

SHARON BOARD OF SELECTMEN  
Draft until approved at the next regular meeting

A special meeting of the Sharon BOS was held on February 27, 2020 at 3:00PM. Present were the three Selectmen, Donna Christensen, Linda Amerighi, Matt Andrulis Mette (via telephone), Brent Prindle taping for Channel 6 and the secretary.

First Selectman Colley called the meeting to order at 3:00.

The purpose of this meeting was to work on the proposed budget and to have presentations from various Departments.

- a. Parks & Recreation Committee – Donna Christensen, Chairman & Matt Andrulis Mette, Recreation Director were present to discuss their proposed budgets.
  - Line Item 20f – Community Hall Repairs/Maintenance – one time increase for basement mold remediation - \$10,500. This is a two-step process of which the first part will be paid out of the current budget.
  - Line Item 38a – Capital Improvements - \$50,000. The Committee established a Plan and these funds would be earmarked for the projects as noted.
  - Line Item 36d – Recreation Tennis Court Maintenance – The approved repairs were discussed as well as the total replacement in approximately 5 years. The request had been to add an additional \$8,000 for post repair but the estimate came in at \$5,000 so this line can be reduced. Mr. Andrulis Mette is not sure the post repair should be done now or wait until the whole resurfacing is done. Minor repairs could be done for the time being.
  - Playground Replacement at Veterans' Field – the proposal is to use the same company that did the playground at the Beach. This proposal is for up to \$40,000 and the Committee would like this to be a separate vote at a Town Meeting if the Board of Finance approves.
  - Community Hall – renovation project. A whole plan is being worked on so there will be discussions in the near future.
  - Line Item 37h – Housatonic Youth Service Bureau – this line item has been moved to 32q (Contributions). Mr. Andrulis Mette spoke briefly in favor of the Bureau as Laurie Collins is coming to this meeting later on to discuss the contributions and services themselves.
  - Trees at Beach – Proposals for tree removal, tree pruning and stump grinding will be sought shortly. Depending on the dollar amount, this work may be able to get done under the current Beach General Maintenance Line.
- b. Town Clerk's Office – Linda Amerighi, Town Clerk, was present to discuss her proposed budget and a new item for the Town Hall. The new item for Town Hall (add under 14n – Map Copier) is a copier that would be a printer, scanner and copier of maps only. The copier would benefit the: Building Office, Zoning & Planning, Assessor's Office, Inland Wetlands Commission, Conservation Commission, Highway Department and Town Clerk's Office – create the ability to communicate between each office. This would also get the Town ready for the future demands of record searchers, attorneys and contractors. These entities would pay for each map they get a copy of. It was emphasized that the machine would not be for public use – a Town employee would operate the machine – all would be trained on how to use it. One proposal was obtained so far with additional ones coming at a total cost of \$13,730.50. This does not include the scanning program. This cost will be looked into shortly. As far as the Town Clerk's budget goes: there was discussion on a postage meter and seeing about dismount mail delivery (which has the out-going mail collected for the currier to take when the in-coming mail is brought into the building) to the


Town Hall (especially when the Town Secretary is on vacation – this will be looked into); and why each department has line items for postage and telephone – shows the actual operating expense for each office.

- c. Housatonic Youth Service Bureau – Laurie Collins was asked to come to this meeting to give the Board a better understanding of the Bureau's funding, school count and service hours. Ms. Collins explained that when the Bureau was initially formed, there was a formula for town contributions, this no longer exists. In the past they have asked for increases which some towns have given and some have not. Their contribution requests are based on State grants and their whole budget is round \$325,000. Mr. Flanagan strongly suggested that each town should contribute equally as they have access to the same benefits and they should see the value of chipping in more funds. The Bureau provides a very valuable service and they do connect with other groups who provide similar or more in-depth services. The Board asked various questions and appreciate Ms. Collins coming to this meeting. She will review how contributions are requested.
- d. Assessor's Office – Assessor Jennifer Dubray and Assistant Assessor Patricia Braislin were present to discuss their budget. Ms. Dubray gave the Board a calendar of the assessment year which shows the required State filings. In order to obtain a Connecticut Certified Municipal Assessor's II certification, one must complete six courses, pass the tests and then also do continued education (all a State requirement). There is also a State requirement that one must have worked in an Assessor's Office for three years before they can sit for the CCMA 1 exam. The Board asked various questions as each individual works in other towns. Ms. Dubray would like the opportunity to discuss personnel in an executive session with the BOS. The basic budget remains the same as it currently is. An item for Cloud hosting needed to be added - \$2,500 under Line Item 9j.
- e. Social Service Agent/Veterans' Service Contact Person – this will presentation/discussion will need to done at the next meeting was Ms. Jones has a client with her now.
- f. General budget discussion: The Highway Department budget will be broken out further with more line items, brush removal – there has been a discussion with the Road Foreman on either raising the prices for disposal or limiting the hours that the debris can be dumped. There was a new request from the Sharon Connect Task Force for a one-time funding of \$2,775 for a mailer. The mailer would consist of a survey to all property owners about their Internet and cell phone needs. As there is potential cost in the future, this is a good place to start. The Board agreed that this should be an item for a separate vote at Town Meeting. Mr. Jones asked that this Board see the survey before it is actually mailed as that they can see the wording, what the survey is asking and seeking to find out. The Town Secretary asked that the Board consider adding a line item 2a – Office Assistant – to cover the office basically for Beach Stickers/Transfer Station form purchases while she is on vacation - \$1,000. Handling these purchases and the location of the purchases may change in the future but handling the proof of residency is the major concern.

As more information is needed to complete the budget process, a special meeting was set for Wednesday, March 4, 2020 at 3PM.

With nothing further, Mr. Jones made a motion to adjourn, seconded by Mr. Flanagan, with all in favor – motion carried. The meeting was adjourned at 4:50.

Respectfully submitted,



Tina Pitcher, Town Secretary

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SHARON TOWN CLERK