

2017 JAN 26 P 12:01

Special Selectmen's Meeting Minutes
Merrill Seney Community Room/Town Hall

Linda Paradise
TOWN CLERK / ASST.

January 26, 2017
8:00 AM

Call to order: First Selectman Ken Beausoleil called the special meeting of the Board of Selectmen to order at 8:07 AM

I. Roll call: Ken Beausoleil, Shaina Smith, Steve Herbert

II. Executive session-Discuss employment of town hall employee

A motion was made by Shaina Smith to go into executive session for the purpose of discussing the employment of a town hall employee with the board of selectmen and Lee Post. The motion was seconded by Ken. All in favor?

Ken-Yes

Shaina-Yes

Steve-Yes

Motion carried. The Board of Selectmen went into executive session at 8:09 AM

The board came out of executive session at 8:23 AM. No action was taken.

III. Building Official, presented by Lee Post

Emergency safety expense increase, with Lee providing reasoning behind the additional request for funds, noting a local restaurant which caught fire and needed to be taken down. Steve said that the taxpayers then would be paying for the demolition or clean up of private property and the owner of the property should be responsible for the work. Lee to provide legality issues to confirm public safety concerns and who is responsible for the demolition. Lee said that historically towns will pay for the demolition and then will work with the property owners. Steve asked if the amount was reasonable to which Lee said another town with a house fire cost \$3,500. Office supplies went up by \$100. Safety equipment had not been spent as of yet, but the line item is at \$400, as brought up by Steve. Lee explained that he will purchase fire boots every few years and recently purchased a pair.

IV. Town Clerk, presented by Renee Waldron

Renee provided statistics and a breakdown of duties carried out from the office.

Thompson is one of the towns that issues the most dog licenses. Total unites of service for dog licenses was 1,369. Renee said the notarization of documents were not recorded in 2016, but will be tracked this year. A vault assessment took place, disposing of records that legally could be disposed of. Acid-free boxes were purchased to keep certain documents that must remain in the town clerk's office indefinitely. Part of the

assessment included the historical society and pictures were donated by the town and made sense to donate them to the historical society. Extra copies of annual reports were also given to the historical society. Along with all the other departments, the town clerk's office put together the brochure titled *business and development guide*. Renee has two more classes for the town clerk certification and once in office for 3 years, she will be able to sit for the exam. A class is in May and if re-elected, Renee explained that the second class is in December. In 2003 the town went online with land records with a grant that was applied for to carry out back-scanning (taking land record books, scanning them to ensure they are in the online system).

Excluding salaries which is a discussion the board will have, the town clerk budget will be \$600 less; Renee did want to revisit the advertising line item as some of the figures may not be correct. Ken asked what would take place if the town clerk's office had its clerks out for various reasons to which Renee noted that Scott has been able to cover the office. The locked cabinet is nearly full to capacity for vital records so will be requesting for a vital cabinet (birth and military discharge kept in there). Amount requested is \$2,945 as a capital request for FY2018. FY19 there is a \$6,565 capital request for 2 map cabinets, to replace the two older style cabinets we have for maps and make room for a third map cabinet that we will need in the near future. FY20 capital request is for a third map cabinet which would cost \$3,420.

- V. Northeast District Department of Health (NDDH), presented by Sue Starkey
- Towns are charged per capita, it will increase this year by \$.20, which is a 5% increase. The reason being that managed funds so well that we're trimmed down to the bone in terms of what we spend money on and ends up being payroll for staff which is still among the lowest paid in the state. Document management is one of the most important efficiencies we can put in place. NDDH has suggested in asserting building inspecting services could be better delivered if delivered through the NDDH. The NDDH reported FY17 population in the town is 9,308 and FY2018 is 9,290. That amounts to \$4.61 per resident, a total of \$42,827. The other source of funds we receive are fees, based on cost to deliver the services to the customer who needs it. The food service and inspections are questionable as class 4 clients cost more NDDH to deliver those services. Sue expanded on the concept of regionalization and building officials. NDDH may put together a package to hire someone to carry out that position after speaking with towns about how much it costs for each one to have a building official.

- VI. Inland Wetlands, presented by Marla Butts
- Made no change in our budget this year. Looking at a laptop to be used for the meeting to show photographs, pdf's of drawings on the screen so everyone could see it instead of a copy to pass around. Depending on how quickly emergency management acquires a TV the office supplies line item may or may not change. The advertising was over-

budget last year, but due to the public hearing legal notices for applications AWA 15025 and IWA 15029. The costs were reimbursed by the application, River Junction Estates, LLC and are not reflected in the advertising final numbers.

VII. Community Kitchens, presented by Pat Monahan

Community Kitchens of Northeastern CT reaches those in need by providing hot meals for families and individuals for various reasons. There is a large population in Woodstock, the majority of which are the elderly and veterans. On average, there are about 80 who attend the services. Noontime meals are provided one day per week in 5 locations. Woodstock, Putnam, Danielson, Plainfield and Moosup. Some may think the program is enabling those feeding off the system, but that isn't what we are seeing. We are seeing folks who had hardship, medical bills and have to supplement nutrition in some way. There are few children who will attend the program. We have partnerships with Stop & Shop, Big Y and others for some food products. Generations and Access Agency invited to our sites. Working with NECCOG to provide more transportation to our southern end. Discussions were had regarding the elimination of North Grosvenordale as one of the sites to serve the meals last year. The board agreed that the service is being utilized by residents in those neighboring towns and the service should be financially supported again from the town.

VIII. Conservation, presented by Carolyn Werge

Shaina brought up the issue of the website that conservation commission has when the previous administration implemented the policy regarding all departments being under the town's website. Discussion was had among board of selectmen members, noting that the library and recreation department have separate websites. The board will be looking into the policy that was implemented and revisit if changes should be made or if the board is in violation of an existing policy. Under travel, Steve noted that perhaps the amount should be reduced based off of the previous year's actual dollars spent and look at office supplies as increasing based off of the dollars spent in previous years as well. Carolyn agreed and the budget will be adjusted to show \$500 and bring down travel to \$150. Advertising was recommended to go up by \$125 by Steve. The website remained for now.

IX. Registrars, presented by Carolyn Werge and Aileen Witkowski

Carolyn said this is the first time we have had to present under this office. One of the things trying to figure out what election costs will be and we don't know if there will be a primary for state office so we were unsure if we should include that in the budget. The election workers spent to date amounts to \$5,574 when the estimate and adopted budget was \$14,315. Election training line item shows \$0 for department proposed, but it was confirmed that \$2,500 should be in that line item. Under travel, the board suggested increasing from \$500 to \$750 based on the \$628 spent in 2015/16 and the rate per miles.

Telephones do not require the previous \$1,600 amount, but there is new programming that must be purchased for the new election machines. Under election misc. the board opted to reduce from \$200 to \$100. Election training line item is showing \$0, but Steve asked if that is sufficient to which Carolyn and Aileen noted they can not moderate meetings so they had to train moderators. The two needed to certify, according to Aileen will need to come out of FY17. Looking at the actual cost in FY15/16 of \$3,618, the board of selectmen recommended proposing \$3,000.

X. Budget Discussion Review

Steve recommended we start looking at salary increases. Shaina noted that we may want to set the tone, especially going through the upcoming union contract agreements. Steve also discussed the animal control salary and looking to ensure we pay Merry for the work she carries out and confirm the town is not unintentionally violating any labor laws.

XI. Adjourn

A motion was made by Ken Beausoliel and seconded by Steve Herbert to adjourn the meeting.

Ken-Yes

Shaina-Yes

Steve-Yes

Motion carried. The meeting adjourned at 11:22 AM.

Submitted by: Shaina Smith, Selectwoman