

In attendance: C. Iino, L. Annino, Jr., E. Blewett, R. Regolo, R. Darin, R. Bauer, J. Liptak, K. Zandi, W. Adametz, W. Linsley, T. Nelson, C. Judge, D. Mooney

1. The meeting was called to order at 7:00 p.m.
2. Public comment : none
3. Fire Commission update
Fire Commissioner Darin reported that the commission has been working with the KVFC at a high level of effectiveness and is very pleased with the level of communication between the two entities. The Commission has thoroughly reviewed the KVFC budget and fully supports the year-end report to be presented by Chief Bauer.

Chief Bauer reported that the KVFC in good shape to finish out the current year (FY 20) on budget. YTD operating budget expenditures and projected year-end expenses were detailed. Bauer fielded questions from the board about COVID-related expenses, including hours, which are being tracked for reimbursement as much as possible. Iino asked about the impact of cancelling fundraisers and about variations in call volume due to the current crisis. He noted that while call volume is steady, time spent per call has increased due to COVID-related protocols. Iino expressed the board's appreciation for the company's efforts, There was brief discussion about next steps in the proposed increase in first responder tax abatement.

Iino reported that now that the BOF has weighed in on the proposed stipend for the fire marshal position, she can proceed with advertising it.

4. RSD17 update
BOE liaison Kathy Zandi provided her monthly update, available on the RSD17 website.
Highlights:
 - Cougar Pride: HKIS students Lawton Duch and Josie Rimmer placed 2nd and third place in the "Beneath the Sea Ocean Pals" poster contest. HKMS students Bryce Leiberman, Michael Perry, Chase Smalley, Mitchell Kelsey, and Sawyer DiMatteo created a social media website, BrighterDaysforAll.com to spread positive messages.
 - Budget Workshops: The Board continues to consider adjustments to the budget and is expected to produce a budget below the current (FY20) one. Proposed adjustments include reduction in student days (while maintaining the same number of instructional hours), deferred hiring, moving forward tech purchases to FY19, and adjusting schedules for late busses and school monitors. A joint budget meeting with Haddam and KW leadership was held; further community input is requested.
 - COVID-19 : A successful distance learning program was noted. Recommendations for grading students, including a pass/fail option were discussed.
 - Last day of school/Graduation: June 15 is last day of school. At the request of students, the administration is looking at scheduling a graduation ceremony and prom in August.

- HK field house: Plans for the field house improvement are under way, and the project is expected to be completed by September.

Zandi referred the board to the RSD17 website for further school news. Iino inquired about plans for COVID-related changes in the fall. Zandi noted that the state is seeking feedback for recommendations. Zandi closed by noting the extraordinary cooperative efforts being made by the parents, teachers, and administration.

5. Approval of minutes

A motion by Annino, seconded by Blewett, to approve the minutes of the regular meeting of April 27, 2020 passed unanimously.

6. Old Business

A. FY20 budget review

Iino provided year end projections for "Highway other" line items. Mowing, tree work, and gravel are over budget; small equipment repairs and training and manuals are under.

Regolo reported a shortfall in income to expense ratios (not budget shortfall) of \$140,000, from the above-noted Highway other overages, and from 2018 storm-related expense. This figure does not include the amount from the failure to sell the town-owned lots inherited from the Deer Lake subdivision. Budget overages, resulting from 2018 storm damages, will be remediated by FEMA reimbursement.

B. FY21 budget

The FY21 budget is being considered by the Board of Finance, who will return it to the Board of Selectmen at a special meeting to be held May 18, 2020 as proscribed by the town charter. The Board of Finance will present the budget for town input via a virtual public hearing. This meeting may also include a memorandum of understanding regarding use of first responders' radios.

7. New Business

A. Town Hall reopening plans

Town hall staff has been considering physical and temporal changes necessitated by the current public health crisis including:

- Traffic flow in the town hall
- Appointments vs. walk-in services
- Maintaining 6 foot social distancing in private offices
- Staggering staffing to ensure continuity in service despite illness
- Physical barriers, sneeze guards
- State-level extension of time for dog licensing
- Temporary ramp at front door to allow one way traffic flow through the building
- Encouraging mail-in tax payments

Town Clerk Dawn Mooney is preparing for the influx of potentially thousands of absentee ballots. The Secretary of the State plans to mail absentee ballot applications to all registered

Democrats and Republicans in advance of the August primary. Ballot applications for the November election will be mailed to all registered electors. Mooney, in response to a question by Blewett, noted that there will no additional time allotted for absentee ballot processing, although the mailings of ballots will be conducted by a state-approved clearinghouse and not the town clerk's office. The town clerks will need to input application data into the state system within 48 hours of receipt of ballot application.

There will be a significantly increased demand on the town clerk's office as they work to meet new demands while conducting regular business. The office expects an increased volume of land record requests as realtors, law firms, and other businesses return to work. Mooney has already made accommodations for on-line land records access and dog licensing.

Annino inquired about state guidance related to reopening. lino stated that recommendations have not yet been formalized, although the state encourages working from home as much as possible. There was brief discussion about impact of COVID-related accommodations on the upcoming budget, and about the challenges presented by the publicly accessible offices and narrow hallways of the Town Hall. It was noted that COVID-related expenditures are expected to be partially reimbursable.

B. Local Long-term Recovery Committee

The state has asked the town to convene this committee, but has yet to provide guidelines. Nevertheless, lino has received considerable response to her call for volunteers to serve, including several highly qualified professionals. This committee will explore the ways to assist residents, businesses, town services, and first responders in their steps toward recovery. All of these entities should be represented in this committee.

Local ordinances, like the one limiting outdoor seating at food establishments, are being examined for potential modification. RSD17 and the town have been sharing services - deep cleaning services and street sweeping - in preparation for reopening.

lino hopes to approve a charge and make appointments at the next regular meeting.

C. Neighborhood Assistance Act

The deadline for NAA applications has been extended this year. This act allows local non-profits to apply for financial support from corporations in exchange for up to 100% tax credit. In the past the library and the Land Trust have benefitted from this program.

8. First Selectwoman's comments

- A. The ad for the fire marshal position, as previously discussed, will be placed this week.
- B. Second grade teachers requested lino's participation in a civics-oriented video. lino will offer Public Works footage, noting the appeal of big trucks among little people.
- C. The Charter Revision Commission has met and will meet again on Monday May 18. The deadline for execution of the commission's charge almost certainly have to be extended
- D. Appointment letters for 3 recently appointed positions to SCCRWA, Emergency Management and IWWC -- have been sent.
- E. lino has received several calls from residents lamenting the proposed delayed graduation celebration and asking the town to consider some kind of acknowledgment of the grads in June. lino suggested expanding the "Congratulations HK Grads!" roadside signage program, making it a town-wide acknowledgment.

- F. Iino will reach out to RSD17 for help in producing a video program to honor the fallen on Memorial Day.

- 9. Selectmen's comments
 - A. Blewett asked whether the breakfast/lunch program at RSD17 expenses should be noted for reimbursement. Iino responded affirmatively, noting that guidance has been unclear. Regolo added that it was her impression that the state would be looking for expenses incurred outside of the town/school budget.

- 10. Adjournment
 - A motion by Annino, seconded by Blewett to adjourn at 8:18 p.m. passed unanimously.**

Respectfully submitted by Elizabeth Doyle Disbrow on 5/13/2020.