

In attendance and participating via GoToMeeting were Catherine Iino, Louis Annino, Jr., Eileen Blewett, Regina Regolo, Elizabeth Disbrow, Board of Finance members Robert Rimmer, Annie Stirna, Doug Lefko; Dick Bauer, Chief – Fire Department, Madelena Howenstine, Assistant Animal Control Officer; and Bettie Perreault, acting as clerk.

1. Call to Order: First Selectwoman Iino called the meeting to order at 7:07 P.M.
2. Public comment: There were no comments.
3. Approval of Minutes:

On motion by Lou Annino, seconded by Eileen Blewett, the minutes of February 8 as presented were unanimously approved.

On motion by Lou Annino, seconded by Eileen Blewett, the minutes of February 11 as presented were unanimously approved.

4. Refunds and Abatements:

On motion by Lou Annino, seconded by Eileen Blewett, the following Refunds and Abatements were unanimously approved.

<u>Name</u>	<u>Address</u>	<u>Amount</u>	<u>Reason</u>
Eastern CT Savings Bank	257 Main Street	\$ 90.32	Overpayment On behalf of Catherine M. Enama
Jennifer L. Liptak	108 Hemlock Drive	\$ 14.31	Online system error when computing interest per EO9R
Jennifer L. Liptak	108 Hemlock Drive	\$ 1.28	System error per EO9R
Donald M. Watson	56 Route 80	\$ 66.04	Overpayment
Roberta K. Wezenski	21 Clarkson Lane	\$ 328.13	Overpayment
Frank T. Crohn, Jr.	7 Ivy Cottage Lane	\$ 10.33	Overpayment
Career Factor LLC or Lester Saizan	25 Running Brook Drive 338 Roast Meat Hill Road	\$ 103.14 \$ 61.72	Overpayment COC#09726P
Chet T. or Melissa a. Maura	304 Plains Road	\$ 127.99	Overpayment COC#09711M

5. Old Business

- a. Animal Control: Assistant Animal Control Officer Madelena Howenstine advised of the statutory requirements for animal control officers, with note that Killingworth does not require a full-time officer because of its small population. She recommended, however, that current hours of phone monitoring be expanded, and that more patrols of town parks be conducted, to educate the public on the need to keep dogs leashed. Because many residents are unfamiliar with the responsibilities and duties of the animal control officers and the hours they are available, callers often call Troop F for non-emergency activities. Having residents more aware of these details will alleviate many calls to Troop F for non-emergency events. [C11]

- b. FY 2021/2022 Budget Discussion: Selectman Iino advised she had met with the Town Engineer regarding drainage on Beckwith Road; a recommendation and cost estimate are forthcoming. She also discussed with the engineer whether there are any roads in town suitable for reclamation next year. The engineer advised that reclamation probably is not warranted for any roads at this time.
- c. Legislation pending in Congress may provide funding from a COVID relief package to the town. Conditions/restrictions have not yet been determined; the state will not be able to stipulate conditions and all needs must be for COVID-related expenditures. Chief Bauer advised the Fire House Ready Room might qualify. School expenditures may qualify.
- d. The town will be applying for FEMA reimbursement for expenses related to Storm Isaias in August 2020. Iino asked for any records the KVFC has on their time and expenses related to Isaias.

6. New Business

- a. Salary Discussion with Board of Finance: The discussion covered salary ranges, benefits (health and retirement survey information), terms of office/service, phasing changes to accommodate differing terms in office, etc. Some wages are established on a calendar year basis, others on the fiscal year.

Members reviewed graphs provided by CCM for salary ranges for a variety of positions in towns of similar population, reviewed the following:

- Differences in cost of benefit packages depending upon individual personnel needs,
- The range of salaries for the same position in the various towns, varying number of hours worked in the same or similar position,
- The differences between salaried and hourly positions,
- Whether vacation/sick time applies to elected officials,
- How cost of living adjustments (COLA) affect wages and whether that is applied for a designated time or cumulatively.
- The effect union requirements have on wage determination.
- AFSME union negotiations will be starting soon.
- Elected, union, and non-union positions need to be reviewed to ensure all are addressed uniformly.
- Enforcement officers and other positions were discussed in detail.

There was broad-ranging discussion regarding what positions were up for election in the current year, two-year versus four-year terms of office, and all of the above topics.

Based on the discussion and information available, Finance Director Regolo was asked to develop a chart providing information on the above-referenced points for the Board of Finance, allowing that Board to adjust as needed and to make final determinations.

The position of Administrative Assistant is recommended to be changed to Executive Administrative Assistant based on the duties performed. (Elizabeth Disbrow, the present Administrative Assistant explained the history of compensation and scope of duties for the position.) The justification includes, among other things, the confidential nature of the position, the independent judgment exercised, the additional hours required, and the range of administrative duties being assumed. A new job description is to be prepared for the next Selectmen's meeting. It was noted that the description for this position might not be the same as is in the current Charter, and this change may need to be addressed during Charter revision deliberations.

7. First Selectwoman's comments: This Salary Discussion will be continued at a date and time to be determined.
8. Selectmen's comments: Robert Rimmer, Chair, Board of Finance introduced and welcomed Doug Lefko as a new member of that Board, and offered to help bring him up to speed on Board of Finance operations.
9. Executive Session: Real estate transaction

On motion by Cathy Iino, seconded by Lou Annino, the Board of Selectmen voted unanimously to go into Executive Session at 9:23 P.M.

All other participants left the meeting at this time. First Selectman Iino provided the remainder of these minutes.

9:37 The selectmen came out of executive session.

Iino moved, Annino seconded that we reject the offer of \$59,000 for Lot 27-56AX on Beaver Dam Road. Motion passed unanimously.

Blewett moved, Annino seconded that we offer to sell the lot for \$85,000 provided that lot 27-56AX be combined into one lot with lot 27-56AW. Motion passed unanimously.

9:40 **Iino moved, Annino seconded that we go back into executive session. Motion passed unanimously.**

9:42 Came out of executive session.

9:42 **Blewett moved, Annino seconded that the meeting be adjourned. Motion passed unanimously.**

Respectfully submitted,

Bettie Perreault

Bettie Perreault, Acting Clerk