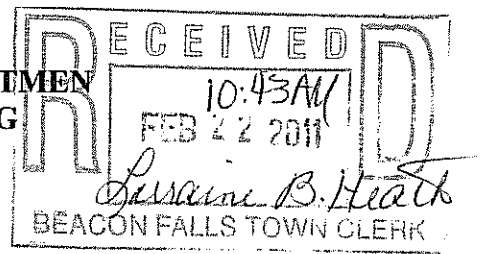


**BEACON FALLS BOARD OF SELECTMEN  
SPECIAL MONTHLY MEETING  
FEBRUARY 17, 2011  
MINUTES**



First Selectman S. Cable called the Special Monthly Meeting of the Board of Selectmen to order at 7:00 PM with the Pledge of Allegiance.

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

**ABSENT:** None

**ALSO PRESENT:** M.E. Fernandes, K. McDuffie, J. Groth, S. Dowdell, B. Ploss, H. Mis, A. Daigle and others.

**Domenic Sorrentino made a motion to enter Executive Session. S. Cable seconded the motion.**

Under discussion: M. Krenesky stated that this is not a personnel issue. He is questioning an invoice which was sent to the town and the person involved is not an employee, but an independent contractor.

**Domenic Sorrentino rescinded the motion. S. Cable rescinded the 2<sup>nd</sup>.**

Under standard operating procedure for the Selectmen, bills are reviewed each week. M. Krenesky questioned a bill received from the clerk of Planning and Zoning, and did not sign the check. Upon S. Cable's return from vacation, S. Cable signed the check and the clerk was paid.

M. Krenesky stated that the bill in question was dated 12/16/10 and there were two meetings on the invoice, a regular P&Z meeting and a Public Hearing. M. Krenesky explained that clerk invoices are broken down by pre-work, the meeting itself, and post-work. This specific meeting was a 5 minute meeting and the town was charged for 3 1/2 hours for prep work, 3 hours for the typing of the minutes, and 3 1/2 hours for the distribution of the minutes. M. Krenesky is seeking a clarification of the 10 hours which went into producing and distributing the agenda, legal notice and minutes, which are each 1 page documents. Over the last 6 months, there are other bills of that nature which consistently charge 3 1/2 hours worth of work. M. Krenesky compared this billing with the work of other clerks. M. Krenesky spoke with Selectman Sorrentino about this issue, and D. Sorrentino noted that he questioned the billing 5 years ago and no action had been taken at that time.

Kevin McDuffie, Planning & Zoning Chairman, inquired what was questioned 5 years ago and D. Sorrentino responded that at that time he had asked when a particular meeting closed and stated that there must be more to the meeting that a few lines of copy and a note to refer to the tape.

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M. Krenesky stated that while the Selectmen are deliberating pay raises for clerks, it would be best for the Board to audit the clerks' practices and determine what is best for the town. There are extremes to what certain clerks are charging the town and while some invoices appear correct, there seems to be a pattern to the number of hours charged. Agendas are a form letter and there are often small changes from month to month, such as date and line item changes. There should be guidelines to what the clerks are doing.

S. Cable asked K. McDuffie to comment on the requirements prior to meetings with respect to the distribution of legal notices, etc. K. McDuffie stated that Planning & Zoning has many dates and many variables and contacts, which take so much time. The P&Z clerk researches many things for the committee, which should be handled by the Town Clerk's office. K. McDuffie often calls on Mary Ellen to do this work.

K. McDuffie also stated that Mary Ellen works for Planning & Zoning and the question of this invoice should have gone before the P&Z Board before being brought to the Board of Selectmen's meeting. The committee reviews these invoices at each of their meetings and K. McDuffie is willing to answer any questions regarding their meetings and invoices.

K. McDuffie continued regarding the town's use of audiotapes, which is not efficient, and this issue should be addressed. He reiterated that he is willing to discuss any issue that arises with the Selectmen with regard to P&Z. He relies on Mary Ellen to search through many records, and clean up old files.

S. Cable responded that the Selectmen will have to look at the preparation that clerks put into meetings, and there is more than posting and distribution of agenda. There is transcription, research, and calls which need to be made. The clerk invoice form was revised 5 years ago and it needs to be reviewed. The clerk's invoice form does not satisfy D. Sorrentino at this time, and he asked if clerks are considered vendors.

S. Cable stated she wished to clarify that more work goes into meeting preparations than posting the agenda and the Selectmen's office will look into this matter, treating each board separately. Mary Ellen Fernandes noted that the P&Z Chairman and commissioners sign off on the clerk's bills. It takes time to have papers recorded in the Town Clerk's office. K. McDuffie reiterated that the clerk does a lot of work for the P&Z Commission.

S. Cable stated that it is up to the Selectmen's Office to decide how to proceed and how each clerk works and how we want to itemize invoices. D. Sorrentino asked if an itemized bill would give the town a better idea how to budget for each clerk. K. McDuffie believes itemizing would be a better gauge.

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M. Krenesky spent the time to go over multiple clerks and the work that they produce and the Selectmen need to take a closer look at the work done. The town needs to save every dollar they can. K. McDuffie mentioned that with regard to Planning & Zoning, so much work needs to be done and the P&Z clerk has more responsibility. It is not an apples to apples comparison. M. Krenesky stated that with one clerk, the number 3 ½ hours repeatedly appears, and with another clerk, 2 hours continually appears on their invoices and the bills need to be broken down. M. Krenesky asked if the commissioners are relying on their clerks too much.

Lauren Classey, speaking as a member of the public, stated that she creates her own invoice, rather than using the town's form, to itemize her billing, so the board knows exactly how much time she spent on her work and what work was done.

K. McDuffie again asked the Selectmen to bring questions to his attention to avoid a waste of time. M. Krenesky took offense to this statement, saying this discussion was not a waste of time, as he is doing his job by getting these questions answered. K. McDuffie restated that by bringing the issue to P&Z first, it could save a few minutes.

**COMMENTS FROM THE PUBLIC**

Julie Ann Groth of 13 Laurel Ridge stated that several months ago it was asked if department reports to the Board of Selectmen could be put online along with the minutes of the Board of Selectmen's meeting. The town clerk was present and said it could be done. The First Selectman was present and said it could be done, but it still has not been done. Would it be possible to begin this?

S. Cable will inquire with the town clerk.

J. Groth asked would it also be possible for a centralized town meeting calendar to be added to the town web-site, so meeting deletions, additions and changes could be done in real time and in one place. In the past 2 weeks, she drove across town to town hall for meetings that were cancelled or rescheduled. If a meeting is rescheduled, it should be available online.

D. Sorrentino stated that the web-site committee needs to meet and there are 2 proposals which need to be reviewed. The web-site needs updating. Right now, there is no employee at the town hall who can make these updates and that is slowing down the process. J. Groth stated that it is disheartening as a member of the public to make an effort to attend a meeting, which does not take place.

D. Sorrentino also noted that with posting the reports, the town may need to expand their website and other towns do not have reports online. M. Krenesky stated that there is a larger question

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regarding the Freedom of Information Act and information required to be made public, under FOI. Whatever we can post is easier, because we don't need to print.

J. Groth asked does the town have a documented procedure in place for request for bids, review of bids, selection process, oversight of work being performed, and follow-up to ensure correct payment is made and products and service performed per contract specifications? If so, where can a copy found. If not, why not?

S. Cable stated each project is very different. J. Groth repeated the question. S. Cable stated we go by the state statute from the Office of Policy & Management. We have something written from our auditor which is a standard document, which can be obtained.

Brian Ploss of Skokorat Road noted with regard to making updates to a town calendar it is not a big deal and can be done by anyone who had permission to access the website and has software on their PC can make changes. The town does not need a full-time person to make changes to the town calendar. It could be done at the end of each business day.

M. Krenesky said that the town hall has bigger issues with the existing website and the library calendar is the best town calendar that exists to date. D. Sorrentino stated that there is a need to factor in the ability of an employee to make changes to the web-sites. S. Cable interjected that she would like to see more progress on the web-site issue. The proposals need to be reviewed, so constructive suggestions can be included in the next budget process.

Sue Dowdell of 32 Wolfe Avenue spoke regarding a letter that Martha Melville sent to the Board of Selectmen regarding what they want to do with the Community Calendar. The current on-line vendor for the calendar has been problematic and updates are not occurring as usual. She stated that she and Martha are looking forward to having the community calendar on the town website. The library website is run by Droople software, which is web-based, and users do not need to have specific software on their computer to log in and make changes. This type of software is something to be considered.

Sue Dowdell continued by noting that last year the library budget included a Technology librarian position, which would be an information specialist position to be shared by the entire town. This position was shot down in the budget last year. The position was one of the recommendations of the library's long range plan. This position is something to consider.

**READING AND APPROVAL OF MINUTES**

1. Minutes – 1/10/2011 Regular Meeting Minutes. D. Sorrentino noted on Page 3, 2<sup>nd</sup> paragraph, his name is spelled incorrectly. Change Sorrento to Sorrentino. **M. Krenesky**

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**made a motion to approve the minutes with the above correction. D. Sorrentino seconded the motion. All ayes.**

2. Minutes – 2/7/2011 Special Board of Selectmen’s Minutes. **M. Krenesky made a motion to approve the minutes, as presented. S. Cable seconded the motion. D. Sorrentino abstained from the vote, as he was not present at the meeting. The remaining votes were ayes.**
3. Minutes – 2/7/2011 Town Meeting Minutes. **M. Krenesky made a motion to approve the minutes, as presented. S. Cable seconded the motion. D. Sorrentino abstained from the vote, as he was not present at the meeting. The remaining votes were ayes.**

**APPROVE BILLS ON THE SELECTMEN’S ORDER REGISTER**

D. Sorrentino spoke regarding the Nevis & Young itemized bills; they should include an application number next to each item.

**RESIDENT TROOPER/POLICE REPORT**

S. Cable read the report. In January, was 1 accident with injury, 16 accidents without injury, 22 infractions, 10 warnings, 13 motorist assists, 60 traffic services and 1 abandoned vehicle. Under custodial arrests there were incidents of larceny, reckless endangerment, breach of peace, misuse of plates, disorderly conduct, failure to appear, burglary, DUI and assault. There were over 100 calls for service. The department was extremely busy, due to the weather and they responded to numerous vehicles stuck in snow banks, including school buses. Officer Caroline O’Bar was Officer of the Month for January. After a robbery at Oxford Pharmacy, she was made aware that the Oxford Police Department was searching for a suspect in Beacon Falls. She spotted and detained the suspect, who was arrested for burglary and an outstanding warrant.

**D. Sorrentino made a motion to accept the report, as presented. M. Krenesky seconded the motion.**

Discussion: M. Krenesky stated that without stepping across boundaries, there is a fair amount of activity at the high school. As a community, is there something we should be doing to take preventative measure? S. Cable noted that there are preventative programs in place and our town experiences the same issues as many other high schools in the area. M. Krenesky asked if the Prospect resident trooper can be involved and have more of a presence at the high school. S. Cable will send a memo to Mayor Chatfield requesting this. There is currently no Resource Officer at Woodland High School, as that position no longer exists.

**All ayes.**

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S. Cable had received a report of hours from the town hall custodian and D. Sorrentino explained that he has requested this schedule.

**ROAD FOREMAN'S REPORT/PUBLIC WORKS**

S. Cable said that town crew has done an outstanding job with snow removal during the storms. D. Sorrentino asked about FEMA relief monies, which have been requested by the town. M. Krenesky asked for clarification on \$31,000 in invoices which were mentioned at the Board of Finance meeting on Tuesday night. S. Cable stated that these were new invoices associated snow removal costs.

M. Krenesky said the crew did a lot of good work and there are still roads which need to be cleared, such as Bronson Road, where 5 ft. snow piles are in the road. S. Cable stated that they are still working on clearing roads each day.

**M. Krenesky made a motion to accept the report, as presented. D. Sorrentino seconded the motion. All ayes.**

**WASTEWATER TREATMENT PLANT REPORT**

**M. Krenesky made a motion to accept the report, as presented. D. Sorrentino seconded the motion. All ayes.**

**FIRE MARSHALL REPORT**

S. Cable commended the Fire Department for their communications during the storm. E. Rodriguez and the police department have done an outstanding job. **D. Sorrentino made a motion to accept the report, as presented. M. Krenesky seconded the motion. All ayes.**

M. Krenesky noted that there were several businesses at the industrial parks whose roofs were in question. They are not included in the report. S. Cable said the roof issues have been rectified. The follow-up should be in next month's report.

**PARKS & RECREATION ACTIVITY REPORT**

No report.

**FINANCIAL MANAGER'S REPORT**

The Financial Manager's Report was approved at the Board of Finance meeting on Tuesday, February 15, 2011. The Board of Selectmen will take no action, since the Board of Finance has already approved this report.

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**REPORT OF THE TAX COLLECTOR**

**D. Sorrentino made a motion to accept the January Tax Collector's Report, as presented. M. Krenesky seconded the motion. All ayes.**

S. Cable noted that the town usually goes after the larger back taxes and the Financial Clerk; Jack Skrupski will be following up with residents who owe smaller amounts in back taxes.

Art Daigle asked how much monies are owed in back taxes to the town. S. Cable stated that last year 96% of taxes were collected. J. Groth asked if this was the Tax Collector's duty and S. Cable explained that it is part of her responsibility and the Financial Clerk will be able to help with this process within his normally scheduled work hours.

M. Krenesky requested a Back Taxes report from the Tax Collector every six months or quarterly. S. Cable agreed this was a good idea. B. Ploss asked that the Board of Finance receive a copy of back taxes report as well.

**REPORT OF THE TOWN TREASURER**

No report.

**REPORT OF THE TOWN CLERK**

M. Krenesky noted that Financial Manager M. Gomes stated at the Board of Finance meeting, that \$55.00 has been collected by the Town Clerk's office in conveyance fees, through February.

**D. Sorrentino made a motion to accept the January and February Town Clerk's Report. M. Krenesky seconded the motion. All ayes.**

**LIBRARY REPORT**

**M. Krenesky made a motion to accept the report, as presented. D. Sorrentino seconded the motion. All ayes.**

**FIRE DEPARTMENT REPORT**

There were 21 fire calls and 40 EMS calls for the month of January, 2011. **D. Sorrentino made a motion to accept the report, as presented. M. Krenesky seconded the motion. All ayes.**

**ANIMAL CONTROL REPORT**

No report.

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The Nurse's Report will be addressed next month, as it cannot be added to the agenda of a Special Meeting.

**CORRESPONDENCE** - All read by S. Cable.

1. Letter from Karen Wilson to the Selectmen, regarding Police Officer Dulac.
2. 2/2/2011 – Letter to Public Works regarding Feldspar Road and thanking Public Works and specifically thanking Michael Classey from Kathy Stillman.
3. Letter to the Beacon Falls Town Nurse thanking her for taking care of Tony Tworkowski from Sophie Tworkowski and Peter Schuts.
4. Letter from Tax Collector, M. Jurzynski, requesting tax refunds totaling \$10,664.23. **D. Sorrentino made a motion to refund \$10,664.23 to the appropriate tax payers. M. Krenesky seconded the motion. All ayes.**
5. Letter - Re: Insurance options and shopping around.
6. Letter from the Beacon Falls Historical Society to the Senior Center requesting the ability to hold a scrapbooking fundraiser there. The Selectmen were fine with that fundraiser.
7. Letter from State Comptroller Kevin Lebo regarding two programs for town employees: 1) possible prescription plan and 2) automatic payroll. M. Gomes will look into these programs.
8. Letter from Byrne & Byrne regarding questions on snow relocation. S. Cable inquired if the town crew can move snow onto people's property.
9. Letter re: Woodland Scholarship – Melbourne Trust
10. A letter regarding a bill being introduced concerning storage of animals.
11. A letter from Fire Department regarding janitorial services - S. Cable addressed this issue.

**OLD BUSINESS**

1. S. Cable advised that the ambulance contract is being reviewed with the attorney and the status has not changed from a month ago.
2. With regard to the town website, M. Krenesky stated that there are 2 small business options before the board and he is in favor of going with mature organization that provides this service, if we are going to invest and make strides. There is a website company, Virtual Town Hall, which is one provider for municipal websites.
3. With regard to Region 16, state funded ECS monies are not being touched. S. Cable attended the first Region 16 budget workshop and expects the Board of Selectman to have a strong presence at these workshops. Currently, the budget stands at a 3.9% increase; however because it is early, medical insurance figures and other numbers for the region have not been finalized. S. Cable stated that the town has looked at merging the medical insurance of the town and school employees, but that is not beneficial at this time.



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4. S. Cable asked the Board of Selectmen if they are available on March 1 for their first Town Budget Workshop at 6:00 PM. The meeting was set and the workshop would be attended by the 3 Selectmen and M. Gomes.
5. With regard to the bond resolutions, S. Cable stated that because the resolutions were not on the agenda of the Special Board of Finance meeting, the resolutions have not been read. The Board of Finance will meet on February 23, 2011 at 7:00 PM to accept the resolutions and Board of Selectmen will meet at 8:00 PM on February 23. A Town Meeting will then take place on March 7, 2011 to adjourn after the town meeting, to referendum on March 15, 2011. There is an amendment to the first resolution as the town is looking into purchasing repaving equipment to reclaim roads. Thanks to Lou Krepinevich for his research on this replacing machinery.

**NEW BUSINESS**

1. D. Sorrentino mentioned that a third employee is needed at the Waste Water Treatment Plant. It would be time to post a helper's position. S. Cable will post for that position.
2. **M. Krenesky made a motion to approve the promotion of Walter Opuszynski to the position of Superintendent of the Waste Water Treatment Plant. D. Sorrentino seconded the motion. All ayes.** D. Sorrentino inquired whether the time he served as acting superintendent can be applied to his Class 3 license. S. Cable stated that it can be applied.
3. M. Krenesky has been working on the new town hall phone system for the town of Beacon Falls. For projects under \$20,000, the town does not have to go to a formal bid process. M. Krenesky obtained 3 quotes for a phone system and presented them to the Board. M. Gomes also has a copy of the quotations. The Selectmen need to act on these quotations fairly quickly, preferably at the March meeting, in order to get the cost benefits to this new system. All of the quotations will reflect substantial overall savings for the town. The proposals are designed to replace the phone system of the town hall only and the Selectmen will meet to discuss the quotations the week of March 7th.

**APPOINTMENTS**

1. **M. Krenesky made a motion to reappoint J. Dowdell and K. Egan to the Board of Ethics and to check their term dates. D. Sorrentino seconded the motion. All ayes.**
2. **D. Sorrentino motioned to reappoint D. Chadderton and J. Fitzpatrick to the Board of Planning and Zoning. M. Krenesky seconded the motion. All ayes.**
3. **M. Krenesky made a motion to disband the existing Library Building Committee with thanks to the members for their service. D. Sorrentino seconded the motion. All ayes.** The Selectmen will discuss future plans for the Wolfe Avenue property on March 7<sup>th</sup>.

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**BUDGET TRANSFER REQUESTS**


No budget transfer requests. S. Cable stated that there is a \$90,000 surplus from Region 16 which is coming to the town.

**OTHER PUBLIC COMMENT**

1. Sue Dowdell asked that the Board of Selectmen look at plowing out the Wolfe Avenue property, to alleviate some of the on-street parking on Wolfe Avenue. On Sunday mornings, the road is close to impassible, due to the number of cars attending church services. S. Cable will look into it and speak with police.
2. Helen Mis asked if the surplus can be used to finish renovations to the Registrar's Office. S. Cable stated those surplus monies will have other uses; however she will look at what needs to be done in that office.
3. M. Krenesky noted that for the March Selectmen's Meeting, the Road Foreman should complete an audit of the snow removal process, review the total costs, and what went wrong and what was done right this winter. D. Sorrentino agreed that a postmortem is necessary. There were problems after the first storm and during January the town ran out of salt and sand this winter and that should not happen. Salt and sand should be purchased ahead of time. S. Cable agreed this audit is necessary. The snow removal costs greatly impact the town budget and M. Krenesky clearly stated that there will be little or no carryover into the next budget year.

**D. Sorrentino made a motion to adjourn the meeting at 8:49 PM. M. Krenesky seconded the motion. All ayes.**

Respectfully submitted,

  
Erin Schwartz