

**TOWN OF BARKHAMSTED  
BOARD OF SELECTMEN  
JANUARY 25, 2022  
BARKHAMSTED TOWN HALL  
7:00 PM**

- 1. Call to Order**
- 2. Delegations**
- 3. Public Portion**
- 4. Review bills and sign checks**
- 5. Consider and act on minutes of the January 13, 2022, Special Meeting and the January 18, 2022, Special Meeting**
- 6. Review and act on Tax Refunds**
- 7. Discussion of COVID-19**
- 8. Discussion of FY 2022/2023 General Government and Capital budgets**
- 9. Discussion of ARPA funds and associated projects**
- 10. Discussion of shared Director of Economic Development**
- 11. Any other business**

## BOARD OF SELECTMEN – JANUARY 13, 2022

### SPECIAL MEETING MINUTES

This meeting was conducted via Zoom. A recording of the meeting is available at:  
<https://us02web.zoom.us/rec/share/7udrOqtD56Mfu3GtgHNR0AdboOVKBLgZC8BcsLA4KTDnAINHWRTTyDUhEUQZFbflJDDXFmGtTf33Tx8P>

Meeting called to order at 8:35 AM. Present were First Selectman Don Stein and Selectmen Ray Pech and Nick Lukiwsky. Rich Winn, Chairman of the Board of Finance, was also present.

This was a Zoom meeting and the link to the recording is at the top of the page.

**DELEGATIONS:** No delegations were present.

**PUBLIC COMMENT:** No public comments were made.

**MOTION:** On a motion by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously, the minutes of the December 14, 2021, Regular Meeting and the December 22, 2021, Special Meeting were approved.

**MOTION:** A motion was made by Nick Lukiwsky, seconded by Ray Pech, and passed unanimously to approve the following Tax Refunds:

James Stewart	\$ 19.69	Credit
Stefanie Hein	\$ 16.31	Refund
Stacia Perri	\$ 63.69	Credit
Corelogic	\$ 2,290.25	Refund
Jeremy Dyer	\$ 226.33	Credit
Perry Koll	\$ 65.06	Credit/Refund
Thomas Hyde	\$ 124.06	Refund
CCAP Auto Lease	\$ 1,042.80	Refund
Ryan Rlgney	\$ 182.15	Credit

**DISCUSSION:** The Selectmen and Rich Winn reviewed the ARPA rule changes and the update to the proposed expenditures for the ARPA funds from the Federal Government (attached). The rule for using the ARPA funds has been changed to allow up to \$10 million to be classified as "lost revenue". Since the town is only eligible for \$1,066,000, all of our funds can be used in a relatively unrestricted manner. The conversation was intended to look at the use of the funds as approved to-date, but also to look at how to use the remaining funds to support capital projects, road projects, improvements at the school, and continued support of initiatives like broadband, support of local non-profits or businesses,

and economic development. Don Stein mentioned that he had investigated the cost of installing an elevator in town hall, but the cost was prohibitive (\$75,000-\$100,000), so it was taken off the suggestion list. One idea which surfaced was to pay for removing the paint from the Riverton Bridge so that it can be repainted. There was interest in support of the Youth Baseball by providing a composting toilet and snack bar, but the installation of lights at the field was eliminated. Additionally, the repair and installation of sprinklers at the school field is high on the priority list. The projects and new ideas will be the subject of the ARPA committee meeting to be held on the 18<sup>th</sup>. They will then go to the Board of Finance and then to the Selectmen. It was suggested that we make sure that the non-profits provide data about their lost revenue, maybe even requested a notarized letter from them regarding their lost revenue.

**DISCUSSION:** The Selectmen reviewed the General Government expenditures and saw nothing that was of concern. The line items were generally in line with the budget with the exception of the Town Counsel line, which has been running high due to the on-going civil actions. In addition, the Selectmen reviewed the tax collections through 12/31/21, as presented by Terri Collins. We are slightly behind last year, but are in good shape, as the last few days of December were not included, and there were large sums that were being received from escrow companies that were not included. It is expected that the expenditures and the tax collections will meet their goals at the end of the fiscal year.

**DISCUSSION:** The Selectmen reviewed the latest information about COVID cases in town and the vaccination rate for the residents. The number of cases has gone up drastically and the number of school age children being infected has likewise increased. Fortunately, the death rate has stayed relatively flat, and one high spot is that youth basketball has been restarted and that pickleball is being played at the Elementary School. The Town has also been distributing N95 masks and home test kits that were supplied by the State, but has been asking that the only residents who request them be in need due to symptoms, exposure or that need the kits and masks for travel or going back to work.

**MOTION:** On a motion by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously, the Selectmen made the following appointments:

- Conservation Commission: Frank Kawa and Katie Olson, both for terms through 12/31/2023
- Inland Wetlands Commission: Ian Osborn, term through 12/31/23

**DISCUSSION:** Don Stein told the other Selectmen that he had nominated Jim Shanley for the Northeast States Emergency Consortium Emergency Manager of the Year for Connecticut. While he was not selected, he received a Certificate of Appreciation. The decision was made to send him a cover letter from the Town with congratulations, along

with the certificate.

**DISCUSSION:** Don Stein provided a copy of a request from the Winsted Town Manager, Josh Kelly, regarding the possibility of sharing an Economic Development consultant with Winsted. They want to have someone work for them 20 hours per week and would like to share that individual with other towns to get up to a full-time position. Don Stein was going to discuss that with the EDC and the committee on ARPA funds to determine if there is interest.

**DISCUSSION:** Don Stein and the Selectmen briefly discussed the issue of broadband as it relates to Economic Development. This subject will be discussed with the EDC at their next meeting and then bring it back to the next Selectmen's meeting.

**DISCUSSION:** Don Stein informed the Selectmen that Quinoco, who provides us with heating oil, propane and diesel and who services the Town Hall boiler had seen corrosion building in the furnace. The town will be going out to bid for a replacement and will evaluate propane vs. heating oil and will be able to use ARPA funds for this project. The town will also use ARPA funds to install handicapped openers in the upstairs bathrooms to make them more accessible to those with walkers or wheel chairs.

The meeting was adjourned at 9:45AM.

Respectfully submitted,

Donald S. Stein  
First Selectman

Year 1	Recommended	Updated Figures -11/15/21	Updated Figures -12/14/22	Status - 1/14/21
VFD Turnout Gear Dryer	\$ 8,950	\$ 8,950	\$ 9,999	approved
UV-C Ventilation	\$ 35,000	\$ 35,000	\$ 35,000	finalizing costs
NWCT Transit request	\$ 10,000	\$ 10,000	\$ 10,000	pd
Duct cleaning - town hall/town garage (March 2022)	\$ 5,000	\$ 5,000	\$ 6,800	PO
Request from PV Children's Center	\$ 10,000	\$ 10,000	\$ 8,000	pd
Town Building Security Cameras (needs electricity)	\$ 8,000	\$ 8,000	\$ 8,000	pd
School Front Door Intercom Replacement	\$ 5,000	\$ 5,000	\$ 8,000	approved
NH Ambulance Request	\$ 6,399	\$ 6,399	\$ 6,399	pd
First Congregational Church of Barkhamsted	\$ 25,000	\$ 25,000	\$ 25,000	pd
Barkhamsted Historical Society	\$ 15,000	\$ 15,000	\$ 15,000	pd
Town Hall Handicapped Doors	\$ 10,000	\$ 10,000	\$ 10,000	pd
Greenwoods Counseling & Referrals	\$ 3,500	\$ 3,500	\$ 6,000	pd/po
Phase 1 of School HVAC	\$ 22,750	\$ 22,750	\$ 22,750	approved
Broadband Consultant for cost of fiber to town	\$ 40,000	\$ 40,000	\$ 30,000	approved
Pleasant Valley Supplemental First Responder Kits			\$ 6,000	approved
Barkhamsted East & Riverton 1st Aid Kits + 2 Station AED's			\$ 6,012	approved
Marsars Ice Rescue Sled Kit			\$ 2,870	approved
30 Motorola Pagers			\$ 13,230	approved
Rope Team - Adding/Replacing Outdated Gear			\$ 10,900	approved
Extend Water Line from Winsted			\$ 250,000	approved
per discussion with J. Senese	was \$800K	will need bids	\$ 491,560	approved
Truck washer for town garage	\$ 25,000	\$ 25,000	\$ 40,000	gathering quotes
Request from PV Methodist Church			\$ 15,000	
Town Hall Bathrooms handicapped accessibility			\$ 4,700	
Town Hall Boiler Replacement			\$ 25,000	
Farmington River Bridge (by abutments)	\$ 10,000	no award yet	\$ 10,000	
Little League field improvements (bathroom/snack shack)			\$ 60,000	
			\$ 646,560	
For further definition:				
Senior Center Kitchen Hood /kitchen expansion	guesstimate		\$ 40,000	
NH Ambulance (year 2)	tbd		\$ 25,000	
School Irrigation system	\$39,000 - \$78,000		\$ 5,000	
Running /walking track/fitness stations	\$40,000		\$ 50,000	
Paint Riverton Bridge	tbd		\$ 40,000	
Riverton cell service	tbd		\$ 25,000	
Riverton Merchants forum regarding uses of funds	brainstorming??		tbd	
Economic developments/ public assistance/resident assistance	brainstorming??		tbd	
	Total		\$ 185,000	
	2-year total		\$ 831,660	
No longer being considered				
School/recreation improvements				
Improvements to school parking and parking at church	tbd			
Tennis courts/skating rink	tbd			
Central A/C for school	\$1,000,000		Total	
Town Hall Elevator	\$60,000		Balance Available	
Cybersecurity	tbd		\$1,067,298	
Repairs to Sr. Center handicapped door	\$2,400		\$235,638	
Greenwoods Hiking/Biking trail	\$25,000-\$30,000			
Riverton water line from Winsted to replace hydrant system	>\$500,000			
Senior Center Van	tbd			
Riverton Grange request for handicapped ramp	\$5,000 used other sources = complete			
Required COVID testing of town employees	tbd minimal expense = complete			
NWCT Arts Council request	tbd consider local arts			
Economic Development (Cannabis retail or growing?)	\$25,000 determined possible conflict with Federal funds			

**BOARD OF SELECTMEN  
JANUARY 18, 2022, SPECIAL MEETING MINUTES  
HIGHWAY GARAGE COMMUNITY ROOM**

Meeting called to order at 6:07 PM.

Present were First Selectman Don Stein, Selectmen Ray Pech and Nick Lukiwsky, Rich Winn, Jim Shanley, Dave Moulton, Norman Bird, Frank Miceli, Tom Brodnitzki and Jim Agostine in person. Caprice Shaw and Sally Roy attended via Zoom.

On a motion by Ray Pech, seconded by Nick Lukiwsky, the minutes of the December 14, 2021, Special Meeting were approved.

Don Stein reviewed the ARPA rule changes and the update to the proposed expenditures for the ARPA funds from the Federal Government. The rule for using the ARPA funds has been changed to allow up to \$10 million to be classified as "lost revenue". Since the town is only eligible for \$1,067,298, all of our funds can be used in a relatively unrestricted manner.

The updated list of projects (see spreadsheet below), including a new request from the Pleasant Valley Methodist Church, updated pricing on the request for a town garage truck washer, and a request for funding to install handicapped doors on the Town Hall restrooms.

Based on the project list, it appears that the budget for Year 1, both the normal funding and the less-restrictive lost revenue, can be met without scaling back the projects.

The updated list was approved (attached), including those items with a minor change in the cost plus those that are new. On a motion by Norman Bird, seconded by Rich Winn, and passed unanimously, the requests to donate \$15,000 to the Pleasant Valley United Methodist Church due to lost revenue and to fund the accessibility improvements to the Town Hall restrooms were approved for referral to the BOF and the BOS.

General discussion items included:

- Integration of ARPA plans with the Town capital plan
- Potential additional cost of annual audit due to the expenditure of Federal

funds under the ARPA grant

- Consideration of alternate sites for the bridge connecting Peoples and American Legion State Forests if the Town receives the trail grant from the CT DEEP
- Youth baseball is looking at a combined snack bar/restroom facility and will propose that after they have rough pricing
- The Fire District is interested in purchasing 40 sets of breathing apparatus since their current inventory is nearing the end of the period allowed for their use. This would cost ~\$290,000 and was taken under advisement by the committee with the request that they look for grants which tend to be available for fire departments.
- Supplementing the road budget was also discussed, as was the possibility of funding a part-time economic development director
- It was suggested that we consider working with local businesses to determine their needs, and that we reach out to the other churches in town in addition to the ones who have requested funds to replace revenue lost due to the pandemic.

The meeting was adjourned at 6:55.

Respectfully submitted,

Donald S. Stein  
First Selectman





# Labrie Home Improvement

7 Shannon Drive  
Barkhamsted, CT 06063

## Estimate

Date	Estimate #
1/13/2022	1188

Name / Address
Town of Barkhamsted 67 Ripley Hill Rd Pleasant Valley, CT, 06063

			Project
Description	Qty	Rate	Total
Senior Center Garage Siding, remove and replace any rotted siding, replace existing entrance door and replace with new fiberglass door, enclose overhangs and eaves with vinyl and white coil stock, replace 4 new vinyl windows, install new white vinyl siding to match Senior Center		10,450.00	10,450.00

We propose hereby furnish material and labor, and to complete in accordance with the above specifications for the sum of estimate. All payments are due based on agreement.

\*Any alteration or deviation from the above specifications involving extra costs will be executed upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

\*\*\*Note-this proposal may be withdrawn by us if not accepted within \_\_\_\_ days.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance: _____	Respectfully Submitted: _____	<b>Total</b> \$10,450.00
	Customer Signature: _____	

	Prior Years	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Capital Reserve - Surplus	18,644	0	11,038	11,038	102,270	0	0										
Capital Reserve Project Appropriation		237,920	69,000	250,000	335,400	374,600	0	355,000	273,245	249,515	316,000	175,000	125,000	75,000	75,000	213,000	95,000
Returned to Reserve Fund							143,767										
Additional Capital Contribution					233,130												
<b>CAPITAL ITEMS</b>																	
<b>Board of Selectman</b>																	
Revaluation	2,700			35,000	35,000						30,000					35,000	
Plan of Conservation & Development		30,000											30,000				
Town Hall File Server/Computers/Assessors Software						30,000					15,000					15,000	
Tax Sale	13,925				15,000												
Town Hall Ramps and Sidewalks						19,000											
Town Hall and School Parking Lot									50,000	100,000	50,000						
Land Use Upgrades	2,019																
Replace 1997 Loader																	
Replace 1997 Backhoe						65,000											
Excavator Rotating Grapple																	
Mini-excavator						65,000											
Mowing Equipment								35,000									
Salt Shed Tent Replacement								20,000				20,000					20,000
Senior Center Parking Lot									40,000								
Senior Center Boiler/HVAC			12,000														
Replace 2001 International								175,000									
Refurb 2001 International		82,000															
Replace 2015 Foreman's truck (Rich)		50,000									50,000						
Replace 2000 International			45,000	105,000													
Replace 1997 International					180,000												
Replace 2002 International																	
Replace 2006 & 2007 International		20,000															
Truck Fund									75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Subtotal	18,644	182,000	57,000	140,000	230,000	179,000	0	230,000	165,000	175,000	220,000	95,000	105,000	75,000	75,000	125,000	95,000
<b>Board of Education</b>																	
Flooring*									17,245	14,515							
Technology Upgrades (SMART Technology/touchscreens)								0									
School Software								35,000									
Bathroom Upgrades				32,200													
Main and Fire Door Replacement					10,000												
Concrete Sidewalks and curbing						46,000											
Floor scrubber				15,000													
Freezer/Cooler									16,000		16,000						
Card Access										14,000							
School Security						40,000											
Fire Panel									10,000								
Windows																	
Elevator								90,000									
Classroom lighting											80,000					60,000	
Septic Holding Tank Replacement									25,000								
HVAC System Components									40,000								
Water tank										15,000							
Oil Tank Replacement					95,400	109,600											
Parking Lot repaving												80,000					
Vent Cleaning													20,000				
Boiler Circulator/Booster Pumps (1990)		24,500									31,000						
Subtotal	0	55,920	12,000	47,200	105,400	195,600	0	125,000	108,245	74,515	96,000	80,000	20,000	0	0	88,000	0
<b>Total Annual Capital</b>	<b>18,644</b>	<b>237,920</b>	<b>69,000</b>	<b>187,200</b>	<b>335,400</b>	<b>374,600</b>	<b>0</b>	<b>355,000</b>	<b>273,245</b>	<b>249,515</b>	<b>316,000</b>	<b>175,000</b>	<b>125,000</b>	<b>75,000</b>	<b>75,000</b>	<b>213,000</b>	<b>95,000</b>
<b>Capital Reserve Surplus - Balance</b>	<b>0</b>	<b>0</b>	<b>11,038</b>	<b>53,317</b>	<b>102,270</b>	<b>0</b>	<b>143,767</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note that if the State reimbursement of \$11,976 is received, it can also be used to offset FY21/22 costs																	

ARPA Expenditure Plan  
01/14/22

Year 1		Recommended	Updated Figures -11/15/21	Updated Figures -12/14/22	Status - 1/14/21
VFD Turnout Gear Dryer	\$8,950 6 units (need to add shipping)	\$ 8,950	\$ 8,950	\$ 9,999	approved
UV-C Ventilation	\$32,000 town buildings (add garage)	\$ 35,000	\$ 35,000	\$ 35,000	finalizing costs
NWCT Transit request	\$10,000-\$20,000	\$ 10,000	\$ 10,000	\$ 10,000	pd
Duct cleaning - town hall/town garage (March 2022)	quote from vendor	\$ 5,000	\$ 5,000	\$ 6,800	PO
Request from PV Children's Center	\$10,000	\$ 10,000	\$ 8,000	\$ 8,000	pd
Town Building Security Cameras (needs electricity)	\$5,000	\$ 5,000	\$ 5,000	\$ 8,000	approved
School Front Door Intercom Replacement	\$6,399	\$6,399	\$6,399	\$ 6,399	pd
NH Ambulance Request	\$25,000	\$ 25,000	\$ 25,000	\$ 25,000	pd
First Congregational Church of Barkhamsted	Historic Preservation due to lost revenue	\$ 15,000	\$ 15,000	\$ 15,000	pd
Barkhamsted Historical Society	\$5,000	\$ 5,000	\$ 10,000	\$ 10,000	pd
Town Hall Handicapped Doors	first part of cost is being paid under CRF funds/add electricity	\$ 3,500	\$ 3,500	\$ 6,000	pd/po
Greenwoods Counseling & Referrals				\$ 10,000	approved
Phase 1 of School HVAC	\$22,750	\$ 22,750	\$ 22,750	\$ 22,750	PO
Broadband Consultant for cost of fiber to town		\$ 40,000		\$ 30,000	approved
Pleasant Valley Supplemental First Responder Kits				\$ 6,000	approved
Barkhamsted East & Riverton 1st Aid Kits + 2 Station AED's				\$ 6,012	approved
Marsars Ice Rescue Sled Kit				\$ 2,870	approved
30 Motorola Pagers				\$ 13,230	approved
Rope Team - Adding/Replacing Outdated Gear				\$ 10,900	approved
Extend Water Line from Winsted	per discussion with J. Senese	was \$300K	will need bids	\$ 250,000	approved
				\$ 491,960	
Truck washer for town garage	\$25,000	\$ 25,000	\$ 25,000	\$ 40,000	gathering quotes
Request from PV Methodist Church				\$ 15,000	
Town Hall Bathrooms handicapped accessiblity				\$ 4,700	
Town Hall Boiler Replacement	\$15,000-\$25,000			\$ 25,000	
Farmington River Bridge (by abutments)	cost share for DEEP grant	\$ 10,000	no award yet	\$ 10,000	
Little League field Improvements (bathroom/snack shack)	deleted lights			\$ 60,000	
				\$ 646,660	

<u>For further definition:</u>				
Senior Center Kitchen Hood /kitchen expansion	guesstimate			\$ 40,000
NH Ambulance (year 2)				\$ 25,000
School Irrigation system	tbd			\$ 5,000
Running /walking track/fitness stations	\$39,000 - \$78,000			\$ 50,000
Paint Riverton Bridge	\$40,000	consider other enhancements		\$ 40,000
Riverton cell service	tbd			\$ 25,000
Riverton Merchants forum regarding uses of funds	tbd	brainstorming??		tbd
Economic development/ public assistance/resident assistance		brainstorming??		tbd
		Total		\$ 185,000
		2-year total		\$ 831,660

<u>No Longer being considered</u>				
School/Recreation Improvements				
Improvements to school parking and parking at church	tbd			
Tennis courts/skating rink	tbd			
Central A/C for school	\$1,000,000			
Town Hall Elevator	\$60,000			
Cybersecurity	tbd			
Repairs to Sr. Center handicapped door	\$2,400			
Greenwoods Hiking/Biking trail	\$25,000-\$30,000			
Riverton water line from Winsted to replace hydrant system	>\$500,000			
Senior Center Van	tbd			
Riverton Grange request for handicapped ramp	\$5,000	used other sources == complete		
Required COVID testing of town employees		tbd minimal expense - complete		
NWCT Arts Council request	\$5,000-\$10,000	tbd consider local arts		
Economic Development (Cannabls retail or growing?)	\$25,000	determined possible conflict with Federal funds		

Total	\$1,067,298
Balance Available	\$235,638