

**Board of Selectman  
Meeting Minutes  
October 25, 2012**

Attendees:

First Selectman Clay Cope  
Chris Jellen, Selectman

Andrea O'Connor, Selectman

**I. Call to Order**

First Selectman Clay Cope called the meeting to order at 7:05 p.m. at Mallory Town Hall.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

- a. Board of Selectmen Regular Meeting, September 27 2012: Selectman O'Connor moves to approve the revised minutes, Selectman Jellen seconds, all in favor.

**IV. Correspondence**

First Selectman Clay Cope relays the following items of correspondence:

- A. A letter dated 9/24/12 from CT Council of Small Towns regarding the appointment of Elizabeth (Betsy) Gara as successor to Bart Russell.
- B. A brochure from Murtha Cullina regarding emergency preparedness.

**V. Public Comment**

No public comment.

**VI. Old Business**

A. Progress report on Town Projects

1. Emergency Services Facility Project: First Selectman Cope hands out the most updated schedule to the other Selectmen. He notes that everything that had been scheduled is now going through 11/16. Scheduled to be done that mid-week in November are cleaning the interior, lower level column pads, draperies, Mohegan painting touch up, and Merit & discount flooring. The town part 10/29/12- 11/2/12 with R&R mechanical, now waiting for them to come finish installing the water pumps. They now have the custom meter system, they are bringing that in. DEPPCO is coming in for

heat, and Connecticut Boiler is coming in for the furnace part. A date on the heat can't be provided yet. "Plan B" for downstairs is the propane heat that was in place for the October storm last year. This is scheduled to start tomorrow, and they will be doing the complete lower level vent system, boiler breaching, pipe installation, and then they will complete the oil system and hot water tank. Air conditioning is scheduled the week of November 5<sup>th</sup>. On 11/5 KONE elevator will be here for the final inspection, the building department will be here, and the state will come in at some point that same day. During the week of 11/5, Worship Technology will be installing audio/visual equipment, and those equipment deliveries will be accepted at Town Hall. Air equipment for the kitchen is still outstanding. Intelligent Signage installed interior signs today. All the flooring is in the 11/12-11/16 portion of the schedule. First Selectman Cope is looking for more than he has seen in the last two weeks, and this disappointment is due to DEPPCO. DEPPCO has been paid up to date. They are reviewing some of their subs, as there is a possibility they may have been overpaid. The bonding company has asked for the \$132,000. First Selectman Cope and John Tuz will go through every change order tomorrow to make sure it is indeed the amount that is owed. Selectman O'Connor mentions that in a previous meeting, they considered holding off on any such payment pending some possible back charges. First Selectman Cope notes that after his meeting with John, this should go back to the Building Committee. Selectman O'Connor suggests that Town Attorney Jeff Sienkiewicz be included in that.

2. Sherman Library expansion project: Karen Cushine (Library Board President) notes the first meeting with Enfield Builders was held yesterday, and they are on schedule. The temporary location for the book drop is 1 RT 37 East, which is the location of the old liquor store by Amore. The film series and book discussions will be held at the Senior Center, books can be picked up at the Senior Center, and children's programs will be at the Congregational Church starting in November. All of this information is on the library website. Karen also commends Millie Loeb for all of her efforts during this process.

3. Spring Lake Road paving project: First Selectman Cope forwarded an email to the other Selectmen pertaining to NJR and the paving company. First Selectman Cope is waiting to hear back from their attorney, and once they get to terms this can be discussed. Selectman O'Connor mentioned she wasn't able to read this email, because she could not log into her Town email account from home for two days. First Selectman Cope suspects this is due to passwords. First Selectman Cope will make a copy of this mail for Selectman O'Connor and put it in her folder.

First Selectman Cope received correspondence from O.P.M. requesting that the Town close the books on the Spring Lake STEAP award in the amount of \$150,000. O.P.M. drafted a notice of grant award for the Town to sign (reallocating these funds to Farm Road instead), and will require a resolution from the Town authorizing the reallocation of these funds. First Selectman Cope has all the paperwork ready to return to O.P.M. Selectman Jellen asks how First Selectman Cope determined that Farm Road should be

the next road addressed. First Selectman Cope reminds him that Farm Road was budgeted for back in March as part of Public Works repaving, along with a bit of Anderson Extension, a bit of Mauweehoo, and a bit of Peace Pipe. Public Works called attention to these roads, and brought this to the Town. First Selectman Cope further describes Farm Road as an "apples to apples" comparison with Spring Lake Road in terms of costs. Furthermore, a representative from O.P.M. came to Town and agreed it was a similar project in terms of cost to bring back to the Governor.

Selectman Jellen makes a motion for a resolution to authorize First Selectman Cope to authorize and accept on behalf of the Town of Sherman, a Connecticut STEAP Grant 2012 in the amount of \$150,000.00 to reconstruct Farm Road, Selectman O'Connor seconds, all in favor.

4. Fox Run detention basin project: First Selectman Cope received a letter from Arthur Howland and Associates dated 10/23/12, regarding the professional services agreement. First Selectman Cope had an email from Chuck Lee at DEEP and Arthur Howland provided what their scope of work will be. We want to get that money back, we provided them with what they needed, and we are in good shape with that.

B. Public Safety Communications follow up: David Hopkins notes that Rich Touroonjian (consultant) of RCC has developed four approaches the Town could take to improve public safety radio communications, but not all of them may be feasible. He will include in his report phasing of the implementation of the possible solutions, to spread out the cost. Rich has a backlog of work, and would like to put his presentation off to early December. This is fine with the B.O.S. The next stage of phase 1 of the project is a period devoted to public information on the project, public information sessions, and articles in newspapers, and visits to local organizations. These sessions will also serve to help develop a proposal to meet the needs of the Town, prior to coming to the B.O.S. and a Town Meeting. Public Safety does not plan to report in November, unless unexpected developments arise.

C. Housing Commission Update: First Selectman Cope notes up to \$20,000 was approved at the recent Town Meeting for Colonial Field exploration. Town Attorney Jeff Sienkiewicz faxed First Selectman Cope a message, and the Selectmen focus on the last paragraph of this fax. Selectman O'Connor attests to the fact that she made a thorough search of Town records to try to determine where the easement is, and she found nothing. She assumes that anything she might have missed will be found when a title search is conducted and the property is surveyed by Paul Hiro. First Selectman Cope mentioned there has not been success in trying to obtain information from Iroquois Gas to date. Selectman O'Connor moves that the B.O.S. recommend, affirm, and ratify the transfer of \$20,000 from the capital reserve account to meet the appropriation made at Town Meeting held on October 19, 2012 to the Housing Commission in an amount not to exceed \$20,000 to pay for the expenses of evaluating the 67+ acre property known as "Colonial Park" for suitability in the development of senior housing, said

appropriation to include the costs of surveyors, engineers, attorneys, and the like as necessary to prepare to perform an A2 property survey, deep hole and percolation testing, wetlands evaluation, title search evaluation, evaluation of access options, all as may be deemed necessary for such purpose. Selectman Jellen seconds, all in favor. Town Treasurer Eric Holub inquires how the consultant is being paid. Selectman O'Connor says there was a Town Meeting that had a special appropriation that was matched by the CT Housing Partnership, and \$5,000 was appropriated. Eric believes this meeting would have been fiscal year 2011. First Selectman Cope notes that a site walk was discussed, and he will advise the other Selectmen if a date is set for this.

D. Town Computer Policy/Investigation follow up: First Selectman Cope mentions that the Town's network company does not want to conduct employee interviews. First Selectman Cope suggests the Town Trooper as a possible interviewer. The Selectmen do not know what avenue to take in terms of an acceptable interviewer. Selectman O'Connor believes she has a fair idea of what might have occurred, and she would rather move forward by the Town following up on Tony's (Vas) suggestions to tighten up computer procedures, such as more frequent password changes. First Selectman Cope agrees with this as well. Selectman Jellen had a discussion with Tony as well, and also feels relatively comfortable that this was not something from the outside in, which was his primary concern. He also suggests tightening up Town computer policy, he believes Town employees have gotten the message that this is a serious matter, and he is happy with that. First Selectman Cope will review the policy again, and bring this to the November meeting.

E. Cell phone policy follow up: First Selectman Cope has been researching cell phone policies in other Towns, but the information he is finding pertains more to appropriate usage in public areas. He should have some type of policy by the November meeting, which he will email to the other Selectmen. First Selectman Cope reached out to Jonathon Chew at HVCEO. Selectman Jellen inquires about usage over time and how much usage the Town is currently paying for. The policy will be put on the November B.O.S. agenda.

## **VII. New Business**

A. Tax Refunds: Selectman O'Connor moves to approve motor vehicle tax refunds in the amount of \$288.87, Selectman Jellen seconds, all in favor.

B. Electricity Supplier Rate discussion and possible renewal: First Selectman Cope recommends waiting until November or December on this, as prices are higher this week than last month, and there are some advertised rates going down. Selectman O'Connor suggests checking into Mitchell as well. This will be tabled until the November meeting.

C. Quarterly review of expenditures and revenues: Town Treasurer Eric Holub feels good about where the Town is right now. He presents a sheet of Town Revenues for the end of the 1<sup>st</sup> quarter of the fiscal year. The sheet also details what was done last year, and what the change is in terms of both dollars and percent:

Property Taxes: (line 001-03) are 211% higher than last year, total property taxes collected are 55%, of budget, slightly ahead of last year.

Interest and fees: collected 31% of budget, the previous year was at 27%.

Tax refunds: this is a negative number, we refunded about 10% of our budget, where as last year around 2%.

Permits: the total is up 28%, we collected 31% of budget, last year was 24%.

Town Clerk: conveyance (line 005-16) is at 49%, total is 46% of budget.

Park and Rec: ahead of where it was last year. Summer camp did better than budget.

SPARK looks a little bit behind where it was last year, but money is coming in regularly.

State of CT – BOE: With respect to tuition (line 007-33), collected 19% of budget, last year 10%, so that is coming in pretty steadily.

State funding: quite a bit ahead of last year, 58% of our budget so far. Eric points out that we don't budget FEMA grants.

Municipal Revenue Sharing (line 008-48): Current year is at \$23,846. Eric notes a new program came into place in the Governor's budget after we had done our budget. This will help offset unknown expenditures.

Bottom Line: Now we are at 53% of our budget, last year 51%.

Regarding expenditures, First Selectman Cope notes the following:

p. 2 Counsel and Court, Line 011: This is up due to litigation regarding land use, primarily the Simons case. Part of this will be paid for by CIRMA.

p. 3 Registrars, Line 012: That is up because of the primary, jumped up 40%.

p.2 Town Hall Technology, line 017: This is due to paying contracts ahead of time in full.

p. 4 Candlewood Lake Authority, Line 024: Although Sherman didn't budget for this, three other Towns gave the increase, so Sherman has to kick in as well. That is why this is up.

### **VIII. General Discussion: Items to be brought up by Selectmen for future agendas**

Selectman O'Connor inquires about the replacement for the P&Z Clerk. First Selectman Cope mentions he sat in on the interviews, but no decision has been made yet.

### **IX. Public Comment**

Janet Hopkins missed the Special Meeting pertaining to the library. First Selectman Cope says the library met the financial requirements as set forth in the grant agreement

between the Town and the library. Janet also inquires about the Colonial Park survey map. First Selectman Cope notes the map he found was a D1 survey, not an A2. No map was ever filed with the Town Clerk. Janet's third inquiry pertains to what will happen if there is no power on election day. First Selectman Cope advises that discussions on this are already in the works. The Town is keeping an eye on the pending storm, and will have a full meeting regarding this on Monday.

Gary Albert asks what will happen if the full \$20,000 is not required for Colonial Park evaluation. The answer is only actual money needed will be given. The Town is not writing a check for \$20,000.

Barbara Ireland asks Eric Holub for clarification regarding the origins of the \$23,000 Municipal Revenue Sharing. Eric thinks it is a formula related to an increase in state conveyance taxes. He does not think it is casino money. He explains that when The Town does the budget in February, the state publishes a formula book. We budget based on what we get from the Governor.

Anne Chiramonte hopes there are generators at the school for voting machines. She is surprised that the IT company did not want to investigate, and she is curious as to how strong our outside security system is. She is disappointed that there is no other solution to investigate, and as a taxpayer she does not accept that. First Selectman Cope notes that all Town files are backed up, and that according to the Town IT company, the Town has a good system in place, one that is virtually impossible for someone outside to get into. He also notes that nothing is ever permanently erased, even if it is deleted.

Joe Keaneally finds the computer situation mysterious. He wants to know who sent the email, who received it, and what was in it. First Selectman Cope says he will not share this information, as it pertains to a Human Resources issue.

Rick Hudson says we have to trust our administration. The Town has a contract with a strong IT company. If they say our system is secure, it is. He strongly advises against pressing for further details in such a situation.

James Maharg arrived late to the meeting, and he inquired about the firehouse. He says First Selectman Cope was agitated with Selectman O'Connor not making progress on the firehouse when he took office. He wants to know what progress First Selectman Cope has made since he took office. First Selectman Cope explains that since he took office, this has been an issue of money flow. The subs and contractors were not getting back in to do work because they had not been paid. Progress is being made now because Merit Builders provides paperwork from the bonding company so they can issue checks. Partial payments and progress payments were the big hold up in the past. Much of this had to do with bookkeeping from Merit. November 16<sup>th</sup> is viewed as the completion date, because that is the date Merit has provided.

**X. Adjournment**

*Selectman CJ moves to adjourn the Board of Selectmen Meeting at 8:02 PM, with Selectmen AOC seconding and all voting in favor.*

Respectfully Submitted,  
Laura Pettinato, Clerk

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Clay Cope

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Chris Jellen

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Andrea O'Connor