

**Board of Selectmen
Special Meeting
December 9, 2014**

Present: First Selectman Dan Jerram, Selectman Alesia Kennerson, Selectman Jack Casey, School Building Committee Chairman Bud Butler, School Building Committee Member Roy Litchfield, Member of the Public Joe Toro, Member of the Press Bob Moore (New Hartford Independent), Administrative Assistant Christine Hayward.

First Selectman Jerram called the meeting to order at 5:08 PM.

MINUTES:

MOTION: by Kennerson, second Casey to approve the minutes dated October 28, 2014. It was noted that there was an error in the expiration date of the term listed for Commission on Aging member Karen Gauthier; The minutes state she was appointed to fill a vacancy with a term expiring on December 31, 2014; however, the term expires December 31, 2015. The minutes were unanimously approved as corrected.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS ONLY:

No comments.

APPROVAL OF 2015 MEETING SCHEDULE:

MOTION: by Kennerson, second Casey to approve the 2015 Board of Selectmen regular meeting schedule as presented (attached).

First Selectman Jerram noted that the Board will continue to hold regular meetings on the fourth Tuesday of each month at Town Hall.

Unanimous.

APPROVAL OF 2015 HOLIDAY SCHEDULE:

MOTION: by Kennerson, Second Casey to approve the 2015 Holiday Schedule as presented (attached).

First Selectman Jerram noted that the Holiday schedule reflects the same Holidays as in the past.

Unanimous.

APPOINTMENTS TO BOARDS AND COMMISSIONS:

First Selectman Jerram informed the Board that it was time to reappoint those individuals currently serving on Boards and Commissions whose terms were expiring.

MOTION: by Kennerson, second Casey to reappoint Donna Howard to continue to serve as a regular member on the Commission on Aging, term to expire December 31, 2017.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Linda Sheffield to continue to serve as a regular member on the Commission on Aging, term to expire December 31, 2017.

Unanimous.

MOTION: by Kennerson, second Casey to reappoint Kathleen Pappas to serve as an alternate member on the Commission on Aging, term to expire December 31, 2016.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Senior Director Jean Barnicoat to continue to serve as the Municipal Agent for the Elderly for the Town of New Hartford, term to expire December 31, 2016.

Unanimous.

MOTION: by Casey , second Kennerson to reappoint Alison Murdock to continue to serve as a regular member of the Conservation Commission, term to expire December 31, 2017.

Unanimous.

First Selectman Jerram noted that there are also 2 unfilled vacancies on this Commission with terms that will expire December 31, 2017.

MOTION: by Casey, second Kennerson to reappoint Bill Bohan to continue to serve as a regular member of the Economic Development Commission, term to expire December 31, 2019.

Unanimous.

MOTION: by Kennerson, second Casey to reappoint Donna LaPlante to continue to serve as a regular member of the Economic Development Commission, term to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Bill Baxter to continue to serve as a regular member of the Economic Development Commission, tem to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Dan Romaniello to continue to serve as a regular member on the Historic District Commission, term to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Mary Ann Gunning to continue to serve as an alternate member of the Historic District Commission, term to expire December 31, 2017.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Nancy Shroeder Perez to continue to serve as a regular member of the Inland Wetlands Commission; term to expire December 31, 2017.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Louis Moscaritollo to continue to serve as a regular member of the Inland Wetlands Commission; term to expire December 31, 2017.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Madeline McClave to continue to serve as a regular member of the Open Space Preservation Commission; term to expire December 31, 2017.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Caren Ross to continue to serve as a regular member of the Open Space Preservation Commission; term to expire December 31, 2017.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Terence Moreschi as an alternate member of the Open Space Preservation Commission; term to expire December 31, 2017.

Unanimous.

MOTION; by Casey, second Kennerson to reappoint Joseph Petrarca to continue to serve as a regular member of the Recreation Commission, term to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Donald Govotski to continue to serve as a regular member of the Recreation Commission, term to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Tim Calder to continue to serve as a regular member of the Recreation Commission, term to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Elizabeth Connors to continue to serve as a regular member of the Retirement Board/Pension Committee. Term to expire December 31, 2019.

Unanimous.

MOTION: by Casey, second Kennerson to reappoint Debra Brasfield to continue to serve as a regular member of the Retirement Board/Pension Committee. Term to expire December 31, 2019.

Unanimous.

MOTION: by Kennerson, second Casey to reappoint Bill Marchand to continue to serve as a representative from New Hartford of the Board for Regional Refuse Disposal District # 1; term to expire December 31, 2017.

Unanimous.

First Selectman Jerram noted that RRDD New Hartford Board member Hans Anderson has served as a member of the Board since 1990. He has just completed his 25th year of service to this Board. Jerram noted that this was exceptional service to his community and publicly stated his thanks. Selectman Kennerson and Selectman Casey echoed his sentiments, with Kennerson proclaiming his service as “awesome.”

MOTION; by Casey, second Kennerson to reappoint Michael LeClair to continue to serve as a member of the Water Pollution Control Authority; term to expire December 31, 2017.

Unanimous.

First Selectman Jerram announced that WPCA member Steve Hanright has indicated that he does not wish to seek reappointment due to obligations serving as Chairman of the Condominium Association where he resides. A vacancy is now occurring in that seat. Jerram stated that there had been a recommendation made by the members of the WPCA to appoint Joe Toro to fill that vacancy. Jerram acknowledged that he supported that recommendation and asked the Board to state their pleasure.

MOTION: by Casey, second Kennerson to appoint Joe Toro to serve as a member of the Water Pollution Control Authority; term to expire December 31, 2017.

Unanimous.

BRIDGE UPDATE:

First Selectman Jerram stated that he was pleased that the voters approved the funding to replace the Carpenter Road Bridge. He stated that this approval will allow the engineers to move forward with the

project. A task order has been received for the engineering services associated with the final design, permitting and construction phases. There have been some engineering costs that have already been expended in the preliminary phase of the project and this task order is for the work necessary to bring the project to its completion. The task order is for \$121,000, based on services required for an integral bridge design. There may be additional fees in the amount of \$2,000 - \$3,000 for professional hydrology services. Jerram commented that there may be some costs savings in the engineering fees if the State allows a box culvert rather than an integral bridge.

MOTION: by Casey, second Kennerson to authorize First Selectman Jerram to sign the task order prepared by Lenard Engineering for services to begin the design phase (and include permitting, final design, bidding and construction services) for the Carpenter Road Bridge replacement; approval of the fee is contingent on an understanding that there will be a reduction in cost if a box culvert design is approved.

Unanimous.

SCHOOL UPDATE:

School Building committee members Denton (Bud) Butler, Chairman and Roy Litchfield were present to provide information regarding the status of the Antolini School Project. Mr. Butler noted that an amendment to the original agreement with Kaestle Boos for architectural services had been approved a while back that allocated a not to exceed amount of \$5,000 for professional services to investigate the present condition of the Antolini Roof. An additional amendment has been prepared to cover the fees associated for services related to the recently approved project which includes roof replacement, window replacement, ADA improvements, and removal of hazardous materials in conjunction with those items. A master agreement was executed when the Facilities Assessment was begun and any additional services will be seen as add ons to that original contract. Originally, Kaestle Boos had presented that their fees for services would be 8% of the total construction costs; however, the Building Committee has negotiated a 7% of total construction costs fee. Therefore, the costs for the services provided by Kaestle Boos will be \$210,800. Selectman Casey asked what will Kaestle Boos provide as services. Butler replied that they will provide bid services, construction oversight, -- the whole package. Contingency also is included for those “unknowns” that often pop up during construction. First Selectman asked about the roof portion of the project; and mentioned that recently Barkhamsted had a roof repair that appeared to be completed at a lower overall cost than what is projected for Antolini. Jerram asked why this might be. Butler and Litchfield provided some examples of why the overall costs might be different. Butler explained that there is a big difference in pitch between the Barkhamsted School roof and the Antolini roof. Pitch plays a major factor in determining what materials may or may not be used on the roof. Litchfield added that removal and disposal fees of the old roofing material play a role in overall costs; noting that the asphalt roof removal costs at Barkhamsted are estimated at 75 cents per square foot, while the costs for removal of the material at Antolini could

be \$6.00 per square foot. Litchfield noted that disposal fees alone raise the cost of the Antolini roof considerably when compared to the Barkhamsted roof. Litchfield noted that you are not comparing “apples to apples.” Jerram asked if all of the insulation on the roof would be removed ; and Butler replied that it would as they will be looking for structural defects when replacing the roof. Butler also noted that an interesting comment had been made during an earlier meeting with the First Selectman when the question was raised regarding “why hire an architect to work on a roof replacement project?” Butler commented that school projects require an architect in order to be eligible for the State Grant funding. Jerram asked if the committee had thought about what benefits may be afforded if other firms were considered for this project. Butler replied that there would be no benefit from seeking out other firms; he noted that they have an established relationship with Kaestle Boos. Kaestle Boos has been very attentive to the requests made by the Building committee. They have worked with them to lower their fees for services and have a good track record of coming through on things. They have a good track record and are accomplished professionals. Butler noted that they have delivered in all areas. He added that seeking out other firms would be detrimental to the progress of the project. The timeline would not be met, a delay would occur as it would take a minimum of 60 days for a selection process before anything could even be started. Delay in the timeframe equates to higher costs. The project costs would be escalated due to the fact that you could not take advantage of getting the bid package out early in the year; when there is less completion for work which equates to lower costs. Jerram asked the Board of Selectmen how they wished to proceed. The Selectmen agreed that they were all in favor of moving forward with Kaestle Boos.

OPERATIONS UPDATES:

First Selectman Jerram began his operations updates by thanking the New Hartford Business Council and all of the volunteers for all of their hard work in putting together another successful Light New Hartford event. Jerram noted that there were several Holiday Season kick off events including Breakfast with Santa, the Bakerville Tree Lighting, and a dinner sponsored by the North Congregational Church. Selectman Kennerson did the cooking for the church dinner and it was a delicious and well attended meal. Mr. Jerram stated his appreciation for all of the volunteers who helped at each event.

Police negotiations continue. Jerram stated that a draft contract has been presented to his office for review. He has forwarded the contract to the Town labor attorney. Mr. Jerram noted that since this is a brand new contract and it is different than a standard labor contract (due to the nature of the positions – police officers – involved) , it needs to be handled a bit differently than other contracts. The initial contract needs to be carefully reviewed for long term impact.

First Selectman Jerram informed the Selectmen that the State would be holding a public hearing on the proposed modifications to the stormwater discharge permits and that he planned to attend that hearing. He reminded them that the proposed regulations, if approved, would be a huge financial

impact to the town. Initial estimates are that the costs incurred to implement the changes could exceed half a million dollars.

Mr. Jerram announced that he had submitted a 2014 STEAP grant application seeking funding for the pavilion project. He has requested \$200,000 for expenses related to the design and construction of a pavilion in the area to the right of the Town Hall parking lot along the Farmington River. He sees this as a community gathering place that might draw people to the downtown area. He noted that he is continuing to develop an updated downtown plan that would focus on helping to create an economically stable downtown village area. Jerram sees the plan as a great discussion document for spring boarding conversations about where to go from here. Jerram stated that Phil Doyle of LADA has been working on the plan and he hopes to have it available for a presentation to the Selectmen before the end of the month.

Administrative Assistant Hayward presented information regarding the success of the Discount Prescription Plan that is available to all New Hartford residents. The program is a free program and provides savings on many prescriptions. Hayward noted that, according to information provided by the Connecticut Conference of Municipalities (CCM), 210 total claims have been processed for New Hartford residents with an average savings of \$44.53 per prescription and a total savings of over \$9,000 since the program began in January.

RESOLUTIONS: DEHMS GRANT 2014, DOT MASTER MUNICIPAL AGREEMENT:

First Selectman Jerram informed the Selectmen that the State Department of Transportation has sent a Master Municipal Agreement for Rights of Way Projects that needs to be adopted by towns. This agreement includes the “boiler plate” language that will govern all municipal rights of ways projects that would involve participation by the State. Once the document is executed by both parties, it will remain in effect for 10 years. Specific project terms and funding will be outlined in subsequent project authorization letters. It is hoped that this type of master agreement will streamline the agreement process; resulting in quicker turn around of documents.

MOTION: by Kennerson, second Casey to approve the following resolution “Resolved, that Daniel V. Jerram, First Selectman is hereby authorized to sign the Agreement entitled “Master Municipal Agreement for Rights of Way Projects.”

Unanimous.

A second agreement that needs approval of a resolution is for the Memorandum of Agreement for Federal Fiscal Year 2014 State Homeland Security Grant Funding. This is an annual agreement with the State of Connecticut Department of Emergency Management and Homeland Security for funds to be used by the Regional Local Emergency Planning Teams.

MOTION: by Kennerson, second Casey to approve the following resolution: “Resolved, that the Town of New Hartford/Board of Selectmen may enter into with and deliver to the State of Connecticut

Department 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, As 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 things which he deems to be necessary or appropriate to carry out the terms of such documents, including but not limited to, executing and delivering all agreements and documents contemplated by such documents.”

Unanimous.

DISCUSSION OF POLICE EXPENSES:

First Selectman Jerram stated that hiring of an additional Constable (police officer) is in the final stages. There are currently 4 vehicles that are used as police vehicles – the Police Interceptors , and two older Crown Victorias (2008 and 2003). There are currently 3 officers and the plan is to retire the 2003 vehicle soon. The 2003 vehicle is getting to the point where the repairs are getting to be more frequent and more costly. Trooper Hazen has submitted a request for the Selectmen to consider a line item transfer to use funds from the Resident Trooper Line item to fund a the purchase of an additional police vehicle. Trooper Hazen feels that there will be savings in the salary line item sufficient enough to fund the costs of a new car. Selectman Kennerson produced a copy of the 5 year capital plan and noted that there plans to purchase a new vehicle in the 2015-2016 fiscal year. She stated that she felt that capital expenditures should go through the budget process. Since there already exists a plan to purchase a vehicle in the next budget year, the town should stick with the plan. She suggested that the excess funds in the trooper salary line item could be used to fund various equipment that may be needed for the officer; such as a taser, protective vest, uniform and a gun. These are not capital expenditures and therefore would best be purchased using the existing line items in the approved operational budget. Selectman Casey asked if it would be possible to have the officers share vehicles. He noted that he runs a business that provides vehicles for employees; however, those vehicles are not taken home by the employees. Discussion continued regarding the purchase of a vehicle and it was agreed that it would be best to wait until the start of the next fiscal year and purchase it according to the plan. It was noted, however, that should excess operational funds be available at the end of the current fiscal year, the issue will be brought forward for additional review and possible action at that time.

First Selectman Jerram informed the Board that there had been recent articles in the press that were inaccurate regarding alleged break –ins occurring in New Hartford. He stated that a resident had contacted the press to voice a concern regarding a lack of notification to the public that several robberies had occurred in a local neighborhood. Jerram said that the information presented to the press was not correct - the number of attempted burglaries/burglaries was inflated in the article which was misleading to the public regarding police activity in town. He said he was “upset that there was an article in the newspaper about something that didn’t happen.” He added that there are many reasons why his office does not comment on police activity; the main one being that he would not want to divulge any information that the police would prefer not be divulged. He does not interfere in police

matters and it is his policy not to publicly comment on police matters while active investigation is being done. Jerram noted that he takes his direction from the police regarding what should and should not be released to the public; but clarified that if there was an urgent matter related to public safety, the public would be notified.

REQUEST FOR TAX REFUNDS:

MOTION: by Kennerson, second Casey to approve 7 requests for Tax Refunds for motor vehicle property taxes totaling \$639.05 as presented by the Tax Collector (\$74.88 to Chase Auto Finance Corp due to sale of vehicle;\$149.94 to Chase Auto Finance Group due to sale of vehicle, \$134.70 to JP Morgan Chase Bank due to sale of vehicle; \$57.95 due to Patrick Minihan due to vehicle being 'junked'; \$62.77 to Honda lease Trust due to sale of vehicle; \$47.03 to Jenna or Harlan Gustafson due to sale of vehicle; \$111.78 to G. R. Engineering LLC due to sale of vehicle;)

Unanimous.

CORRESPONDENCE RE: SCHOOL BUDGET CAPITAL ADJUSTMENTS:

First Selectman Jerram read aloud a letter that was written by Interim Superintendent Dr. Paul Smotas informing both the Board of Selectmen and the Board of Finance about some changes/modifications being made to the 2014-2015 capital budget. Due to anticipated costs exceeding the projected budget for paving the playground at Ann Antolini, that project will be put on hold until further notice.

Oil tank repairs are needed at New Hartford Elementary and these costs were not budgeted. Therefore, plans to install fencing will not move forward and those funds will be put toward the oil tank repairs.

Additionally, there are oil tank groundwater issues at Antolini School which has resulted in higher than anticipated costs; therefore additional funds will be needed to cover these costs and those funds can be obtained from the delayed projects budgeted amounts.

The Selectmen noted that the Board of Education is free to use their capital funds as they wish and that this does not require any formal approvals to do so. However, they appreciated that the lines of communication regarding these matters are kept open.

EXECUTIVE SESSION RE: MATTERS PERTAINING TO 507 MAIN STREET (REAL ESTATE TRANSACTION:

MOTION: by Kennerson, second Casey to enter into Executive Session at 6:22 PM to discuss matters pertaining to the pending real estate transaction of 507 Main Street.

Unanimous.

Administrative Assistant Hayward was invited to join the Executive Session.(Kennerson, Casey, Jerram and Hayward entered into Executive Session)No action taken regarding Executive Session discussion.

MOTION: by Jerram, second Case to adjourn at 6:35 PM.

Unanimous.

Respectfully Submitted, Christine Hayward, Administrative Assistant