

**Regular Meeting of the Eastford Board of Selectmen
Monday, September 10, 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:**
 - **Regular Meeting of the Board of Selectmen on August 6, 2018**
4. **New Business:**
 - A. **Bid Opening for the Ivy Glenn Drainage Project**
 - B. **Amend the Minutes of the June 13, 2018 Board of Selectmen Meeting**
 - C. **Roadside Mowing**
 - D. **Approve Budget Policies for Fiscal Year 2019-2020**
 - E. **Weathervane**
 - F. **Lakewood Sub-Division**
 - G. **Budget Changes for Fiscal Year 2017-2018**
 - H. **Acceptance of the Resignation of Jennifer Barlow from the School Readiness Council**
 - I. **Acceptance of Maribeth Stearns as School Readiness Council Liaison**
 - J. **Appointment of Carol Davidge as Town of Eastford Representative on the Cable Advisory Board**
 - K. **Review the 2012-2013 Annual Report**
 - L. **Authorize the First Selectman Jacqueline Dubois to Sign into a Grant Agreement with the Last Green Valley**
5. **Other / Old Business:**
 - A. **Electric Car Charging Station**
 - B. **Beaver Pond Overflow Problem**
 - C. **Review Handbook Process**
 - D. **Job Description Process**
 - E. **Approve Credit Card Policy**
6. **First Selectman's Report**
7. **Communications:**
 - A. **State Police Report**
 - B. **Notice of Violation from IWWC Commission**
 - C. **Thank You Letter from Thames Valley Council for Community Action**
 - D. **CCM Prescription Drug Program Report**
 - E. **Resignation letter from Jennifer Larkin as Administrative Director of the Crystal Pond Day Camp**
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:**

Brian Racicot wanted to know if the roadside mowing would be done this year. He expressed his concern about open burning at the Transfer Station.

Jim Trowbridge stated that there is no record as to whether the First Selectman's position is full-time or part-time. He read a document he wrote out loud. He said he would like to withdraw his request to determine if the First Selectman's position is full-time or part time. He requests that the Board of Selectmen determine what is fair compensation for the First Selectman and to put it in the salary line of the 2019-2020 fiscal year budget.

3. Approval of Minutes:

TC/RT moved to approve the minutes of the regular Board of Selectmen meeting on August 6, 2018 with an amendment to the Citizens Comments to read: determine if the First Selectman’s position is part-time or full-time, instead of, changing the First Selectman’s position from part-time to full-time. Unanimous

4. New Business:

A. Bid Opening for the Ivy Glenn Drainage Project:

- Sunset Valley Construction - \$26,430
- Putnam Welding & Equipment Repair - \$29,575
- Clifford Green & Sons - \$22,725
- B & W Paving & Landscaping - \$73,060

No contract award was made on the submitted bids pending review by the Town Engineer and the Ivy Glenn Drainage Project Committee.

B. Amend the Minutes of the June 13, 2018 Board of Selectmen Meeting:

JD/TC moved to amend the minutes of the June 13, 2018 Board of Selectmen meeting to reflect the Board of Selectmen’s original consideration in the adoption of the proposed Ordinance for Tax Exemption on Motor Vehicles Equipped for People with Disabilities. Unanimous

ORDINANCE FOR TAX EXEMPTION ON MOTOR VEHICLES EQUIPPED FOR PEOPLE WITH DISABILITIES

Section 1: Upon the Assessor’s determination of adequate proof there shall be exempt from personal property tax any motor vehicle owned by a person with disabilities or owned by the parent of guardian of such person which vehicle is equipped for the purpose of adapting its use to the disability of such person.

DEFINITION: For purpose of Section 1 of this Ordinance “Motor Vehicle” shall mean any self-propelled vehicle capable of transporting persons that has been approved by the State of Connecticut for use upon any Connecticut public highway.

Section 2: Any person seeking an exemption as provided under this ordinance shall be required to file an application on a form prepared for such purpose by the Assessor and approved of by the Board of Selectmen not later than the date of the assessment list with respect to which such exemption is claimed.

Approved by the Board of Selectmen: _____

Passed at Town Meeting: _____

Date Published: _____

Effective Date: _____

Town Clerk Attest: _____

Melissa M. Vincent

C. Roadside Mowing:

JD explained the cost of hiring the only roadside mower in the area used up the budget for that line with only part of the Town complete. The Board discussed the possibility of purchasing or renting a mower in the future. They also discussed possibly renting or borrowing a mower to finish out what was not done for this year.

- D. Approve Budget Policies for Fiscal Year 2019-2020:**
JD/RT moved to approve the budget policies for fiscal year 2019-2020.
Unanimous

**TOWN OF EASTFORD
BUDGET POLICIES**

For Fiscal Year 2019-2020

- 1. *The General Fund and the Municipal Reserve Fund, which are the only funds with legally adopted annual budgets, function in a highly integrated fashion to provide the operating funds and capital investments necessary to provide important government services to the Town. The General Fund includes General Government, and Eastford Board of Education. The Municipal Reserve Fund provides a reserve for funding many of our current and future capital and nonrecurring expenditures. Budgetary comparisons are included in the appropriate financial statements and schedules.***
- 2. *By October 1, 2018, the Board of Selectmen's budget request letter shall be mailed to all departments, agencies, boards and commissions.***
- 3. *After receiving a budget request letter each department head, office, agency, board of commission of the Town, supported wholly or in part from Town funds, shall submit budget requests in the form required by the Board of Selectmen. Each must discuss what programs and services are provided, and indicate what goals were achieved in the current fiscal year and what is to be accomplished during the ensuing year. Budget requests must include capital improvement requests for all foreseeable capital projects needed in the next five years in great detail, and for the subsequent five years in less detail. All operating budget requests shall be accompanied by detailed estimates of expenditures to be made and of revenues to be collected during the ensuing fiscal year. The Board of Selectmen or the Finance Department may follow up on these requests and seek further information.***
- 4. *By January 24, 2019 the Eastford Board of Education shall present to the Board of Selectmen:***
 - a. *Statements of the Board of Education's proposed operating program and expenditures for the coming fiscal year, along with comparisons of amounts expended in the last completed fiscal year and estimated amounts to be expended in the current fiscal year;***
 - b. *Information on amounts of General Fund (ECS/transportation) and other grant revenue (and its use) received in the last completed fiscal year, and estimates for the current and ensuing year;***
 - c. *Budget requests including all foreseeable necessary capital improvements needed in the next five years in great detail, and for the subsequent five years in less detail. (Those include all capital projects and purchases whether funding may come from the education budget, grants or the Municipal Reserve Fund, as they all must be considered in developing our long-term capital improvement and financial plans);***
 - d. *And such other information as will assist the Board of Selectmen and the Town Meeting in deciding on appropriations.***
- 5. *On February 9, 2019, the Local Capital Improvement Committee will meet to carry out their duties as specified in the Town ordinance establishing this committee. They will recommend a Ten-Year Capital Improvement Plan to the Board of Selectmen.***
- 6. *By February 13, 2019, the First Selectman shall present to the Board of Selectmen whatever drafts and documentation have been assembled by him and the Finance Department relative to the items in this section. The Board of Selectmen will complete their budget presentation package by April 17, 2019.***
 - a. *A budget message outlining the financial situation of the Town government and describing the important features of the budget plan;***

- E. Weathervane:**
More research is needed to determine if it is necessary to ground the building before installing the 72” stainless steel weathervane that was created for and donated to the Town Office Building by Whitcraft.
- F. Lakewood Sub-Division:**
The 1.62 acres lot will need to be brought to Town Meeting once the Planning Commission does an 8-24.
- G. Budget Changes for Fiscal Year 2017-2018:**
JD/TC moved to transfer \$21.75 from line 5001 to line 5605 and transfer \$965.98 from line 7215 to line 7100 to close out the Town Government books for fiscal year 2017-2018. Unanimous
- H. Acceptance of the Resignation of Jennifer Barlow from the School Readiness Council:**
JD/TC moved to accept the resignation of Jennifer Barlow from the School Readiness Council. Unanimous
- I. Acceptance of Maribeth Stearns as School Readiness Council Liaison:**
JD/TC moved to accept Maribeth Stearns as School Readiness Council Liaison. Unanimous
- J. Appointment of Carol Davidge as Town of Eastford Representative on the Cable Advisory Board:**
JD/TC moved to appoint Carol Davidge as Town of Eastford Representative on the Cable Advisory Board. Unanimous
- K. Review the 2012-2013 Annual Report:**
JD/TC moved to accept the 2012-2013 Annual Report and bring to Town Meeting. Unanimous
- L. Authorize the First Selectman Jacqueline Dubois to Sign into a Grant Agreement with the Last Green Valley:**
JD/TC moved to authorize First Selectman Jacqueline Dubois to sign into a Grant Agreement with the Last Green Valley. Unanimous
- 5. Other / Old Business:**
- A. Electric Car Charging Station:**
Tom Hughes spoke on behalf of the Clean Energy Task Force. He said they spoke to Superintendent Linda Loretz requesting to use the school as the charging source. She was agreeable pending the final details.
- The Clean Energy Task force did a survey on Experience Eastford Day to collect the level of interest on electric cars and the potential of a charging station. 24 people out of the 25 surveys that were completed supported having an electric car charging station.
- Affordable installation would cost roughly \$3,850. The remainder of the grant money could be given to the school for the cost of electricity. They would attach a meter to monitor how much it is being used and the amount of electricity being used.
- B. Beaver Pond Overflow Problem:**
Public Works went out in a boat and pulled out the Beaver Deceiver to clean it out. The pond has been flowing nicely, however, the problem is not solved. It still needs to be modified for easier and safer access.

C. Review Handbook Process:

JD/RT moved to place the following process of the review of the 2006 employee handbook. Unanimous

- 1. All employees will be asked to review the existing handbook of 2006. Copies will be provided to ensure that everyone has one to review with an envelope.*
- 2. All employees will receive a cover letter outlining their expectation to read and review this handbook including the following steps.*
- 3. After a given time of receiving the handbook, all employees will be encouraged to put in writing any omissions, corrections, or additions, being sure to site paragraphs and page numbers for points of reference and return to me in an envelope which will be provided.*
- 4. All employees will be expected to sign page one, indicating receipt of the handbook and page 34, Agreement to Confidentiality. Both steps 3 and 4 are to be placed inside the same envelope.*
- 5. These signed documents should be placed in personnel files as required for legal purposes.*
- 6. The Board will review all comments for consideration in the revision process during a special Board of Selectmen meeting which will be set after the deadline of received signed pages and comments.*
- 7. If a need for further revisions should be made, I will continue to update the handbook or whatever title we give it and continue to seek legal advisory.*
- 8. After the Attorneys have thoroughly reviewed the entire handbook it will then be brought to the Board for adoption.*
- 9. I recommend an annual review of the adopted handbook.*

D. Job Description Process:

JD moved to put a process in place for employee job descriptions. This motion failed to get seconded. Motion is not passed.

E. Approve Credit Card Policy:

JD/TC moved to approve the following credit card policy. Unanimous

Credit Card Policy

The Town of Eastford holds a credit card through Card Service Center which is issued to us from Putnam Bank.

Each of the following are cardholders with access to twelve hundred fifty dollars \$1250.00 each.

- Brenda A. Willis, Selectmen's Secretary*
- Benjamin J. Schmidt, Public Works Foreman*

These credit cards are to be used for town expenses only. All card holders are to request detailed receipt when any purchases made with Town Credit Card for out auditing purposes. The credit cards will be maintained by the First Selectman and Accountant.

The First Selectman has authorization to call the Card Service Center whenever there is a timing constraint for payment.

This Policy has been approved _____

*_____
Jacqueline Dubois, First Selectman*

*_____
Terry Cote, Selectman*

*_____
Robert Torcellini, Selectman*

6. First Selectman's Report:

- Building Official took in approximately \$2,000 for permits in June
- Accountant is finalizing 2017-2018 fiscal year budget. Audit reports are underway
- JD asked Accountant to look into some interest earning on the cemetery accounts.
- Selectmen's Secretary – working on 2013-2014 Annual Report
- Assessor is updating maps and numbers – record retention projects ongoing, working on project for the Revaluation Company
- Adopt a book program at the library in October – Circulation count of 717 at the library in July
- Household compactor at the Transfer Station is 12 to 13 years old. Ben is pricing out new or rented compactor.
- Public Works Garage Insulation Project was not completed according to specs. The company will come out to cover the beams
- Whitcraft is participating in a work program for inmates
- JD sent her sentiment of true appreciation to all departments for their conscientious budget practices during the 2017-2018 fiscal year

7. Communications:

- A. State Police Report
- B. Notice of Violation from IWWC Commission
- C. Thank You Letter from Thames Valley Council for Community Action
- D. CCM Prescription Drug Program Report
- E. Resignation letter from Jennifer Larkin as Administrative Director of the Crystal Pond Day Camp

8. Add to the Agenda:

None

9. Citizens Comments:

Brian Racicot felt that the electric car charging station is a liability and should only be offered to employees of Town Hall or the school.

Jim Trowbridge said that Jennifer Larking has been the Administrative Director of the Crystal Pond Day Camp for 15 years and has done a wonderful job.

Another citizen from Kennerson Road expressed his dismay with the paper delivery person who throws the paper in front of the properties that have no box to put them in. The road has 10 or 12 papers to be cleaned up at the end of the week. He requested that the Board contact the paper company asking them to be more respectful with delivery.

Dale Warren thanked JD for her effort in getting the annual reports completed.

Jim Trowbridge applauded the effort in getting the annual reports completed.

10. Adjournment:

TC/JD moved to adjourn at 8:33 pm. Unanimous

Respectfully submitted by: _____
Brenda A. Willis, Secretary

Approved, October 1, 2018: _____
First Selectman, Jacqueline Dubois