

**BOARD OF SELECTMEN – June 23, 2020, MEETING MINUTES:**

(Note: This is a virtual meeting and the recording of the meeting is on the Town website at <https://www.barkhamsted.us/board-selectmen/minutes/board-selectmen-virtual-meeting-recording-2> )

Meeting called to order at 7:03 PM. Present were First Selectman Don Stein and Selectmen Ray Pech and Nick Lukiwsky. Holly Krouse, Town Clerk (joined at 7:15), and David Berto, Housing Consultant (joined at 7:20), also were present.

**DELEGATIONS:** No delegations were present.

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

**MOTION:** A motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously, to approve the minutes of the June 11, 2020, special meeting, with two corrections. The meeting actually was adjourned at 6:02, not 8:02, and it was noted that the Selectmen had achieved consensus to waive the permit fee for food trucks, but with a 2-3 month time limitation, not the full year as is the case for paid permits.

**MOTION:** A motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously, to add “take action on food truck permits” to the agenda.

**MOTION:** A motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously, to authorize the First Selectman to issue permits for food trucks with a waiver of the normal fee and for a limited duration, in order to facilitate business re-opening based on the current pandemic and resulting economic climate.

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

\$ 25.88	Armand Lattizori	credit - \$7.39, refund - \$18.49
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**DISCUSSION:** The Selectmen reviewed the General Government budget expenditures through June 23, 2020 which includes all expenditures other than the June 30<sup>th</sup> payroll and any late invoices received for expenditures that were incurred during the current fiscal year. Based on previous years and the value of the payroll, it appears that the General Government budget will return a surplus of \$20-25,000 to the General Fund, which is very positive considering the tough economic times and the uncertainties associated with the coming fiscal year.

**DISCUSSION:** The Selectmen reviewed the ‘20/’21 road plan (attached), which is financially feasible due

to the release of the LOCIP funding, the Town Aid Road and Municipal Projects grants for FY'20. With those funds and the Town's budgeted funds, and expected revenues from the State, there will be sufficient funds to perform the planned road repairs with funds left over, even if the State cuts back on the grants typically used to supplement the Town's budget. If the cutbacks are too severe, the road plan for FY '21/'22 will have to be curtailed.

**DISCUSSION:** The Selectmen briefly discussed steps that may be taken relative to re-opening Town Hall and the Town Garage to the public, but the First Selectmen stated that there was not a firm plan as yet since the next few weeks are critical to what may be feasible. If the positive trend in infection rate continues, re-opening phases could take place in the near future, but if there is a spike in cases, the re-opening will be done quite slowly.

**MOTION:** After a lengthy discussion between the Selectmen and David Berto, the Housing Consultant for the Barkhamsted Housing Trust, a motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously to approve the attached "Resolution for the Connecticut Small Cities Community Development Block Grant Program" A public hearing, to be held on July 21,2020, will be part of the application process, and is needed in order to receive input from the Town's residents on this proposed grant and subsequent project. It must be advertised 15 calendar days and also 3 days before the hearing date. It can be done virtually and the advertisements will be placed in the Hartford Courant. After the hearing, the BOS would have to decide whether to proceed and what, if any, corrective action or change in plans might be necessary. The summary and minutes of the hearing are part of the application.

As background, the Town and the Barkhamsted Housing Trust, LLC, a 501(c)3 was invited by the CT Department of Housing to submit a grant application for the 2020 round of Community Development Block grants. This invitation is due to the lack of pre-development funds available from the State and, if the grant were to be awarded, it would pay for the acquisition of the Mallory Brook Farm by the Housing Trust and for the pre-development activities, such as project design and bidding. The Town would apply for this Federal Grant, which is administered by the CT DOH, and the Housing Trust would receive the funds from the Town to make the purchase and to proceed with the engineering and other necessary pre-development work.

Nick Lukiwsky asked about risks to the Town and whether any unused funds would have to be returned to the grantor. Per David Berto, the project funds (Phase 2) would have to be a separate application, and this phase is only for \$600,000 for acquisition and the pre-development activities. If the project were not to go forward, but the funds were handled properly, the DOH would not ask for return of any funding. Additionally, the Farm is an asset that could be sold if the project is unsuccessful in its execution. The sale of the property could also mitigate any future risk, as would the Housing Trust Board obtaining Directors & Officers (D&O) insurance to mitigate any risk from misuse of the funds.

**DISCUSSION:** The Selectmen reviewed the possible provision of providing pay to the Town Clerk's and Tax Collector's Assistants due to lost work during the first months of the shutdown due to the pandemic, and the inability of the Town to predict the duration of the shutdown. The two assistants were also not able to work from home due to the nature of their tasks.

At 8:10, a motion was made by Nick Lukiwsky, seconded by Ray Pech, and passed unanimously to go into Executive Session to discuss personnel matters. The Executive Session was to include Holly Krouse, Town Clerk.

The Selectmen came out of Executive Session at 8:18 and no motions were made and no votes taken during the Executive Session.

A motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously to approve a \$1,000 payment to the two assistants as compensation for lost income that resulted from the COVID-19 shutdown. It should be noted that there was more than sufficient funds in the respective budget lines to cover these payments.

An amendment to the above motion was made by Ray Pech, seconded by Nick Lukiwsky, and passed unanimously to only make this payment in exchange for a waiver of liability to the Town. Ray Pech was willing to develop language for this waiver and provide it to the First Selectman.

The meeting was adjourned at 8:23 PM on a motion by Ray Pech, seconded by Nick Lukiwsky.

Respectfully submitted,

Donald S. Stein  
First Selectman

The regular meeting scheduled for July 28 will be canceled and a special meeting will be held on July 21 at 6:00PM.

## Road Budgets and Plan - 06/23/2020

Rec'd To-Date	FY20	FY21	Highway Department (Through 6/23/2020)	Jul 1, '19 - Jun 9, 20	Budget	\$ Over Budget	% of Budget
LOCIP Available Balance	\$ 4,731		6150100 - GENERAL MAINTENANCE	\$ 29,074	\$ 35,000	\$ (5,926)	83%
FY'20 LOCIP	\$ 35,337		6150200 - SAND & SALT	\$ 81,701	\$ 95,000	\$ (13,299)	86%
TAR Balance	\$ 115,054		6150300 - GAS, GREASE, & OIL	\$ 30,776	\$ 36,000	\$ (5,224)	85%
	\$ 155,122		6150400 - TOWN GARAGE	\$ 18,105	\$ 15,000	\$ 3,105	121%
			6150500 - TOOLS & REPAIRS	\$ 95,805	\$ 60,000	\$ 35,805	160%
FY21 TAR		\$ 195,176	6150600 - CONTRACT - SNOW PLOWING	\$ 15,588	\$ 20,000	\$ (4,412)	78%
FY21 LOCIP		\$ 35,337	6150700 - ROAD IMPROVEMENTS	\$ 135,152	\$ 175,000	\$ (39,848)	77%
FY21 Municipal Projects		\$ 41,462	6150800 - HEATING FUEL OIL	\$ 6,577	\$ 6,500	\$ 77	101%
		\$ 271,975	6150900 - TREE MAINTENANCE	\$ 21,080	\$ 12,000	\$ 9,080	176%
FY21 Town Road Budget		\$ 175,000		\$ 433,857	\$ 454,500	\$ (20,643)	95%
		\$ 446,975					
			<b>PAVING PROJECTS - Summer/Fall 2020</b>				
			BRIDLE DRIVE SECTION				
			HARNESS DRIVE				
			STIRUP LANE				
			PAVING, CURBING, DRIVEWAY APRONS.	\$211,500			
			GRIND, GRADE AND ROLL	\$17,000			
			PROCESS GRAVEL	\$8,500			
			CATCH BASIN TOPS AND REPAIRS	\$17,000			
			TOPSOIL AND SEED	\$5,000			
				\$259,000			
			CHIP SEAL 5 MILES	\$125,000			
			CRACK SEAL	\$10,000			
Available Funds before FY 21		\$ 330,122		\$ 394,000			

**CERTIFIED RESOLUTION OF APPLICANT**

**SMALL CITIES PROGRAM**

Certified a true copy of a resolution adopted by the Town of Barkhamsted at a meeting of its Board of Selectmen on June 23, 2020 and which has not been rescinded or modified in any way whatsoever.

\_\_\_\_\_ (Date) \_\_\_\_\_  
(Clerk)

(SEAL)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Barkhamsted make application to the State for up to six hundred thousand dollars (\$600,000.00) in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectmen of the Town of Barkhamsted:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Barkhamsted in an amount not to exceed \$600,000.00 is hereby approved, and that the First Selectman of the Town of Barkhamsted is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Barkhamsted.