

1. Call to Order

The Killingworth Board of Selectmen held its regular meeting on Monday, February 27, 2012, at the Killingworth Town Office Building, 323 Route 81, Killingworth, Connecticut. In attendance were First Selectwoman Catherine lino, Selectman Fred Dudek and Selectman Louis Annino, Jr. First Selectwoman lino called the meeting to order at 7:00 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Minutes

Motion by Dudek, second by Annino, to approve February 14, 2012 Regular Meeting Minutes amended as follows -

- ✦ Under 9. New Business, C. Budget Discussion: Public Works and Transfer Station, 1<sup>st</sup> paragraph, 6<sup>th</sup> sentence should read, "Adametz noted anything out more than five years would be a guess as far as pricing."
- ✦ Under 10. CI Comments, should read, "First Selectwoman lino reported the job of roofing the schoolhouse at Parmelee was awarded for \$2,400. She also noted the Superintendent of School's proposed budget was going to be up .89 percent."

Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.

Motion by Dudek, second by Annino, to approve February 14, 2012 Special Meeting Minutes as written. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.

Motion by Dudek, second by Annino, to approve February 21 and 23, 2012 Special Meeting Minutes as written. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.

4. Visitors Comments

Susan Dean, liaison with Board of Education, distributed reports of last two Board of Ed Meetings.

5. Tax Abatements & Refunds – none.

6. Vacancies on Appointive Committees

The following vacancies were noted as shown on the Agenda – Conservation Commission – (1), IWWC – (1), Parmelee (2), Town Office Building (3), Health & Safety (1), MLUC (3), Public Health (1), Traffic Safety (1), Housing Partnership (5), Open Space (1), HK Rec (1).

7. Appointments – none.

Motion by lino, second by Dudek, to move Agenda Item 8.C. Old Business, Generator Discussion, to be taken at this time in the meeting. Voting in favor – lino, Dudek, Annino. Opposed – none. Motion Carried.

8. Old Business

C. Generator Discussion

Walter Adametz reviewed generator location, size and price. Selectman Annino noted he would like to see pricing on brand new versus the enclosure configuration with its own integrated fuel systems. That would be the apples to apples comparison. Selectman Dudek noted there should also be some generator discussion with the Fire Department. It was noted the use of the barn is still undecided. Mr. Adametz will get further information. First Selectwoman lino noted the trade off between propane and diesel is that the propane unit is less expensive but more expensive to run. Mr. Adametz confirmed he will get a price for a new gen set and an enclosure.

A. Affordable Housing – nothing further to report.

B. MLUC Charge

First Selectwoman lino had distributed her proposed MLUC Charge. She also proposed

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renaming the committee to the Municipal Properties Use Committee. lino noted Land Use has a specific connotation regarding activities for Planning & Zoning as opposed to use of the town owned properties. She felt this new name would clarify things and not be redundant with Planning & Zoning. Selectman Annino agreed. He asked who would prepare applications for improvement. First Selectwoman lino noted it could be the Parmelee Farm Steering Committee, Public Works Department, Park & Rec. This Committee does not have jurisdiction over Park & Rec but they would look at how their plans fit in with the rest of the Town. **Motion by Annino, second by Dudek, to approve MPUC name change and Charge. Voting in favor – Annino, Dudek, lino. Opposed – none. Motion Carried.**

## 9. New Business

### A. RFP for Small Cities Grant Consultant

First Selectwoman lino noted there is a Small Cities Grant available. She would propose the Town take the first step to apply for this which is to put out an RFP for Grant Consultant. If a consultant was hired to submit and administer the Grant, the funds would come out of that Grant. The Grant would be to set up a loan fund that would allow income qualified residents to do house repairs with no interest loans. As the money is paid back, it comes back into the revolving fund. The State may change the revolving fund aspect. lino felt there would be a big benefit to the Town's people. Due to life changes or the economy many residents are stretched and can't afford a roof replacement, new furnace, etc. Selectman Dudek asked if the consultant would not only apply but administer this. lino replied yes. It was noted the loan to a town resident would be either no interest or very low interest. lino reiterated the administration of the loan would come out of the Grant money. She also noted it could be done on a regional basis with another town. Selectman Dudek asked what the Davis Bacon compliance was. First Selectwoman lino noted this really favors housing grants. Dudek noted he didn't have an issue with the RFP to obtain a firm, but didn't really understand the program and that would have to be researched more before accepting a qualified firm. First Selectwoman lino noted she attended a training session for this program as a first step. She indicated the program is set up by the State. **Motion by lino, second by Annino, to issue the**

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RFP for Small Cities Grant Consultant to help the Town apply and conduct the necessary stages of application for the Grant. Voting in favor – lino, Annino, Dudek. Opposed – none. Motion Carried.

10. Executive Session: To Discuss Appointment of Assessor

Donna Shanoff requested the Appointment of the Assessor not be in Executive Session. First Selectwoman lino noted the Town Charter calls for the Board of Selectmen to appoint an Assessor for a one year appointment to commence on April 1<sup>st</sup>. She noted it appears to her that Ms. Shanoff is not serving the Town well in her position as Assessor. She has had several examples that have led her to this conclusion. She finds Ms. Shanoff resists sharing information with her or with residents. She has sought information from Ms. Shanoff ranging from her cell phone number in emergencies to statistics on the current revaluation. In general, Ms. Shanoff's first response is no and then if pressed, there's either a delay or lack of information forthcoming. First Selectwoman lino noted she asked for information on how many properties had increased or decreased in their assessments. Her first response was no, but when pressed, she indicated she would try to get an answer. First Selectwoman lino noted to date she has not had anything further relative to that question. lino noted in general she finds information is not volunteered and emails are not responded to unless specific instructions are given. lino continued there is a problem with Ms. Shanoff not keeping adequate records of the work process by her office. She tried to get a handle on the work product ranging from the number of map changes during a particular time span or the number of residents falling into special abatements or the number of new houses, etc. She has been unable to get that information. lino noted Ms. Shanoff has not taken responsibility for the contractor's assistance that fall within her bailiwick ranging from Tighe and Bond (GIS Company). When asked for an explanation for contracts submitted with the Assessor's budget request, she at first didn't recognize them and then researched the matter but couldn't state the level of need or timetable for the contract services. In addition wrong information appeared on the Town website for some time. It was discovered by accident. lino noted she can't count on the Assessor for taking responsibility for making sure the information going out

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to the public is accurate. More recent and seriously, lino noted the contract with Equality Valuation Services (reval company) calls for them to have informal hearings and to explain both the manner and methods used to arrive at the new value in the 2011 assessments. She has had numerous complaints from various property owners reporting they were given no information or explanation of these formal hearings and that Equality wouldn't share any information. In various instances, lino noted she has given Ms. Shanoff direct instructions which haven't been followed. She asked, as well as the previous First Selectman, that the Assistant Assessor be trained to act as a backup in her absence and that hasn't happened. As a result, areas of information particularly relative to real estate assessments are just inaccessible when Ms. Shanoff is out of the office. The distribution of work in the office is quite inefficient. As a smaller example, lino asked to see the information materials that were to be sent to the public with their 2011 assessments. lino didn't see the materials before they were printed and Ms. Shanoff tried to hide the fact it was too late to make any changes. lino noted Ms. Shanoff has behaved disrespectfully and uncooperatively with other staff members and with her. lino stated the basic problem is that there seems to be a lack of recognition of the basic role of everybody in this building which is the role of public service with responsibility for communicating effectively and serving the interests of property owners as much as possible, not in the sense of lowering assessments but in the sense of conveying that the process is fair, responsible and that their voice is important. Another small example is there was a Board of Assessment Appeals meeting in which Ms. Shanoff said applications could absolutely not be accepted after February 20<sup>th</sup> which is the date specified in the Statute which was a legal holiday. lino noted she checked with the State who indicated it was a matter of interpretation and they would not object if the Town accepted applications on the 21<sup>st</sup>. lino felt there was a responsibility to look into these things and to try to come up with a best solution for the public. Overall, there has been a lot of work not completed in a timely fashion. In the past, there have been late filings, long delays in filing changes with Tighe and Bond (GIS mapping company), delays in making new maps available to the public in the Town Office Building. First Selectwoman lino noted all of these deficiencies have led her to come to the point of no confidence and she regretfully recommends that a new contract not

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be offered to Ms. Shanoff.

Selectman Annino asked when the appointment must be made. lino noted the Charter calls for April 1<sup>st</sup>. lino noted last year the appointment was not made and Ms. Shanoff has been Acting Assessor since then. Selectman Dudek noted that was correct. Selectman Dudek asked if these things were documented in Ms. Shanoff's personnel file. lino replied some things.

First Selectwoman lino asked Ms. Shanoff if she wished to speak. Ms. Shanoff noted the website was not her jurisdiction, never has been and when asked questions about it, she doesn't necessarily know because it is not her parameter. Shanoff noted the Board of Selectmen made the decision to have Tighe and Bond do the website. Dudek asked what the website was. Ms. Shanoff noted Tighe and Bond has a website for the GIS, but it is not part of the jurisdiction of the Assessor's Office. Selectman Annino noted those are Assessor's maps that are on that website. Shanoff agreed, but noted she does not have jurisdiction over what information they put on their website. She further noted that was decided by the former First Selectman, Mr. Cabral, without Ms. Shanoff being involved in that decision. Ms. Shanoff noted as for First Selectwoman lino asking about the number of house numbers that were assigned, she stated that was not something she keeps track of. When she is asked for something on the spur of the moment without having any information that keeps track of that, it is a little difficult to supply information at the drop of the hat. She then takes time to find out the information and get back to First Selectwoman lino, but it takes time to gather the information because it is not readily available. Ms. Shanoff noted regarding the revaluation company, she went overboard in answering questions for anyone who came into her office and trying to make sure people who never gave addresses of where they moved to be sure their notices got mailed to them. She indicated that is not necessarily part of what she has to do. The Statute indicates they are required to send notice to the last known address of the individual. Shanoff noted they have taken extra effort to track down where people may have moved to in order to make sure they got their notices and informed about the revaluation

process. Shanoff further noted she does not have a cell phone so there is no number for emergencies. The Town does not provide her with a cell phone and she does not have a personal cell phone. With regard to training the Assistant, Ms. Shanoff noted she has been training her. Both Ms. Shanoff and the Assistant are learning the new revaluation system because it is a totally new system. The Assistant has worked for a revaluation firm before and has more knowledge of the background of how the computer process works than she does. The Assistant may not have measured a house because both of them are not out of the office at the same time, but she has been going to classes and has preliminary information regarding that matter. Shanoff noted there are certain things that are more of a priority, such as things she had no background in before which were the things she was concentrating on. Ms. Shanoff noted First Selectwoman lino comes into her office without prior contact to let her know what she wants to discuss. She drops in and wants information immediately and if its not something right at hand, it does require time to look something up. Shanoff noted she has a problem with the way First Selectwoman lino comes into the office and doesn't give any input ahead of time as to what it is she wants to talk about. It's always on the spur of the moment and generally that information is not available if it is something she has to look up or research.

Selectman Dudek asked if the statement was that the information was not available or that the attitude of giving the information at a later date. First Selectwoman lino noted she had not received the information later or earlier. She can't understand how this operation is run without keeping certain kinds of data, but in any case communication has been faulty enough.

Ms. Shanoff noted another item mentioned was the Board of Assessment Appeals. She noted she was at that meeting as well as First Selectwoman lino. Shanoff noted all she said was when they discussed what they were doing, she told them what the Statute said. The wording of the Statute states that all appeals have to be in, received on or before the 20<sup>th</sup> of February and that's all she said to them. They made the decision they would accept mail if it is postmarked and/or dated by a delivery service prior to February 20<sup>th</sup>. She reiterated all she

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did was discuss what the Statute said. Ms. Shanoff noted the Grand List says on or before January 31<sup>st</sup>. Does that mean it could be after that? The BOS don't seem to think that so how is the 21<sup>st</sup>, 22<sup>nd</sup> or 23<sup>rd</sup> for the BOAA on or before the 20<sup>th</sup>. First Selectwoman lino noted her concern is not with the specific date but in no instance is there an attempt to go the step further to figure out what would be most accommodating for the townspeople. lino noted she spoke to a couple of different State offices. Shanoff noted there are deadlines and they are there for a reason so everything follows suit. She told the BOAA what the Statute says and they made their own decision. lino noted the BOAA was definitely under the impression they had no options. Shanoff noted that was not the case because they made the decision. There was also the option that anything that came in that day into the mail slot would be considered received on the 20<sup>th</sup>. Shanoff noted she can't change what the Statute says and she is governed by that Statute. lino noted she is not asking Shanoff to change the Statute. Shanoff noted that is what is being implied. lino noted the State will accept a variety of interpretations on the Statute. In general, lino noted she would hope to have someone in this position who would see the role as one of trying to make the process as open, fair and accommodating as possible without compromising the justice of it.

Selectman Annino asked if this position is appointed by the Chief Executive Officer under the Charter. lino and Dudek replied it is the Board of Selectmen. Annino asked if there are any conditions to that appointment. lino and Dudek replied no. Annino noted he was deeply concerned and hearing from First Selectwoman lino experience, there is someone in the Chief Executive position who has a difficult time dealing with a reporting position and if that can't be worked out, then I wouldn't support reappointing that position because ultimately it has to work for the CEO or government will not run appropriately. Selectman Dudek noted that's always been the case. Dudek further noted the issue is that he and Annino are not in the Town Hall on a daily basis and the CEO is. Dudek noted in business there are procedures and that personnel files should have the documentation for dismissal (for lack of a better word). First Selectwoman lino noted it isn't exactly a dismissal. Selectman Annino noted that is not the case here, it is common when a new executive team is brought in they



want to bring in their people to do the job, someone who can work with them to do it. This is a small town and everyone needs to work together and if employees can't get past working professionally with each other, its time to bring in somebody new. Dudek noted he doesn't disagree with that comment. First Selectwoman lino noted she sees the advantage of experience, but this is where she has come to after three years and it would be good to have someone in this position that would have the confidence of the First Selectman, the Board of Selectmen and the townspeople. She is just not seeing that and doesn't see it as a possibility.

Selectman Dudek noted more importantly is the First Selectwoman as the Assessor reports to the First Selectman. He reiterated the other two selectmen are at a disadvantage of not being here on a day to day basis and not really seeing what goes on. Dudek noted he would support the First Selectwoman's decision but he would like to see the personnel file. Ms. Shanoff noted she would also like to see her personnel file.

**Motion by Dudek, second by Annino, to table Appointment of Assessor. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.**

#### 11. CI Comments

First Selectwoman lino noted the bids for insurance were opened at the last meeting. Since that time she and Ms. Regolo met with a CIRMA representative who will be submitting a quote. They could be used without a broker which would save some dollars. Selectman Dudek noted he would be against using CIRMA based on past experience. He reviewed past instances of the fire department where CIRMA refused to pay workers' compensation claims.

First Selectwoman lino noted she has been talking to the Work Force Alliance about setting up a Summer Youth Employment Plan. The Alliance would pay the wages over the summer for high school students that qualify for the free lunch program. It would be on a very small scale for this coming summer. The program gives young people experience in the work

place.

First Selectwoman lino noted the Town would be looking for propane bids. There was a brief discussion regarding waste oil.

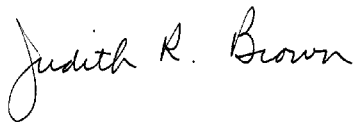
12. Selectmen's Comments

Selectman Dudek confirmed there were two budget meetings next week and a Town Meeting on March 5, 2012.

13. Adjournment

Motion by Dudek, second by Annino, to adjourn at 8:37 PM. Voting in favor – Dudek, Annino, lino. Opposed – none. Motion Carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown".

Judith R. Brown, Recording Secretary