

**BOARD OF SELECTMEN SPECIAL MEETING**  
**April 14, 2011**

A special meeting of the Board of Selectmen was held on Thursday, April 14, 2011 in the West Meeting Room.

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

Attendees: Jason Emery, Scott Kellogg, and several residents.

**Call to Order**

Mr. Chiaramonte called the meeting to order at 7:14 p.m.

**Minutes of the Previous Meeting**

Mr. Criss made the following amendments to the meeting of March 16, 2011: First paragraph under "New Business" add: Mr. Criss asked if we were sure this is all that we would have to increase it by and Ms. Swatsley said it could go up more if the individual did not find a job and needed to collect for a longer period. Under "State Senator Kevin Witkos", insert proposed before the word budget in the following sentence- The proposed budget for Harwinton remained the same with the exception of one increase of \$397. In the last paragraph add: Ms. Emery asked about the status of STEAP grant money and Mr. Chiaramonte said he understood there was about \$20 million of unused STEAP money and that would be available for another round. Senator Witkos said STEAP money was still up in the air and that if it did come back it will most likely be only considered for infrastructure and not other projects. Under "Michael Orefice, Planning Commission Chairman", insert the following beginning with the second sentence: The letter was regarding a Special Selectmen's meeting held on November 9<sup>th</sup> with the chairmen of the land use boards. He was notified that it was to be a Special selectmen's meeting to discuss formation of a land use committee with the Board of Selectmen, in which he went to his board to solicit ideas to bring to the meeting. He stated when he arrived he received a totally different agenda and that the focus was then turned on him and his actions at a previous public hearing. He asked how does that happen and why we he the only one who did not know what the meeting was really about. Mr. Criss also asked how that happened and Mr. Chiaramonte stated that he did not talk to anyone prior to the meeting so he is not sure but it is how the meeting needed to go in order to air out differences. The meeting left him with questions. He asked if there was a formation of a committee and he would like to know if a meeting schedule is available. Near the end of same paragraph add: Mr. Criss said the meetings could be held one hour prior to a Board of Selectmen meeting on a quarterly basis. Mr. Criss made a motion to have the first land use meeting at 6:00 p.m. on April 20<sup>th</sup> prior to the Selectmen's meeting. Mr. Emery seconded and the Board agreed. Under "Town Hall Computer Assessment", at the end of the paragraph add: Ms. Emery also suggested getting multiple bids.

Mr. Criss made the following amendments to the minutes of March 22, 2011: Under "Discussion of Harwinton House Grant and Project" add the following sentence to the last paragraph: Ms. Hummel stated the grant will not cover storage nor could the house be sold. Under "DECD Waiver Agreement" add the following sentence at the end of the first paragraph: DECD granted the Town a waiver for the bid requirements today and Mr. Frederick handed Mr. Chiaramonte the waiver. Change second paragraph to read: Mr. Criss questioned if the two bids were comparable since one bidder visited the site and performed a physical inspection and the other bidder was asked to bid via a conversation with Mr. Chiaramonte over the phone and never physically saw the site and had less detail. Mr. Frederick responded that the scope of services was similar and that both firms are experienced with historic dismantling and as long as the Board of Selectmen did not violate their own bidding practices there is no issue. Under "Foundation and Site Plan" beginning with the second sentence, amend to read: Mr. Plaskett explained that Phase II of the project involved a Feasibility Study to find a suitable location for the House to ultimately be used as a museum for the Historic Society and that this phase has not yet begun, the focus has been on dismantling and moving the house first. Mr. Frederick and Ms. Hummel explained that there would be a time limit on the reconstruction of the house and could not extend past three (3) years. Meaning the house must be up and open five (5) years from the date of the awarded grant. Add the following sentence under "Preliminary Cost Estimate": Ms. Pearson stated that the budget will need to be completed and submitted before distribution of the grant could happen and suggested Mr. Chiaramonte help with that. Ms. Emery moved to accept the minutes from March 16 and March 22 as amended. Mr. Criss seconded. All were in favor.

### **Resignations**

None

### **New Business**

Adopt Resolution authorizing First Selectman to sign Assistance Agreement with DECD for ambulance facility:

Mr. Chiaramonte read the following recommendation by Attorney Rybak regarding the agreement: The BOS is the "governing body" for purposes of this agreement (this is different from the "legislative body" of the Town which is the town meeting). The BOS needs to authorize the First Selectman to sign the agreement (which was also done at a prior meeting), then the first selectman can sign the agreement and the Town Clerk can certify the Resolution. This is not a vote to authorize the Town to proceed with the purchase or to authorize the appropriation for the project itself. This will not happen until the contract language is resolved and approved by the BOF, BOS and the DECD, and then referred to town meeting. Mr. Criss and Ms. Emery requested to review the agreement with

the changes before authorizing the First Selectman to sign the agreement. Item tabled.

Appointment of ADA Coordinator:

Ms. Emery made a motion to approve the appointment of Anne Marie Buonacore as the Town's ADA Coordinator. Mr. Criss seconded. All were in favor.

Adopt Resolution authorizing First Selectman to sign contract with Conn. DPS, Division of State Police Services:

Mr. Criss made a motion to adopt resolution authorizing the First Selectman to sign contract with Conn. DPS. Ms. Emery seconded. All were in favor.

Sign Municipal Pole Attachment Agreement with CL&P:

Mr. Chiaramonte stated that Attorney Rybak has previously reviewed and approved this agreement for BOS action and signing by the First Selectman. As approved by the CT DPUC, the language of the agreement cannot be modified and must be uniform for all 169 towns. Ms. Emery moved to authorize the First Selectman to sign the municipal pole attachment agreement with CL&P. Mr. Criss seconded. All were in favor.

Adopt Resolution in support of Torrington's proposed Small Cities grant application with DECD for the Sullivan Senior Center:

Mr. Chiaramonte explained that the city of Torrington requested surrounding towns to approve their grant application for improvements to the Sullivan Senior Center. Mr. Criss asked if it was because Harwinton participates in their meals on wheels program and Ms. Emery asked if it was for food expansion. Mr. Chiaramonte said he thinks that is the reason we are being asked and it will not interfere with any future potential grants the Town may apply for. Mr. Criss moved to adopt the resolution in support of Torrington's proposed Small Cities grant application with DECD for the Sullivan Senior Center. Ms. Emery seconded. All were in favor.

Request for Refund of Property Tax:

Ms. Emery moved to approve tax refund of \$35.32 and \$84.20 to Cab East LLC. Mr. Criss seconded. All were in favor.

Set Date and Call of Town Meeting:

Mr. Criss moved to set the date and call of the Town Meeting as Tuesday, May 17, 2011 beginning at 7:00 p.m. Ms. Emery seconded. All were in favor.

**Correspondence**

The Selectmen reviewed the Fire Marshal's report for March, 2011.

### Unfinished Business

Regarding the Harwinton House, Mr. Chiaramonte stated that the item number six (6) on the call from the town meeting held on March 15, 2011 was to authorize the Board of Selectmen to enter into agreements with the owners, contractors and the State of Connecticut in order to carry out said project, including the lease or purchase of a storage trailer. This has not been done so now the Board of Selectmen needs to authorize the First Selectmen to enter into agreements with the owners, contractors and the State of Connecticut in order to carry out said project, including the lease or purchase of a storage trailer. This item will be added to the agenda for the next meeting.

### Jason Emery, Harwinton Ambulance Association:

Jason Emery was in attendance to show a PowerPoint presentation on the proposed Ambulance Facility. All slides are an attachment to these minutes. He preceded the presentation by explaining that he was at the meeting on behalf of the Harwinton Ambulance Association and he is a volunteer for that organization.

### Adjournment

Ms. Emery moved to adjourn at 9:50 p.m. Mr. Criss seconded. All were in favor.

Minutes Submitted by:

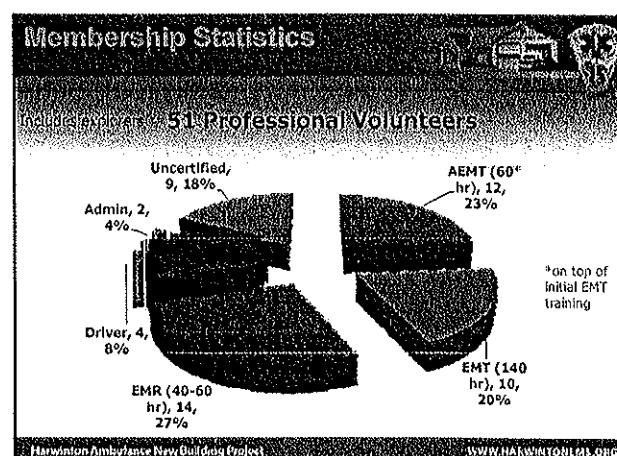
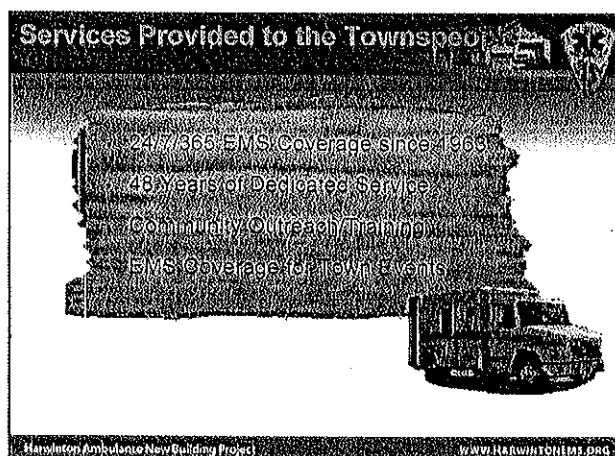
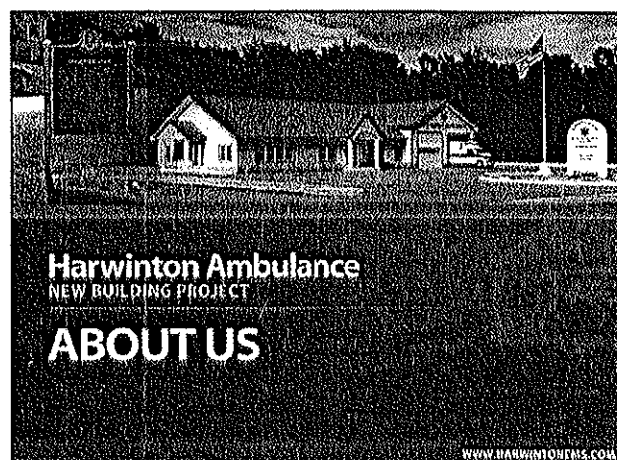
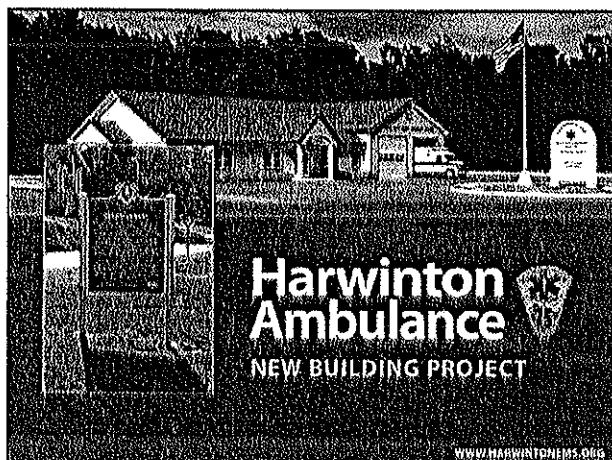
Melissa Santoro  
Melissa Santoro

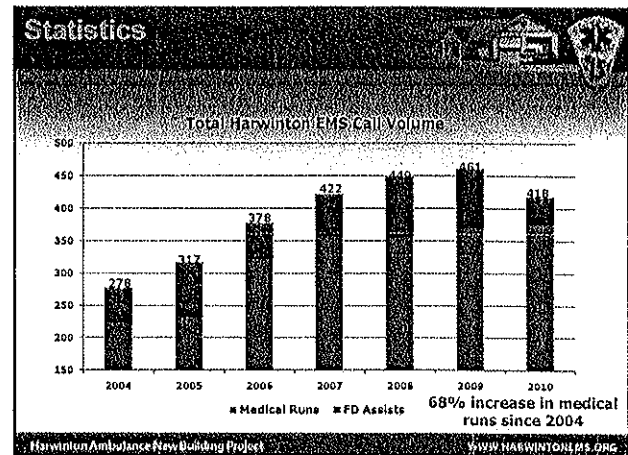
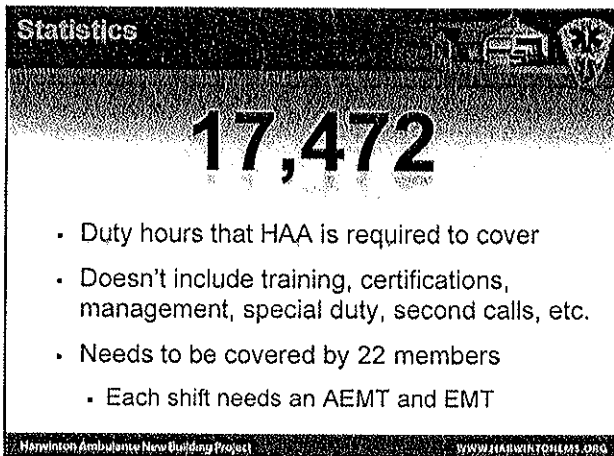
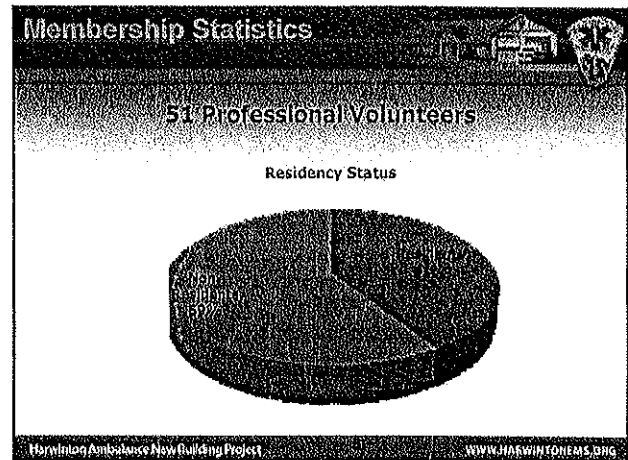
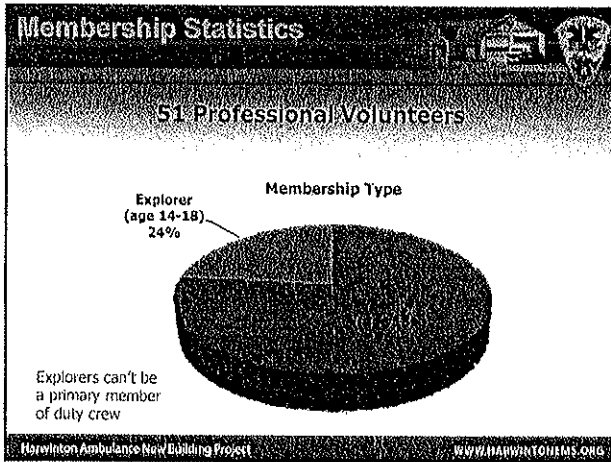
Approved by:

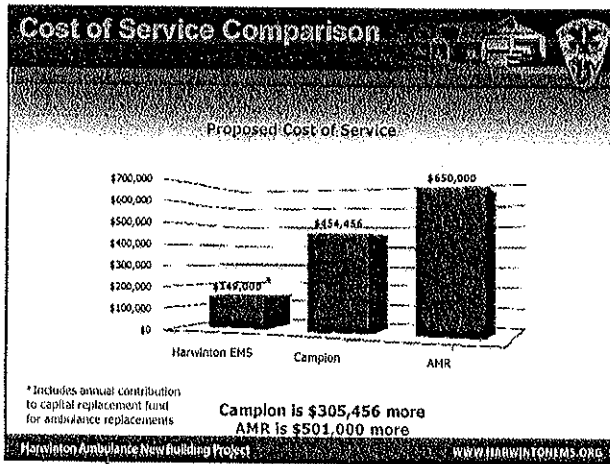
Francis J. Chiaramonte  
Francis J. Chiaramonte, First Selectman

Christina Emery  
Christina Emery, Selectman

Michael Criss  
Michael Criss, Selectman







### Need For a New Building

- Outgrown old facility
- Inadequate living quarters for duty crews
- No kitchen facilities
- No showers

Harwinton Ambulance New Building Project [WWW.HARWINTONEMS.ORG](http://WWW.HARWINTONEMS.ORG)

### Need For a New Building

Inadequate space for:

- Offices
- Training
- Storage
- Ambulances
- Personnel

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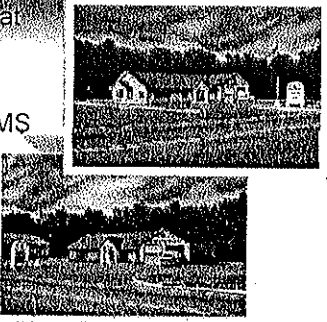
### Why Now?

Available Land + EMS Grant Funding = A Much Needed Public Safety Facility


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### Positives for the Community

- Ambulance facility at no cost to town
- Vital to future of volunteer-based EMS
- Cleanup of a contaminated site



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### Harwinton Ambulance NEW BUILDING PROJECT

## EDITORIAL QUESTIONS

[WWW.HARWINTONEMS.ORG](http://WWW.HARWINTONEMS.ORG)

### Editorial Statement

*"I would like to first start off by saying that I am not against the Harwinton Volunteer Ambulance Co."*


- Concerns with portrayal of our cooperation
- Ample opportunity for questions given:
  - 9/16/10 – Discussion between Mr. Criss and Building Committee Chair
  - 10/06/10 – Selectman's meeting
  - 11/17/10 – Selectman's meeting

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### Editorial Question

*"I thought this was a good idea, but do we need such a facility for our small town?"*

- Absolutely!
- Nearly 20 yrs in the process
- Vital to our long term success as a volunteer based organization




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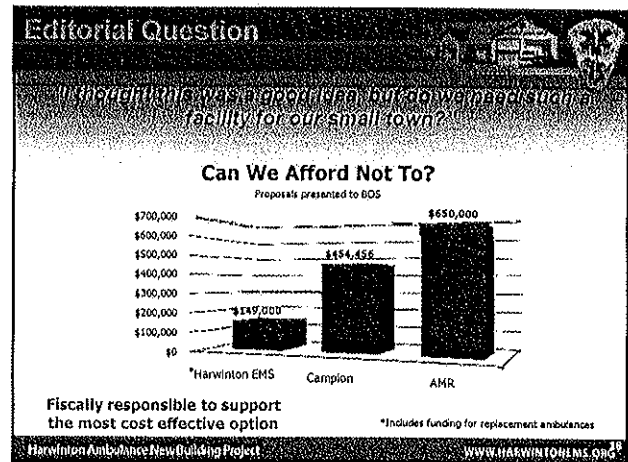
### Editorial Question

*"Important this was a good idea, but do we need such a facility for our small town?"*



- Unlike FD, crews are assigned 24/7
- Reduction of response times
- Assist with membership recruitment/retention

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### Editorial Statement

*"It was originally from what I was told, going to house the Resident Trooper, an emergency shelter and the ambulance team."*

#### Trooper concept changed

- Change in location and building type
- Funds availability not sufficient
- Building committee

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### Editorial Statement

*"It was originally from what I was told, going to house the Resident Trooper, an emergency shelter and the ambulance team."*

#### Emergency Shelter

- Never planned to be a shelter
- Addressed at 10/06/10 Selectman's meeting

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### Editorial Statement

*"Since then I have done some homework, talked with some volunteers, residents, builders, other local volunteer services and other area ambulance companies, and this is why I voted against the new project"*

- Volunteers?
- Builders?
- Ambulance services?

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### Editorial Statement

*"On Oct. 6, 2010 I was given yet another opportunity to talk with the ambulance management staff in open forum during a selectman's meeting in which I took this opportunity to ask many of the same questions that I had asked the first time around which were not answered"*

- 9/16/10 – Discussion between Mr. Criss and Building Committee Chair
- Believed questions had been answered
- No attempt to contact us otherwise
- Asked by First Selectmen to submit questions through Board of Selectmen prior to all this

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### Editorial Question

*"How can you guarantee no increased contribution from the town and its tax payers?"*

- No guarantees have been presented
- We recognize additional expenses
  - Heat
  - Electricity

Harwinton Ambulance New Building Project

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### Editorial Question

*"How can you guarantee no increased contribution from the town and its tax payers?"*

- On 10/06/10 seemingly high numbers of \$20,000-\$30,000 presented by Selectman Criss based on his research
  - Data requested by Board member on 10/20/10
  - Data requested by Building Committee on 11/1/10
  - Data never supplied

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### Editorial Question

*How can you guarantee no increased contribution from the town and its tax payers?*

Comparison of Heating Electrical Expenses between proposed structure and existing buildings in town

Building Type	Heating and Electricity Expenses
2+ buildings	\$42,000
~ 5,900 sq ft 30 yrs old	\$10,800
New structure Energy Efficient	≤ \$10,000 est. ~ 4,600 sq ft

Heating and Electricity – Town garage amount budgeted for FY 11/12 – FD is 08-09 actual

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### Editorial Question

*How can you guarantee no increased contribution from the town and its tax payers?*

- **Most likely scenario**
  - A single extra volunteer 12 hr shift/week will cover increased operating expense\*
- **Least likely scenario**
  - Increase in budget of approx \$12,000 (high side)
  - Roughly \$2.18 yr per town resident additional

\*Additional of a single new member to the schedule

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### Editorial Question

*How can you guarantee no increased contribution from the town and its tax payers?*

#### Still Saving Money

Entity	Cost
Harwinton EMS	\$149,000
Campton	\$454,456
AMR	\$650,000

Pennywise pound foolish

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### Editorial Question

*How will building a new facility get us more volunteers? How many volunteers do you expect to gain?*

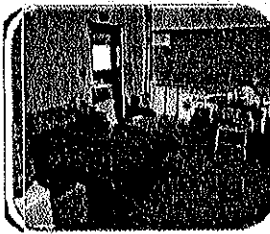
- Primary purpose is for current and future operational capability
- Only part of an overall recruitment plan

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### Editorial Question

*"How will building a new facility get us more volunteers? How many volunteers do you expect to gain?"*

- Consider:
  - Proper living quarters essential
  - Who wants to operate in inadequate space
  - Surrounding depts. have crew quarters

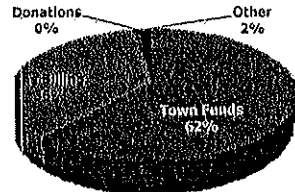


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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

Funding Sources: Ambulance



Donations 0% Other 2% Town Funds 62%

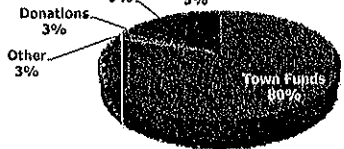
\*Town fund calculation includes funds placed in recurring capital equipment annually for ambulance replacements (data 06/09 fiscal year)

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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

Funding Sources - Fire Departments



Donations 3% Fundraising 9% Grants 5% Other 3% Town Funds 80%

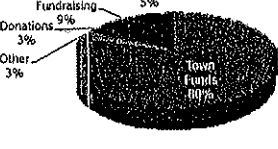
\*Town fund calculation includes funds placed in recurring capital equipment annually for fire apparatus replacements (data 10/09 fiscal year)

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### Editorial Question


*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

Funding Sources - F.D.



Donations 3% Fundraising 9% Grants 5% Other 3% Town Funds 80%

Funding Sources: Ambulance



Donations 0% Other 2% Town Funds 62%

Ambulance is less reliant on town funding than Fire Departments, both in overall amount and in percentage of funding sources

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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

- Fire Department & EMS are very different
  - Less members than FDs
  - No Auxiliary membership
  - EMS requires greater time commitment (Duty Shifts)
  - Harder to find volunteers due to nature of service

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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

- Fire Department & EMS are very different
  - Busier service (2010 Runs)

2010 Call Volume

Service	2010 Call Volume (Runs)
Ambulance	410
FD	170

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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

- Fire Department & EMS are very different
  - Typically most popular fundraising event for FDs is the Harwinton Fair
  - We "work" at the fair by providing First Aid services throughout the grounds
  - Not enough members to do both

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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

#### Fire Department & EMS are Very Different

**Fire Dept**

Typically most popular fundraising event for FDs is the Harwinton Fair

**EMS**

We "work" at the fair by providing First Aid services throughout the grounds

EMS has more regulatory compliance to address than the FDs

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### Editorial Question

*"How do you plan to continue to operate with no planned fund raising to help defer the costs, which I will add the fire departments do very well?"*

- Considering creating a support category
  - Civilians with no interest in responding
  - Purpose to assist in fundraising and other non-emergency functions

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### Editorial Question

*"Why do you roll on every fire call when some of the calls you are not needed, adding unnecessary wear and tear on vehicles and equipment?"*

- We don't
- Respond to calls with potential civilian or firefighter injuries (reduces time to potential treatment)
- We haven't gone to all calls in several years

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### Editorial Question

*"Why do you roll on every fire call when some of the calls you are not needed, adding unnecessary wear and tear on vehicles and equipment?"*

#### EMS Responses to Fire Calls

2010

42 EMS responses to fire calls in the "assist" capacity\* - The FD responded to 170 calls in 2010

Average 3.5 fire runs a month - no significant additional wear and tear on ambulances

\*Motor vehicle accidents are not included in the 42 responses as we are considered a primary responder on these calls to provide medical care for the occupants. Essentially these calls are considered an EMS call for us even though the FD responds as well.

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### Editorial Question

*"Why do you roll on every fire call when some of the calls you are not needed, adding unnecessary wear and tear on vehicles and equipment?"*

#### Response

Considered primary calls for Ambulance - Not FD assists

#### No Response

Litchfield County Dispatch (LCD) dispatches Harwinton EMS based on these protocols.

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**Editorial Question**

*With this new facility what are your projected operating costs and what plans are in place to deal with these costs?*

- We believe there will be no significant increase
- Building operating costs less than estimated by Selectman Criss
- Simply not a reason to abandon the project
  - Short term savings results in long term expense
  - We are the least expensive option for town for similar service

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**Editorial Question**

*You claim to be in OSHA violation but what violations specifically have you been written up for and could I get a copy?*

- We don't claim to be in "violation"
- We risk violation if something were to occur
- It's one of many reasons
- "Housekeeping" - Records and Training
  - Difficult to do in currently building
- No real personal or equipment decon areas

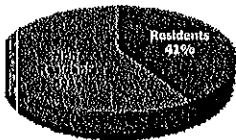
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**Editorial Question**

*What is your current list of volunteers and how many are paid help and how many are true local resident volunteers?*

- Define "true local resident volunteer"
- All of our members are volunteer and not paid

Residency Status



Residency Status	Percentage
Residents	41%
Out of State	59%

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**Editorial Question**

*What is your current list of volunteers and how many are paid help and how many are true local resident volunteers?*

- Our members are unpaid volunteers
- We contract with an EMS management service for open shifts
  - Nearly 50% in county have turned in that direction
  - Cheaper than a commercial service
  - People are not available during the day
  - Allows flexibility in duty shifts from week to week

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**Editorial Question**

Are there other spots we could use for an emergency shelter in town or near by and the ambulance stay in its current facility?"

- No intent to use this a shelter
- Not building a new EOC (secondary purpose)
- Has been clarified several times
  - 9/15/10 – Selectman's Meeting
  - 9/16/10 – Discussion Mr. Criss & Mr. Emery
  - 10/06/10 – Selectman's Meeting

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**Editorial Question**

Do we need two ambulances when we run on a fraction of the calls that neighboring towns do, which operate only two ambulances?"

**Benefits**

- Increased safety
- Increased response time
- Increased capacity
- Increased flexibility
- Increased efficiency
- Increased cost effectiveness
- Increased community support
- Increased public relations
- Increased visibility
- Increased credibility
- Increased trust
- Increased respect
- Increased honor
- Increased glory
- Increased fame
- Increased wealth
- Increased power
- Increased influence
- Increased authority
- Increased prestige
- Increased reputation
- Increased status
- Increased rank
- Increased position
- Increased title
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**Editorial Question**

Do we need two ambulances when we run on a fraction of the calls that neighboring towns do, which operate only two ambulances?"

**Key Points**

- Increased safety
- Increased response time
- Increased capacity
- Increased flexibility
- Increased efficiency
- Increased cost effectiveness
- Increased community support
- Increased public relations
- Increased visibility
- Increased credibility
- Increased trust
- Increased respect
- Increased honor
- Increased glory
- Increased fame
- Increased wealth
- Increased power
- Increased influence
- Increased authority
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- Increased position
- Increased title

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**Editorial Question**

How does the town benefit by building this facility and lowering its grand list therefore increasing the taxes in time to the tax payers?"

- Actually more likely to provide a long term savings to taxpayer
- How much revenue does property provide?
  - \$4,350 in property taxes
  - \$425 in personal property taxes
- Compare that to expense of hired shifts or commercial service

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### Editorial Question

*By not paying for the new building what have you been unable to provide the town with that you will be able to do with your new facility? Will response times increase?*

- Town needs to consider the needs of volunteers to provide quality service
- Volunteers need the tools to protect the town
- No cost to the town for construction

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### Editorial Statement

*Where has yet to be any factual, tangible answers supplied to me or any of the data forwarded for review at this moment in time."*

- Many of these items discussed already
- No request for additional data made
- No submission to the Board of Selectmen

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### Editorial Statement

*"The only answers I have gotten were: "If we have this facility more people will volunteer", "We will now have a state of the art facility to handle natural local catastrophes", or "There is no place for volunteers to sleep over and take shower" and my favorite "there is no plan to have fund raisers to defer costs because we get our money from billings" (or course the \$140,000 from the town I am sure helps as well)."*

- Additional answers had been provided

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### Editorial Statement

*"Surrounding towns have built similar facilities under the same false conception of "build it, they will come," "we need it to get more volunteers and keep the ones we have," and now some of them will be exploring the option of having to hire paid staff to work in town due to the low amount of volunteers. What does that mean — taxpayers will pay at some point if not now in the near future."*

- Which towns?
- In the long run taxpayers will certainly pay more if we don't support the ambulance on this project


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### Editorial Statement

With the ever growing shortage of state and federal funds can we as residents afford to continue to remove properties from the grand list to fulfill grandiose dreams or is the money better served to put a roof over our children's heads, give more money back to our seniors, tax incentives to get, the little commercial space we have left, filled, get the properties that are not paying taxes into the hands of those who will, ...."

Basic Structure



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### Editorial Statement

With the ever growing shortage of state and federal funds can we as residents afford to continue to remove properties from the grand list to fulfill grandiose dreams or is the money better served to put a roof over our children's heads, give more money back to our seniors, tax incentives to get, the little commercial space we have left, filled, get the properties that are not paying taxes into the hands of those who will, ...."

- FDs relies on town funding to a greater degree than the ambulance
- FDs receive a greater funding amount than ambulance

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### Editorial Statement

In closing I just want the taxpayers to think about this before they vote on moving a business out of town and ending up with another building and land that we will eventually have to maintain or contribute more hard earned money to as our grand list shrinks."

- Property has been for sale
- Opportunity to clean contaminated site
- Will serve an important public safety function

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### Editorial Statement

Think if we are able to change the zoning for the ambulance company to build, why were we not willing to change it when the gas station wanted to open a variety mart to help out with costs?"

- Zoning is CR and will not be changed
- Harwinton Zoning (Section 4.2.j and 8) allows for this use by special permit
- Will move property from non-conforming to conforming use

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**Editorial Statement**

*Think: If we build this will there be a oversight committee to get the answers I have sought for some time and review the "non-bid" contracts for this department that are currently in place."*

- Presented to board reforms to emergency services committee
- There is no non-bid contract in place with the ambulance

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**Editorial Statement**

*"Think: Is it a conflict that the contractor who is paid by the town is also an officer within the department."*

**Key Points**

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**Editorial Statement**

*"I just hope we all keep this in mind when we vote and understand the ramifications of shrinking our grand list and who will be paying?"*

*Let's save lives but let's also save money!"*

**This approach will  
save lives and  
money!**

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**Harwinton  
Ambulance**

**Thank You For Your Time**

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