



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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LORI L. SPIELMAN
First Selectman

JAMES M. PRICHARD
Deputy First Selectman

SARAH D. COOK
MELINDA M. FERRY
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

BOARD OF SELECTMEN
Monday, February 10, 2020
Town Hall Meeting Hall

SELECTMEN PRESENT: Lori Spielman, James Prichard, John Turner, David Stavens, Ronald Stomberg, Melinda Ferry

SELECTMEN ABSENT: Sarah Cook

OTHERS PRESENT: Timothy Webb, Public Works Director/WPCA Administrator; Brian Santa, Resident State Troopers' Supervisor; Kevin Kenzenkovic, Temporary Finance Director; Felicia LaPlante, Assistant Finance Officer; Peter Hany, Ellington Volunteer Ambulance Corps President; Bob Smith, Deputy Chief, Ellington Volunteer Fire Department; John Rachek, Chairman and Peg Busse, Board of Finance; Scott Nicol, Superintendent, Brian Greenleaf, Director of Finance and Operations, and member Liz Nord, Board of Education; Tom Palshaw, Jeremy Galeota

I. CALL TO ORDER

The Board of Selectmen (BOS) meeting was called to order at 7:00 P.M. by First Selectman Spielman.

II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

III. CITIZENS' FORUM:

Jeremy Galeota, 6 Virginia Drive, said that at the last meeting he asked about the bonding and estimated interest costs for the Windermere School project. He said he is asking how that information can be included in the true project costs. He gave the example of an individual who takes out a mortgage and is told what the principal and interest are going to be so they know the whole package. Mr. Galeota said that with an item as large as the Windermere School building project, it's important to put the whole cost out there and on paper for residents to see.

Mr. Kenzenkovic said that Mr. Galeota raises a good point and since it isn't possible to have that number with any accuracy, all that can be said is that at this point in time the interest rate is

whatever it would be at that point in time. He said that this project won't be going to market for another 3 to 4 years and it can't be predicted what the interest rate will be. He added that he consulted with the Town's Bond Counsel, Mr. Gillette, and confirmed that this cannot be included in the bond question because of the uncertainty with regard to market conditions, and that is state law. With regard to when the referendum goes forward, something could be put in the explanatory document that would indicate that based on a given day, a certain interest rate would incur certain costs, but it would be an estimation. Mr. Galeota said that the entire project is an estimation and the interest is a big number; taxpayers should be made aware that this is part of the cost of the project.

Peg Busse, 37 Abbott Road, suggested that the Board of Selectmen and other major boards consider videotaping their meetings as is now going to be done in South Windsor. South Windsor is going to doing this at no cost as they are working with the school. She added that she will consider drafting a proposal with the school department to see if this can happen.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADD TO THE AGENDA ITEM IV. APPROVAL OF MINUTES ITEM D JANUARY 6, 2020 SPECIAL TOWN MEETING AND ITEM E DECEMBER 9, 2019 SPECIAL TOWN MEETING.

IV. APPROVAL OF MINUTES:

A. January 13, 2020 Board of Selectmen Regular Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF JANUARY 13, 2020 BOARD OF SELECTMEN REGULAR MEETING.

B. January 27, 2020 Board of Selectmen Capital Improvements Deliberation Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 27, 2020 BOARD OF SELECTMEN CAPITAL IMPROVEMENTS DELIBERATION MEETING.

C. January 30, 2020 Board of Selectmen Special Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 30, 2020 BOARD OF SELECTMEN SPECIAL MEETING.

D. January 6, 2020 Special Town Meeting

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 6, 2020 SPECIAL TOWN MEETING.

E. December 9, 2019 Special Town Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE DECEMBER 9, 2019 SPECIAL TOWN MEETING.

V. UNFINISHED BUSINESS:**A. Establish Ad Hoc Government Study Committee**

Mr. Turner asked if there would be anything preventing this Committee from requesting an extension for the submission of their final report if they felt they needed to work beyond the deadline. It was determined this would be considered. Mr. Turner confirmed that the appointments to this Committee will be made at the next regularly scheduled Board of Selectmen meeting, March 9, 2020.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ESTABLISH AN AD HOC GOVERNMENT STUDY COMMITTEE TO BE COMPRISED OF SEVEN MEMBERS, NOT MORE THAN ONE-THIRD OF WHOM HOLD ANOTHER PUBLIC OFFICE IN THE TOWN OF ELLINGTON, AND WITH A BARE MAJORITY FROM THE SAME POLITICAL PARTY, TO RESEARCH DIFFERENT FORMS OF GOVERNMENT PERMISSIBLE UNDER CT STATE STATUTE AND RECOMMEND TO THE BOARD OF SELECTMEN POSSIBLE CHANGES TO ELLINGTON'S GOVERNMENT STRUCTURE. THE COMMITTEE SHALL SUBMIT A REPORT TO THE BOARD OF SELECTMEN NO LATER THAN MAY 29, 2020.

VI. NEW BUSINESS:**A. Tax Refunds/Abatements**

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$4,653.31 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENT STATEMENT FOR THE MONTH OF FEBRUARY, 2020. [ATTACHED]

B. Re-establish the Ad Hoc Emergency Services Committee

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC EMERGENCY SERVICES COMMITTEE FOR ONE YEAR ENDING FEBRUARY 28, 2021.

C. Consider and Act on a Resolution: 2020 Windermere Elementary School Renovations, Improvements and Additions Project: To consider and act on a resolution: (1) recommending an appropriation and borrowing authorization for renovations, improvements, and additions to Windermere Elementary School to provide a facility serving Pre-K through Grade 6, (2) referring such recommendations to the Board of Finance for consideration; and (3) referring the project to the Planning & Zoning Commission for a report pursuant to Conn. Gen. Stat. § 8-24.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, THAT THE BOARD OF SELECTMEN RECOMMENDS THAT THE TOWN OF ELLINGTON APPROPRIATE \$55,847,000 FOR COSTS RELATED TO VARIOUS RENOVATIONS, IMPROVEMENTS, AND

ADDITIONS TO WINDERMERE ELEMENTARY SCHOOL TO PROVIDE A FACILITY SERVING PRE-K THROUGH GRADE 6, INCLUDING THE DEMOLITION OF APPROXIMATELY 29,000 SQUARE FEET OF THE CURRENT BUILDING, THE DESIGN, CONSTRUCTION, FURNISHING AND EQUIPPING OF AN APPROXIMATELY 41,000 SQUARE FOOT ADDITION, AND OTHER RENOVATIONS AND IMPROVEMENTS, INCLUDING FULL ROOF REPLACEMENT TO THE APPROXIMATELY 57,000 SQUARE FOOT REMAINING PORTION OF THE BUILDING, AND VARIOUS RELATED ON-SITE AND OFF-SITE IMPROVEMENTS, AND RELATED WORK; AND FOR COSTS RELATING TO FINANCING OF THE PROJECT. THE APPROPRIATION MAY BE SPENT FOR ACQUISITION, DESIGN, CONSTRUCTION AND INSTALLATION COSTS, EQUIPMENT, FURNISHINGS, MATERIALS, UTILITIES, RELOCATION COSTS, RELATED OFF-SITE IMPROVEMENTS INCLUDING BUT NOT LIMITED TO TURN LANE ADDITIONS AND OTHER ROAD IMPROVEMENTS, UTILITY CONNECTIONS, SIGNALIZATION AND SIDEWALKS, CLERK OF THE WORKS, ARCHITECTS' FEES, ENGINEERING FEES, CONSULTANTS' FEES, ADMINISTRATIVE COSTS, LEGAL FEES, NET INTEREST ON BORROWINGS AND OTHER FINANCING COSTS, AND OTHER EXPENSES RELATED TO THE PROJECT OR ITS FINANCING. THE PERMANENT BUILDING COMMITTEE SHALL BE AUTHORIZED TO DETERMINE THE SCOPE AND PARTICULARS OF THE PROJECT, AND MAY REDUCE OR MODIFY THE SCOPE OF THE PROJECT, AND THE ENTIRE APPROPRIATION MAY BE SPENT ON THE PROJECT AS SO REDUCED OR MODIFIED. THE TOWN ANTICIPATES RECEIVING AN ESTIMATED \$28,086,000 GRANTS FROM THE STATE OF CONNECTICUT TO FUND IN PART THE PROJECT APPROPRIATION, FOR AN ESTIMATED NET PROJECT COST TO THE TOWN OF \$27,761,000.

FURTHER RESOLVED, THAT THE BOARD OF SELECTMEN RECOMMENDS THAT THE TOWN AUTHORIZE THE ISSUE OF \$55,847,000 BONDS OR NOTES AND TEMPORARY NOTES TO FINANCE THE APPROPRIATION, THE AMOUNT OF BONDS OR NOTES AUTHORIZED TO BE REDUCED BY THE AMOUNT OF GRANTS RECEIVED FOR THE PROJECT AND NOT SEPARATELY APPROPRIATED TO PAY PROJECT APPROPRIATION.

FURTHER RESOLVED, THAT THE BOARD OF SELECTMEN REFERS THE ABOVE RECOMMENDATIONS TO THE BOARD OF FINANCE FOR ITS CONSIDERATION, AND REFERS THE PROJECT DESCRIBED ABOVE TO THE PLANNING AND ZONING COMMISSION FOR A REPORT PURSUANT TO SECTION 8-24 OF THE CONNECTICUT GENERAL STATUTES.

D. Removal of Tax Credit Balances

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE TAX & REVENUE COLLECTOR TO REMOVE OLD CREDIT BALANCES FOR THE 2011 THROUGH 2014 GRAND LISTS FOR A TOTAL OF \$127.81.

E. Discussion: Forensic Accounting Analysis – Finance Department

Kevin Kenzenkovic stated that he has put forth for consideration a recommendation to retain the services of an individual or a firm that would provide technical assistance with the end-of-year close-out and audit process. The technical assistance would include but not be limited to assisting the current Finance Department staff in completing the required actions to close-out fiscal year 2018-2019 audit. This person would also conduct an analysis of end-of-year close-out procedures, recommend changes in operations and document recommended protocols to be implemented for future audits.

The Town has been in a situation where it has been perpetually late with the audit filings; it would be helpful to have some form of knowledge of what should be done by auditors and what should be done by staff. He added that an RFP for audit services is currently underway with heavy emphasis on getting the audit done in a timely fashion going forward. Mr. Kenzenkovic reviewed several benefits that can be derived from completing the audit on time including reducing the workload on current staff, aiding in the easement of the replacement of the Finance Officer, and providing Town staff, Board of Selectmen and Board of Finance members with updated formal procedures for end-of-year closeout which will translate into protocols, benchmarks and a means of accountability for both staff and auditors to complete audit work in a timely manner within established deadlines.

Mr. Kenzenkovic said that once the Town retains the services of a new audit firm, the Town should hold the firm accountable for filing the audit on time. It would eliminate the need for the Town to continually report to the Municipal Finance Advisory Commission of the Office of Policy and Management regarding habitual late filings.

Mr. Kenzenkovic reviewed other benefits such as the enhancement and perhaps improvement of the Town's bond rating and providing the Town with recommendations on efficiencies within the Finance Department and its operations, including proper distribution of workload and responsibilities and recommended staffing changes. Finally, and if requested, the firm may be a resource to provide additional recommendations on organizational operations should the Town implement a new administrative structure. This will include some realignment of responsibilities among the current positions.

Ms. Spielman added that this will be helpful during the transition to the new accounting software that is included in the budget for FY 2020-2021. Mr. Turner asked if this software will go into effect for FY 2020-2021; Ms. LaPlante said it will go into effect in FY 2021-2022. Mr. Turner added that this still leaves FY 2018-2019, FY 2019-2020 and FY 2020-2021 still delinquent and in need of reassessment. Mr. Stomberg asked if the software could be purchased later; Ms. LaPlante said that it will take up to six months to implement. Mr. Kenzenkovic said that you will have to run both systems parallel for some time during the transition which is time-consuming. He added that the Town has been doing audit and budget at the same time, which is a burden to the staff.

Mr. Turner asked if anyone is working on the FY 2018-2019 budget now; Mr. Kenzenkovic said that Mahoney and Sabol will complete the FY 2018-2019 audit. The new auditor will complete the 2019-2020 audit going forward with up to a five year renewal. Mr. Turner asked where the auditors are with the FY 2018-2019 audit; Mr. Kenzenkovic said that they have not started. Ms. LaPlante added that Mahoney and Sabol had advised the Board of Finance that they will not be able to start until February due to the Town's habitual lateness.

Mr. Turner asked Mr. Rachek what the Board of Finance thinks about this recommendation and he responded that the Board of Finance is not happy that the audit is always late. He said he believes that Mr. Kenzenkovic is recommending what should be done. Mr. Turner said that this includes more than the audit; it includes an audit of the function of the Finance Department. Mr. Kenzenkovic said that this is an important part of the process. Mr. Kenzenkovic said that he used the word forensic, but to clarify he is suggesting technical assistance for best practices. Mr. Turner

said in line with this, the BOS has been asking Finance Officer candidates to give the current processes a fresh look. He added that he believes that the Board of Selectmen generally support this type of review as best practices come along and should be considered. Looking at or considering a Town Administrator, it's valid that this position could also provide some advice or guidance moving in that direction as well. Mr. Kenzenkovic added that internally he and the staff are doing a desk audit to review each staff member's function to consider best practices.

Peg Busse said that the idea of getting help during this time is something that should have happened a long time ago. She added that the use of the word forensic is dismaying. She stated that she was contacted by people who were concerned about the use of the word and she believes it is the wrong use of the word and best practices is a better choice of words.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY THAT THE BOARD OF SELECTMEN INSTRUCT THE FIRST SELECTMAN TO CONTINUE THE INVESTIGATION INTO THE MEMO DATED FEBRUARY 6, 2020 [ATTACHED] FROM KEVIN KENZENKOVIC, TEMPORARY FINANCE DIRECTOR, FOR CONSIDERATION OF TECHNICAL ASSISTANCE.

F. Earth Day Celebration

Ms. Spielman noted that the Earth Day Committee met today and have determined that the date of the event will be April 25, 2020.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO GRANT THE REQUEST OF THE EARTH DAY CELEBRATION COMMITTEE TO HOLD THE 2020 EARTH DAY CELEBRATION ON THE TOWN GREEN ON SATURDAY, APRIL 25, 2020 BETWEEN 8:00 AM AND 3:00 PM INCLUDING SET-UP AND CLEAN-UP TO BE COORDINATED WITH THE PUBLIC WORKS DEPARTMENT, PROVIDED ALL NECESSARY TOWN APPROVALS ARE OBTAINED. FURTHER RESOLVED, TO CLOSE CHURCH STREET DURING THE 2020 EARTH DAY CELEBRATION EVENT.

VII. ADMINISTRATIVE REPORTS:

- A. Building Official
- B. Emergency Services: Mr. Turner said that the Emergency Services were busy with multiple calls and helping out mutual aid partners.
 - 1. Resident State Troopers' Office: Mr. Stavens asked Sgt. Santa if there is a new School Resource Officer. Sgt. Santa said he is taking applications now and expects this to be resolved within the next two weeks.
 - 2. Emergency Management Director
 - 3. Ellington Volunteer Ambulance Corps: Mr. Stavens asked if Chief Hany has any proposal for the increase in calls due to The Ivy. Chief Hany said he has ideas, but not a formal proposal at this time. Mr. Turner said this was anticipated when The Ivy was being built. He added that this issue needs to be near the top of the list to resolve. Chief Hany said that he would be happy to have any firefighter join in to help EVAC by volunteering. He added that volunteering in this country is on a steady decline and it is being felt in this Town.
 - 4. Ellington Volunteer Fire Department
 - 5. Crystal Lake Fire Department

- C. Fire Marshal
- D. Hall Memorial Library
- E. Tax & Revenue Collector
- F. Town Planner: Ms. Ferry asked about Open Space. Ms. Spielman said that there may be a piece out by Webster Road.
- G. Human Services Department
- H. Finance Department
 - 1. 2019 Grand List: This report was not available tonight and will be provided to the BOS as soon as possible.
 - 2. Financial Statements

VIII. SELECTMEN COMMITTEE REPORTS

- A. Personnel Committee
 - 1. Resignations: There were none.
 - 2. Appointments

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT GARY T. FELDMAN, SR., ROBERT EDWARDS, PETER HANY, SR., JACK RICH II, TIMOTHY SEITZ, DANIEL FLANAGAN AND JOSEPH PALOMBIZIO TO THE AD HOC EMERGENCY SERVICES COMMITTEE TO SERVE ONE-YEAR TERMS ENDING FEBRUARY 28, 2021.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT GARY MAGNUSON, DALE GERBER AND JEFF OLENDER TO THE PERMANENT BUILDING COMMITTEE TO SERVE FOUR-YEAR TERMS TO FEBRUARY 29, 2024.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT TARA KOZIK TO THE PARKS AND RECREATION COMMISSION TO COMPLETE AN UNEXPIRED TERM TO JANUARY 31, 2022, AS RECOMMENDED BY THE ELLINGTON DEMOCRATIC TOWN COMMITTEE.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO GO OUT OF AGENDA ORDER AND MOVE ITEM VIII.A.3 TO THE END OF THE AGENDA.

- B. **Town Ordinance Committee**
 - 1. Ordinance Committee Recommendations to the BOS
 - a. Ordinance: Snow and Ice Removal from Sidewalks
 - b. Ordinance: Wetland and Zoning Violations
 - 2. BOS Recommendations for Adoption of Ordinances

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADOPT THE PROPOSED REVISION TO ARTICLE II SNOW AND ICE REMOVAL FROM SIDEWALKS §154-4 REMOVAL OF SNOW AND ICE.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADOPT THE PROPOSED REVISIONS TO CHAPTER 48. WETLAND AND ZONING VIOLATIONS.

3. Set Public Hearing

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO HOLD A PUBLIC HEARING ON MONDAY, MARCH 9, 2020 AT 7:00 PM IN THE TOWN HALL MEETING HALL, 55 MAIN STREET, ELLINGTON TO ALLOW CITIZENS TO COMMENT ON THE FOLLOWING ORDINANCES:

- a. Ordinance: Snow and Ice Removal from Sidewalks
- b. Ordinance: Chapter 48. Wetland and Zoning Violations

4. Set Town Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO SET A SPECIAL TOWN MEETING ON APRIL 13, 2020 AT 7:00 PM IN THE TOWN HALL MEETING HALL, 55 MAIN STREET, ELLINGTON TO DISCUSS AND VOTE UPON THE FOLLOWING ORDINANCES:

- a. Ordinance: Snow and Ice Removal from Sidewalks
- b. Ordinance: Chapter 48. Wetland and Zoning Violations

IX. SELECTMEN LIAISON REPORTS: There were none.

X. FIRST SELECTMAN'S REPORT

A. New Hires

- Tracy Cycenas, Assessment Aide, Assessor's Office, full-time
- Eric Boucher, Assistant Animal Control Officer, per diem
- Nicole Usher, Assistant Animal Control Officer, per diem
- Aaron Gelber, Fire Inspector I, per diem

B. Resignations/Retirements

- Susan Maheux, Senior Center and HML Bookkeeper
- Kristyn Stauffer, HML Library Assistant
- Jose Martinez, School Resource Officer, Resident State Troopers' Office

C. Other

Ms. Spielman reported the following:

- In an effort to promote local businesses, the new Harley-Davidson owner was featured on the monthly Community Voice Channel show. Next month will include Mayor Dan Champagne of Vernon and First Selectman Mary Mitta from Stafford to discuss how to help residents with crumbling foundations.
- Attended a CROG Policy meeting
- Attended CIRMA's Annual Meeting and attended a seminar on legal claims
- Attended Johnson Memorial Hospital's legislative breakfast. Discussion included renovations of the Enfield campus due to a generous donation of \$10 million dollars. The renovation will include an ambulatory surgery center with three operating rooms, laboratory services, radiology, primary care with 15 exam suites and an expansion of the existing cancer care building.

- Attended a legislative breakfast at Tolland High School where the discussion was on special education and shared services.
- Attended the Mini Golf event at the Hall Memorial Library. It was a great event.
- Attended the Farmer's Market held at the YMCA on Pinney Street
- Received a check from the Lions Club of \$500 toward the Town's fuel assistance bank
- Attended the wonderful Ellington Volunteer Ambulance Corps banquet held at Maneely's on February 8, 2020.
- Held the first Earth Day committee meeting on February 10, 2020. Date has been set for April 25, 2020.
- Attended the Nelly McKnight Museum Board of Directors meeting held at Hall Memorial Library. This is a brand new board and changes should be expected such as the shed out back will be fixed up and displayed as well as antique farm equipment. Also, the front porch will be removed and rebuilt and it is hoped that a grant will help pay for it.
- Interviews continue for the open Finance Officer position.
- Attended Opening Day of the Connecticut General Assembly held at the Capital.
- The Rotary Club is going to be tying scarves on to the gazebo February 14, 2020 for anyone who needs one to keep warm.

Mr. Turner asked about the status of the card players who feel displaced from the Senior Center. Mr. Webb said that group plays at the Senior Center on Tuesday nights and they are welcome to play Friday nights at the Senior Center for no cost, but Saturday night the Senior Center is not free-of-charge as outlined in the policy put in place.

Ms. Ferry asked for an update regarding the Veterans' Memorial. Mr. Webb said that there is a draft plan that isn't quite finalized. The draft will be presented to a groups of veterans and then once it is more finalized, it will be brought to the BOS. Ms. Spielman added that they met last Friday and are still working on it.

VIII: SELECTMEN COMMITTEE REPORTS

A. Personnel Committee (continued)

3. First Selectman's Salary Review: FY 2020-2021

a) Exempt Salary Range Review – Position E-8 First Selectman

Discussion was held regarding the salary range for the Level E-8 position. Mr. Prichard reviewed the history and said that the recommendation from the Personnel Committee is to raise the range by 3%.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO CHANGE THE SALARY RANGE FOR THE FIRST SELECTMAN'S POSITION (LEVEL E-8) AS FOLLOWS: MINIMUM RANGE \$79,941, MIDPOINT RANGE \$95,314 AND MAXIMUM RANGE \$110,687.

b) EXECUTIVE SESSION: For the purpose of discussing personnel performance

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 8:03 PM FOR THE PURPOSE OF DISCUSSING PERSONNEL PERFORMANCE TO INCLUDE MS. CANNELLA, HUMAN RESOURCES COORDINATOR.

Present: BOS Members James Prichard, John Turner, David Stavens, Ronald Stomberg, Melinda Ferry; LouAnn Cannella, Human Resources Coordinator

THE BOS CAME OUT OF EXECUTIVE SESSION AT 8:17 PM.

First Selectman Spielman returned to the meeting.

c) Set Annual Salary for the First Selectman

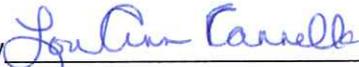
MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO SET AN ANNUAL SALARY FOR THE FIRST SELECTMAN IN THE AMOUNT OF \$95,272.94 FOR FISCAL YEAR 2020-2021.

XI. CORRESPONDENCE: There was none.

XII. ADJOURNMENT

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 8:19 P.M.

Submitted by



LouAnn Cannella
Recording Secretary

Approved by



Lori Spielman
First Selectman

DATE: February 6, 2020

TO: Lori Spielman
First Selectman

RE: Consideration of Technical Assistance

This day the Request for Proposals (RFP) for auditing services has been posted and distributed to some nine (9) qualified CPA firms. With that the Town has taken a first and major step in achieving the goal of correcting the situation of late completion and filing of annual audits/ financial reports. To that end, and to further assist in meeting this important goal, the following is offered for consideration and discussion.

The Town could consider retaining the services of an individual or firm to provide technical assistance with the end-of-year (EOY) close-out and audit process. The technical assistance provided should include, but not be limited to:

- Assisting current finance department in completing required actions to close-out FY-2018/20.
- Conducting a forensic analysis of EOY close-out procedures, recommend changes in operations and document recommended protocols to be implemented for future audits.

There are a number of benefits that can be derived from the provision of technical assistance. These include:

- Reducing the work load on current staff who have taken on additional responsibilities in the absence of a permanent Finance Officer.
- Aid/ease the transition to a new/replacement Finance Officer who will likely be hired shortly and will assume the role right in the middle of budget development and the FY-2018/19 audit.
- Provide the Town, Staff, Boards of Selectman and Finance with updated formal procedures for EOY close-out which will translate into protocols, benchmarks and a means of accountability for both staff and auditors to complete audit work in a timely manner and by established deadlines.
- Eliminate the need for the Town to have to continually report to the Municipal Finance Advisory Commission of the Office of Policy and Management (OPM) regarding the habitual failure to file the audit in accordance with State established deadlines.
- Enhance and perhaps improve the Town's bond rating – timeliness of audit completion is a major factor impacting ratings for all three (3) major agencies (Moody's/S&P/Fitch).
- Provide the town with recommendations on efficiencies within the finance department and its operations, proper distribution of workloads/responsibilities and any recommended staffing changes.
- Finally, and if requested, the firm/individual so engaged might also be a resource to provide additional recommendation on organizational operations should the town implement a new administrative structure (town administrator/manager).

While this is proposed to address more immediate concerns, the Town should not rule out continuing to engage the individual/firm again in the near future. In particular, this would include the anticipated transition to a new financial accounting software package and if a new auditor is selected for the FY-2020 fiscal year. In both instances there will be additional demands on staff – such transitions are never as smooth or painless as initially led to believe. Providing some continuity with the engaged individual/firm could well prove very beneficial to the Town and most helpful to staff.

As noted, this is presented to you and the Board of Selectman for consideration and deliberation. I will respond to any questions or provide additional research and information as needed/requested.

Kevin Kenzenkovic
Temporary Finance Officer