

**TOWN OF SOMERS
BOARD OF SELECTMEN
AGENDA – REGULAR MEETING
Thursday, November 19, 2009, 6:00 p.m.
Selectmen's Conference Room**

- 1 Call to order – First Selectman Lisa Pellegrini called the meeting to order at 6:00 p.m.
- 2 Members present – Kathleen Devlin, Lisa Pellegrini, Joe Tolisano. Also present, Marcia Mitchell as recording secretary, and two interested citizens.
- 3 Pledge of Allegiance
- 4 Correspondence
 - 4.1 Letter dated October 29, 2009 from Lise Wood applying for vacancy on Zoning Commission. Selectmen agreed to hold on this until discussion under item 7.1 below.
 - 4.2 Minutes of 11/9/09 meeting of the Cultural Commission in which commission decided to replace locks on Piedmont Hall. Board members in unanimous agreement that Ms. Pellegrini correspond with the Cultural Commission chair, Linda Abbott, asking that this project be put on hold until staff has had the opportunity to evaluate the locks and reminding Ms. Abbott that town property alterations must first be approved by the First Selectman.
- 5 Citizen Comments - None
- 6 Opportunity for Selectmen to add agenda items – ***Motion by Ms. Devlin, seconded by Mr. Tolisano and unanimously voted to discuss***
 - ***Under item 7.1: an RFP for Town Attorney services; the status of the Somersville Planning Committee and appointment of a special projects building committee to shepherd the Somersville Streetscape project once approved by the DECD to be discussed;***
 - ***Under item 7.2: an RFP for recording secretaries;***
 - ***Under the current item: (6.1) the status of the RFP for field mowing and maintenance; (6.2) the RFP for Planning Consultant; (6.3) the continuation of the Work Study in the Public Works Department.***
 - 6.1 Mr. Tolisano wanted to know the status of the RFP for field mowing and maintenance – Ms. Mitchell said that she had most of the information needed and would provide it to CFO Greg Simmons to draft the RFP for review by the BOS prior to issuance.
 - 6.2 Ms. Devlin and Mr. Tolisano advised Ms. Pellegrini that she would need sufficient time to understand how the Land Use department was currently operating and how much work was being received by Land Use before proceeding with the RFP for a Planning Consultant. Ms. Pellegrini agreed, and the selectmen discussed what would constitute a reasonable amount of time before considering the need for a planning consultant. They agreed that the RFP for a planning consultant should be put on hold until 7/1/10 to allow Ms. Pellegrini to develop a full understanding of the town's operations. Ms. Pellegrini said she would draft a letter to the Planning Commission informing them of this decision.
 - 6.3 Ms. Devlin and Mr. Tolisano advised Ms. Pellegrini that Ms. Mitchell had begun the process of gathering information in the Public Works Department for a work study evaluation under the prior administration. Ms. Pellegrini agreed that this should remain a priority and said she would support Ms. Mitchell's and Mr. Cafarelli's work in this regard.

- 7.1 Board & Commission members – upcoming terms expirations – the Selectmen reviewed the list of expirations and asked Ms. Mitchell to determine reappointment interest among those on the list. Contacts will be made as directed and the Selectmen will review and potentially make reappointments at upcoming December meetings.

As part of the review of the upcoming terms expirations, Ms. Mitchell pointed out that two boards were now inactive: the School Building Committee (work completed), and the Public Safety Committee (inactive since shortly after appointment of the Prison Liaison/Public Safety Committee), but that the Board had never taken formal action to disband these committees. ***Motion by Mr. Tolisano, seconded by Ms. Devlin, and unanimously voted to disband the School Building Committee and the Public Safety Committee.***

As moved, seconded and unanimously voted under item 6, the Selectmen took up the issue of a potential RFP for Town Attorney Services. The Selectmen noted for the record that, per the Charter, the Town Attorney's contract was to be reviewed every two years. The contract with the current Town Attorney has not been reviewed since December, 2003. The Selectmen agreed that, given the length of time that has lapsed since the last review, it made sense to RFP for Town Attorney services, and Ms. Pellegrini will ask CFO Greg Simmons to draft the RFP for the Board's input and approval.

As moved, seconded and unanimously voted under item 6, the Selectmen took up the issue of the status of the Somersville Planning Committee. Ms. Pellegrini stated that Mr. Pinney had briefed her that the project plan was currently under review by the DECD, and that when DECD approval was received, the work under the STEAP grant would commence. Ms. Devlin said that projects of this type were typically laid out and specified by a selectmen-appointed advisory committee and turned over to a Special Projects Committee once plans had been approved. After brief discussion, ***motion by Mr. Tolisano, seconded by Ms. Devlin and unanimously voted to disband the Somersville Planning Committee, with the town's thanks and gratitude for their work, and transfer responsibility for carrying out the work on the Somersville Streetscape project to the Special Projects Committee.***

- 7.2 Address need for recording secretaries – as moved, seconded and unanimously voted under item 6, the Selectmen took up the issue of an RFP for recording secretaries. Ms. Pellegrini said that she had been apprised by the Directors that there were currently only two recording secretaries available for use by the Land Use Boards and Commissions, as well as for the Board of Finance, and that, both seasonally and on several occasions, those recording secretaries had not been available to take minutes. Ms. Pellegrini had asked CFO Greg Simmons to get some hourly estimates for having this function covered by a vendor under current state contract. The estimates provided fall in the middle of the range of what the Town is currently paying for recording secretary services. The Selectmen agreed that the best approach for obtaining consistent recording secretary coverage would be to RFP for these services from a vendor that would guarantee coverage of regularly scheduled Land Use commission and Board of Finance meetings. ***Motion by Mr. Tolisano, second by Ms. Devlin and unanimously voted to authorize the First Selectman to RFP for and contract for recording secretary services through a vendor under a pre-approved State of Connecticut contract effective January 1, 2010.*** Ms. Pellegrini

will notify the current recording secretaries that their services will no longer be required after that date.

- 8** Authorization of Scheduled Payments – ***Motion by Ms. Devlin, seconded by Mr. Tolisano and unanimously voted to authorize scheduled payments totaling \$227,964.34.***
- 9 Appropriations/Transfers - none
- 10 Approval of Minutes – 10/22/09, 10/29/09, 11/9/09 & 11/12/09 meetings – because these meetings were held under the prior administration the approval of the minutes was voted individually for each meeting.

Motion by Mr. Tolisano to approve the minutes of the 10/22/09 Board of Selectmen meeting; minutes approved as written by Mr. Tolisano as the only current selectman in attendance at subject meeting.

Motion by Mr. Tolisano, seconded by Ms. Devlin and unanimously voted to approve the minutes of the 10/29/09 Board of Selectmen meeting, with Ms. Pellegrini abstaining as she was not in office at that time.

Motion by Mr. Tolisano to approve the minutes of the 11/9/09 Board of Selectmen meeting; minutes approved as written by Mr. Tolisano as the only current selectman in attendance at subject meeting.

Motion by Ms. Devlin, seconded by Mr. Tolisano and unanimously voted to approve the minutes of the 11/12/09 Board of Selectmen meeting, with Ms. Pellegrini abstaining as she was not in office at that time.
- 11 Board of Selectmen Remarks – Mr. Tolisano shared his concerns about the planning commission focus and the board agreed that Ms. Pellegrini should meet with the chair and, time permitting, solicit feedback from other commission members. Ms. Pellegrini agreed and will schedule these meetings.
- 12 Citizen Comments - none
- 13** Adjournment – ***Motion by Mr. Tolisano, seconded by Ms. Devlin and unanimously voted to adjourn the meeting at 7:15 p.m.***

Respectfully submitted,

Marcia L. Mitchell
Exec Asst/Ops Mgr
Recording Secretary

MINUTES ARE NOT FINAL UNTIL APPROVAL AT A SUBSEQUENT MEETING