

**Regular Meeting of the Eastford Board of Selectmen  
Monday, August 6, 2018, 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:**
  - **Special Meeting of the Board of Selectmen on July 18, 2018**
4. **New Business:**
  - A. **Property Tax Refunds**
  - B. **Approval of Transfer Station Job Description**
  - C. **Discussion of Garage Insulation**
  - D. **Discussion of Department Reports**
  - E. **Approval of Bid Documents Regarding the Sale of the Kennerson Road Property**
  - F. **Approval of the Warning of Special Town Meeting**
  - G. **Discussion and Search for a New Superintendent**
  - H. **Authorize First Selectman Jacqueline Dubois to Sign the Agreement/Contract with NECCOG for Their Services**
5. **Other / Old Business:**
  - A. **Discussion of Paving Projects**
  - B. **Discussion of Library Drainage**
  - C. **Beaver Pond Overflow Problem**
  - D. **Transfer Station Requirements for the Recyclables**
  - E. **Putnam Bank Charge Card Payments**
  - F. **First Selectman - Full Time Position**
  - G. **Language on Simple IRA**
  - H. **Review of July 2018 Handbook/Manual**
  - I. **Review of Accounting Manual**
  - J. **Status of the Roof/Solar at the Eastford Elementary School**
6. **First Selectman's Report**
7. **Communications:**
  - A. **State Police Report**
  - B. **CCM Prescription Drug Program Report**
  - C. **Eastford Elementary School Letter**
  - D. **Assessor's Letter**
8. **Add to the Agenda upon two-thirds vote of members present and voting**
9. **Citizens Comments (3-minute maximum per person)**
1. **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:**

Many citizens commented, regarding item 5F on the agenda, that determining if the position of First Selectman is part time or full time should be brought to a Town Meeting for a vote and not approved by the Board of Selectmen. There were others who commented that this decision should be made by the Board of Selectmen.
3. **Approval of Minutes:**

JD/TC moved to approve the minutes of the special Board of Selectmen meeting on July 18, 2018. RT abstained as he wasn't present at that meeting. Motion passed

**4. New Business:**

**A. Property Tax Refunds:**

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

**B. Approval of Transfer Station Job Description:**

JD/TC moved to approve the transfer station job description.  
No vote on this motion. Motion is not passed.

RT/TC moved to table the approval of the transfer station job description until the next regular Board of Selectmen meeting. Unanimous

**C. Discussion of Garage Insulation:**

JD informed the Board that the garage insulation project is underway this week. The process is ceiling coverage and 4 feet of the walls from the ceiling down. It will be completed this week at the cost of \$19,740.

RT gave kudos to Ben Schmidt and James Roy for the removal of the soggy insulation that was there to make room for the spray foam insulation.

**D. Discussion of Department Reports:**

JD asked each department to supply a monthly report and informed the Board that the information will be made available to them at the monthly meetings.

**E. Approval of Bid Documents Regarding the Sale of the Kennerson Road Property:**

JD/RT moved to approve the bid documents regarding the sale of the Kennerson Road Property. Unanimous

**F. Approval of the Warning of Special Town Meeting:**

JD/TC moved to approve the warning of the Special Town Meeting for the proposed ordinance for tax exemption on motor vehicles equipped for people with disabilities and to authorize the Board of Selectman to conduct a sale of two parcels on Kennerson Road to be held on August 20, 2018 at 7 pm in the Town Office Building. Unanimous

***TOWN OF EASTFORD  
WARNING OF A SPECIAL TOWN MEETING***

*The legal voters and those qualified to vote at a town meeting of the Town of Eastford are hereby warned that a*

***SPECIAL TOWN MEETING***

*Will be held at the Town Office Building, 16 Westford Road in said Town on:*

***MONDAY, AUGUST 20, 2018 AT 7:00 PM***

*To consider and act upon the following items:*

- 1. To act on nominating a Moderator to preside at said meeting.*
- 2. To act upon the proposed Ordinance for Tax Exemption on Motor Vehicles Equipped for People with Disabilities.*
- 3. Shall the Town Authorize the Board of Selectmen to conduct a sale of two parcels on Kennerson Reservoir Road Map 46 – Block 25 - Lots 10 and 11, using closed Bids? The minimum required bid starts at \$25,000. If a bid is accepted by the Board of Selectmen they shall authorize the First Selectman to sign a deed conveying said property. Information about this property, which*

*equals 0.76 of an acre and meets all criteria and requirements for the Town of Eastford to be classified as an approved building lot, is available from the Selectmen's Office. Said proposed sale received a favorable 8-24 Review by the Planning Commission on April 17, 2018.*

*Dated at Eastford, Connecticut  
This 6<sup>th</sup> day of August 2018*

*Melissa M. Vincent, Town Clerk  
Jacqueline Dubois, First Selectman  
Terry Cote, Selectman  
Robert Torcellini, Selectman*

**G. Discussion and Search for a New Superintendent:**

JD asked the Board for input on the search for a new Superintendent. TC informed everyone that they can fill out a survey on the website where citizens of Eastford can comment on what they would like to see in the new Superintendent. The position of Superintendent is a two day a week position.  
Superintendent Linda Loretz is retiring at the end of the calendar year.

**H. Authorize First Selectman Jacqueline Dubois to Sign the Agreement/Contract with NECCOG for Their Services:**

JD/RT moved to authorize First Selectman Jacqueline Dubois to sign the agreement/contract with NECCOG for their services. Unanimous

**5. Other / Old Business:**

**A. Discussion of Paving Projects:**

Paving at the transfer station is complete. Paving of Westford Road was a two-phase project and is complete.

**B. Discussion of Library Drainage:**

Invitations to bid have been mailed and the ad was in the newspaper. The maps are ready. Electrical information is not quite ready yet.

**C. Beaver Pond Overflow Problem:**

Nancy Kilburn, the property owner, has given her blessing to address the problem. Public Works used a fire hose to flush out the pipes and it didn't work. Public Works will borrow a boat so they can get to the pipe because they believe it is floating.

**D. Transfer Station Requirements for the Recyclables:**

The Town website has the correct information on the recyclables at the transfer station. Recycling handouts were supplied during the sale of transfer station permits at the transfer station.

**E. Putnam Bank Charge Card Payments:**

JD/RT moved to authorize First Selectman Jacqueline Dubois to make payments over the telephone when deemed necessary to avoid late fees.  
Unanimous

**F. First Selectman – Full Time Position:**

JD moved to approve the elected position of the First Selectman as a full time position. This motion failed to get seconded. Motion is not passed.

**G. Language on Simple IRA:**

JD/TC moved to keep the language on the Simple IRA plan. Unanimous

JD/TC moved to change the language in the handbook to match the language on the Simple IRA plan. Unanimous

**H. Review of July 2018 Handbook/Manual:**

**JD/TC moved to table the review of the handbook/manual. Unanimous.**

**I. Review of Accounting Manual:**

**JD/TC moved to change the language in the accounting manual to match the language on the Simple IRA plan. Unanimous**

**J. Status of the Roof/Solar at the Eastford Elementary School:**

**Roof is nearly complete. It needs be finished in October. Electrician has been called away for a family emergency so scheduling of the solar is on hold. Solar can't go on until the warranty on the roof has been approved by the membrane manufacturer.**

**6. First Selectman's Report:**

- **TOB roof is complete**
- **JD signed grant application for up to \$4,000 for the restoration of the East Wall Project at the Union Society Building**
- **Building Official took in \$4,000 in permits for June**
- **Town Clerk took in \$1,400 for dog kennel and licensing fees**
- **Accountant has begun the audit process**
- **Yearly reporting – completed all Town Grants reporting and working through hiccups the Paychex and Central Servers.**
- **Public Works backhoe was repaired for \$189**
- **Power washer pump broke – new part is \$1,000 – May look into getting a new power washer**
- **Sweeper will be repaired**
- **Town has new computers – still need to purchase 3 more to complete**
- **Working on Annual Reports**
- **Assessor is looking into a Town Line change – Looking for accuracy with the State**
- **Working on multiple projects with and for the revaluation company**
- **Looking for specific criteria for our open space program**
- **Ordinance for tax exemptions on motor vehicles equipped for people with disabilities**
- **CIRMA sent a member's equity distribution check for \$3,607**
- **Thank you to Terry Cote for her hard work on Experience Eastford Day**
- **Seniors will have a luncheon on August 8 with a presentation by doctors regarding healthy lifestyles**

**7. Communications:**

- A. State Police Report**
- B. CCM Prescription Drug Program Report**
- C. Eastford Elementary School Letter**
- D. Assessor's Letter**

**8. Add to the Agenda:**

**None**

**9. Citizens Comments:**

**Some citizens suggested forming a finance committee and a committee to look into the definition of the First Selectman's position of part time/full time.**

**More citizens shared their thoughts on the First Selectman's position being part-time or full-time. They also shared their opinions on the employee job descriptions and the search for a new Superintendent.**

**10. Adjournment:**

**JD/TC moved to adjourn at 9:00 pm. Unanimous**

Respectfully submitted by: \_\_\_\_\_  
**Brenda A. Willis, Secretary**

Approved, September 10, 2018: \_\_\_\_\_  
**First Selectman, Jacqueline Dubois**