

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
OCTOBER 2, 2013**

Present: First Selectman Edward G. McAnaney, Joanne Sullivan, Eileen Moncrief, Brian Fitzgerald and Timothy Reynolds. Also in attendance were Town Planner Bill Hawkins, Director of Economic Development Patrick McMahon, Director of Public Works John Cloonan, and Highway Foreman Mark Cervione. First Selectman McAnaney called the meeting to order at 7:04 p.m.

Minutes: Selectman Moncrief made a motion to accept the September 18, 2013 minutes of the regular meeting of the Board of Selectmen as presented. Vote 4-0 in favor. Selectman Reynolds abstained as he was absent for that meeting.

Public Comment:

Mark Cervione spoke as the Foreman of the Highway Department regarding the Policy for Employment in Multiple Capacities that was tabled at the last meeting. Mr. Cervione requested that a decision wait until spring since contractors need to make plans now for the upcoming plowing season. Mr. Cervione stated that he would rather use in house people as he has done in past years.

Selectman Reynolds wanted to publicly congratulate Selectmen Sullivan's son David for his 250th win as coach of the high school girls soccer team.

Tax Rebates:

Selectman Fitzgerald made a motion to approve the tax rebates as recommended by the Tax Collector and printed on the agenda Baillargeon, Jeffrey, \$4.00; Chernick, Patricia or William, \$30.82; Clement, Steven or Deborah, \$6.77; Cordi Trucking, LLC, \$17.11; Daimler Trust, \$804.87; Eddy, Steven, \$17.46; Fleck, Gertrude, \$68.36; Graves, Scott, \$11.45; Graves, Scott, \$167.23; Graves, Scott, \$39.75; Habiger, Ronald, \$52.84; Hall, Lauren, \$60.59; Honda Lease Trust, \$133.15; Kenney, Edward or Elizabeth, \$29.94; Kenney, Edward, \$40.96; Kenney, Edward and Beth, \$22.46; Kenny, Edward, \$25.09; Langer, Mary, \$25.41; Lynch Tara B or Sherry B, \$113.98; Marrewa, Cheryl, \$50.82; Pendleton, Michael, \$24.07; Toyota Motor Credit, \$296.43; Vono, Givanina, \$22.52; Zeller, Kevin, \$36.48; **TOTAL \$ 2102.56**

Approval to submit an application for the Agricultural Viability Grant

Town Planner Bill Hawkins was present and stated that the CT Department of Agriculture is once again offering their agricultural viability grant to municipalities. This grant has been used by Suffield in 2007, 2008 and 2010. It was not offered in 2009. The Town has completed several projects with past grants to promote local agriculture. The grant provides 50% cash match to approved applicants. Applicants can use in-kind services as part of their match. If awarded, the grant would be used to hire a consultant to overhaul the farmer's market website (www.suffieldfarmersmarket.com) as well as the Suffield Agriculture Council website (www.suffieldfarms.com). The websites have been minimally maintained over the past several years. Other tasks for the potential project include printing another batch of our local farm pamphlet and creating new

banners to be displayed around Town. The grant would also provide funding for advertising the market in local papers and purchase of "Preserved Farmland" signs for the two properties that don't have one currently. The total project cost is \$24,750. The Town of Suffield's portion equates to \$13,300 which contains \$3650 worth of in-kind services. The amount of cash the Town will spend if awarded this grant is approximately \$9,650. The Town's portion will be drawn from the Open Space fund appraisal and surveys line item as well as the Zoning and Planning, and Economic Development Department budget. The application is due November 8th and would be awarded in February 2014.

Selectman Sullivan made a motion to approve submission of an application for the Agricultural Viability Grant. She withdrew her motion and made the following motion: The Board of Selectmen approves the request of the Town Planner to apply for the 50% cash match 2013 Agriculture Viability Grant in the amount of \$24,750 and to authorize the First Selectman to sign the application when complete. Vote 5-0 in favor.

Approval to submit an application to the State Historic Preservation Office for the Library ADA project

Patrick McMahan, Director of Economic Development, was in attendance to seek assistance to make handicapped accessibility improvements to the Kent Memorial Library. The Town has the opportunity to apply for grant funds through the State Historic Preservation Office (SHPO) to assist with these improvements. He is seeking authorization to submit a grant application to SHPO for \$200,000.

Mr. McMahan included a memo which summarized the project. The preliminary estimate for the chosen solution is \$1,094,027 million. The Library Foundation has been actively fundraising for this project. An application was submitted in July to the Hartford Foundation for Public Giving in the amount of \$400,000. Selectman Fitzgerald made a motion that the Board of Selectmen approves of the submission of a grant application in the amount of \$200,000 to the State Historic Preservation Office for the Library ADA project and that the First Selectman is authorized to execute and deliver in the name on behalf of this Town a certain contract with the State of Connecticut, Department of Economic Development, and to affix the corporate seal, if any. Mr. McMahan stated that the Historic District Commission will discuss a Certificate of Appropriateness at their October 7th meeting. Vote 5-0 in favor.

Reappointments

Selectman Moncrief made a motion to reappoint Andrew Krar to the Conservation Commission through June, 2016. Vote 5-0 in favor.

Selectman Moncrief made a motion to appoint Victor Mathieu to the North Central District Health Department through June, 2016. Vote 5-0 in favor. Selectman Moncrief also discussed the service levels provided by North Central and whether or not the Town should consider our own Health Department. The Selectmen inquired on the amount we pay North Central District Health Department annually which was researched and found to be \$70,389 annually.

Approval to transfer \$66,451.24 out of Contingency Fund to a new capital account for Bridge Street School stabilization and furnace work.

The First Selectman explained that the Town received a check for \$66,451.24 as an insurance claim for the furnace in Bridge Street School. The funds will be received into the General Fund. This money should be used to fix the furnace before winter. First Selectman McAnaney noted that the burner will be converted to natural gas and the gas line will be installed at no cost. Selectman Sullivan made a motion to approve the transfer of \$66,451.24 out of Contingency Fund to a new capital account for Bridge Street School stabilization and furnace work. Vote 5-0 in favor.

Discussion and potential vote regarding increased pay rate and hours (from 16 to 19.5) for Public Works Clerk position.

Selectman Moncrief raised the question in an email about discussing this item in Open vs. Executive session. Since the discussion was about the position not the person it was discussed in Open session. The First Selectman noted that the new Facilities Manager starts on October 21st. There will be increased work for the Public Works Clerk to provide support to the Facilities Manager. The pay rate will be increased to be in line with other non-union secretary positions. Selectman Moncrief asked if this was a union position and Mr. McAnaney answered that it was not. Selectman Fitzgerald made a motion to increase the pay rate for the Public Works Clerk from \$15 to \$20 per hour. Vote 5-0 in favor. Selectman Reynolds made a motion to increase the hours for the Public Works Clerk from 16 to 19.5 hours. Vote 5-0 in favor.

Approve increase in hours for Confidential Secretary positions for First Selectman from 27 to 30 hours.

The First Selectman stated that the increase in hours for the Confidential Secretary positions is needed for extended coverage. He noted that the position is shared by two employees. Selectman Moncrief noted that the position used to be full time management position with benefits that was a secretary to the First Selectman and an Administrative Assistant to the Board of Selectmen. She asked if the position was really an executive position. The First Selectman said it was a secretarial position, not a management position. It is not an executive or department head. First Selectman McAnaney said it was a non-union position due to its confidential nature. Selectman Moncrief noted that the position was non-political for the past 15 – 20 years and gave continuity to the office. First Selectman McAnaney stated that any incumbent or department head serves at the pleasure of the First Selectman. Selectman Moncrief said the position should not be part time and it should be made full time with benefits. Selectman Reynolds suggested that the changes be considered when developing next year's budget. Selectman Fitzgerald suggested that the position be contracted for the term of the Board of Selectmen. Selectman Moncrief suggested that the Board look at all part time positions in the Town and their union-status. She added that maybe a needs analysis study should be done to determine whether these positions need more hours for consistency to make sure the work is getting done. Selectman Fitzgerald made the motion to approve the increase in hours for the Confidential Secretary positions for First Selectman from 27 to 30 hours. Vote 5-0 in favor.

Selectman's Update

The Informational Meeting for the Congamond Lakes Waste Water Management Study was held at 7 p.m. on Wednesday, 9/25/13 at Ebb's Corner Fire Station. Selectman Fitzgerald expected that 25-30 residents would attend but by his count over 100 people were in attendance. Representatives of WMC Consulting Engineers of Newington CT presented the results of their study as they did to the Board of Selectmen. The general sentiment was against the proposal to add sewers after the range of costs were discussed. A few people were very supportive but many were distressed over the potential increased costs. The First Selectman offered WMC services to investigate individual parcels at the request of the homeowners. He also said that he will look into encouraging the current water company to provide public water to all residents in lieu of the sewers. First Selectman McAnaney said there are 3 concerns: the lake is being polluted –which is not the case; that a resident's septic system may fail and contaminate his well or a neighbors well – which may be resolved if public water could be provided; that a resident's septic would fail even if there was public water. Selectman Moncrief asked about testing of the drinking water by the Health Department. Selectman Fitzgerald said that the WPCA will have drinking water tested if residents contact them. He added that if there are failures in a number of households then the Town will need to look at it. First Selectman closed with the statement that there is no indication that any Department is driving the sewer implementation. He noted that the residents were happy to receive information and applauded at the conclusion of the meeting.

Update on IT Storage and Virtualization Project.

The project is on hold until all questions have been answered. No money has been spent.

Update on search for Human Resource Director.

The Human Resource (HR) Director Joyce Feeney is resigning on Friday, October 4th. Her position has been posted and applications are be accepted through October 11th. Windsor Locks, part time HR Director Shannon Walker is coming in to discuss providing some part time interim support.

The CCM Prescription Discount card has given residents savings of \$3924 for 65 prescription claims to date.

The First Selectman attended the CCM Annual Conference and mandates from "Obamacare" were discussed. Municipalities may have "cadillac plans" and may be subject to a large excise tax. We need to be mindful of this during negotiations.

There being no further business, Selectman Reynolds moved that the meeting adjourn. Vote 5-0 in favor. Meeting was adjourned at 8:11 p.m.

Next Board of Selectmen Meeting will be Wednesday, October 16, 2013.

Lisa Trase
Recording Secretary