

**DRAFT to be approved at the Monday, July 5<sup>th</sup>, 2010 Board Meeting**

A Regular Meeting of the Board of Selectmen was held on Monday June 7, 2010 at the Town Office Building.

**Present for the Board:** First Selectman Kate Donnelly, Selectman Roger Dionne, Selectman Mike Chapel.

1. **Call to order:** First Selectman Donnelly called the meeting to order at 7:30 p.m.
2. **Presentation by Mark Paquette on the Airline Trails:**

**MOTION:** Selectman Dionne moved to have Mr. Paquette's presentation prior to the first *Audience for Citizens*; Selectman Chapel seconded; all in favor; motion carried.

Mr. Mark Paquette, of WINGOC, presented a slide show regarding the Airline Trail System in Hampton and possible upgrades; there is Grant funding that can be applied for to assist with the cost of these upgrades. Mr. Paquette answered several questions put forth by the audience. A handout depicting the information presented is available for review at the First Selectman's Office.
3. **Audience for Citizens**

Dayna McDermott-Arriola expressed the opinion that Democratic Registrar of Voters, and the Administrative Assistant, should not receive back pay.

Linda Gorman spoke against providing back pay.

Alan Cahill also spoke against providing back pay.

Juan Arriola read e-mail messages from the Administrative Assistant to the former Second Selectman and vis versa, and spoke against providing back pay.

Marcia Kilpatrick asked about the fire pond cutting that needs to be done. It was noted that the pond area had been cut by the Town crew.
4. **Approval of Minutes:** Special Board Meeting of 4/29/10, Public Budget Hearing of 4/29/10, Small Cities Public Hearing, 5/3/10, Regular Meeting 5/3/10, and Special Meeting of 5/6/10

**MOTION:** Selectman Chapel moved to approve 4/29/10 Public Budget Hearing minutes, amended as per First Selectman Donnelly; Selectman Dionne seconded; all in favor motion carried; **AMENDMENT:** Page 3, paragraph 8, "*John Burnham questioned the veracity of that statement*" shall be amended to: "*John Burnham questioned the accuracy of that statement*".

**MOTION:** Selectman Chapel moved to approve the 4/29/10 Special Board meeting minutes; Selectman Dionne seconded; all in favor; motion carried.

**MOTION:** Selectman Chapel moved to approve the 5/3/10 Public Hearing Minutes, the 5/3/10 Regular Meeting Minutes, and the 5/6/10 Special Meeting minutes with an amendment to the 5/3/10 regular meeting minutes as per First Selectman Donnelly, Selectman Dionne seconded; all in favor; motion carried.

**AMENDMENT:** Page 3, Item E. It should be noted that the Hampton Conservation Commission Chair, Wayne Kilpatrick, read, and submitted to the Board, a letter, prior to the referendum question motion. The content of the letter was unanimously endorsed by the Conservation Commission, and they

expressed their opposition to transferring the land acquisition funds to the Town Garage Building fund.

5. **Liaison Reports:**

**D-11 Board of Education** - Chair George Askew reported that the Board is in the process of interviewing for the positions of Assistant Principle, Athletic Director, and Special Education Director; several interviews are scheduled. He also reported that a basketball camp/clinic open to students from Grades 6-11 in all 3 towns, will be held June 28<sup>th</sup> to July 2<sup>nd</sup> at Parish Hill. He noted that many area businesses have contributed to this event.

**Hampton Board of Education** - John Burnham thanked the Green Energy Committee and the Board for procuring the solar grant. Tomorrow there will be an art show and music presentation at the elementary school. The Board's next meeting will be held on Thursday, June 27<sup>th</sup>.

**Fire Department** - No report this month

**Ambulance Corps** - Ben Brockett submitted a written report; in summary, the Corps responded to 32 calls for service during the month of May, several of which involved serious injury. The Corps also provided emergency medical coverage for the Willimantic Fire Department while they were battling a major structure fire. EMS coverage was provided at the Hampton PTO Block Party held at the elementary school. In addition, the Corps attended a mass casualty drill, and participated in National EMS week. The full text of the report is on file in the First Selectman's Office.

6. **Additions to the Agenda**

Under New Business, to become Item E: Discuss and act on Town of Coventry Energy Proposal.

**MOTION:** Selectman Chapel motioned to accept the addition to the agenda; Selectman Dionne seconded; all in favor; motion carried.

7. **Financial Report for the month ending May 31, 2010.** The Board reviewed the monthly financial statement provided by Treasurer Ellen Rodriguez.

**7A. Transfers:** Treasurer Rodriguez recommended the following transfers:

- A. \$50.00 from #6003-08 Town Clerk Expenses, to #6003-05, Town Clerk Mailing Costs
- B. \$550 from #6009-05 Election Memory Cards and Ballots with \$350 going to #6009-02 Election Other Salaries, \$50 to #6009-04 Election Postage and Supplies, and \$150 to #6009-06 Election HAVA expenses
- C. \$1,935 From #6013-06 Town Hall Telephone with \$595 going to 6015 Health Insurance, \$250 to #6013-15 Community Center Cleaning, \$750 to #6004 Town Counsel, and \$350 to #6014 Simple IRA
- D. \$2,500 from #6300-00 Sanitation to #6300-01 Sanitation Payroll
- E. \$5,050 from #6600 PHHS with \$5,000 to go to #7000 Contingency, and \$50 to #7100-08 Probate Court

**MOTION:** Selectman Dionne motioned to approve the transfers recommended by Treasurer Rodriguez; Selectman Chapel seconded; all in favor; motion carried.

8. **Tax Collector Report** - For the month ending May 31, 2010. The Board reviewed the report submitted by Tax Collector Baum, the text of which is included herewith. There were no Tax refunds in the month of May.  
    *"We received and deposited \$36,459.17 in May and have received \$3,728,566 on a year to date basis. This is \$101,461 ahead of last year, and at 96.87% of current collections versus 98.15% of current collections last year. Estimated year end collection should be 98% or higher. Our tax amount for this fiscal year is approximately \$175,000 more than last year due to less State reimbursement."*
9. **Appointments/Terms:**  
    There were no appointments this month, but it was noted that the terms of those on the Ordinance Committee expired in April. Members received a letter asking them if they wished to be re-appointed. Anyone wishing to be appointed to this Committee should contact the First Selectman as soon as possible.
10. **May Minutes/reports for Review:** The Board reviewed the minutes/reports of the following Committees: P&Z, RD-11, Town Garage Building, Hampton Board of Ed, Safety, IWWA, AgVocate, and DPW
11. **Old Business**
- A. **Award Archeological bid** -In order to qualify for a STEAP Grant for newly constructed buildings, the Town must contract, prior to the start of any excavation, with an archeological firm. Archeologists then conduct digs to determine previous historical usage, if any. Bids were sought and submitted. The winning bid was for \$4,200, from *Historical Perspectives, Inc.* Selectman Dionne inquired as to whether or not it was known early on that we would be required to do this. Mr. Meade stated it was not.  
**MOTION:** Selectman Dionne moved to award the bid to *Historical Perspectives, Inc.* to conduct the archeological study as outlined in their proposal for \$4,200. Selectman Chapel seconded; all in favor; motion carried.
- B. **Award Garage Bid:**  
**MOTION:** Selectman Dionne moved to appoint Sarazin as general contractor; Selectman Chapel seconded; all in favor; motion carried.
- C. **Award Demolition Bid** - S&N Excavators was the low bidder (\$16,850.00) for the demolition of the house at 182 Old Route 6.  
**MOTION:** Selectman Chapel moved to accept the bid from S&N Excavators, Inc.; Selectman Dionne seconded; all in favor; motion carried.
- D. **Approve tree purchase from Grant money:**  
    Grant money for purchasing trees was made available through a CL&P Program. Selectman Chapel researched potential suppliers, and noted that Pride's Corner can supply us with suitable trees, work within our budget, and provide us with a municipality discount.  
**MOTION:** Selectman Chapel motioned to accept the CL&P Grant and purchase the trees. Selectman Dionne seconded; all in favor; motion carried.
- E. **Approve solar grant for HES** - Via a cooperative agreement between the organization, *The Last Green Valley*, and the Town of Hampton. The Town has

been awarded \$19,000, of the \$38,000 project cost to install a solar energy source at the Elementary School. We are estimated to receive a Clean Energy rebate of \$17,100 from the CT. Clean Energy Fund.

**MOTION:** Selectman Dionne motioned to accept solar grant award with the Town to contribute matching funds; Selectman Chapel seconded; all in favor; motion carried.

**12. New Business:**

**A. Review and act on Request for Qualifications for Town Engineer**

A draft of a *Request for Qualifications for On-Call Engineering Services for the Town of Hampton* was recently prepared by First Selectman Donnelly.

Discussion ensued regarding how to best utilize these engineering services, the qualifications of an engineer, and how to avoid possible conflicts of interest.

**MOTION:** Selectman Dionne motioned to amend the *Request for Qualifications* to include a *Request for Proposals*, as well as recommendations made by audience members; Selectman Dionne seconded; all in favor; motion carried.

**B. Review and Act on office procedures for Tax Office, Building and Zoning, Town Clerk, DPW, Transfer Station, and Land Use Planner/ZEO**

First Selectman Donnelly noted that the auditors now require monitoring procedures to ensure that office procedures, as outlined in each Department's procedure manual are followed. Selectman Dionne noted that there was a wide variance in the composition of the procedure manuals, and that there will need to be reviews and revisions prior to establishing the monitoring procedures.

**MOTION:** Selectman Dionne motioned to establish and review the procedures of the Departments noted above; Selectman Chapel seconded; all in favor; motion carried.

**C. Review Town Bridge DOT Information**

The State of Ct., Department of Transportation, submitted a review of Hampton's bridges. Two of our bridges were listed on the "Federally Eligible Municipal Bridge List" as being in "fair condition". One was the bridge over the Little River on Hammond Hill Road, and the other, also over the Little River, on East Old Route 6. The full text of their report is available from the First Selectman's Office.

**D. Approve State Homeland Security Memorandum of Agreement:** This agreement is reviewed and managed regionally by WINCOG. Towns must approve the MOA in order to receive DEMHS/Homeland Security funding.

**MOTION:** Selectman Dionne moved to approve the FY 2009 State Homeland Security Grant Program, Region 4, Memorandum of Agreement; Selectman Chapel seconded; all in favor; motion carried.

**E. Town of Coventry Energy Proposal:** Coventry procured a contract with Direct Energy to purchase electricity at a fixed price for one year, and this price is available to all of the Town's citizens at a cost of 9.19/kWh, and for senior citizens, at a cost of 8.99/kWh (exact rates to be determined the date the contract is signed). Hampton has the opportunity to sign on with Coventry. Direct Energy will be soliciting Hampton citizens via phone calls and mailing.

There is no cost to the Town for joining this program, and we will receive a reduction of .002/kwH for each household that signs up.

**MOTION:** Selectman Chapel motioned to sign on to Coventry's energy purchasing program; Selectman Dionne seconded; all in favor; motion carried.

*At this juncture, the Board entered executive session to discuss items F, G, and H.*

**MOTION:** Selectman Dionne moved to adjourn to Executive Session to discuss New Business Items F, G, and H at 8:45p.m.; Selectman Chapel seconded; all in favor; motion carried.

Selectmen returned from executive session, and First Selectman Donnelly called the regular meeting back to order at 9:27p.m.

**F. Review and Act on bids for Town land sale (Executive Session Anticipated)**

**MOTION:** Selectman Chapel moved to accept the bid of \$22,000 from S&N Excavators, Inc., for the tax sale of 295 Providence Turnpike. Selectman Dionne seconded; all in favor; motion carried.

**G. Discuss and act on Health Insurance continuation for Alex Seretny (Executive Session Anticipated)**

This issue was tabled until more information could be gathered.

**H. Discuss and Act on back pay requests: Administrative Assistant, Marlene Aulten, and Democratic Registrar of Voters, Joan Fox (Executive Session Anticipated)**

**MOTION:** First Selectman Donnelly motioned to approve the back pay request of Joan Fox retroactive to 2/11/2010. Selectman Chapel seconded; all in favor; motion carried.

In regards to back pay for the Administrative Assistant, the Board issued the following statement:

**“We, the Board of Selectmen, have been placed in a difficult position by actions regarding the firing of this employee. To remedy this situation, we recommend providing the amount of \$4,029.76 in back pay. This action is intended to save the Town from legal claims in the future, and end this situation.”**

**MOTION:** Selectman Dionne moved to provide the Administrative Assistant with back pay in the amount of \$4,029.76; Selectman Chapel seconded; all in favor, motion carried unanimously.

**13. Communications - None**

**14. Audience for Citizens -**

Alan Cahill noted that, per Marcia Kilpatrick, the vegetation at the fire pond may not have been cut back enough. He was troubled by the Board paying the Administrative Assistant for “work not done”.

Dayna McDermott-Arriola noted that she will be filing an FOI request tomorrow morning seeking a copy of the statement made by the Board (*the entirety of which is noted above*), and all information regarding litigation.

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- 15. Adjournment:** There being no further business to come before the Board, Selectman Chapel motioned to adjourn at 9:47p.m.; Selectman Dionne seconded; all in favor.

Respectfully Submitted,  
Marlene B. Aulten  
Recording Secretary