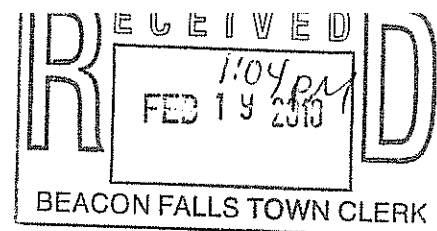


**BEACON FALLS BOARD OF SELECTMEN  
SPECIAL MEETING  
FEBRUARY 18, 2010  
MINUTES  
(Draft Copy – Subject to Revision)**



First Selectman S. Called a Special Meeting of the Beacon Falls Board of Selectmen to order at 6:35 P.M. in the Board of Selectmen's Conference Room.

**PRESENT:** First Selectman S. Cable, Selectmen D. Sorrentino and Selectman M. Krenesky.

**ALSO PRESENT:** K. Novak, M. Jurzynski, B. Ploss, E. Groth.

**ABSENT:** None.

**S. Cable made motion to go into Executive Session at 6:36 P.M. for purpose of meeting with Town Clerk K. Novak and Tax Collector M. Jurzynski. 2<sup>nd</sup> by M. Krenesky. All aye.** M. Jurzynski was excused for the present and will be called back to meeting after discussion is held with Town Clerk.

Board of Selectmen came out of Executive Session at 7:25 P.M. The following recommendations were discussed and will be implemented:

- The Town Clerk's new checking account will now be handled by the Town's Finance Department.
- As Head of the Department, the Town Clerk will set his regular hours to be consistent with needs of the Town Clerk's Office.
- The Town Clerk will require his staff to get training and education to become more effective in their duties.
- The Town Clerk will notify Board of Selectmen with regard to any training schedules.

Board expressed its disappointment at how the Town Clerk's Office has been run but is hopeful with the direction it has given to the Town Clerk, that Office will become more effective and efficient as it meets the needs of the Community.

**Board set date for first 2010/2011 Budget Workshop for Tuesday, March 2, 2010 at 1:00 P.M. in the Board of Selectmen's Conference Room.** BOS Clerk will schedule and post meeting.

Tax Collector M. Jurzynski returned to meeting and Board went into Executive Session at 7: 30 P.M.

Board came out of Executive Session at 8:00 P.M. The following recommendations were discussed and will be implemented:

- As Head of the Department, the Tax Collector will set regular hours of the staff to be consistent with needs of the Office.

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- The Tax Collector will require the staff to get training and education to become more effective in their duties.
- The Tax Collector will notify Board of Selectmen with regard to any training schedules for the staff.

**The Board of Selectmen will hold a Special Meeting to be held in Executive Session on Tuesday, February 23, 2010 at 1:00 P.M. in the Board of Selectmen's Conference Room. Purpose of the Meeting is to meet with A.J. Botticello.** Clerk will schedule meeting and post notice. A. J. Botticello will be invited to attend the meeting.

Board discussed Job Description for new position of Public Works Director. Board reviewed job responsibilities and requirements put together by Selectman D. Sorrentino. Clerk will compile Job Description for review by Board. Notice must be posted in house for ten (10) days before publication in the newspaper. Board noted this is a full-time non-union position. Pay will be salary based. S. Cable felt salary range is in line with the duties and requirements needed. Candidate must have a degree in Civil Engineering

M. Krenesky added Townspeople should be told where monies are coming from to pay for this new position. S. Cable noted the new Public Works Director, who would also be a Civil Engineer would be able to use his knowledge and expertise in various matters, resulting in spending less money on Engineering Consulting fees now currently being spent.

S. Cable added she met with Public Works and the Union who are in agreement with the decision to hire a Public Works Director. She again noted this person will be able to offer assistance and ideas in how to solve various problems.

Board went on to discuss the Wolfe Avenue Contract – Feasibility Study. M. Krenesky said he had heard of concerns with regard to signing of the Contract with Bailey. He noted his understanding is that approximately \$50,000 had been including in the bonding to cover closing costs, administrative costs and other fees and asked if the additional cost of the project would be included in those costs. He felt the cost of \$23,000 was over amount to be spent.

S. Cable noted she had given copies of the Contract to both Selectmen and when she did not see any comments made by either Selectmen, she felt they approved of the Contract so she signed the Contract at a cost of \$23,000, adding this appears to be a lack of communication issue. She noted this includes an environmental review and evaluation of the Carriage House. She noted Town does have to match the \$5,000 grant award from the CT Preservation Trust. She noted that as First Selectman she has the authority to negotiate many contracts and has done so in the past.

FEB 19 2010

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B. Ploss, a member of the Board of Finance and interested citizens expressed his concerns about more problems occurring at the Wolfe Avenue Property because all heat and utilities had been shut off. He would like to see the property kept at status quo without incurring any further damages. M. Krenesky was also concerned about utilities being shut off and asked who authorized the turning off of the heat specifically.

S. Cable noted Town's former Building Official who is also a member of the Wolfe Avenue Study Committee had recommended it was ok to shut off the heat. She added how disappointed she was to see problems in the basement.

M. Krenesky asked if a Town Meeting has to be held to approve the \$23,000 needed for the study to be done by the Bailey firm, with S. Cable noting this money is already appropriated from the bonding.

With no further discussion, **D. Sorrentino made motion to adjourn the Special Meeting at 8:40 P.M. 2<sup>nd</sup> by M. Krenesky. All aye.**

Respectfully Submitted,



Karen A. Wilson

Clerk for the Board of Selectmen, Special Meeting, February 18, 2010