

January 11, 2017

The Stonington Board of Selectmen held a regular meeting on this date at the Stonington Police Department at 7:00 p.m. Present were First Selectman Rob Simmons, Selectman Mike Spellman and Selectwoman Kate Rotella. Also present were members of the public and press.

**(1) Call to Order**

Mr. Simmons called the meeting to order at 7:00 p.m.

**(2) Pledge of Allegiance**

**(3) Comments from the Public**

Ms. Carlene Dunnarummo spoke about two decorative light posts that are out of service at West Broad Street/Mechanic Street and Route 2/West Broad Street. Ms. Dunnarummo stated she would like to see a different wattage used in the light posts and replacing the posts so that they are consistent with those in Westerly as well as moving the two posts back further off the road.

**(4) Approval of the Minutes**

- Mr. Simmons asked that the minutes from the Westerly Town Council meeting of October 17, 2016 be reviewed by the Board. If corrections are needed they will be forwarded to the Westerly Town Council as an appendix to their minutes.
- A motion was made by Mr. Spellman, seconded by Mrs. Rotella and voted unanimously to approve the December 14, 2016 Board of Selectmen special meeting minutes.
- A motion was made by Mr. Spellman, seconded by Mrs. Rotella and voted unanimously to approve the January 4, 2017 Board of Selectmen special meeting minutes.
- A motion was made by Mr. Spellman, seconded by Mrs. Rotella and voted unanimously to approve the December 14, 2016 Board of Selectmen regular meeting minutes.

**(5) Correspondence**

Mr. Simmons took in correspondence from Lynn Callahan, President of the Stonington Cemetery Association requesting the town consider assisting with funding of the restoration of two 19<sup>th</sup> century wood outbuildings on the grounds of the Stonington Cemetery. Mr. Simmons stated that the town does expend funds to the Stonington Cemetery Association and will take this under advisement.

**(6) Reappointments/Resignation**

**Economic Development Commission**

A motion was made by Mrs. Rotella, seconded by Mr. Spellman and voted unanimously to reappoint Virginia Abernathy to the Economic Development Commission.

**Zoning Board of Appeals**

A motion was made by Mrs. Rotella, seconded by Mr. Spellman and voted unanimously to reappoint Russell McDonough to the Zoning Board of Appeals.

**Mystic Harbor Management Commission**

A motion was made by Mrs. Rotella, seconded by Mr. Spellman and voted unanimously to reappoint Dave Carreau and Lou Allyn to the Mystic Harbor Management Commission.

**Conservation Commission**

Mr. Simmons accepted the resignation of Stanton Simm from the Conservation Commission after 31 years. The Board acknowledged and thanked Mr. Simm's for his years of service.

**(7) New Business**

**Assign Map 130, Block 1, Lot 3A Street Number 44 Cove Road, Stonington, CT**

A motion was made by Mrs. Rotella, seconded by Mr. Spellman and voted unanimously to approve the request.

### **Discussion – Connecticut Budget Cuts**

Senator Heather Somers discussed the State of Connecticut's proposed budget and potential reductions to the ECS. Senator Somers stated she has asked the Governor's office for a report that outlines and defines the ECS from its inception. Senator Somers reviewed some of the data regarding current bills that are due to session on Friday. Mr. Simmons stated that he looked forward to working with Senator Somers and Representative Diana Urban regarding the reduction to the Town, LOCIP and ECS. Mr. Spellman asked how to proceed going into the budget cycle. Senator Somers suggested that the Board look into ways to keep costs as low as possible. Senator Somers gave updates on the Stillman Avenue Bridge and the Masons Island light. Mrs. Rotella stated she would be very happy to share the extensive data she has from the ECS with Senator Somers and looks forward to working together.

### **Presentation – Connecticut Tourism Coalition**

Mr. Stephen Tagliatea and Mr. Frank Burns of the Connecticut Tourism Coalition gave an overview of their organization as advocates for more state funding towards tourism. After some discussion with the Board, a motion to approve membership as general members by the Town subject to a review by the Town Attorney was made by Mr. Spellman, seconded by Mrs. Rotella and voted unanimously to approve the request.

### **Memorandum of Understanding for Planning Agreement**

Mr. Simmons accepted the Memorandum of Understanding for Planning Agreement and tabled it to the next regular meeting.

### **Discussion – Department of Public Works Projects**

- Mr. Anthony Garro, Beta Group Consultant presented an overview of the Pavement Management Program. Mr. Garro stated he had been working with Ms. Barbara McKrell, Director of Public Works and Mr. Tom Curioso, Highway Supervisor on this project since June. Mr. Simmons asked how the information was tracked prior. Ms. McKrell explained that it was previously tracked by an extensive paged spreadsheet. Ms. McKrell noted that prior to the bond only \$200,000 was budget for repairs. Ms. McKrell added that the new system allows the department to show residents, on a map, the timeline for fixing roads and which roads are next in the system. Mr. Simmons asked if this program could also be used for snow plowing, leaf collecting and storm drain management. Mr. Garro stated that the program could be used in that manner once the data was mapped. Mr. Jim Sullivan, Director of Finance asked where Mr. Garro got the financial figures used in his presentation. Mr. Garro stated he used real figures provided by the Town of Stonington. The Board had no follow up questions.
- Ms. McKrell presented the Mailbox Damage Policy for approval as of April 1, 2017. Ms. McKrell noted that the town has operated the replacement of damaged mailboxes historically without a policy in place. A motion was made Mr. Spellman, seconded by Mrs. Rotella and voted to unanimously approve the implementation of the Mailbox Damage Policy effective April 1, 2017. The policy is attached to these minutes as Exhibit "A".
- Ms. McKrell gave a brief overview of the DPW Fleet Management and Replacement Schedule. Mr. Simmons accepted the document and tabled it until the next regular meeting.

### **Presentation – Tree Warden**

Mr. Dan Oliverio, Tree Warden, introduced Ms. Jennifer Lacker to discuss utilizing the historic elm tree on Willow Street in Mystic once it has been removed by the Town. Ms. Lacker stated that she has been in touch with a company that can repurpose the tree into a bench or piece of furniture. Ms. Lacker asked the board for support of the project in the future. Mrs. Rotella asked if Ms. Lacker was looking for financial support. Ms. Lacker stated that she was not looking for financial support. Ms. Lacker added that the tree would need over

a year to cure before it can be repurposed. Ms. Lacker has found storage for the tree and hoped that interest in turning the tree into furniture would come from a local area business or venue. Mr. Simmons thanked Ms. Lacker and Mr. Oliverio for their time.

**Resolution – Department of Energy and Environmental Protection Recycling Grant**

A motion was made by Mrs. Rotella, seconded by Mr. Spellman and voted unanimously to adopt the resolution.

**Resolution – Master-Lease Sublease Agreement with Key Government Finance, Inc. for the Financing of John Deere Backhoe in the Amount of \$108,636.00**

A motion was made by Mr. Spellman, seconded by Mrs. Rotella and voted unanimously to adopt the resolution.

**Discussion – Management Performance Appraisal**

Mr. Vincent Pacileo, Director of Administrative Services, discussed the proposed use of performance evaluations for Directors. Mr. Pacileo stated the format is based on survey data received from both CCM and COST based on the Town's specific request for examples of performance evaluation documents which included results from thirty towns/cities as well as discussion with town leaders and HR Directors.

Mr. Pacileo stated that the evaluation documents include the following:

- Rating categories defined for measuring performance outcomes
- Evaluation is competency based with descriptors inclusive of detailing examples of an individual demonstrating these characteristics
- Training and Development section to identify and articulate individual development opportunities/actions
- Flexible format for use as both a mid-year and annual tool
- Multiple sign offs to ensure appropriate content

Mr. Simmons agrees with the use of evaluations on a mid-year and annual time frame. Mr. Simmons asked that Mr. Pacileo receive feedback on the proposed use of performance evaluations from the Directors prior to the next regular meeting. There were no further questions from the Board.

**(8) Comments from the Public**

None

**(9) Comments from the Selectmen**

- Mr. Spellman thanked those that remained throughout the meeting for their support especially the employees from the town.
- Mr. Simmons stated that he appreciated the time, energy and talent of the town employees.

**(10) Adjourn**

There being no further business to come before this Board, the meeting was adjourned at 8:53 p.m.



Stacey Haskell  
Recording Secretary

**EXHIBIT A**

**MAILBOX DAMAGE POLICY**  
Town of Stonington  
Mailbox Damaged by Snow Plow

In order to provide a fair and uniform resolution to incidents involving mailboxes damaged by a Town snowplow the Town of Stonington adheres to the following policy concerning repair/replacements of mail boxes.

It is a job in the Public Works Department to remove snow from road surfaces. Snow being thrown by the plow can significantly impact the mailbox and cause damage. There is nothing that can be done to prevent snow from being thrown from the plow blade. Mailboxes must be securely fastened to a sturdy post in the ground to reduce or resist the impact of thrown snow.

The mailbox, post and arm should be at least (8") inches from the face of curb or edge of pavement in order to prevent direct contact by the snow.

If mailbox has been hit by a Town snow plow it must be reported to Public Works Department within 48 hours.

if it is determined that a mailbox was struck directly by a Town snowplow, the Town will replace the existing mailbox and post with a standard mailbox and post. Custom mailboxes and posts will not be replaced in-kind.

No mailbox or post will be considered for replacement if the post shows dry rot, unstable or was placed too close to the travelway.

The Town will replace the mailbox and/or post only when the Town snowplow is found to have made direct contact with the mailbox, not when the box is knocked over by snow or slush that is thrown by the plow.

Basketball hoops and sprinkler systems within the town right of way are not permitted and will not be replaced, repaired or reimbursed by the Town.

The Director of Public Works or a designated representative is authorized to use reasonable discretion in resolving matters involving unusual circumstances.