



BOARD OF SELECTMEN SPECIAL MEETING MINUTES
Wednesday June 3, 2020
Virtual Zoom Meeting – 6:30 PM

1. **CALL TO ORDER** – A meeting of the Board of Selectmen (BOS) was held on Wednesday June 3, 2020 at the Town Hall Meeting Room. First Selectman Hayden called the meeting to order at 6:30pm. Selectman Doering and Selectman Ziobro were present.
2. **PUBLIC COMMENT**– None
3. **CORRESPONDENCE** – Tax Collector May Report, Comptroller Lembo Monthly Financial Report, Resident Query on Body Cams, Black Lives Matter Peaceful Protest
4. **MINUTES** – Selectman Doering made a motion to accept the May 27, 2020 minutes as presented. Seconded by Selectman Ziobro. **Motion Approved Unanimously.**
5. **OLD BUSINESS** –
 - a. **Consider and Act on the Annual Close-Out of Capital Accounts** – First Selectman Hayden discussed closing out completed Capital Accounts per the request of the Board of Finance. The projects to be closed out are the Fire Department UTV (\$8.29), Fire Department Air Pack Bottles (\$735), and the Senior/Community Center Kitchen Renovation (\$3931.53). Selectman Ziobro made a motion to close the accounts as delineated by the First Selectman subject to Board of Finance and Town Meeting Approval. Seconded by Selectman Doering. **Motion Approved Unanimously**
 - b. **Consider and Act on Capital Projects**– First Selectman Hayden reviewed potential FY20 and FY21 Capital Projects for the BOS to approve and to take to the BOF and to Town Meeting for FY20 and FY21. Items discussed included: FY20 (\$150,000) Refurbishing of the Fire Department’s Engine 3, and FY21 (\$65,816) Senior Minibus. First Selectman Hayden mentioned the 14-year-old Minibus the Town presently has, currently does not have a properly working wheelchair lift, as it has been repaired many times. When it is under repair or not operational, the Town does not have a handicapped, wheelchair accessibility vehicle.

Selectman Doering made a motion to request for Board of Finance and Town Meeting consideration a sum not to exceed \$65,816 from the FY21 Capital Non-Recurring Fund to purchase and equip a Minibus for Senior Services. Seconded by Selectman Ziobro. During discussion, Selectman Ziobro said he would like grants from the Hartford Foundation to be looked into to help with financing. First Selectman Hayden said that he didn't know if the Town was allowed to apply for back-to-back grants but he would find out. **Motion Approved Unanimously.**

First Selectman Hayden mentioned more information is needed regarding the Fire Department Study and information regarding purchasing of a Police Vehicle before presenting to the Board of Selectmen and the Board of Finance.

Fire Chief Flaherty reviewed the Fire Department request for the refurbishment of Engine 3 which was built in 2005. The refurbishment will incorporate safety features such as airbags and a rear facing camera, updating of the internal and external communications, fire pump testing, motor testing, and repainting. It is expected that the refurbishment will add an extra 10-15 years to the vehicle's use as a front-line piece of apparatus. There is a contingency in the request that will pay for issues surfaced by the inspections. The Chief and fire apparatus mechanic developed the scope of work and cost estimates based on similar work to similar units. The Fire Department will solicit multiple bids from responsible, qualified vendors. It is anticipated that the work will take 6-12 months to complete. Any funds not used would be returned to the Capital Fund.

Selectman Doering made a motion to request for Board of Finance and Town Meeting consideration a sum not to exceed \$150,000 from the FY20 Capital Non-Recurring Fund to Refurbish Engine 3. Seconded by Selectman Ziobro. During discussion, Selectman Ziobro confirmed that with the refurbishment there was an expectation of at least another 10 years life as a front-line piece of equipment. **Motion Approved Unanimously.**

Selectman Ziobro and First Selectman Hayden discussed that the BOS would request permission from the BOF to carryover the following projects from FY20 to FY21 (\$20,000) Village Center Study, (\$54,500) Air Pack Unit, (\$22,000) air bottles, (\$25,000) Hose, (\$7500) Data Ports, (\$40,000) HVAC Public Safety, (\$35,000) HVAC Senior/Community Center, and (\$20,000) Payroll Software.

- c. **FY20 BOF End of FY Department Transfer List** – First Selectman Hayden estimated that General Government is current trending towards returning \$130,000 back to the General Fund at the end of the current fiscal year. He mentioned that COVID-19 expenses were impacting the Selectmen, Data Services and Building Departments. He anticipates that a portion of those COVID-19 expenses will be reimbursed by FEMA. At the present time, the First Selectman anticipates that the following departments will require transfers by the BOF: Selectmen - \$3,000; Data Services - \$20,000; Buildings - \$10,000; Engineer - \$12,000; Fire Department

\$8,000; DPW - \$10,000; Social Security- \$3,000; RCC \$15,000 and Utilities - \$8,000. He will finalize the department transfer requests on June 9, 2020 and present them to the BOF at that time.

6. NEW BUSINESS –

a. Recommendation to BOF Regarding Municipal Grant-in-Aid Account – First Selectman Hayden requested from the Auditor and the Treasurer recommendations for the best accounting practices for the Municipal Grants-in-Aid Funds. Specifically, these recommendations regarded Grant funds dedicated for road maintenance only and the rest to capital projects approved by OPM. He reviewed the recommendations with the BOS and will forward them to the BOF for them to review and take action on the procedures. Selectman Doering made a motion to forward the Municipal Grant-in-Aid document and recommendations to the BOF. Seconded by Selectman Ziobro. **Motion Approved –** Hayden and Doering. **Opposed -** Ziobro

7. PUBLIC COMMENT – Selectman Ziobro asked about refinancing the Bond Anticipation Notes (BANS) and if the town will need to purchase the entire bond. First Selectman Hayden explained that in mid-July the Town will pay off the current BAN, and go out to the market for one more year of an interest only BAN and then take out a 15-year Bond in 2021. There was also a discussion regarding the interest rate climate.

8. ADJOURN – Selectman Ziobro made a motion to adjourn. Seconded by Selectman Doering. **Motion Approved Unanimously** at 7:48pm.

Respectfully Submitted,
Nicole Sokolowski