

Special Board of Selectmen's Meeting –April 21, 2020 (Unapproved Minutes)

Robert McGarry called the meeting to order at 6:31 pm via GoToMeeting

Kate Anderson and Sean Moriarty were present

The Pledge of Allegiance was recited.

Approval of Agenda: Moriarty made a motion to approve the agenda. No discussion. Approved unanimously.

Approval of Minutes: Anderson made a motion to Approve the March 9, 2020 minutes as submitted. No discussion. Motion carried unanimously.

Selectman's Update:

McGarry updated on the following:

Projects

Higganum Center

- HES – School withdrew due to COVID-19
- Scovil Hoe – Received bids from 4 consultants re environmental & engineering assessment, interviewing 3.
- Tylerville Water – Connections continue. Some properties with access issues, some want to keep existing wells
- Dublin Bridge – Work resumed. Bridge open to traffic. Will have to close for 2 or 3 days for grading & paving
- Road work has begun. Injun Hollow, Rock Landing, Christian Hill first on west side (finish drainage)

Other

- Budget
 - RSD17 – Joint meeting held 4/15. They discussed the budget process. Next one scheduled for 5/21
 - Town – BOF approved initial budget from BOS. Started work on an alternate. Goal is no tax increase.
- COVID-19
 - Started announcements 2/27
 - 16 cases in Haddam.
 - The Governor issued 28 Executive Orders
 - 4/20 Announcement – Immunity & Asymptomatic spread
 - Town Office Building – Open by appointment
 - Transfer Station – If all goes well tomorrow then Weds a.m. Bulk & seniors household, Sat/Sun – all services. Masks, distancing
 - Revaluation – Continues. No interior inspections
 - HK Community Alerts – Everbridge system. Please sign up. <https://member.everbridge.net/index/431700047822951/#/signup> or text AlertHD to 888777
 - Virtual Meetings – Town meetings

- Poll Workers - The Town is in critical need of poll workers. The Registrars did a survey of the current poll workers 75% said they will not work during the pandemic, as most of the poll workers are in the high risk category.

Anderson updated the board that the EDC decided last week to postpone Mucket Madness to 2021 due to the COVID-19 Pandemic.

Board of Education Update: Attached as Schedule 1

Tax Refunds:

Motor Vehicle (03)		
DACHELET DAN	18-03-52279	\$292.92
Total		\$292.92
Motor Vehicle Supplement (04)		
KUKTA STEVEN	18-04-80820	\$157.34
Total:		\$157.34
Grand Total:		\$450.26

Moriarty made a motion to approve the April 21, 2020 tax refunds. No discussion. Motion carried unanimously.

Old Business:

Charter Revision Changes: Anderson made a motion to send to the Charter Revision the attached list of Selectmen Recommendations. (attached as Schedule 2). There was a brief discussion. Motion carried unanimously.

BOS Succession Planning: Anderson made a motion to appoint Moriarty as the person to fill in for First Selectman McGarry in the event that McGarry cannot. If Moriarty cannot fill in Anderson would fill in that position. No discussion. Motion carried unanimously.

Discuss Executive Order 7S Municipal Tax programs: There was a brief discussion regarding the options of the Executive Order re: COVID-19 and options municipalities can take. Moriarty made a motion to adopt the Low Interest Program. There was a brief discussion. Motion carried unanimously.

Executive Session CGS Section 1-200(6)(A) Moriarty made a motion to adjourn to Executive Session pursuant to CGS Section 1-200(6)(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee: Tax Clerk. Invited to attend the Executive Session: Robbie Marshall, Tax Clerk and Kristin Battistoni, Tax Collector. At 6:27 pm

Made a motion to resume the regular selectmen's meeting at 7:08 pm

Moriarty made a motion to give the authority to the First Selectman to terminate Robbie Marshall. She will until Friday to decide if she wants to resign rather than be terminated. No further discussion. Motion carried unanimously.

Moriarty made a motion to adjourn. Approved unanimously. Adjourned at 7:10 pm,

Minutes taken by JoAnn Ricciardelli

Summary of March 2020 Board of Education Meetings

RSD 17 2020/21 Budget

Superintendent's Preliminary Budget Presentation - The first week of March, before schools were closed due to Covid-19, Superintendent Hageman presented her 2020/2021 budget to the HK Joint Boards of Education, Selectmen and Finance. Her budget proposed a gross increase of 2.46% with the largest increase associated with Special Education expenses. Other notable changes include adding a High School Gym teacher due to a change in state credit requirements, replacing the sunsetting accounting system and updating the website for ADA compliance. Four Middle School teacher positions would be eliminated. After revenue and reimbursements the proposed final increase to the towns would be 1%.

BoE Budget Workshops - In March the BoE held several workshops to focus on each area of the budget. With appreciation for the work Dr. Hageman put into the budget, the Board acknowledged the new realities of a Post-Covid economy and asked the admin team to identify ways to present a Gross Budget equal to, or less than, the 2019/2020 Gross Budget which had been approved by the community in the last referendum. At the end of March Superintendent Hageman proposed over \$1 million in various cuts for the Board's consideration including: reducing purchases in textbooks and classroom libraries expecting no or little impact, removing High School and Middle School late busses and after-school monitors, sharing Kindergarten Paraprofessionals between classrooms, and a change in the Capital Fund Contribution. The Board will hold their next Budget Workshop on April 14th to continue their work.

Covid-19 Effects on RSD17

Distance Learning - On March 14th RSD17 closed schools due to the Covid-19 virus. Staff shifted to provide distance learning opportunities for all students. On March 16th, RSD 17 Food Services staff began providing bagged breakfast and lunch needed for any child under the age of 18 in Haddam and Killingworth. Additionally the District's IT department started lending computers and guiding families who needed internet access. To date, teachers and students have completed two weeks of online learning, forty families have taken advantage of the bagged meals program, and over 200 computers have been handed out to aid our students in their education.

Governor's Orders - Since closing our schools Governor Lamont issued several Executive Orders directing the BoE on how to continue running public meetings and passing a 2020/21 budget. Per the Governor's orders. BoE meetings are now held by video conferences which can be watched live or recorded on our website. Statutes requiring town meetings and referendums have been suspended and a budget is to be adopted at the board level. Finally, the Board has been granted a thirty day extension to complete the budget. All information including how to access our meetings, our new budget timeline and how to participate in public comment can be found on our website. The Board is planning a budget vote on June 2nd.

Capital Improvements:

HKHS Field House - This project has been approved by the state and will move forward during school closure.

BES Carpet - The Facilities Committee recommended, and the Board agreed to, an alternative to replacing the damaged carpeting at Burr. While schools were closed, new carpet tiles were installed with a Permalink covering placed in between the existing and new layers of carpet. This system eliminated the need to remediate, shortened the time to install, and resulted in significant cost savings.

On our Website - The 2019 Annual Audit Report, which was presented to the BoE in March, can be found under "Business Office".

Charter Revisions Requested by BOS

Section	Change	Rationale
Table of Contents Section 8.6 (page 2)	Change title from “Director of Civil Preparedness” to “Director of Emergency Management”.	Civil Preparedness is an obsolete title. The title is correct on page 21 of the charter but not in the TOC. (The 2002 charter had the same oversight.)
6.3(j)	Delete “and input from the Long Range Capital Planning Committee”	This is the only mention of the LRCPC in the charter. We’re evaluating our budget development process. Changes to it may or may not impact the LRCPC. The committee was established by an ordinance so any change to it would require a town vote.
8.14 (a)	<p>Reword to read:</p> <p>The Board of Selectmen shall be responsible for the hiring and termination of all Town employees. On a case by case basis, the Board of Selectmen may delegate these responsibilities to the First Selectman. The First Selectman or designee shall be responsible for the review, evaluation and discipline of all Town employees.</p>	<p>The proposed wording streamlines handling routine personnel matters. It allows the BOS to delegate hiring and/or termination responsibilities to the First Selectman when they feel it is appropriate such as the recent hire of a part time transfer station attendant.</p> <p>Note: Both the proposed wording and the current wording conflict with the Clerical contract which makes the First Selectman responsible for hiring, termination and everything in-between. We’ll have to negotiate any change during the contract renewal this year. The negotiations should be completed long before the charter revisions are voted on.</p>
8.14 (b)	<p>Reword to read:</p> <p>The Board of Selectmen shall establish wage rates, salaries, job descriptions and working hours for all Town employees, except when the terms and conditions of employment of a Town</p>	The current wording is in violation of the Municipal Employees Relations Act (MERA).

	employee are governed by a collective bargaining agreement and the Town's obligations under applicable law.	
9.4 (c)(2)	Delete the last sentence of the paragraph "Transfers within agencies of amounts exceeding \$1,000.00 shall require Board of Finance approval."	This requirement wasn't in the 2002 revision to the charter. I don't know why it was added. It creates a lot of unnecessary work. It's contrary to our long-standing policy of allowing departments managers to manage their budgets as long as they don't exceed their total budget. (At the Town Meeting we approve the department budgets not their individual lines.)