

**TOWN OF SOMERS  
BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES  
Wednesday, May 25, 2016  
4:00pm  
Selectmen's Conference Room**

**Call to Order:** First Selectman Lisa Pellegrini called the meeting to order at 4:00pm.

**Members Present:** First Selectman Lisa Pellegrini and Selectmen Kathy Devlin and Bud Knorr. Also present were CFO Mike Marinaccio, Senior Accountant Brian Wissinger and Town Clerk Ann Marie Logan.

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

**Local Traffic Authority: Bowers Lacrosse Tournament:**

Ms. Pellegrini received an email from Lt. Claudio explaining that there have been several meetings to discuss vehicular and pedestrian traffic in preparation for the Paul Bowers Lacrosse Tournament. Lt Claudio reviewed the proposed plan and confirmed that they will be following the same traffic plan that was in place last year. He is recommending Local Traffic Authority Approval for the Bowers Lacrosse Tournament on June 4-5, 2016.

*Mr. Knorr made a motion to grant Local Traffic Authority Approval for the Bowers Lacrosse Tournament on June 4 & 5, 2016 as recommended by Lt. Claudio, seconded by Mrs. Devlin. A unanimous vote followed.*

**Staffing:**

Retirements: Ms. Pellegrini received notification from Town Assessor Patricia Juda that she will be retiring on June 23, 2016. Ms. Pellegrini read aloud the letter received from Ms. Juda.

*Mrs. Devlin made a motion to accept her retirement with regrets, thanking Ms. Juda for her service to the Town, and wishing her well in her retirement, seconded by Mr. Knorr. A unanimous vote followed.*

Ms. Pellegrini received notification from Fire Marshal Robert Morpurgo that he will be retiring from the Town of Somers; his last day will be June 30, 2016. Ms. Pellegrini read aloud the letter received from Mr. Morpurgo.

*Mrs. Devlin made a motion to accept his retirement with regrets, thanking Mr. Morpurgo for his service to the Town, and wishing him well in his retirement, seconded by Mr. Knorr. A unanimous vote followed.*

**Assessor's Office Coverage /Assessor's Office Succession Planning:**

In response to the Assessor's recent retirement notification, department head CFO Michael Marinaccio presented to the Selectmen a plan, recommended by the current Assessor Pat Juda, to fill the future open position. Plans for the Assessor's Office include filling the position with a part time certified Connecticut Municipal Assessor II (CCMAII) and utilizing a full time Assessor's Assistant that would also be crossed trained in the Tax Department. The CFO stated that in meetings with the Assessor and the Assessor's Assistant both supported the current Assessor's Assistant/Assistant Town Clerk move full time into the Assessor's Office beginning

6/23/16 and other arrangements be made to obtain backup in the Town Clerk's office. The Assessor's position will be posted it the (CAAO) Connecticut Association of Assessing Officers website and the Town of Somers website. Mr. Marinaccio also shared with the Board of Selectmen the 2016 CCM salary comparison for Assessors in similar size towns and requested approval for the salary range. Discussion followed and minor edits made to the job description. The Board supported the resource shift as recommended above.

*Mrs. Devlin made a motion to approve the part time Assessor's job description with the edits agree upon and authorize the posting of the position with the recommended salary range, seconded by Mr. Knorr. A unanimous vote followed.*

**Town Clerks' Office Coverage:**

Ms. Pellegrini explained that after the Assessor announced her retirement effective 6/23/16 she learned that the Town Clerk would be on vacation from 6/27/16 through 7/8/16 leaving the Town Clerk's Office with no coverage as the Assistant Town Clerk/Assessor's Assistant was moving to the Assessor's Office fulltime. Requests to the Town Clerk for a coverage plan for her office during her vacation resulted in an email by the Town Clerk to the Selectmen stating she had exhausted her contacts for coverage and asked that the Selectmen utilize the Assessor's Assistant/Assistant Town Clerk in the Town Clerks office fulltime for those two weeks. Mr. Knorr asked how this had happened and Ms. Pellegrini explained that the vacation request was never received nor communicated to the Selectmen's Office or the Finance Department. Ms. Pellegrini explained that both offices will be extremely busy during this time and both must be kept open to serve the public.

The coverage issue is divided into two issues- short term coverage for the two weeks and long term coverage. With such short notice, and with the specialized training needed in the Town Clerks Office, Ms. Pellegrini suggested to the Board that the Town look to another Town to partner with through a Memorandum of Understanding (MOU) for coverage much like the MOU's for Building Officials and Fire Marshals. This would address the initial coverage issue and would be a test for long term backup coverage for the future. She stated that she had made a call to Ellington's First Selectman and the initial conversation was positive in working together. Ms. Pellegrini asked the Board for their thoughts and if they would like to proceed with this she would like authorization to continue to develop an MOU and have it vetted though the Town Attorney and the Town's insurance company. Much discussion followed.

*Mr. Knorr made a motion to authorize First Selectman Lisa Pellegrini to work with the Town of Ellington, the Town Attorney and CIRMA to develop a Memorandum of Understanding on Resource Staffing in the Town Clerks Office to provide backup coverage in the Town Clerk's Office during extended absences, seconded by Mrs. Devlin. A unanimous vote followed.*

**Fire Department Staffing:**

There is an immediate need to hire one full time and up to three part time Firefighter/EMT's. Fire Chief John Roach submitted a job description for Firefighter/Emergency Medical Technician for approval and requested the full and part time job openings be posted. He also submitted a hiring process for approval with included minimum qualifications, required written test, descriptions of additional points to the test scores, oral interviews by a panel, one on one interview with the Chief and a recommendation to the Selectmen for final hiring, background checks and conditional offers based on physicals, drug tests, etc. The Chief explained that he would like to develop a list for both full and part time applicants for current and future vacancies,

with the list will being valid for a period of 1 year. The Chief is requesting authorization to advertise for a full time and part time Firefighter/EMT at this time.

*Mrs. Devlin made a motion to approve the proposed Firefighter/EMT Job Description and the postings for both full time and part time Firefighter/EMT positions and authorized First Selectmen Lisa Pellegrini to vet the hiring process with the Town Labor Attorney, seconded by Mr. Knorr. A unanimous vote followed.*

**Transfer Station Fee Schedule:**

Director of Public Works Todd Rolland proposed a new fee Schedule for the Transfer Station to begin on July 1, 2016. The Board reviewed, discussed then agreed on the proposed changes. The changes include eliminating brush fees and increasing bulky waste, automobile batteries, tires and rug fees.

*Mrs. Devlin made a motion to approve the proposed Transfer Station fee schedule (see attached) with an effective date of July 1, 2016, seconded by Mr. Knorr. A unanimous vote followed.*

**2015/2016 Budget:**

CFO Michael Marinaccio presented the Selectmen with a Preliminary Analysis of Fiscal 2016 Yearend as of May 23, 2016 regarding Revenue and Expense Estimates. This was the same presentation given to the Board of Finance.

**2016/2017 Budget: State Budget Impact:**

The CFO updated the Selectmen with the State Budget Cut Impact for FY 2016/2017. Discussion followed.

**Approval of Minutes:**

3/17/16 Regular Board of Selectmen Meeting Minutes

4/7/16 Special Board of Selectmen Meeting Minutes

4/14/16 Special Board of Selectmen Meeting Minutes

4/28/16 Regular Board of Selectmen Meeting Minutes

*Mrs. Devlin made a motion to approve the 4/14/16 Board of Selectmen Special Meeting Minutes, seconded by Ms. Pellegrini. Mr. Knorr abstained from voting. The motion passed.*

*Mr. Knorr made a motion to approve the Board of Selectmen Regular Meeting Minutes from 3/17/16 and 4/28/16, and the 4/7/16 Board of Selectmen Special Meeting Minutes, seconded by Mrs. Devlin. A unanimous vote followed.*

**Authorization of Scheduled Payments:**

*Mrs. Devlin made a motion to approve the Authorization of Scheduled Payments in the amount \$349,309.05, seconded by Ms. Pellegrini. A unanimous vote followed.*

**Adjournment:**

*Ms. Pellegrini made a motion to adjourn the Board of Selectmen Meeting at 5:25pm, seconded by Mrs. Devlin. The motion passed and the meeting was adjourned.*

Respectfully Submitted,

Kim LaFleur-Recording

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

## Recycling Center Fee's

Effective July 1, 2016

Annual Sticker \$25.00

\*All Vehicles must display a valid sticker

Household Trash (MSW) Free

Recycling Free

Refrigerators, Air Conditioners & Freezers-Any Size Free

Dehumidifiers Free

Mattresses & Box Springs-Any Size Free

Electronic Waste; (Televisions, computers, monitors, printers) Free

Leaves NO GRASS Free

Brush, Trees, shrubs, branches NO STUMPS Free

Rugs (Depends on size); \$5.00+ each or (per ton) \$200.00

Bulky Waste; (C/D, furniture, pallets, wood fencing...) (per ton) \$200.00

Automobile Batteries (each) \$5.00

Tires Auto (each) \$5.00

Truck (each) \$10.00

Tractor (each) \$50.00

Please consider methods such as yard sales, donations to charities, posting on [www.Freecycle.org](http://www.Freecycle.org), local bulletin boards or newspapers to dispose of unwanted items.

### Hours of Operation

**Mondays 7:30 – 3:00**

**Thursdays 7:30 – 3:00**

**Saturdays 8:30 – 4:30**

**Sundays 8:30 – 12:30**