

**TOWN OF SOMERS  
BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
Thursday, August 25, 2011  
6:00PM  
Selectmen's Conference Room**

**RECEIVED**  
**SEP 06 2011**

**Call to Order:** Mrs. Pellegrini called the meeting to order at 6:00pm.

**Members Present:** First Selectman Lisa Pellegrini, Selectmen Kathy Devlin and Bud Knorr and Kim Marcotte, CFO, also in attendance were Joseph Tolisano, Emergency Management Director, Dan Thayer, Deputy Emergency Management Director, Gary Schiessl, Fire Chief, Frank Falcone, Deputy Fire Chief, Maynard Suffredini, School Superintendant, Todd Rolland, Deputy Director of Public Works, State Troopers Scott Mazza and Richard Ameral.

**Pledge of Allegiance:** All members participated in the Pledge of Allegiance

**Correspondence:**

Mrs. Pellegrini received a letter from Gordon Schlaf's Attorney thanking Mrs. Pellegrini for all the efforts the town is putting in to save his tree; Mr. Schlaf also is willing to pay the extra expense involved with the respect to the tree service, he doesn't want the town to incur any expenses that is solely to his benefit.

Mrs. Pellegrini received a letter from Michele Muska thanking the Town for responding so quickly to their request for the Neighborhood Watch signs on their street.

Mrs. Pellegrini received a from Judith Snyder of the Somers Community Health and Wellness Association thanking the Selectmen for continuing support to their organization with a \$500.00 contribution.

**Hurricane Preparedness:**

Joseph Tolisano, Emergency Management Director briefed everyone on pre-hurricane and post-hurricane actions; Mr. Tolisano updated everyone on the current threat of the hurricane and that it was a category 1 bringing a potential of 7-14 inches of rain with probability of high winds. Mr. Tolisano stated the high school would be used as a shelter if needed and that would play off the school closing and that the EOC gets activated when there is a threshold of need. Mr. Tolisano will man the EOC facility and the EOC will work 12 hour shifts (12 on 12 off).

**Pre-Hurricane Actions:** Mr. Tolisano stated that the following people should be in place and prepared to report, Paula LaFrance with a radio, Sergeant Jose Claudio, Frank Falcone and Jim Macfeat; a REVERSE 911 communication should be done, a current list of emergency contacts should go to Selectmen. DPW should secure all Town property, all trucks & equipment fuel topped off. Fuel all Generators and gas cans topped off.

**Post-Hurricane Actions:** Damage assessments to be done by Fire, Police and DPW and then submitted to Tom Gavaghan, Department of Emergency Management and Homeland Security.

**Cox Communications Contract:**

Mrs. Pellegrini requested that Selectman Bud Knorr review the Cox Communications contracts and submit his recommendations to the Board of Selectmen.

**Selectman's Update:**

Mrs. Pellegrini presented siding sample colors for the "Old Legion Hall" to the Board of Selectmen to vote on a color.

*Mrs. Devlin made a motion to approve the vinyl siding color "Pebble Stone Clay", seconded by Mr. Knorr. A unanimous vote followed.*

**Staff Communication:**

Mrs. Devlin asked about communication that went out to the Directors regarding merit increases. Mrs. Pellegrini replied stating that at a Board of Directors meeting it was communicated that there was going to be a small amount available for merit increases and that a 3% raise was not included in the budget. As the budget was developing in April and May amounts allocated for raises were reallocated to other priorities such as the pension plan. It was a priority for the Board of Selectmen to control healthcare premiums increases and revise the pension plan. Following these events at another Board of Directors meeting it was communicated that performance appraisals would need to be conducted before merit increases were given, as was discussed by the Board of Directors. Performance appraisals are due on October 1<sup>st</sup>. Mrs. Pellegrini stated that two employees were concerned that they were not receiving a 3% raise and that one was concerned because the Selectman did not ask for the employees to "give up" their 3% raise. It was discussed by the Board that all departments were involved in the preparation of the budget and that in this economy automatic 3% raises are not an entitlement.

**Employee Handbook:**

Mrs. Devlin updated the Board of Selectmen on the employee handbook revisions. She will distribute to the Board of Selectmen for comments and approval and then it will go to the Town Attorney for review.

**CCM Committee Appointments:**

Mrs. Pellegrini announced that Mrs. Devlin has been asked to serve as a Connecticut Conference of Municipalities (CCM) Board Member on the Public Health and Human Services Committee. Mrs. Devlin is honored to serve as a Board member.

**Boards and Commissions:**

Mrs. Pellegrini received a letter from Jenifer Charette, Director of Human Services recommending Mr. Fran Boudreau to serve as a Board member of the Advisory Commission to the elderly.

*Mr. Knorr made a motion to approve the recommendation to have Mr. Fran Boudreau serve as a Board Member of the Advisory Commission to the Elderly, seconded by Mrs. Devlin. A unanimous vote followed.*

Mrs. Pellegrini announced her recommendation to appoint Peter DeBrino (Town of Somers CERT Team Leader) to serve as a Board member on the Civil Preparedness Committee for a 2 year Term expiring on 12/22/2013.

*Mrs. Devlin made a motion to approve the recommendation to appoint Peter DeBrino to serve as a member on the Civil Preparedness Committee, seconded by Mr. Knorr. A unanimous vote followed.*

Mrs. Pellegrini received a letter from Jenifer Charette, Director of Human Services stating that the Advisory Committee to the Elderly voted at their meeting on Tuesday, August 23, 2011 to end the membership of the current member Arlene Yarnes due to non-compliance with bylaw 5-17 (un-notified absences of more than three months as per Somers Code 5-17).

*Mrs. Devlin made a motion to accept the vote from the Advisory Committee to end the membership of Arlene Yarnes on the Advisory Committee of the Elderly, seconded by Mr. Knorr. A unanimous vote followed.*

**Authorizing Resolution:**

Mrs. Pellegrini presented a memo of agreement for the FFY 2010 State Homeland Security Grant Program. The details included an authorizing resolution that the Town may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security documents and to have the First Selectmen execute all documents necessary.

*Mrs. Devlin made a motion to approve the Authorizing Resolution and to allow First Selectman Lisa Pellegrini to sign the memo of agreement and execute all documents necessary for the FFY 2010 State Homeland Security Grant Program, seconded by Mr. Knorr. A unanimous vote followed.*

**Performance Evaluations/Appraisal Revision.**

Mrs. Pellegrini presented the revised appraisal evaluations that will be used to evaluate the performance of the Directors to the Board of Selectmen.

*Mrs. Devlin made a motion to approve the revisions to the evaluations, seconded by Mr. Knorr. A unanimous vote followed.*

**Regulations and Charter Revision Discussion:**

Mrs. Pellegrini presented the legal opinion from the Town Attorney to the Board of Selectmen regarding local elections and the filling of vacancies. Items specifically included vacancies on the Board of Education, Election of the First Selectmen and Registrar of Voters. The Board discussed areas of improving communications and eliminating the confusion of information being distributed from the Town Clerks office regarding these matters. The legal opinion will be distributed to the Town Clerk and a future meeting will be held in efforts to improve communication.

**Job Descriptions:**

Mrs. Pellegrini presented the ZEO/Assistant job description draft for the Board of Selectmen to review. This item will be revisited at a future Board of Selectmen meeting after additional staff input is received.

**Authorization of Scheduled payments:**

*Mrs. Devlin made a motion to authorize the scheduled payments of \$343,207.10, seconded by Mr. Knorr. A unanimous vote followed.*

**Appropriation/Transfers:**

**Appropriations:**

**Department: Fire Department**

<u>New Equipment</u>	<u>100-2016-020-0730-5-00</u>	<u>\$1,000.00</u>
<u>Other Revenue</u>	<u>100-0010-007-0844-4-01</u>	<u>\$1,000.00</u>

*Mrs. Devlin made a motion to approve the appropriation, seconded by Mr. Knorr. A unanimous vote followed.*

**Adjournment:**

*Mrs. Pellegrini made a motion to adjourn the Board of Selectmen meeting at 8:10pm. Seconded by Mrs. Devlin. The motion passed and the meeting was adjourned.*

Respectfully Submitted By,

Kimberly LaFleur, Recording

*Minutes are not official until accepted at a subsequent meeting.*