

**THESE MINUTES HAVE NOT BEEN READ OR APPROVED BY THE BOARD
OF SELECTMEN AND ARE SUBJECT TO CHANGE**

**Regular Meeting of the Eastford Board of Selectmen
Monday, July 1, 2019, 7:00 PM
Eastford Town Office Building
16 Westford Road
Eastford, CT 06242**

Agenda

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1. Call to Order
 2. Citizens Comments (3-minute maximum per person)
 3. Approval of Minutes:
 - Regular Meeting of the Board of Selectmen on June 3, 2019
 - Special Meeting of the Board of Selectmen on June 21, 2019
 4. New Business:
 - A. Recommendation from the Union Society Building Committee
 - B. Lighting Ordinance with Public Comment
 - C. Approval of Property Tax Refunds
 - D. Connecticut Partnership Long Term Care Seminar
 - E. Acceptance of Brenda Willis' Resignation as Selectman's Secretary
 - F. Transfer Station Tri-Fold Review
 - G. Approval of Accountant Manual
 - H. Approval of Warning
 - I. Town Office Building Hours of Operation
 5. Other / Old Business:
 - A. Department of Transportation Horizontal Curved Warning Signs
 - B. Fire Apparatus Discussion
 6. First Selectman's Report
 7. Communications:
 - State Police Report
 - CCM Prescription Drug Program Report
 8. Add to the Agenda upon two-thirds vote of members present and voting
 9. Citizens Comments (3-minute maximum per person)
 10. Adjournment

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**Present: Jacqueline Dubois/First Selectman, Terry Cote/Selectman, Robert
Torcellini/Selectman**

1. Call to Order:
JD called the meeting to order at 7:00 pm.
2. Citizens Comments:
A Letter of Concern was read on behalf of the RTC by Daniel Belanger regarding appropriate use of town time by employees, and specifically in the matter of campaigning on town time.
3. Approval of Minutes:
JD/RT moved to approve the amended minutes of the regular Board of Selectmen meeting on June 3, 2019. Unanimous

JD/TC moved to approve the minutes of the special Board of Selectmen meeting on June 21, 2019. Unanimous
4. New Business:
 - A. Recommendation from the Union Society Building Committee:
Carol Davidge read a motion made at the Union Society Building Committee meeting on June 27, 2019.

We, the members of the Union Society Building Committee, recommend that the Eastford Board of Selectmen postpone action on the contractor

selection recommended by architect Robert Hurd, for construction on the East wall of the Union Society Building, pending the committee's efforts to attain additional funding to enter into the contract.

Two bids have been received. Carol Davidge, on behalf of the Union Society Building Committee, requested that no decision be made until the end of the required 90-day period or until the committee can attain the necessary funding for the project.

The Board of Selectmen agreed to table this discussion.

B. Lighting Ordinance with Public Comment:

JD spoke on the Lighting Ordinance, pointing out changes to the ordinance under the purpose, enforcement, and appeal process sections of the document.

The Ordinance was amended to read under Lighting Plan and General Requirements, to include no residential exemptions.

JD/TC moved to approve amended Lighting Ordinance. Unanimous.

C. Approval of Property Tax Refunds:

JD/TC moved to approve the property tax refunds as submitted by the Tax Collector. Unanimous

D. Connecticut Partnership Long Term Care Seminar:

JD led the discussion, informing that she had been approached by an employee of the OPM office who has asked for permission to use the Library or the TOB to give a presentation on long term care.

Following discussion, it was agreed that JD would follow up with the representative and suggest to him that it may be in his best interest to invite the Town of Ashford to the presentation as well, to ensure a better turn out.

E. Acceptance of Brenda Willis' Resignation as Selectman's Secretary:

JD/TC moved to accept Brenda Willis' resignation as Selectman's Secretary with regrets and thanks to her service to the Town of Eastford. Unanimous.

F. Transfer Station Tri-Fold Review:

JD/TC moved for the approval of the updated Transfer Station Tri-Fold. Unanimous.

The Tri-Fold will be available on the website as well as upon the sale of Transfer Station Stickers.

G. Approval of Accountant Manual:

JD/RT moved to approve the Accounting Manual. Unanimous.

H. Approval of Warning:

JD/TC moved to approve the Warning for the Lighting Ordinance for the Special Town Meeting on July 22, 2019. Unanimous.

I. Town Office Building Hours of Operation:

JD discussed changing the Selectmen's Office days from Tuesday/Wednesday/Thursday to Tuesday/Wednesday/Friday. The reason for this being that no other department is open on Thursdays. By being open on Fridays instead, the Selectmen's Office hours would coincide with the hours of the Assessor.

**JD/TC moved to have the hours of operation for the Selectmen's Office stay the same for Tuesdays and Wednesdays, to eliminate Thursday office hours, and instead, add office hours on Fridays from 9am-12pm and from 1pm-5pm, with Mondays and Thursdays by appointment only.
Unanimous.**

5. Other / Old Business:

- A. Department of Transportation Horizontal Curved Warning Signs:
Discussion of DOT installing warning signs on State owned and maintained roads.**

JD is authorized to sign into Department of Transportation Horizontal Curved Warning Sign project which is scheduled for 2022 and 2023 construction sessions.

- B. Fire Apparatus Discussion:**

**JD/RT moved to approve cover page for the Fire Apparatus bid process.
Unanimous.**

Request for bids for new Fire apparatus will go out in the month of July, 2019.

6. First Selectman's Report:

- The Library had 331 patrons and opened 10 new cards in the month of June.**
- The Building Official brought in \$2,940 for the month of June.**
- Public works has been working on roadside mowing, mowing at the town buildings, and upkeep of equipment.**

7. Communications:

- State Police Report**
- CCM Prescription Drug Program Report**

8. Add to the Agenda:

RT/TC moved to add to the agenda the discussion about employees regarding political campaigning. Unanimous.

It is suggested that both Rob Torcellini and Terry Cote will address this concern. The First Selectman will later address the topic with other employees.

9. Citizens Comments:

Rick Torgeson expressed his approval of the Selectmen's plan to address employees in the matter of campaigning while on town time.

Rick Torgeson spoke about the library, stating that they are thrilled to have the books back. There is talk of a grand re-opening some time this fall. He further expressed to the Selectmen how happy the library is to have their lower level back.

10. Adjournment:

JD/RT moved to adjourn at 8:00 pm. Unanimous

**Respectfully submitted by: _____
Emily John, Assistant**

**Approved, July 1, 2019: _____
First Selectman, Jacqueline Dubois**