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DRAFT

**THOMASTON BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, AUGUST 3, 2010**

Roll Call:

Meeting was called to order at 7:00 p.m.

First Selectman Mone, Selectman Barrett, Sr. and Selectman Scheppard were present. Deborah Bournival, Administrative Assistant, was available to take the minutes.

A motion was made by Selectman Barrett, Sr. to move to amend the agenda to add two (2) new tax refunds, one for Thomas Ordway and another for Miquel Mendoza. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Scheppard to move to amend the agenda to add the Transfer Station Committee. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

Approval of Minutes:

A motion was made by Selectman Barrett, Sr. to approve the minutes of the July 20, 2010 regular meeting as presented. Motion was seconded by First Selectman Mone. Motion carries 2-0-1, with Selectman Scheppard abstaining.

A motion was made by Selectman Scheppard to move to Item #6 on the agenda – New Business. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/Acceptance of Bid – Paving on Lynnrich, Twin Oaks & Trestle:

Paul Pronovost, Superintendent of Highways, was in attendance to present the bids. Out of the four companies that submitted bids (S&S Paving, Empire Paving, Cocchiola Paving and Waters Construction), S&S Paving was the lowest bidder overall. The Town will be purchasing the asphalt from Tilcon. Paul recommends S&S Paving.

A motion was made by Selectman Scheppard to award the bid to S&S Paving, as recommended by Paul Pronovost, Superintendent of Highways, for the pavement rehabilitation on Lynnrich Drive, Trestle Lane and Twin Oaks Drive as they are the lowest bidder and offer a complete package. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/Acceptance of Bid – Crushing of Waste Material:

Paul Pronovost was in attendance to present the bids. These bids are for crushing the waste material taken from the roads we are now performing drainage work on in order to reuse for road rehabilitation. Three companies submitted bids and they are:

Hychko Construction/Waterbury, CT	\$ 5,000.00
Joe's Sanitation, LLC/Plymouth, CT	\$ 5,200.00
Mountaintop Trucking/Winsted, CT	\$10,400.00

Out of the three companies, Hychko was the lowest bidder overall. Their bid included approximately two (2) days work crushing (any additional days will be \$2,800.00/day), the crusher, two (2) men, excavator and transportation equipment. The Town would be responsible for fuel and any damage to crusher or conveyors as result of material fed. The crushing would take place behind the Town dog pound. Paul recommends Hychko Construction.

A motion was made by Selectman Scheppard to award the bid to Hychko Construction, as recommended by Paul Pronovost, Superintendent of Highways, for crushing waste material as they are the lowest bidder. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/WPCA Energy Block Grant:

Rich Tingle was delayed and, therefore, it was suggested to move ahead on the agenda.

A motion was made by Selectman Scheppard to move ahead to the next item on the agenda under New Business. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/Ambulance Commission – Ambulance Budget Overages:

We received an email from Dave Bertnagel in which he said he would be unable to attend tonight's meeting and that Commissioner O'Connell and President Quelleté would not be able to attend either due to prior commitments. However, he provided a letter for the selectmen's review that explained the overages for budget year 2009-2010. Sue Smith, Finance Director, was also in attendance at tonight's meeting. Sue said the Ambulance budget is currently \$4,605.94 over budget and additional expenses of \$2,637.69 are pending payment. The EMS fund has a current balance of \$5,980.28 available to offset operating expenses. Discussion ensued.

A motion was made by Selectman Scheppard to use \$5,980.28 of the EMS fund to pay outstanding bills in the amount of \$2,637.69 and reimburse the general fund in the amount of \$3,342.59. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/First Draft of Policies & Procedures:

Nancy Latour, Director of Payroll & Human Resources, was in attendance to explain four brand new policies and procedures that the Town would like to implement to streamline The four draft policies are as follows:

1. **Freedom of Information Policy** – the purpose of this policy is to provide clarification and guidance regarding Freedom of Information requests by members of the public. Discussion ensued.
2. **Vehicle Policy & Procedures** – the purpose of this policy is to establish guidelines and procedures for the accounting and reporting of personal use of vehicles by Town employees. Discussion ensued.
3. **Volunteer Application and Orientation Procedures for Departments** - The Town recognizes its need for assistance from members of the community to help the goals of the Town's mission statement. Under this policy, individuals interested in volunteering for the Town will complete an application, which will include pertinent, required information for screening purposes. A background check will be performed for all volunteer positions. There will be a special application for minors as well. Discussion ensued.
4. **Recruitment Policy & Procedures** – the Town believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the Town. Discussion ensued.

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Some suggestions were made by the selectmen. Nancy will take those suggestions and apply them to these policies.

New Business/Notice of Grant Award – Emergency Operations Generator for Fire Dept:

The Town was recently awarded the Emergency Operations Center/Shelter Generator Grant in the amount of \$25,000 as part of the FFY 2006 Homeland Security Grant Program. As stated in the grant, the Town will need to provide the additional \$14,820 required to complete the \$39,820 project. First Selectman Mone asked Sue Smith, Finance Director, if there was any money available from capital projects last year. She was only able to come up with \$4,447.35:

- \$ 138.00 from THS fire door closures,
- \$ 3,834.00 from Public Act 05-228 proceeds
- \$ 475.35 from Town Hall fire alarm panel

This leaves a balance of \$10,372.65 which will need to be approved and funded through the Board of Finance.

New Business/Resolution for Supplemental Agreement – ARRA Old Northfield Road:

A motion was made by Selectman Scheppard that Edmond V. Mone, be, and hereby is authorized to sign the agreement entitled:

First Supplemental Agreement to the Original Agreement dated December 21, 2009 between the State of Connecticut and the Town of Thomaston for the construction, inspection and maintenance of pavement rehabilitation on Old Northfield Road utilizing federal funds under the American Recovery and Reinvestment Act of 2009 Public Law 111-5 (hereinafter “Act”).

Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/Transfer Station Committee:

Sal Santa Maria and other members of the committee were in attendance at tonight’s meeting to request approval for truck and trailer fee increases. At their meeting earlier this evening, the committee approved the following fee changes to the pricing structure:

DEMOLITION & CONSTRUCTION:

- | | | |
|----------------------------|---|---------------------------|
| 1 ton dump truck or pickup | - | remains the same at \$100 |
| ¾ ton pickup | - | WAS: \$60.00, NOW \$75.00 |
| ½ ton pickup | - | WAS: \$40.00, NOW \$50.00 |
- (this change allows for a consistent increase in price per vehicle size – increments of \$25.00)

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Also, according to the current pricing structure, the fee for a “small trailer or passenger vehicle” is \$20.00. The committee was finding that residents were bringing in 12’ trailers and only paying \$20.00 for that load (fee is based on “water level height”). Therefore, the committee recommended adjusting the trailer pricing to:

- For 4’ wide trailers, \$5.00 per every 2’ of trailer,
- For 6’ wide trailers, \$7.50 per every 2’ of trailer
(all costs are based on trailers being approximate water height of 2’)

A motion was made by Selectman Scheppard to approve the fee changes the Thomaston Transfer Station Committee proposes. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

New Business/WPCA Energy Block Grant:

Rich Tingle, Superintendent of WPCA, was in attendance at tonight’s meeting to discuss the energy block grant that they applied for regarding the replacement of capacitors at the sewer plant. These capacitors are very unique and there is only one company that develops them, NVAR, with Seagreen as the franchiser. Therefore, Rich is asking the Board of Selectmen to waive the bid requirements in this case.

A motion was made by Selectman Scheppard to waive the three-bid rule and award the bid to NVAR/Seagreen. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

A motion was made by Selectman Scheppard to go back to Item #3 on the agenda – Board/Commission Appointments. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

Board/Commission Appointments:

A motion was made by Selectman Scheppard to appoint Manual Gomes to the Pension Committee. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

A motion was made by Selectman Scheppard to accept the resignation of Marcel Richards from the Transfer Station Committee as of the date it was received. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.

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Tax Refunds:

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$26.98 to Andeen Marie Hudak, overpayment of taxes due to addition of disability exemption. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$40.74 to Julien Pinette, overpayment of MV taxes due to sale of vehicle in June, 2010. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$27.85 to Robert Henderson, vehicle totaled/assessment reduced – taxes were overpaid. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$7.18 to Thomas Rutkowski, Assessor pro-rated after paid, car sold 7/2010. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$32.94 to Victor Maslak, Assessor pro-rated after paid, car sold 7/2010. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$18.51 to Lydia Hawley, Assessor pro-rated after paid, sold 7/2010. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$42.76 to Lydia Hawley, Assessor pro-rated after paid, sold 7/2010. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$30.11 to Thomas Ordway, Assessor pro-rated after paid, sold 8/2010. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

A motion was made by Selectman Barrett, Sr. to approve the tax refund submitted by the Tax Collector in the amount of \$69.28 to Miguel Mendoza, Assessor pro-rated after paid, vehicle sold 10/2009. Motion was seconded by Selectman Scheppard. With all in favor, motion carries.

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Old Business:

None at this time.

Public Comment:

Mrs. Yoos commented that the town ordinance states that the Economic Development Commission shall consist of 8 members who shall be appointed by the Board of Selectmen. Ralph would then make the 9th member and this is illegal. Selectman Scheppard explained that Ralph is a liaison and is not a voting member.

Mr. Yoos commented "ditto" to Mrs. Yoos comments re: EDC and discussed current standings with Opera House.

A motion was made by Selectman Scheppard to adjourn the meeting at 8:35 p.m. Motion was seconded by Selectman Barrett, Sr. With all in favor, motion carries.