

**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, February 5, 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. Approval of Minutes:**
    - Regular Meeting of the Board of Selectmen on January 8, 2018**
  - 4 Approval of Property Tax Refunds**
  - 5 Discussion of Crosswalk Signs**
  - 6 Set Dates for FY 2018-2019 Town Budget Work Sessions**
  - 7 Executive Session - to Discuss Pending Claim Town of Eastford - Dubois Kennerson Road Real Estate Contract**
  - 8 Approval of Accounting Manual**
  - 9 Discussion of Ordinances**
  - 10 Updates to Employee Handbook**
  - 11 Approval of Municipal Grants “Due to Due from” Balance**
  - 12 Authorize and Affirm the First Selectman, Jacqueline Dubois, to Apply for and Administer the Neglected Cemetery Account Program Grant for the Town of Eastford**
  - 13 Authorize the First Selectman, Jacqueline Dubois, to Sign and Approval to have Carol Davidge Prepare and Send the National Endowment for the Humanities (NEF) Grant Application for Construction Assistance for the Union Society Building**
  - 14 Approval for Union Society Building Committee to Seek Donations for Items from Area Businesses for Their Annual Silent Auction**
  - 15 Authorize the First Selectman, Jacqueline Dubois, to Sign a Bright Idea Grant for the Clean Energy Task Force**
  - 16 Review of quotes and Award Contract for Alarm Systems in Town Buildings**
  - 17 First Selectman’s Report**
  - 18 Communications:**
    - Thank You Letter from Access Community Action Agency**
    - State Police Report**
  - 19 Add to the Agenda upon two-thirds vote of members present and voting**
  - 20 Citizens Comments**
  - 21 Adjournment**

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

**Robert Torcellini/Selectman arrived at 7:16 pm**

- 1. Call to Order:**  
**JD called the meeting to order at 7:07 pm.**
- 2. Citizens Comments:**  
**None**
- 3. Approval of Minutes:**  
**JD/TC moved to approve the minutes of the regular Board of Selectmen meeting on January 8, 2015. Motion carried upon two-thirds vote of members present and voting.**
- 4. Approval of Property Tax Refunds:**  
**JD/TC moved to approve the property tax refunds as submitted by the Tax Collector. Motion carried upon two-thirds vote of members present and voting.**

**5. Discussion of Crosswalk Signs:**

**JD explained the signage that will be placed at the crosswalk in front of the school. There are no other crosswalks on Town roads that will require a sign.**

**6. Set Dates for FY 2018-2019 Town Budget Work Sessions:**

**JD/TC moved to set the following dates for FY 2018-2019 Town Budget work sessions:**

- Wednesday, February 14, 2018 at 9 am**
- Wednesday, February 21, 2018 at 9 am**
- Wednesday, February 28, 2018 at 7 pm**
- Monday, March 5, 2018 at 7 pm as part of the regular monthly meeting**
- Wednesday, March 7, 2018 at 9 am**
- Wednesday, March 21, 2018 at 9 am**
- Wednesday, April 4, 2018 at 9 am**
- Wednesday, April 11, 2018 at 7 pm**
- Wednesday, April 18, 2018 at 9 am**
- Wednesday, May 2, 2018 at 9 am**
- Wednesday, May 16, 2018 at 9 am**

**Unanimous**

**JD/TC moved to change the order of the agenda to have item number seven (7) follow item number twenty (20). Unanimous**

**8. Approval of Accounting Manual:**

**JD/TC moved to approve the Accounting Manual with amendments as submitted by the Accounting Department. Unanimous**

**9. Discussion of Ordinances:**

**JD informed the Board that the language of the proposed Disaster Recovery Management Ordinance does not bring in extra grants nor does it comply with State Statutes. The Board agreed not to proceed with it.**

**JD spoke to the Assessor regarding the proposed amendment to the Solar Ordinance. The Assessor said she does not want to give tax relief to the farms that have solar if they are selling it commercially. The language needs to be adjusted before proceeding.**

**10. Updates to Employee Handbook:**

**JD informed the Board that she is enforcing the employee handbook and that any changes to it will be handed out as addendums. The Board agreed that JD should move forward with updating the employee handbook.**

**11. Approval of Municipal Grants “Due to Due from” Balance:**

**JD/TC moved to approve lowering the Municipal Grants due to due from balance. Unanimous**

**12. Authorize and Affirm the First Selectman, Jacqueline Dubois, to Apply for and Administer the Neglected Cemetery Account Program Grant for the Town of Eastford:**

**JD/TC moved to authorize and affirm the First Selectman, Jacqueline Dubois, to apply for and administer the Neglected Cemetery Account Program Grant for the Town of Eastford. Unanimous**

**13. Authorize the First Selectman, Jacqueline Dubois, to Sign and Approval to have Carol Davidge Prepare and Send the National Endowment for the Humanities (NEF) Grant Application for Construction Assistance for the Union Society Building:**

**JD/TC moved to authorize the First Selectman, Jacqueline Dubois, to sign and approval to have Carol Davidge prepare and send the National**

**Endowment for the Humanities (NEF) Grant application for construction assistance for the Union Society Building. Unanimous**

**14. Approval for Union Society Building Committee to Seek Donations for Items from Area Businesses for Their Annual Silent Auction:  
JD/RT moved the approval for the Union Society Building Committee to seek donations for items from area businesses for their annual silent auction.  
Unanimous**

**15. Authorize the First Selectman, Jacqueline Dubois, to Sign a Bright Idea Grant for the Clean Energy Task Force:  
JD/TC moved to authorize the First Selectman, Jacqueline Dubois, to sign a Bright Idea Grant for the Clean Energy Task Force. Unanimous**

**16. Review of quotes and Award Contract for Alarm Systems in Town Buildings  
JD/TC moved to award the contract to C. Goodrich from Pomfret for the alarm system at the Ivy Glenn Memorial. Unanimous  
JD will also work on getting quotes from C. Goodrich for the alarm systems in the Public Works Garage and the Town Office Building.**

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

- **Emails – JD discovered that other Towns do not have Town emails for their Selectmen.**
- **Discussion of Microsoft Office Suite.**
- **Library heating is operating now after replacing some parts including a specialty part Deep 6 had to order and wait for delivery.**
- **MDG – JD cancelled service with them for consulting on employee health insurance.**
- **Proposed State budget changes that will decrease Eastford revenues by 9 percent.**
- **NBC inquired of any snowplowing accidents since 2015.**

**18. Communications:**

- **Thank You Letter from Access Community Action Agency**
- **State Police Report for December 2017**

**19. Add to the Agenda upon two-thirds vote of members present and voting:  
None**

**20. Citizens Comments:**

**Jim Trowbridge said the Library Board looked at the NEF Grant and decided not to apply.  
He appreciated the conduct of this BOS meeting as a lot of ground was covered.**

**JD moved the meeting into executive session at 8:40pm**

**7. Executive Session - to Discuss Pending Claim Town of Eastford - Dubois Kennerson Road Real Estate Contract**

**JD moved the meeting out of executive session at 9:22 pm.**

**21. Adjournment:**

**TC/RT moved to adjourn at 9:22 pm. Unanimous**

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

**Approved, February 14, 2018: \_\_\_\_\_  
First Selectman, Jacqueline Dubois**