

**TOWN OF SOMERS
BOARD OF SELECTMEN
MINUTES – REGULAR MEETING
Monday, May 14, 2007
Town Hall Conference Room**

1. Location of Emergency Exits: not necessary, less than 100 in attendance.
2. Call to Order:
David Pinney, First Selectman, called the meeting to order at 7:00 p.m.
3. Members Present:
Selectmen David Pinney, Kathy Devlin and Joe Tolisano
4. Pledge of Allegiance: A flag was not available.
5. Correspondence:
Two letters of resignation were received and will be discussed under New Business.
6. Citizen Comments: There were none.
7. Old Business:
 - 7.1 Building Use Policy

David Pinney said he had received some interesting comments back from the Senior Center, the Cultural Commission who use Piedmont Hall and Jenifer Charette the Recreation Coordinator whose office is in the Kibbe-Fuller building. Mike Provencher, Supervisor of Parks & Recreation, said he had recently attended a seminar on the use of public buildings and listed the complications of charging fees for private groups to use a town building. He said that in order for the town to not reduce its capacity to use “governmental immunity” in liability actions: (1) you can not use a donation in lieu of a fee and (2) the town would have to prove that maintenance was the need for a fee. After a discussion, it was the consensus of the Board that there will be no rental to private parties. Kathy Devlin will remove the section that listed fees for rental of Piedmont Hall, place the Other section at the end of the policy and add “that a security deposit of \$50 may be required”, depending on the use of the building. Kathy will make the changes to the draft and e-mail the revised policy to the other two selectmen.
 - 7.2 Document Retention Policy

Kathy Devlin said Town employees should have a training program as to the State rules for record retention. Ann Logan, Town Clerk, said all departments should know the State rules for record retention. She feels that the Board of Selectmen should designate a specific time each year for purging records that are no longer needed. Joe Tolisano suggested a meeting with all departments to identify the records that no longer have to be saved. Kathy Devlin’s draft of a record retention policy will be fine-tuned with the ultimate goal of distribution to every town department. Ann Logan will provide the First Selectman with the state guidelines on record retention requirements.

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7.3 Memorial Day Activities

David Pinney reported that the Town Memorial Day activities have been planned by the same four high school students who started to handle most of the Memorial Day program since they were in eighth grade. They always plan an indoor program in the high school auditorium. Every year, their program has been highly commendable. This year's program will be on Saturday, May 26, 2007 at 10:00 a.m. Immediately after the Memorial Day services, there will be a reception for former Selectman Ernie Allsup who is moving out of town. The people attending the Memorial Day services will all be invited to the reception. It was agreed that Kathy Devlin will handle the speech for the students at the Grammar School at Somersville on Friday at 9:00 a.m. and that David Pinney will handle the program at the high school.

7.4 Review status of 2006-07 budget

David Pinney reported nothing really new. There have been some additional charges incurred because of the pension fund study but these can be handled from the legal fees account. He is waiting for the latest budget run to see exactly how much is left to handle some improvements in Town Hall. Ann Logan presented quotes of improvements she needs in the Town Clerk's office as well as some new carpeting in several of the other town offices. She feels a total outlay of \$13,000 will cover the cost of all the intended improvements. David Pinney said the auditors want all work done during the fiscal year for which it is billed. Joe Tolisano made a motion to approve the expenditure of up to \$13,000 to cover modifications to the Town Hall as proposed by the Town Clerk. This motion was seconded by Kathy Devlin and unanimously approved.

7.5 Proposed Changes to the Employee Handbook

Kathy Devlin presented some suggested revisions to the Employee Handbook to the other two selectmen and asked that they review her suggested revisions plus any they would care to add in order to be able to bring this matter up at a selectmen's meeting in the near future.

8. New Business:8.1 Town Flag

Dave Pinney received a call from the Four Town Fairgrounds committee asking if

Somers wanted to fly a town flag at the fairgrounds along with the other three town flags. Somers does not have a town flag. Also, our town seal just has the word “seal” in the middle of it and does not show anything indigenous to the town to make the seal distinctive. Ann Logan remarked that a change to the town seal would have to be approved by the Secretary of State. After a discussion, it was decided that the selectmen could approach the Historical Society to see if they would conduct a contest to find a decorative town seal for Somers that could also be used as an emblem on a town flag.

Joe Tolisano made a motion that the Historical Society be requested to conduct a contest for a decorative town seal that would also be used on a town flag that would be flown at

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the Four Town Fairgrounds as well as the Town Hall and possibly other town buildings. This motion was seconded by Kathy Devlin and unanimously approved.

8.2 Resignations – Fire Marshal and Building Official

Walter Summers, former Fire Marshal, has been helping Somers out with some of the Fire Marshal functions. He has totally resigned from doing any Fire Marshal activities for the town as of May 11, 2007. Also, our Building Official Stephen Dupre has resigned as of May 29, 2007 in order to accept a similar position in another town. We have been running newspaper ads for both positions and have also listed these vacancies on electronic job sites. Interest has been shown for the building official position but we have not received any calls on the fire marshal job. David Pinney has been contacting some of the building officials on the State listing of those that are currently available for work. Glen Reynolds, firefighter, who is also certified as a fire marshal, has been performing some of the Fire Marshal duties. There is also a possibility that the fire marshal position could be shared with another town. David Pinney will keep the board up-to-date on the progress made on both positions.

8.3 Other:

It is the time of year when the Board must select an employee for the Adolph P. Anderson Quality Employee Award for 2006 and also the Robert B. Percoski Citizen Service Award for 2006. After a discussion, Kathy Devlin made a motion, seconded by Joe Tolisano and unanimously approved to chose Pat Juda, Somers Assessor, as the quality employee for 2006. Pat stepped into the job as Assessor for the town and has done an excellent job in all areas of her responsibility.

Kathy Devlin made a motion, seconded by Joe Tolisano and unanimously approved to chose the Beautification Committee, headed by Shirley and Leon Dolby, that for many years has kept the

public garden areas of the town beautiful.

Recipients will be notified and the awards will be presented at a Board of Selectmen meeting in June.

9. Authorization of Scheduled Payments:

A motion was made by Kathy Devlin, seconded by Joe Tolisano and unanimously approved to authorize scheduled payments in the amount of \$332,300.90 generated on May 2, 9, 10 and 14, 2007.

10. Appropriations/Transfers:

Joe Tolisano made a motion, seconded by Kathy Devlin and unanimously approved to approve the following transfers:

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Selectmen:

transfer \$305 from acct. #10-10-525.1 Town Hall Maintenance to acct. #10-10-530.5 Capital Equip. Repair

Tax Collector:

transfer \$500 from acct. #10-10-530.5 New Capital Equip. to acct. #10-13-520.1 printing & supp.

10.1 Tax Refunds:

A motion was made by Kathy Devlin, seconded by Joe Tolisano and unanimously approved to authorize tax refunds in the amount of \$195.59 as proposed by the Tax Collector.

11. Approval of Minutes:

11.1 BOS Minutes of 4/30/07

A motion was made by Kathy Devlin, seconded by Joe Tolisano and approved unanimously to accept the BOS minutes of 4/30/07, as written.

12. Board of Selectmen Remarks

12.1 Update from First Selectman

David Pinney reported that the new "Blue Light" building is in place at the Transfer Station. Shelving donated by the Library will be installed and the building should be available for use either this weekend or definitely next weekend.

A letter was received from Len Slaga thanking the Board for the removal of the required annual

payment in lieu of taxes of about \$13,000 for Woodcrest.

Girl Scout Christine Ricci will receive the highest award in Girl Scouting, the Gold Award, at a high tea on Sunday, June 3, 2007. The selectmen have been requested to provide a Certificate of Recognition for this occasion.

13. Citizen Comments: There were none.

14. Adjournment:

Motion to adjourn was made by Joe Tolisano, seconded by Kathy Devlin and unanimously approved. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Connie Carenzo, Recording Secretary
TOWN OF SOMERS

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING.