

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JANUARY 15, 2013
TOWN OFFICE BUILDING - 5:30 P.M.

Call to Order: First Selectman Leo Paul, Jr. called the meeting to order at 5:31 p.m. with all Selectmen present: Jeffrey Zullo, Paul Parsons, Diane Knox and Jonathan Tarrant.

Approval of Minutes: Motion: J. Tarrant moved to approve the regular January 2, 2013 meeting minutes and D. Knox seconded. All voted aye and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: L. Paul mentioned that the Board of Finance approved the \$7,000 transfer for the Town Hall Building Committee. He also noted the Legislature is beginning its new session and urged the Board to feel free to accompany him to Hartford and to testify on any issues they feel strongly on.

Resignations: None

Interviews, Appointments & Reappointments

- a) Reappoint Sharon Schildgen to Beautification Commission, term 2/2016
- b) Reappoint Martha McDevitt to Social Services Board, term 2/2016
- c) Reappoint Denise Correia to Social Services Board, term 2/2016
- d) Reappoint Joseph Manes to Pension Commission, term 2/2016
- e) Reappoint John Morosani to Pension Commission, term 2/2016
- f) Reappoint Jack Healy to Tree Warden, term 2/2014

Motion: P. Parsons moved to reappoint a) through f) as above and J. Tarrant seconded. All voted aye and the motion carried.

Declining Reappointment: Monet Meter from Conservation Commission, effective 12/31/12: received and noted.

Liaison Reports/Commission-Committee Minutes: 12/12/12 Board of Education minutes; 12/20/12 Special Board of Education minutes (draft); 12/13/12 WPCA minutes

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Beautification Commission: 4 regular members 2/2015, 2/2014, 2/16, 2/16; 2 alternates 2/2016

Conservation Commission: 1 regular member 12/2014; 1 alternate member 12/2015

Economic Development Commission: One regular member 6/2013; 1 alternate 6/2013

Inland Wetlands Commission: 2 alternate members 6/2013

Litchfield Housing Authority: 1 regular member 8/2013

Milton Historic District Commission: 2 alternate members 1/2015

Park & Recreation: 2 alternate members: 6/2013, 6/2014

Recycling Committee: 4 members, 2/2015, two 2/2013, 2/2014

Social Services Board: 1 member, 2/2015

Town Hall Building Committee: 1 member, 3/2015

Veteran's Advisory Committee: 2 regular member 8/2013, 8/2015; 2 alternate members 8/2015

Water Pollution Control Authority: 1 regular member 1/2013; 1 alternate member 1/2015

Tax Refunds: Motion: J. Tarrant moved to approve the tax refunds as presented with two refunds, for a total of \$84.08. D. Knox seconded, all voted aye and the motion carried.

Transfers

a) **Transfer #3 - \$13,000 to Paramedic Intercept Fund from Contingency:** L. Paul explained this transfer would leave a \$77,000 balance in Contingency. This is always a guesstimate and hard to predict. J. Campbell, Chairman of the Fire & EMS Commission, said that Bantam is one of 6 or 7 departments in the State that is not doing paramedic billing. The State law does not allow departments to bill unless they bill for both ambulance and paramedic intercepts. So because they don't bill for ambulance, they can't bill for paramedic intercept. They are high on Campion's list of departments that downgrade protocol for paramedic response so they are not dispatched unnecessarily. Campion's fees average \$320 per call. L. Paul noted there is still a balance of \$1,220 in the line item. Mr. Campbell asked if Mr. Paul could help enable a bill in Hartford that would allow them to bill for paramedics separately, and said Chief Rick Duffy would work with him on it. The \$13,000 transfer request covers the estimated overage based on average calls. L. Paul estimated a line item of \$20,000 for the next budget.

Motion: P. Parsons moved to approve Budget Transfer #3 for \$13,000 from Contingency 01-1903-51703 to Paramedic Intercept Fund 01-4201-54123. D. Knox seconded, all voted aye and the motion carried.

Old Business

a) **Town Hall Building Committee Update – J. Zullo:** Mr. Zullo said the next meeting is tomorrow, and he showed and summarized the draft powerpoint slides to be used for the public presentations. L. Paul said he will look into a STEAP grant from the State, as he was surprised that money was awarded to another town for its Town Hall renovation and expansion project.

New Business

a) **Update and Status on School Maintenance:** L. Paul summarized the take-over of custodial responsibility from the Board of Education in September, and said he planned to use the Facility Manager position to oversee all the municipal buildings in town. One of the objectives was to strive to save \$80,000. To date they have already saved over \$9,600. Joe Tofuri, Facilities Manager, and Jack Healy, Public Works Director, were present to discuss the savings.

Mr. Tofuri summarized savings thus far. He explained that they saved \$806 on the filter order for the quarter. They saved \$2,750 on radon testing at the schools by finding that only 10% of the rooms needed testing because of prior success. On the gym floor, they had been paying \$3,100 every year for refinishing, and were able to save \$870 by bidding out the job. He has saved \$4,250 to date by tightening up work by the current flooring maintenance contractor. He is also doing emergency light testing each year in-house instead of renting at a savings of \$1,000.

J. Healy spoke about potential savings. Mr. Tofuri investigated and found that they could save \$500 on can opener blades for the kitchen by looking outside the normal vendor. They are shopping on line for savings on cleaning products and light bulbs and are estimating savings on those products. Mr. Healy said they will use the Town's maintenance software for the schools and eliminate the *School Dude* software for a savings of \$4,361. Regarding buffing equipment for the school floors, Mr. Tofuri has obtained three prices for two reconditioned buffers at less than \$10,000 each. By dispensing with the contractor buffing service and hiring an in-house floater/buffer to work between the schools, Mr. Healy felt they could save between \$70,000 and \$80,000. Mr. Paul commended Messrs. Healy and Tofuri for their work on finding savings, and he expects they will realize the savings of \$80,000 in the school maintenance budget for this fiscal year.

b) Award Small Cities Professional Services Bid to L. Wagner & Associates: L. Paul explained that L. Wagner is the only firm that applied, and it has been working for the Town for a long time with good success. Larry Wagner has worked with the Housing Trust and Housing Authority and has done all the leg work in obtaining Small Cities grants for us.

Motion: J. Tarrant moved to award the Small Cities professional services bid to L. Wagner & Associates, and D. Knox seconded. All voted aye, except J. Zullo who abstained, as he is a member of the Housing Trust, and the motion carried.

Correspondence: None

Motion: P. Parsons moved to adjourn at 6:25 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman