

MEETING MINUTES
Easton Board of Selectmen
December 7, 2017
Town Hall Conference Room A

Adam Dunsby called the meeting to order at 7:31 p.m.

Present: Adam Dunsby and Robert Lessler.

1. Robert Lessler moved to approve the minutes of the Easton Board of Selectmen Meeting of November 16, 2017, with the following corrections; 1. agenda item 5: There should be a space between the word "section" and "8-7d" and also in the same item the word "sections" should be "section". Adam Dunsby seconded. Motion passed unanimously.
2. Residents spoke regarding Aquarion's tax status, Park and Recreation Review Committee and its recommendations, and Senate race candidate.

Adam Dunsby moved to add agenda item 2A. Discussion and possible action on the purchase of turn out gear for the fire department as presented by Chief Steve Waugh. Robert Lessler seconded.

2A. Steve Waugh, Easton Fire Department Chief requested approval from the Board to purchase 8 sets of turn out gear from a new vendor, Shipman's Fire Equipment Co. stating that their product was superior than that which the firemen currently use and he would be able to join in on the State bid for turn out gear which would lower the price per set. Robert Lessler moved to authorize the Fire Chief to purchase 8 sets of turn out gear from Shipman's at the State pricing. Adam Dunsby seconded. Motion passed unanimously.

3. Robert Lessler moved to approve the following tax refunds as recommended by Krista Kot, Tax Collector: 1. ESTATE OF CHRISTINA ANDERSON - \$65.22; 2. DAVID K. ASANO - \$25.50; 3. JOAN S. CLARK - \$14.43; 4. MEREDITH D. HAFFER - \$62.05; 5. MEREDITH D. HAFFER - \$29.47; 6. GLENN N. MAIORANO - \$332.16; 7. GLENN N. MAIORANO - \$70.43. Adam Dunsby seconded. Motion passed unanimously.
4. Robert Lessler moved to authorize the release of DRIVEWAY BOND Permit #1622 for 53 Fairview Avenue to GREGORY C. KESLER in the amount of \$3,000 as recommended by Bruce Bombero, Deputy Director of Public Works. Adam Dunsby seconded. Motion passed unanimously.
5. The recommendations from the Park and Recreation Review Committee to the Board of Selectmen were discussed and tabled to give the Park and Recreation Commission time to review at their next meeting. No action taken.
6. The Board of Selectmen spoke with Harold Rosnick regarding his request on behalf of Adirondack Estates, LLC and River Ridge Estates, LLC to accept Adirondack Trails as a public street pursuant to subparagraph 2e of Easton's Acceptance of Conveyance of Streets (road acceptance). It is Mr. Rosnick's intention to have evidence of completion of the punch list required from the Director of Public Works at the next meeting. Discussion is tabled and will be put on the agenda for the December 21, 2017 Board of Selectmen meeting. No action taken.
7. Adam Dunsby gave background on the Easton Historical Society lease agreement with the town dated April 1996. Some of the provisions have not been complied with and need addressing. Chester Burley of the Easton Historical Society could not be here tonight but will plan on coming to the January 4, 2018 Board of Selectmen meeting when this issue will be addressed. No action taken.

8. Adam Dunsby met with Suzette Bryan, Human Resources Compensation Coordinator, regarding the Town of Easton Policies and Procedures. Three policies were prioritized and slated for review by the selectmen at the December 21, 2017 Board of Selectmen meeting. The following policies will be reviewed; 1. Pre-Employment Drug Testing and Background Checks and Driver's History Checks; 2. Zero Tolerance for Workplace Violence and 3. Drug Free/Alcohol Free Workplace. The selectmen will discuss and request legal review if necessary.
9. Robert Lessler mentioned some discrepancies in the Boards, Committees and Commissions listing. Christine Halloran has been researching one particular term length with the State and will have the revisions in place by the next regularly scheduled meeting. Adam Dunsby notified the board of the proposed ordinance changes he received from Paul Lindoerfer, Chairman of the Tax Relief for the Elderly Committee. A Town Meeting will be set at the next regularly scheduled Board of Selectmen meeting to vote on the proposed changes. Additional agenda item may be the first South Park Property direct purchase bond coupon payment, which is occurring this fiscal year instead of next fiscal year.
10. Robert Lessler moved to adjourn at 8:59 p.m. Adam Dunsby seconded. Motion passed unanimously.

3M~12-07-17

Recommendations of the Park and Recreation Department Review Subcommittee

November 28, 2017

1. **The Park and Recreation Commission** should formulate a policy on vacations and overtime, so that employees take vacation during slow times for the department.
2. **The Park and Recreation Commission** should establish a dialog with other groups that provide overlapping recreation programming, such as the Library, school groups, and Senior Center, to encourage coordination and avoid duplication.
3. **The Board of Finance** should provide oversight on "field use" fund expenditures and review purchasing practices, similar to the activity account.
4. **The Park and Recreation Commission** should make the maintenance staff available to other departments to help with odd jobs and projects.
5. **The Park and Recreation Commission** should develop an outsourcing plan for certain functions to avoid costly one-offs and unplanned outsourcing.
6. **The Board of Selectmen** should give the maintenance staff responsibility for snow removal for 660 Morehouse for 2017/2018. **The Board of Selectmen** may review and revisit possibly adding Hellen Keller Middle School for the 2018/2019 year going forward. During a snow event, the maintenance staff should operate in coordination with the Director of Public Works and any over-time will be monitored and charged to the Public Works Department.
7. **The Park and Recreation Commission** should keep the Director and Programmer hours the same. The Secretary position should be revised to October 1 – March 31 ~ 15 hours per week: April 1 – September 30 ~ 20 hours per week.