 3 reliable vehicles, with the 4<sup>th</sup> vehicle racking up repair bills. The Selectmen decided to upgrade the priority of an additional police vehicle, adding it to the 2017-2018 proposed Capital Budget, switching it with the replacement of the Land Use Vehicle. A new phone system for Town Hall was also included as Town Hall Equipment 2 at an estimated cost of \$15,000. Mr. Jerram noted that this was included in the proposal last year, but was taken out due to budget concerns. He stated that the current phone system is obsolete and replacement phones are hard to get. The Selectmen agreed that they could not invest in a sinking fund to replace the town garage at this point in time and removed that item from consideration of funding in the proposed capital budget for 2016-2017.

**MOTION:** by Kennerson to adopt the following as the Capital Project list for 2016-2017:

- |                          |           |                          |
|--------------------------|-----------|--------------------------|
| 1.) Plow Truck           | \$165,000 |                          |
| 2.) Town Jeep            | \$ 35,000 |                          |
| 3.) Technology           | \$ 10,000 |                          |
| 4.) Town Hall Equip      | \$ 15,000 | (replacement of lights)  |
| 5.) Recreation Dept      | \$ 35,000 |                          |
| 6.) Downtown Imp.        | \$ 75,000 | (sidewalks and lighting) |
| 7.) Town Hall Equip 2    | \$ 15,000 | (phone system)           |
| 8.) Truck (big) Financed | \$ 55,000 |                          |

Seconded by Garay.

It was noted that the proposed Capital Budget for 2016-2017 totaled \$405,000.

*Unanimous.*

**Resolutions – NW COG re: Regional Animal Shelter; DEMHS Grant; Responsible Growth/TOD Grant; and any others pending:**

First Selectman Jerram informed the Selectmen that a Grant Application has been submitted for consideration for funding for a Responsible Growth and Transit-Oriented Development Grant for \$40,000 to be used to fund a wildlife census and feasibility study to determine what is needed to improve an existing trail that runs from New Hartford through property owned by the Metropolitan District Commission (MDC) and ends in Pleasant Valley. This trail would provide the link to connect the village centers of New Hartford and Barkhamsted. The funding source of this grant is the Department of Transportation. The Grant application has been filed jointly on behalf of the Towns of New Hartford and Barkhamsted. He stated that there is a resolution that needs to be approved and read it into the record. He noted that this Resolution then needs to be formally approved at a Special Town Meeting.

**MOTION:** by Garay to approve the Resolution as read, seconded by Kennerson.

*Unanimous.*

First Selectman Jerram informed the Selectmen that there are two additional resolutions that need to be presented for action by the Selectmen. One of these is an annual Resolution that has to do with the acceptance of Grant monies that are dispersed from the State of Connecticut Department of Emergency Management and Homeland Security. These funds are used regionally by Area V to purchase supplies and materials that have been agreed upon by the area representatives and are shared among the Municipalities.

Jerram asked for approval of the Authorizing Resolution of the Board of Selectmen of the Town of New Hartford as read into the record.

**MOTION:** by Kennerson to approve the Authorizing Resolution of the Board of Selectmen with respect to the agreement between the Town of New Hartford and State of CT Department of Emergency Management and Homeland Security as read; seconded by Garay.

*Unanimous.*

A third Resolution needing consideration was a Resolution endorsing the Design and Engineering of the Litchfield Hills Animal Shelter Facility read into the record by First Selectman Jerram.

**MOTION:** by Kennerson to adopt a resolution endorsing the design and engineering of the Litchfield Hills Animal Shelter Facility as read; seconded by Garay.

First Jerram stated that endorsing this resolution does not bind the Town of New Hartford to participate in the regional shelter, however, it does leave the “door open to do so.”

*Unanimous.*

**Review of Grants submitted:**

In the interest of time, Mr. Jerram informed the Selectmen that he had copies of the two most recent Grants submitted on behalf of the town available for anyone interested in reviewing them. He noted that a STEAP grant application was submitted for consideration of \$500,000 funding for a pedestrian bridge across the Farmington River. Additionally, the aforementioned grant application for the wildlife census and feasibility study in the amount of \$40,000 has been submitted.

**Line Item Transfers:**

First Selectman Jerram noted that at the most recent Board of Finance meeting, a request to approve \$20,000 in funding for the Town/WPCA to engage services for a water and sewer asset valuation study was granted. The Board of Finance approved the transfer of unexpended capital budget lines to the to the general government engineering line item (\$3,045.27 remaining from police car; \$11,527.00 remaining from Ford 550 for a total of \$14,572.27). At that meeting, the Board of Finance requested that the First Selectman report back to them where the additional funds would come from. Jerram stated that he has reviewed the engineering line item and that there are sufficient funds in that line to

cover the balance of that study (\$5,427.73). He asked that the Board of Selectmen approve the use of that line item for that purpose.

**MOTION:** by Kennerson to encumber the engineering line item in the amount of \$5,427.73 to be used as the balance of the funds needed to pay for the fees not covered by the transfer of unexpended capital funds to fund a water and sewer asset valuation study; seconded by Garay.

*Unanimous.*

At this point in the meeting, Mr. Jerram announced that he would entertain a motion to adjourn as he needed to get to the Board of Finance meeting being held at that time. He noted that appointments to Boards and Commissions would be deferred to a future meeting.

**MOTION:** by Kennerson to adjourn at 7:10 PM; seconded by Garay.

*Unanimous.*

*Respectfully Submitted,*

*Christine Hayward, Administrative Assistant*