

In attendance: Iino, Annino, Dudek

Visitors: M. Milano, R. Nemergut, T. Dinnean, J. Russ

1. The meeting was called to order at 7:05. The Pledge of Allegiance was recited.
2. Approval of Minutes: October 13, 2015

**Motion by Annino, second by Iino to approve the minutes of October 13, 2015 as written. Annino, Iino in favor, Dudek abstained. Motion carried.**

3. Visitors' Comments see 7a.
4. Refunds and abatements

**Dudek moved, seconded by Annino, that the BOS approve [the following] refunds as submitted, all for overpayment. Motion carried**

<b>Name</b>	<b>Address</b>	<b>Amount</b>	<b>Reason</b>
1. James. H. Smith	549 N Roast Meat Hill	\$45.62	Overpaid COC#06500M
2. Susan Smith Furman	39 Old Mine Road	\$27.81	Overpaid COC#06409M
3. Susan Smith Furman	39 Old Mine Road	\$13.65	Overpaid COC#06410M
4. Michael O. Castro	138 Schnoor Road	\$35.70	Overpaid COC#06522M
5. Michael O. Castro	138 Schnoor Road	\$79.22	Overpaid COC#06521M
6. Frederick E. Harrison II	566 Route 81	\$37.19	Overpaid COC#06413M
7. Fritz C. Austin	4 Riverview Road	\$282.07	Overpaid COC#06525M
8. Fritz C. Austin	4 Riverview Road	\$203.10	Overpaid COC#06526M
9. Jeffrey H./Sandra H. Mortimer	9 Nathan Lord Rd.	\$5.48	Overpaid
10. James E./Pamela A. Feldhouse	150 Cedar Pond Dr.	\$26.27	Overpaid COC#06532M
11. James E./Pamela A. Feldhouse	150 Cedar Pond Dr.	\$10.50	Overpaid COC#06533M

5. Appointments/Vacancies on appointive committees:

**Motion by Iino, second by Annino, to appoint the following residents to the 350<sup>th</sup> Anniversary Committee for a 3-year term ending 12/31/2017:**

Linda M. Dudek (D)

Carl H. Nord (R)

Fie Budzinsky (D)

**Motion carried.**

Vacancies: Conservation Commission (1) Emerg. Mgt (3) Energy Task Force(4) IWWC (1) Open Space (2) Parmelee Farm (3) Planning & Zoning Comm. Alternate (1)

6. Old Business

A. Capital projects review: The Board reviewed the 15/16 capital project status reports from Public Works, Fire Company and Parmelee Farm Committee. Iino had asked each to show what work has been done to date, plans for timely completion of scheduled projects, and to inform the board of any alterations in the long-term capital plan. It continues to be the board's intention to also elicit preliminary recommendations for work that could be done now to ensure that proposed 16/17 projects are "shovel ready".

Capital projects review (cont'd):

lino relayed Public Works recommendations for project closeouts and noted a request from foreman that miscellaneous chip-sealing funding could be used on Pond Meadow Road. Annino emphasized the importance of keeping projects in line with the multi-year capital plan, and remarked that funds remaining from a designated project should be closed out and reallocated to Assigned Fund Balance of the Capital Reserves.

It was noted that Parker Hill Road project is completed and is currently \$4,000 under budget, with the only outstanding invoices remaining due from engineering firm. Burr Hill Road project is expected to come in considerably under budget due to the lower-than-anticipated cost of materials and also the employment of different construction design than originally envisioned. Regolo noted that these and all other organizations should be preparing for 2016/17 budget requests, which are due January 1.

B. Invitation to Bid/RFP:

1. Library Siding Bids: Roger Nemergut relayed the Killingworth Library Association board's recommendation that this bid not be awarded, and that the project be re-bid in late winter for spring construction.

**Motion by Dudek, second by Annino, that the Board not award the current Library Siding bid, and that the project be rebid in late winter. Motion carried.**

2. Revaluation: T. Dinnean presented draft of RFP for Reappraisal and Revaluation. Proposers can bid 2 options: on performing all tasks for the project, or a portion of them, leaving the bulk of the project to be performed in-house. Schedule for the bidding process and bid documents to be reviewed and finalized by BOS staff.

7. New Business

A. Resident/local contractor Michael Milano sought assistance from the Board regarding making the Land Use department more accessible to contractors. Milano finds the amount of available department hours inadequate, and the department not adequately staffed during posted hours. In particular, he was also frustrated by communications via text with Building Inspector Russ, and with timely completion of the permitting process. There was lengthy discussion of Russ' temporary arrangement with the town, his compensation, and about building fees. There was clarification that Russ' hours are billed at a flat rate, and he is not compensated at a higher rate for late-night work.

The BOS responded that performance issues are dealt with privately, but they were happy to discuss departmental and budgetary issues. It was agreed that adequate, regular, dependable hours must be maintained. Posted office hours must be honored. Russ admitted that this has been difficult and strategies to schedule inspections so as not to interfere with office hours were discussed.

The board stated that this temporary part-time arrangement and current Land Use office practices will be reviewed regularly.

A. Prior to the last BOS meeting, resident Robert Sassi had raised questions about ZEO/WEO Jefferson's hours and compensation. Prior to this evening's meeting he had also distributed a flyer to town employees. Jefferson's contract calls for 24 hours of work. Current time sheets show only some hours. The Board agreed that we need better documentation of hours spent and work performed. The Board also noted that Planning and Zoning and IWWC should participate in any oversight.

B. It was noted that there is a town meeting scheduled for Thursday 10/29 at 7 pm.

C. The scheduling of upcoming RSD17 school board meeting was discussed. It was noted that the date for an upcoming referendum is changing.

#### 9. Selectmen's Comments

A. Annino referred to letter distributed to BOS by BeFree Solar in response to matters discussed last meeting. There was very brief discussion.

B. Dudek referred to punch list for EOC project. There was very brief discussion about remaining work to be done.

D. Iino reported on Statewide Emergency Exercise held October 21 at our current EOC. First Selectwoman Schlag and Emergency Manager Alonzo from Haddam, as well as RSD17's Director of Facilities DiStefano joined KW Unified Command for the drills.

#### 10. **Motion by Dudek, second by Iino, to adjourn at 9:12 p.m. Motion carried.**

Respectfully submitted by Elizabeth Doyle Disbrow on October 29, 2015.