

BOARD OF SELECTMEN REGULAR MEETING
October 5, 2011

A regular meeting of the Board of Selectmen was held on Wednesday, October 5, 2011 in the Selectmen's Conference Room.

Members present: First Selectmen Frank Chiaramonte, Selectman Christina Emery, and Selectman Michael Criss.

Attendees: John Fredsall, Ted Root, C.J. Root, Bud Wilkinson, and Nick Petraro.

Call to Order

Mr. Chiaramonte called the meeting to order at 7:05 p.m. Mr. Chiaramonte welcomed Lewis S. Mills student, Nick Petraro, to the meeting.

Approval of the Minutes

Ms. Emery moved to approve the minutes from the regular meeting held on September 21, 2011 and the special meeting held on September 21, 2011. Mr. Criss seconded. All were in favor. Approval of the minutes from the regular meeting held on September 7, 2011 will be addressed at the next meeting.

Public Participation

The Selectmen listened to comments made by Wes Seixas.

Appointments and Resignations

Ms. Emery stated that at the last Zoning Commission meeting she attended along with Mr. Criss, the Zoning Commission discussed the need for a Zoning Hearing Officer. Mr. Michael Maniago has been the officer but it is unclear if he is the current officer. The rules need to be checked to see if he is still eligible to hold that position.

New Business

Review Job Descriptions for Town Hall Employees:

Sonya Swatsley, bookkeeper for the town, brought the book of job descriptions and stated the book is complete and divided into sections by departments. She informed the Selectmen where the book is kept if they need to refer to it. Mr. Criss requested that a copy of job descriptions should also be kept in the employee files and include their signature as well as their supervisor's signature. Ms. Emery asked for a duplicate copy of the book. Ms. Swatsley noted the job descriptions do not include volunteers. The Selectmen thanked Ms. Swatsley for her work on the book.

Vote on approval of job description for Zoning Enforcement Officer:

Mr. Criss requested this item be tabled until the next Board of Selectmen meeting because the Zoning Commission has not yet finalized their procedures list.

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Since both items are related, he would prefer to review the job description and procedures at the same time.

Review recommendation by the Capital Equipment Committee to purchase a Pickup Truck and a Loader Backhoe:

Mr. Criss asked if the town was trading anything in for the pickup truck. Mr. Fredsall explained that the new truck will replace his existing truck. The existing truck will be parked at the garage. The older truck, unit 9, will be used for parts. Mr. Criss made a motion to approve the purchase of a new unit 9 truck from Interstate Ford of Hartford, with equipment from Universal Body and Equipment of Watertown for the sum of \$42,294 and a new John Deere Loader Backhoe, model 410J from W.I. Clark Company for the sum of \$71,405. Mr. Criss noted both items came in under budget. The truck budget was \$55,000; the backhoe budget was \$110,000. Ms. Emery seconded. All were in favor.

Request for Refund of Property Tax:

Ms. Emery moved to approve the following tax refunds: \$30.07 to Mark Augelli, \$147.01 to DCFS Trust, and \$283.94 to GMAC. Ms. Criss seconded. All were in favor.

Unfinished Business

Mr. Criss updated the Board on the War Memorial. Mr. Criss noted that he received some very nice drawings from Mark Arigoni and a meeting is planned for Thursday, 7 p.m., October 13, 2011 at Town Hall. He stated a resident would like to donate a piece of stone that come from the original Twin Towers for the memorial.

Correspondence

The Selectmen reviewed the Fire Marshal's report for the month of September, 2011.

Ms. Emery asked if the issues relating to the Antiques Show at the Fairgrounds have been resolved. Mr. Chiaramonte said all issues have been resolved and they are planning on having the show at the Fairgrounds next year.

Adjournment

Mr. Criss moved to adjourn at 7:30 p.m. Ms. Emery seconded. All were in favor.

Minutes submitted by: _____
Melissa Santoro