

**TOWN OF SOMERS
BOARD OF SELECTMAN
REGULAR MEETING MINUTES
Thursday, August 17, 2023
Town Hall Auditorium**

A.) CALL TO ORDER – First Selectman Tim Keeney called the meeting to order at 6:00 pm.

1. Pledge of Allegiance – All members participated in the Pledge of Allegiance.
2. Roll Call – First Selectman Tim Keeney, Selectmen Bill Meier, Bob Schmidt, CFO Brian Wissinger, Land Use/Public Works Director Todd Rolland, Police Administrator Kim Littig, Trooper Justin Pruess, Director of Rec and Leisure Services Maureen Parsell, Human Services Director Matthew Cox, Library Director Joanne Nichting.

B.) PUBLIC COMMENT:

1. Public Comment: None

C.) PRESENTATIONS BY THE FIRST SELECTMAN

First Selectman Keeney provided an update on the following items:

- Monday, August 21, 2023, there will be a Blood drive from 10 am to 3 pm in the Town Hall auditorium.
- The Government Finance Officers Association (GFOA) has awarded the certificate of achievement for excellence in financial reporting to the Town of Somers for its annual comprehensive financial report for the fiscal year ending June 30, 2022.
- Tuesday, August 29, 2023, at 1:30 p.m., Commissioner Mark Boughton will be visiting the First Selectman and members of the Somers team to discuss Camp Aya Po and sidewalks.

D.) CONSENT AGENDA

1. Boards and Commissions: Appointments/Resignations: None

E.) OPPORTUNITY TO ADD URGENT AGENDA ITEMS

F.) FINANCE

- a) Transfers and Appropriations – None
- b) CFO Finance Report/Updates – Mr. Wissinger updated the Board of Selectmen on the following items:
 - a. The Government Finance Officers Association (GFOA) has awarded the certificate of achievement for excellence in financial reporting to the Town of Somers for its annual comprehensive financial report for the fiscal year ending June 30, 2022.
 - b. Training is ongoing for the new financial software.
- c) Presentation of Scheduled Payments
Mr. Schmidt made a motion to approve the scheduled payments in the amount of \$403,992.95, seconded by Mr. Meier. The motion unanimously passed.

G.) UPDATES FROM BOARDS AND COMMISSION - *Mr. Meier suggested to start inviting Board and Commission members to provide an update on their commissions.*

H.) PENDING BUSINESS

I.) NEW BUSINESS

1. Request the Town of Somers to be the Fiscal Sponsor for the Union Agricultural Society (Four Town Fair Association) to apply for the Hartford Foundation Funds. **This item was not discussed. The Four Town Fair Association is seeking other agriculture funding.**

2. Accept the Resignation of Michael Bahler, Part-time Firefighter/Paramedic, with an effective date of July 19, 2023.
Mr. Meier made a motion to accept the resignation of Michael Bahler, part Firefighter/Paramedic, with an effective date of July 19, 2023, seconded by Mr. Schmidt. The motion unanimously passed.

3. Provide an update on the Human Resources Position and Employee Handbook. **Kim LaFleur Ms. LaFleur provided an update on the Human Resources position and requested that the Board consider changing the title to Human Resources Coordinator and increasing the salary range. A discussion followed.**

Mr. Meier made a motion to Modify the hourly salary range to \$29.00 - \$33.00 at 28 hours, seconded by Mr. Schmidt. The motion unanimously passed.

Mr. Meier made a motion to modify the title of the Human Resources Assistant to Human Resources Coordinator, seconded by Mr. Schmidt. The motion unanimously passed.

4. Local Traffic Authority Requests: **Trooper Justin Pruess and Kim Littig**
 - a. 11th Annual Law Enforcement Ride-to-Remember, Saturday, September 9, 2023, 12 pm.
Mr. Schmidt made a motion to approve the 11th Annual Law Enforcement Ride-to-Remember, Saturday, September 9, 2023, 12 pm, seconded by Mr. Meier. The motion unanimously passed.

 - b. Hartford County 4 H Road Race, Sunday, August 20, 2023, from 9:00 am –10:00 am.
Mr. Meier made a motion to approve the Hartford County 4 H Road Race, Sunday, August 20, 2023, from 9:00 am –10:00 am, seconded by Mr. Schmidt. The motion unanimously passed.

 - c. Great Escape Road Race 5K Saturday, September 16, 2023, from 7:55 am– 9:00 am
Mr. Schmidt made a motion to approve the Great Escape Road Race 5K on Saturday, September 16, 2023, from 7:55 am– 9:00 am, seconded by Mr. Meier. The motion unanimously passed.

5. Extra Duty Police Officer Rate Increases Request - **Trooper Justin Pruess and Kim Littig**
Mr. Meier made a motion to approve the Extra Duty Police Officer Rate Increases Request as presented and to modify it to start on July 1, 2024, and subsequent years, seconded by Mr. Schmidt. The motion unanimously passed.

6. Request to apply for Small Town Economic Assistance Program (STEAP) Grant for the Fire Department Roof Replacement and Authorize the First Selectman to execute all documents to apply for funding. **Todd Rolland**
Mr. Schmidt made a motion to approve the request to apply for Small Town Economic Assistance Program (STEAP) Grant for the Fire Department Roof Replacement and Authorize the First Selectman to execute all documents to apply for funding, seconded by Mr. Meier. The motion unanimously passed.

7. Senior Center Staffing Request – Request to Hire Mary-Ellen Matarazzo for the Part-time Senior Center Program Coordinator position with an hourly rate of \$18.00 and a start date of August 28, 2023. **Maureen Parsell**
Mr. Schmidt made a motion to approve the request to Hire Mary-Ellen Matarazzo for the Part-time Senior Center Program Coordinator position with an hourly rate of \$18.00 and a start date of August 28, 2023, seconded by Mr. Meier. The motion unanimously passed.

8. Drug-Free Communities (DFC) Grant Update – **Matthew Cox**
Mr. Cox provided an update on the Drug-Free Communities Grant. A discussion followed.
9. Request to enter a Memorandum of Understanding between the Town of Somers and Operation Fuel, Inc., and Authorize the First Selectman to sign the agreement. Operation Fuel provides energy assistance for residents. **Matthew Cox**
Mr. Schmidt Motion to approve the request and enter a Memorandum of Understanding between the Town of Somers and Operation Fuel, Inc., and Authorize the First Selectman to sign the agreement. Seconded by Mr. Meier. The motion unanimously passed.
10. Library Staff Reorganization Proposal – **Joanne Nichting**
 - a. Request Approval for the Adult Services Coordinator Job Description.
Mr. Schmidt made a motion to approve the Adult Services Coordinator Job Description. Seconded by Mr. Meier. The motion unanimously passed.
 - b. Request to Place Allison Rief in the Adult Service Coordinator Position effective August 27, 2023, with an annual salary of \$47,500.
Mr. Schmidt made a motion to approve the request to place Allison Rief in the Adult Service Coordinator Position effective August 27, 2023, with an annual salary of \$47,500. Seconded by Mr. Meier. The motion unanimously passed.
 - c. Request Approval of Library Assistant Job Description.
Mr. Schmidt made a motion to approve the Library Assistant Job Description, seconded by Mr. Meier. The motion unanimously passed.
 - d. Request to Place Cheyenne West in the Library Assistant Full-time position effective August 27, 2023, with an annual salary of 41,860.
Mr. Schmidt made a motion to approve the request to place Cheyenne West in the Library Assistant Full-time position effective August 27, 2023, with an annual salary of 41,860. Seconded by Mr. Meier. The motion unanimously passed.
 - e. Request Approval of Assistant Director/Youth Services Librarian Job description.
Mr. Schmidt made a motion to approve the Assistant Director/Youth Services Librarian Job description. Seconded by Mr. Meier. The motion unanimously passed.
 - f. Request to Place Marie Stromwall in the Youth Services Librarian/Assistant Director position effective August 27, 2023, with an annual salary of \$69,500.
Mr. Schmidt made a motion to approve to place Marie Stromwall in the Youth Services Librarian/Assistant Director position effective August 27, 2023, with an annual salary of \$69,500. Seconded by Mr. Meier. The motion unanimously passed.
11. Approval of Lease Agreement Document from TD Bank for a 2023 Ford F250 and a 2024 Freightliner 114SD Dump truck with plow and Authorize the First Selectmen to sign all associated documents– **Brian Wissinger**
Mr. Schmidt made a motion to approve the Lease Agreement from TD Bank for a 2023 Ford F250 and a 2024 Freightliner 114SD Dump truck with plow and Authorize the First Selectmen to sign all associated documents, seconded by Mr. Meier. The motion unanimously passed.
12. Approval of Escrow Account Agreement from TD Bank for a 2023 Ford F250 and a 2024 Freightliner 114SD Dump truck with plow and Authorize the First Selectman to sign all associated documents – **Brian Wissinger**
Mr. Schmidt made a motion to approve the Lease Agreement from TD Bank for a 2023 Ford F250 and a 2024 Freightliner 114SD Dump truck with plow and Authorize the First Selectmen to sign all associated documents. Seconded by Mr. Meier. The motion unanimously passed.

13. Proposed Recipient and Discussion of the Robert B. Percoski Community Service Award. **Tim Keeney**

Mr. Keeney recommended Shirley Warner to be the recipient of the Robert B. Percoski Community Service Award.

Mr. Meier made a motion to award the Robert B. Percoski Community Service Award to Shirley Warner, seconded by Mr. Schmidt. The motion unanimously passed.

14. Proposed Recipient and Discussion of the Adolph P. Anderson Quality Employee Award. **Tim Keeney**

Mr. Keeney recommended Jennifer Roy to be the recipient of the Adolph P. Anderson Quality Employee Award.

Mr. Meier made a motion to award the Adolph P. Anderson Quality Employee Award to Jennifer Roy, seconded by Mr. Schmidt. The motion unanimously passed.

J.) APPROVAL OF MINUTES

Approval of Minutes of August 3, 2023, Regular Meeting of the Board of Selectmen.

The Board of Selectmen waives the reading of the minutes of the Regular Meeting from August 3, 2023, and that minutes of said meeting be approved.

Mr. Meier made a motion to approve the minutes of August 3, 2023, as presented, seconded by Mr. Schmidt. The motion unanimously passed.

K.) ADJOURNMENT

Mr. Schmidt made a motion to adjourn the meeting at 7:43 p.m., seconded by Mr. Meier. The motion unanimously passed.

Respectfully Submitted,

Kim LaFleur-Recording

Minutes are not official until accepted at a subsequent meeting.