

**TOWN OF SOMERS
BOARD OF SELECTMEN
REGULAR MEETING MINUTES
Thursday, September 2, 2021
6:00pm
Town Hall
Selectmen's Conference Room**

Call to Order: First Selectman Bud Knorr called the meeting to order at 6pm.

Members Present: First Selectman Bud Knorr, Selectmen Tim Potrikus and Tim Keeney, Assistant Finance Director Brian Wissinger. Also in attendance Bill Meier and Ralph Williams

Pledge of Allegiance: All members participated.

Long Term Recovery Committee Update from Chairman Anne Cournoyer:
Chairman Anne Cournoyer provided an update on the LTRC recommendations. Please see attached recommendations.

Boards and Commissions – Appointments:

Mr. Keeney made a motion to appoint Della Forment to the Board of Assessment Appeals, seconded by Mr. Potrikus. The motion Passed.

Mr. Keeney made a motion to appoint Pat Pio as a full member of the Planning Commission and appoint Mr. Pio as the Planning Rep to the Conservation Commission, seconded by Mr. Potrikus. The motion passed.

Hillsdale Correspondence and Discussion:

First Selectman Knorr read the correspondence between the Town and Hillsdale, a lengthy discussion followed. The Board agreed to forming an Advisory Commission for Hillsdale after the next administration takes over.

Scheduled Payments:

Mr. Potrikus made a motion to approve the authorization of scheduled payments in the amount \$340,160.26, seconded by Mr. Keeney. The motion passed

8/19/21 Reg BOS Minutes for Approval:

Mr. Potrikus made a motion to approve the minutes of 8/19/21 with the 2 pending addendums being added to the minutes of 8/19/21

1. the Fiscal Year 2022 Appropriations be attached and 2. The Fiscal Year 2021 End of Year Transfers be attached and posted on the website with the minutes. The motion passed.

Adjournment:

Mr. Knorr made a motion to adjourn the meeting at 6:50pm, seconded by Mr. Keeney. The motion passed.

Respectfully submitted,
Kim LaFleur

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING

Video of this meeting can be found at

<https://www.youtube.com/watch?v=uWqywN77sMI>

September 2, 2021

C.G. "Bud" Knorr
First Selectman
600 Main Street
Somers, CT 06071

First Selectman Knorr:

As you know, the Long-Term Recovery Committee's final short term recovery report had a number of recommendations, some of which have been extensively discussed and implemented, most notably, the Everbridge Emergency Notification System. We are hoping that the remaining recommendations, which the Board of Selectman has already reviewed and were seemingly in favor of, can move forward for the betterment of the town and its members, as it relates to emergency preparedness and crisis management. The remaining recommendations are as follows:

1. The required annual stress management/mental health wellness training for all employees and volunteers will be managed through the Selectman's office. This would include scheduling the training as well as managing the accountability to ensure everyone attends.
2. Ensure that every position/job classification have a job specification. We recommend also that the job specification for every job include a general statement to indicate that in the event of an emergency, staff may be required to work outside of their normal job classification/responsibilities to assist with an emergency, as necessary and directed by a supervisor.
3. We recommend that Social Services and the Selectman's office to work together on gathering information to put in a directory of services that may be useful, especially in an emergency. The information can be placed into the new-comers packet for new residents and on the town website. It could also be posted annually in January and July on social media and in the Somers Connects.

4. We recommend monthly reports be required by all department heads and also recommend regular meetings with them to enhance communication between departments. It is beneficial to memorialize all the staff's hard work and accomplishments, especially during an emergency.
5. While, the committee, specifically David Marti, is coordinating efforts to begin updating business directory, creating a mechanism through the Economic Development Committee to continue this process and maintain it is essential to creating relationships and partnerships with local businesses as well as having the ability to reach out to them during an emergency.
6. Recommend through the office of Emergency Management, regular tabletop drills, create a record-keeping form for all staff to use who are involved in managing an emergency, and creating the organizational structure/organizational charts to show emergency response responsibilities during an emergency. We also recommend putting out annually, emergency preparedness information in the Somers Connects and on social media.

Thank you for your time. We appreciate your consideration.

Sincerely,

Anne M. Cournoyer

Anne M. Cournoyer, Chairman
Long Term Recovery Committee

**Town of Somers
End Of Year Transfers - Fiscal Year 2021**

<u>Account Name To</u>	<u>Account Number</u>	<u>Amount</u>	<u>Account Name From</u>	<u>Account Number</u>	<u>Amount</u>
<u>0010 First Selectman</u>					
LEGAL SERVICES	100-0010-010-0332-5-00	\$38,957.50	DUES & SEMINARS	100-0010-010-0810-5-00	\$4,579.62
LAND & BUILDING SERVICES	100-0010-010-0335-5-00	\$12,004.00	INSURANCE (P&L)	100-0010-010-0521-5-00	\$6,038.78
POSTAGE	100-0010-010-0355-5-00	\$3,990.90	SEPARATION PAYOUT	100-0010-010-0171-5-02	\$8,719.00
		\$54,952.40	REGULAR SALARIES	100-0010-010-0110-5-00	\$35,615.00
					\$54,952.40
<u>0011 Finance</u>					
SOFTWARE & DEVELOPMENT	100-0011-010-0394-5-00	\$343.09	TEMPORARY TAX/ASSESSOR SALARIES	100-0011-010-0130-5-00	\$9,840.00
CREDIT CARD USER FEES	100-0011-010-0590-5-00	\$7,747.51	CONSULTING & OTHER	100-0011-010-0170-5-00	\$4,250.60
		\$8,090.60			\$8,090.60
<u>0012 Town Clerk</u>					
			REGULAR SALARIES	100-0012-010-0110-5-00	\$4,810.93
			COMPUTER DATA PROCESSING	100-0012-010-0934-5-00	\$327.06
			ADVERTISING	100-0012-010-0540-5-00	\$1,000.00
CODIFICATION MAINTENANCE	100-0012-010-0499-5-00	\$6,664.00	ADVERTISING - ELECTIONS	100-0012-010-0540-5-01	\$697.50
SUPPLIES	100-0012-010-0612-5-00	\$342.37	ELECTIONS	100-0012-010-0612-5-01	\$170.88
		\$7,006.37			\$7,006.37
<u>0013 Tax Collector</u>					
ADVERTISING	100-0013-010-0540-5-00	\$71.17	DUES & SEMINARS	100-0013-010-0810-5-00	\$71.17
		\$71.17			\$71.17
<u>0015 Assessor</u>					
COMPUTER SERVICE AGREEMENT	100-0015-010-0394-5-00	\$2,461.37	DUES & SEMINARS	100-0015-010-0810-5-00	\$2,461.37
		\$2,461.37			\$2,461.37
<u>0017 Information Technology</u>					
TECHNOLOGY SERVICES	100-0017-010-0394-5-01	\$7,313.84	PRINTING & SUPPLIES	100-0015-010-0551-5-00	\$2,236.65
INTERNET & COMMUNICATIONS	100-0017-010-0410-5-00	\$3,190.69	CONTRACTUAL SERVICES	100-0015-010-0423-5-00	\$10,000.00
COPYING	100-0017-010-0551-5-00	\$357.32	CD COMPUTER SERVICE	100-0013-010-0934-5-00	\$6,242.06
TECHNOLOGY SUPPLIES	100-0017-010-0613-5-00	\$16,056.56	REGULAR SALARIES	100-0013-010-0110-5-00	\$8,434.50
		\$26,913.41			\$26,913.41

**Town of Somers
End Of Year Transfers - Fiscal Year 2021**

Account Name To	Account Number	Amount	Account Name From	Account Number	Amount
0019 Employee Benefits					
HEALTH INSURANCE	100-0019-010-0210-5-00	\$48,547.97	SENIOR CENTER SALARIES	100-5100-070-0110-5-00	\$703.08
SOCIAL SECURITY	100-0019-010-0220-5-00	\$32,964.96	RECREATION SALARIES	100-5100-070-0110-5-01	\$21,166.48
UNEMPLOYMENT	100-0019-010-0250-5-00	\$3,786.56	FULL TIME OFFICER OVERTIME	100-2017-020-0140-5-00	\$4,519.09
		\$85,299.49	PART TIME POLICE	100-2017-020-0120-5-01	\$3,104.57
			DOG WARDEN SALARY	100-2017-020-0120-5-00	\$3,845.10
			FD VOLUNTEER STIPENDS	100-2016-020-0160-5-01	\$7,100.00
			FULL-TIME OFFICER SALARY	100-2017-020-0110-5-00	\$11,097.74
			WORKERS COMPENSATION INSURANCE	100-0019-010-0521-5-00	\$25,007.00
			PENSION TOWN/FIRE	100-0019-010-0230-5-01	\$3,291.50
			PENSION - ACTUARY	100-0019-010-0230-5-00	\$4,260.00
			LIFE, DISABILITY, OTHER INSURANCE	100-0019-010-0214-5-00	\$1,204.93
					\$85,299.49
0021 Land Use					
PROFESSIONAL SERVICES	100-0021-010-0320-5-00	\$9,983.93	REGULAR SALARIES	100-0021-010-0110-5-00	\$9,983.93
		\$9,983.93			
0023 Building					
REGULAR SALARIES	100-0023-010-0110-5-00	\$547.27	EMERGENCY BUILDING OFFICIAL	100-0023-010-0335-5-00	\$85.77
SUPPLIES	100-0023-010-0614-5-00	\$50.50	DUES & SEMINARS	100-0023-010-0810-5-00	\$512.00
		\$597.77			\$597.77
0026 Zoning					
ADVERTISING	100-0026-010-0540-5-00	\$458.05	ADVERTISING	100-0027-010-0540-5-00	\$118.05
		\$458.05	DUES & SEMINARS	100-0026-010-0810-5-00	\$340.00
					\$458.05
0033 Board of Assessment Appeals					
ADVERTISING	100-0033-010-0540-5-00	\$126.38	ADVERTISING	100-0027-010-0540-5-00	\$126.38
		\$126.38			\$126.38
0035 Elections					
ELECTIONS - TEMPORARY	100-0035-010-0130-5-00	\$3,075.29	TRAINING	100-0035-010-0322-5-00	\$84.15
SUPPLIES	100-0035-010-0612-5-00	\$435.86	PROGRAMMING & SOFTWARE	100-0035-010-0334-5-00	\$3,427.00
		\$3,511.15			\$3,511.15

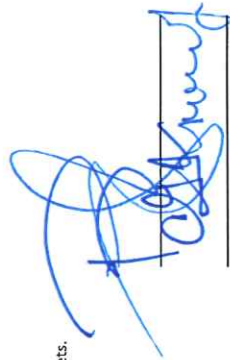
**Town of Somers
End Of Year Transfers - Fiscal Year 2021**

Account Name To	Account Number	Amount	Account Name From	Account Number	Amount
<u>2016 Fire Department</u>					
OVERTIME	100-2016-020-0140-5-00	\$14,983.08			
PUBLIC EDUCATION	100-2016-020-0320-5-00	\$95.16			
FIRE SYSTEMS MAINTENANCE	100-2016-020-0432-5-02	\$2,832.03			
VEHICLE MAINTENANCE	100-2016-020-0433-5-00	\$11,662.96			
BUILDING MAINTENANCE	100-2016-020-0614-5-00	\$11,663.19			
PERSONAL PROTECTIVE EQUIPMENT	100-2016-020-0616-5-01	\$142.93			
HOSE	100-2016-020-0616-5-02	\$3,138.07			
MEDICAL SUPPLIES	100-2016-020-0616-5-03	\$25,506.51			
GASOLINE ALLOWANCE	100-2016-020-0617-5-00	\$2,562.00			
FOOD & RELATED	100-2016-020-0630-5-00	\$250.87			
NEW EQUIPMENT	100-2016-020-0730-5-00	\$2,653.49			
EQUIPMENT REPLACEMENT	100-2016-020-0739-5-00	\$3,051.72	REGULAR SALARIES	100-2016-020-0110-5-00	\$78,542.01
		<u>\$78,542.01</u>			<u>\$78,542.01</u>
<u>2017 Police</u>					
VEHICLE MAINTENANCE	100-2017-020-0433-5-00	\$118.76			
UNIFORM MAINTENANCE	100-2017-020-0650-5-00	\$550.80	ELECTRIC - POLICE	100-2017-020-0622-5-00	\$550.80
		<u>\$550.80</u>			<u>\$550.80</u>
<u>2029 Civil Preparedness</u>					
CIVIL PREPAREDNESS	100-2029-020-0890-5-00	\$2,570.87	PROFESSIONAL SERVICES	100-2016-020-0320-5-01	\$2,570.87
		<u>\$2,570.87</u>			<u>\$2,570.87</u>
<u>3010 Municipal Facilities</u>					
FIRE PROTECTION/HYDRANTS	100-3010-010-0411-5-00	\$7,323.58	BUILDING MAINTENANCE	100-3010-010-0431-5-00	\$2,010.21
UTILITIES - MUNICIPAL FACILITIES	100-3010-010-0622-5-00	\$3,796.02	ELECTRIC - STREET/TRAFFIC LIGHTS	100-3010-010-0622-5-03	\$6,600.19
		<u>\$11,119.60</u>	SHIFT PREMIUM	100-2017-020-0151-5-00	\$2,509.20
					<u>\$11,119.60</u>
<u>3015 Public Works</u>					
HEALTH SERVICES	100-3015-030-0333-5-00	\$3,326.11	REGULAR SALARIES	100-3015-030-0110-5-00	\$3,633.71
SUPPLIES	100-3015-030-0612-5-00	\$164.91			<u>\$3,633.71</u>
TRAINING	100-3015-030-0810-5-00	\$142.69			
		<u>\$3,633.71</u>			
<u>3018 Highway</u>					
ROAD MAINTENANCE	100-3018-030-0439-5-00	\$8,649.13	EQUIPMENT MAINTENANCE & RENTALS	100-3018-030-0433-5-00	\$6,002.07
VEHICLE FUEL	100-3018-030-0626-5-00	\$2,076.60	PT TEMP SALAIRES	100-3015-030-0110-5-04	\$4,723.66
		<u>\$10,725.73</u>			<u>\$10,725.73</u>

**Town of Somers
End Of Year Transfers - Fiscal Year 2021**

<u>Account Name To</u>	<u>Account Number</u>	<u>Amount</u>	<u>Account Name From</u>	<u>Account Number</u>	<u>Amount</u>
<u>3019 Parks</u>					
PORTABLE TOILETS	100-3019-070-0423-5-00	\$4,344.00	OVERTIME	100-3015-030-0110-5-05	\$3,495.63
RECREATIONAL MAINTENANCE	100-3019-070-0439-5-01	\$212.34	EQUIP MAINTENANCE AND REPAIRS	100-3019-070-0432-5-00	\$1,060.71
		<u>\$4,556.34</u>			<u>\$4,556.34</u>
<u>3034 Transfer Station</u>					
WASTE DISPOSAL	100-3034-040-0421-5-04	\$63,370.81	STATE POLICE	100-2017-020-0339-5-00	\$26,061.75
		<u>\$63,370.81</u>	PT TEMP SALARIES	100-3015-030-0110-5-04	\$5,977.78
			REGULAR SALARIES	100-3015-030-0110-5-00	\$2,030.20
			EQUIP, MAINT, RENTAL, & SUPPLIES	100-3018-030-0433-5-00	\$6,002.07
			STORMWATER MONITORING	100-3015-040-0339-5-00	\$13,438.50
			TEST WELL MONITORING	100-3034-040-0339-5-00	\$702.00
			LANDFILL OPERATING	100-3034-040-0421-5-01	\$158.51
			BRUSH GRINDING	100-3034-040-0421-5-09	\$9,000.00
					<u>\$63,370.81</u>
<u>5021 Library</u>					
PROGRAMS	100-5021-060-0324-5-00	\$38.95			
AUTOMATED SERVICES	100-5021-060-0339-5-00	\$1,797.27			
SUPPLIES	100-5021-060-0612-5-00	\$722.65			
BUILDING MAINTENANCE	100-5021-060-0614-5-00	\$2,970.20			
HEAT	100-5021-060-0624-5-00	\$2,618.31			
PRINTED MATERIALS	100-5021-060-0640-5-00	\$4,779.77	REGULAR SALARIES	100-5021-060-0110-5-00	\$12,927.15
		<u>\$12,927.15</u>			<u>\$12,927.15</u>
<u>5130 Senior Services</u>					
SUPPLIES	100-5130-070-0619-5-00	\$196.66	PRINTING NEWSLETTER	100-5130-070-0550-5-01	\$196.66
		<u>\$196.66</u>			<u>\$196.66</u>
<u>5140 Social Services</u>					
REGULAR SALARIES	100-5140-010-0110-5-00	\$1,503.13	DUES & TRAINING	100-5140-010-0810-5-00	\$900.00
SUPPLIES	100-5140-010-0612-5-00	\$0.99	PROGRAMS/EVENTS	100-5130-070-0324-5-00	\$604.12
		<u>\$1,504.12</u>			<u>\$1,504.12</u>
TOTAL TRANSFERS		\$314,679.48			\$314,679.48

Explanation:
To balance Fiscal Year 2021 end of year budgets.


 Requestor Date 8/11/21
 Selectman Date 8-20-21

Board of Finance Date _____

Town of Somers
Appropriation/Transfer Request Form

Date: 08/12/21

Department: Selectmen

Use this section for additional appropriations

Amount: \$ 130,980.00

Account Name: Separation Payout

Account Number: 100-0010-010-0171-5-02

Use this section for transfers between approved budgets

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ -

Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ -

Explanation:

Additional monies needed to pay out long term employees upon retirement. Calculation documentation attached.

Requestor (Ind./Board/Comm.)

[Signature]

Date

8/12/21

Selectman

[Signature]

Date

8-20-21

Board of Finance

Date

**Town of Somers
Resignations Calculation
Based on Last Day of Employment
As of August 12, 2021**

<u>Employee</u>	<u>Salary</u>	<u>Hourly Rate</u>	<u>Sick Balance</u>	<u>Vacation Balance</u>	<u>Total Payout</u>
Bud Knorr	\$ 93,280.00	\$ 51.25	433.25	44.00	\$ 24,460.37
Steve Jacobs	\$ 88,376.00	\$ 48.56	846.96	157.50	\$ 48,774.81
Ann Logan	\$ 77,394.00	\$ 42.52	1116.75	211.75	\$ 56,493.37
Jessica Miller	\$ 72,998.00	\$ 40.11	251.00	29.50	\$ 11,250.52
Total Payout					\$ 140,979.07
Budget Payout					\$ (10,000.00)
Appropriation Needed					\$ 130,979.07

**Town of Somers
Appropriation/Transfer Request Form**

Date: 08/23/21

Department: Recreation

Use this section for additional appropriations

Amount: \$ 13,663.20

Account Name: Salaries/SS

Account Number: Various

Use this section for transfers between approved budgets

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>

\$ -


Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>

\$ -

Explanation:

For promotion of Maureen Parsell to Director of Recreation effective August 15, 2021.

Requestor (Ind./Board/Comm.) 

Date 8/23/21

Selectman 

Date 8-23-21

Board of Finance _____

Date _____

Town of Somers Promotion Calculation

Various Effective Dates

Current Salary	\$ 50,000.00
Selectmen Approved Promotion Increase	\$ 65,000.00
Unfunded Gap	\$ 15,000.00

<u>Appropriations Based On Effective Date</u>	<u>Salary Appropriation</u>	<u>FICA Appropriation</u>	<u>Total Appropriation</u>
8/15/21 Effective Date (22 Pays) (Back Pay)	\$ 12,692.24	\$ 970.96	\$ 13,663.20
9/26/21 Effective Date (19 Pays)	\$ 10,961.48	\$ 838.55	\$ 11,800.03
10/10/21 Effective Date (18 Pays)	\$ 10,384.56	\$ 794.42	\$ 11,178.98