

**Board of Selectmen
Special Meeting
Monday, January 13, 2014**

MINUTES

Present: First Selectman Dan Jerram, Selectman Jack Casey, Selectman Alesia Kennerson
Others Present: Mr. and Mrs. Joseph Toro, Attorney and Mrs. Tom Wall, Bud Butler, Roy Litchfield, Ann Sullivan, Maureen Daigle, Troy LaMere, Robert Penzerro, Maria Moore, Bob Moore, Robert Fulton, Diane Jimminian, Pam Thistlewaite, Administrative Assistant Christine Hayward.

First Selectman Dan Jerram called the meeting to order at 7:15 PM; noting that the posted starting time was delayed in order to allow those who may not realize that the meeting was not at the usual Town Hall meeting place additional travel time to get to this venue (Antolini School).

Reviewing the posted agenda items, Mr. Jerram noted that the Heartsafe Community item was being postponed to the next Board of Selectmen meeting due to a scheduling conflict the presenter, Mr. Maltby had this evening.

Operations Update:

The First Selectman updated those present on the conditions at Town Hall caused by a sprinkler head malfunction the night of January 4, 2014. The head burst in the ceiling of the Senior Center, causing water to flow from the highest point (3rd floor) down to the lowest point (1st floor). Damage to lower offices is severe, forcing the relocation of the Land Use/Building Office, the Town Clerk, Tax Collector and the Registrars of Voters offices. On Sunday afternoon (January 5, 2014), a walk through of the building occurred; which followed several hours of water extraction of the carpets and any standing water in all areas being performed by ServPro, an emergency response and recovery team approved by the insurance company to respond to this disaster. Moisture readings and testing was conducted as a basis for determining the scope of demolition that would need to be done. The Insurance adjustor has been on site daily, offering guidance on how to proceed. Ceiling tiles, carpeting, lighting fixtures, drywall and insulation have been removed. Frequent cleaning of the building is being done in order to limit air borne dust particles. Employees were dismissed on Thursday and told to stay home on Friday following the removal of drywall and insulation which created excessive dust in the building. An Air Quality test was performed so as to alleviate any questions of air quality and ensure staff that they were not exposed to unhealthy conditions.

A staff meeting was held this morning to determine the best way to continue to conduct business. Due to the relocation of several offices resulting in "tight quarters," the public will be encouraged to call for appointments. Walk in pedestrian traffic will be discouraged. Space limitations make it difficult to have several people visiting one area at the same time. Considering the extent of damage to the offices, Jerram commented that he thought it was 'amazing' that staff is able to offer services with such limited inconveniences to the public. Telephone lines have been redirected to the current office locations, computers are functional, taxes can be collected. The First Selectman stated that the insurance adjustor has recommended a company named American Integrity Restoration to act as the general contractor for the reconstruction phase. They had some questions regarding code changes that may have occurred between initial construction and present day. A code consultant was engaged to assist in this matter and he will submit a report that will clarify what needs to be done. Selectman Casey opined that he thought it was a good idea to have that kind of expertise review things in order to ensure

that they are done correctly. Jerram asked the Selectmen if they had any objection with using the recommended reconstruction consultant, American Integrity Restoration. Ms. Kennerson replied that she had checked them out and had no objections. Mr. Casey agreed stating that “things are going in the right direction” and he saw “no need to go another way.” All Selectmen concurred that time is of the essence with making necessary repairs and that there would be significant turn around time if the Town were to go out on their own to find contractors. The insurance adjustor has familiarity with the vendors and the Board will be sure to keep an eye on things. Mr. Jerram appreciated the support expressed by the Board and assured them that he will keep them posted on the process.

Bud Butler, present in the audience, asked the Board if they were going to consider using the services of a clerk of the works to provide oversight on the project. His question went unanswered as the Selectmen were not seeking public comment on the matter.

First Selectman Jerram noted that the Capital Expenditures Committee will be meeting soon and he requested that the Board review the existing 5 year capital plan and offer input regarding potential changes at the next Board meeting. Jerram commented that they may want to consider funding for Rails to Trails and repairing the boat launch at Brodie Park. Selectman Casey noted that he would like to see some funding included for trail maintenance at Brodie Park. Mr. Jerram also pointed out that the sand salt shed at Antolini has exceeded initial cost estimates due to the fact that the Town engineers would not sign off on a roof on the existing block structure; they required a formal design in order to have proper load measurements to insure safety during use. Mr. Jerram informed the Board that he had attended the funeral of local resident Tom D’Amore. Tom was a former GOP State Chairman and had devoted many years of his life to state politics. Mr. Jerram stated that it was unfortunate that he had passed away. Jerram offered condolences to his family and said “he will be missed.”

Selectman Kennerson asked Mr. Jerram if he had completed gathering information regarding off season revenue for the Recreation Department; as she has requested. Mr. Jerram replied that he was still waiting for information regarding the Ski Club. Jerram noted that last year, the non camp off- season revenue was less than \$1,000.00. The First Selectman stated that he has not had a chance to discuss current programming and revenues with the Recreation Director due to the fact that he has not been present at work for an extended time period. He has been out on vacation leave followed by a period of bereavement which was followed by additional vacation time and now is out on sick leave. Selectman Kennerson asked how the department has been functioning. Jerram replied that exercise classes such as yoga, pilates and Zumba run autonomously; Ski Club is run by Christy Tellier. The phone lines have been rolled over to Town Hall, so phone inquiries are not going unanswered. Jerram noted that currently the majority of phone calls are questions regarding Berkshire Hall rentals. Selectman Kennerson requested that recreation department be put on the agenda of the next meeting so that a discussion can be entertained.

WPCA – Review of task force recommendations:

Selectman Jerram noted that he had developed a summary of the recommendations the Board of Selectmen has indicated during past discussions that they would like to see the WPCA look into as a means to help the WPCA move forward.

Those recommendations are:

Examine ways to cure the current collection loss problem

Address the lack of hook-up on the existing lines

Rate analysis for equity to user base

Consider a debt mitigation plan

Research revenue scenarios for potential expansion on a “revenue bond”

Examine the creation of a loan fund for connecting properties to lines.

Establish minimum connection fees of \$8,000 based on past estimates

Eliminate growth projections in future budget presentations (base future on as-is)

The Selectmen acknowledged that there will be some changes to the membership on the WPCA which will mean that there will be a change in membership on the subcommittee created to discuss the wastewater treatment plant financing. A meeting date for reconvening that subcommittee will be set soon. Jerram stated that he supports some level of change in the debt service allocation; stating that the people who are on the existing sewer lines did not play a part in the sizing of the system, yet they are burdened with paying for it. However, he also does not think that a one-sided shift is fair to all of the general taxpayers. Selectman Kennerson agreed that the general taxpayers and the users should split the cost of the upgrades in some way; but she questioned “what is the right number?” She stated that she would not object to a 25% user – 75% general tax base arrangement. She is comfortable addressing this issue as part of the new budget year; but she would be more comfortable if the Board of Finance were the ones to make the final decision as to what the numbers should be as they are charged with oversight of the town finances. Selectman Casey commented that when the voters voted on the project, the general taxpayers were basing their decision on a 39% share of the debt –and that has never changed. The users, on the other hand were basing their decision on a 19% share of the debt and that has changed. The First Selectman, after consulting with some of the subcommittee members will choose a date in early February to have the subcommittee meet.

Resolutions – Res. Trooper Contract/ Emergency Management Preparedness Grant:

First Selectman Jerram notified the Selectmen that authorization was needed to execute a revised contract with the State of Connecticut changing the terms of having two resident troopers to having one resident trooper. This change began in mid-September and the revised contract reflects that change.

MOTION: by Kennerson, second Casey to approve the following Resolution:

Resolved: that Daniel V. Jerram, the First Selectman of the Town of New Hartford, CT, be and herewith authorized to execute a contract amendment on behalf of the Town of New Hartford, CT with the Connecticut Department of Public Safety, Division of State Police for the services of 1 Resident State Trooper for the contract period of July1, 2013 to June 30, 2015.

Unanimous.

First Selectman Jerram stated that the Selectmen’s approval of a resolution authorizing him to execute a grant application with the State of CT Department of Emergency Services and Public Protection is also needed. This

grant helps to provide funding towards the stipend paid to the Emergency Management Director for New Hartford.

MOTION: by Kennerson, second Casey to approve the following resolution:

Resolved: that the Town of New Hartford may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security; any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Daniel V. Jerram, First Selectman of the Town of New Hartford is authorized and directed to execute and deliver any and all documents on behalf of the Town of New Hartford and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

Unanimous.

Appoint Subregistrars of Vital Statistics:

First Selectman Jerram stated that he had received a request from Town Clerk Donna LaPlante to approve her appointment of subregistrars of Vital Statistics. Jerram explained that this appointment allows the individuals named to issue death certificates. Donna has named Christopher Ryan of Gleeson-Ryan Funeral Home and Jason Montano of Shea Funeral home to act as subregistrars.

MOTION: by Casey, second Kennerson to approve the appointment of Christopher Ryan and Jason Montano as subregistrars of Vital Statistics, per the recommendation of Town Clerk Donna LaPlante.

Unanimous.

Resignation of John Trumbull – Inland Wetlands:

First Selectman Jerram notified the Selectmen that he had received a letter of resignation from John (Jack) Trumbull resigning as a member of the Inland Wetlands Commission. Mr. Trumbull indicated that he had enjoyed serving as a member of that Commission but that personal reasons precluded him from continuing in this capacity.

MOTION: by Casey, second Kennerson to accept, with regret and thanks the resignation of John Trumbull as a member of the Inland Wetlands Commission.

Unanimous.

Appointments to Boards and Commissions:

First Selectman stated that annual appointments to Boards and Commissions have been delayed due to cancellations of meetings due to weather, therefore they were being addressed at this meeting.

Commission on Aging:

Mr. Jerram noted that this Commission were very successful with a roundtable they hosted last March that was very informative regarding services for Seniors. He applauded their efforts.

MOTION: by Kennerson, second Casey to re-appoint Karen Kuhl , Penny Miller, and Fran LaCroix to serve as members on the Commission on Aging; all with terms to expire on December 31, 2016.

Unanimous.

Conservation Commission:

Mr. Jerram noted that there are vacancies on this Commission and encouraged anyone interested in becoming a member to contact Town Hall. He also stated that one of the members, Donna Gilbane, intends to relocate; but would still like to be a member of the Commission as long as she remains a resident. He stated that since there are vacancies that could be filled by other interested parties, he saw no reason not to reappoint her.

MOTION: by Kennerson, second Casey to re-appoint Donna Gilbane, Harlan Gustafson, and Gwen Ashbaugh to continue to serve as members of the Conservation Commission; all with terms to expire December 31, 2016.

Unanimous.

Economic Development Commission:

First Selectman Jerram noted that there are 2 regular members whose term has expired and he would recommend re-appointment of Bob Switzgable and Mark Russo; Additionally, there are 2 individuals who have expressed an interest in becoming alternates – Mr. Jerram has not had a chance to speak with them yet, and therefore stated that he would prefer to hold off on the appointment of the alternates until a future meeting.

MOTION: by Kennerson, second Casey to re-appoint Bob Switzgable and Mark Russo to serve as members on the Economic Development Commission; terms to expire December 31, 2018.

Unanimous.

Historic District Commission:

Mr. Jerram noted that Mr. Ecklund was a recent appointee to this Commission, having been appointed to fill a vacant seat. The term for this seat has now come to an end it is time to re-appoint him.

MOTION: by Kennerson, second Casey to re-appoint Jerry Ecklund to serve as a member on the Historic District Commission; term to expire December 31, 2018.

Unanimous.

Inland –Wetlands Commission:

Mr. Jerram stated that he had intended to meet with Anne Hall to see if she wanted to remain a member of the Inland Wetlands Commission prior to recommending re-appointment; but he has not had a chance to do that yet. He asked that the Board hold off on this appointment until he has the opportunity to do so.

He has spoken with another individual who expressed an interest in serving on the Commission and would recommend the appointment of Jim Chakulski to fill the vacancy created by the resignation of Jack Trumbull to

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this Commission.

MOTION: by Kennerson, second Casey to appoint James Chakulski to serve as a member of the Inland-Wetlands Commission ; term to expire December 31, 2015.

Unanimous.

Open Space Preservation Commission:

Mr. Jerram asked that appointments to this Commission be delayed until he had a chance to speak with the Chairman of the Commission.

Retirement Board:

Mr. Jerram stated that this Board has a vacancy. He noted that there is specific expertise required to serve as a member on this Board due to the nature of their charge. He stated that the town is lucky to have the individuals who are currently serving on this Board devote their time to being members. They are all extremely knowledgeable regarding pensions and retirement plans. He noted that there are some boards that are “more fun” to be on, and this Board does not fall into the “fun” category. He thanked all of them for their service.

MOTION: by Kennerson, second Casey to re-appoint Friday Easton to serve as a member of the Retirement/Pension Board. Term to expire December 31, 2018.

Unanimous.

Regional Refuse Disposal District # 1:

First Selectman Jerram stated that the appointee to this Board has served on this Board longer than any other individual in town has served on any other board. He expressed his thanks publicly to Hans Anderson

MOTION: by Kennerson, second Casey to re-appoint Hans Anderson, with thanks, to serve as a member of the RRDD Board; term to expire December 31, 2016.

Unanimous.

Water Pollution Control Authority:

First Selectman Jerram stated that there are three terms that have expired on the Water Pollution Control Authority. There has been a lot of interest expressed by individuals offering to serve on this Board. The First Selectman suggested appointing the two individuals who have experience with the WPCA at this meeting and delay the appointment of the third individual until a later date.

Mr. Jerram noted that Mr. Butler was a member of the Building committee that provided oversight during the construction of the Wastewater Treatment Plant and therefore would be a valuable asset to the Board. Mary Beth Greenwood is a past member of the Board; having to resign her position a couple of years ago for personal reasons; but has expressed an interest in serving in this capacity once again. Jerram noted that her past service on this Board was appreciated and he looked forward to having her be a member once again.

MOTION: by Kennerson, second Casey to appoint Denton Butler and Mary Beth Greenwood to serve as members of the Water Pollution Control Authority, terms to expire December 31, 2016.

Unanimous.

Correspondence re: “gifting” property to the Town of New Hartford:

First Selectman Jerram informed the Board that a letter had been received from the attorney representing the Trustee of an estate who would like the town to consider accepting a small parcel of land in New Hartford that is an asset of the trust. The parcel is a small non-conforming piece of land located at the end of Cottage, near its intersection of Route 219. The abutting neighbors have already stated that they are not interested in obtaining this parcel; therefore the trustee has offered this to the town. Mr. Jerram noted that this parcel might be useful someday, especially if there was ever an opportunity to straighten out the intersection at the junction of Route 219 and Cottage Street. He added that it may also be beneficial due to its proximity to Callahan Park. Jerram also noted that the Town has been trying to rid itself of some of the smaller town owned parcels and get them back on to the tax rolls; therefore he is uncertain as to whether or not there would be support in acquiring this plot. The Selectmen wanted some time to look at the parcel prior to making any decision.

Request for Refunds of Taxes:

First Selectman stated that Tax Collector Linda Sheffield has submitted 4 requests for refunds of motor vehicle property taxes for approval.

MOTION: by Casey, second Kennerson to approve 4 requests for refunds of motor vehicle taxes as recommended by the Tax Collector (\$302.24 to Nissan Infiniti LT due to moving out of state; \$59.66 to Thomas or Sandra O’Brien due to proration; \$32.16 to Honda Lease Trust due to adjustment made after payment; and \$305.18 to Toyota Motor Credit due to sale of vehicle)

Unanimous.

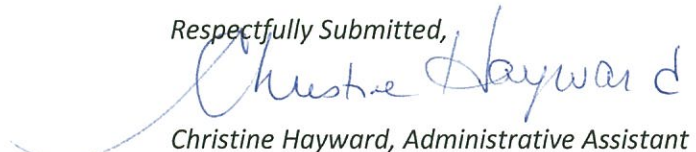
Executive Session re: pending legal, Case vs. Town of New Hartford:

MOTION: by Kennerson, second Casey to enter into Executive Session at 8:15 PM for the purpose of discussion related to a boundary line dispute between the Town of New Hartford and William Case.
(Jerram, Kennerson, Casey and Hayward entered into Executive Session)

MOTION: by Kennerson, second Casey to exit from Executive Session and adjourn at 8:37 PM.
it was noted that no action was taken as a result of the Executive Session.

Unanimous.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Christine Hayward". The signature is fluid and cursive, with a long horizontal flourish extending to the left.

Christine Hayward, Administrative Assistant