



BOARD OF SELECTMEN

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 794-8501

Matthew S. Knickerbocker, First Selectman
Richard C. Straiton, Selectman
Paul R. Szatkowski, Selectman

MINUTES OF REGULAR MEETING

Tuesday, January 15, 2013
7:30 p.m.

CJH Municipal Center – Meeting Room “A”

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TOWN OF BETHEL
TOWN CLERK

PRESENT: First Selectman Knickerbocker, Selectman Straiton and Selectman Szatkowski. Also in attendance was Town Counsel Martin Lawlor.

Call to order/Pledge of Allegiance: First Selectman Knickerbocker called the Regular Meeting to order at 9:00 p.m.

Public Comments: None

Correspondence: None that was not already on tonight's agenda.

Minutes of January 2, 2013: Selectman Straiton made a motion, which was seconded by Selectman Szatkowski, to approve the minutes as presented. Vote, all in favor, motion unanimously approved.

First Selectman Report – First Selectman Knickerbocker reported that yesterday (1/14) was Random Act of Kindness Day throughout Bethel and noted several instances of random acts of kindness. He advised that Heide Lock who works in the Building Department will be retiring March 31st, and we will be advertising for this position very soon. The Part-time Economic Development Director position is being advertised as well. With budget season just ahead, First Selectman Knickerbocker will be meeting with the various departments to begin budget discussions.

New Business

1.) Consideration of appointments

Commission on Aging – no appointment made

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Economic Development Commission: First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint John "Jay" Streaman (R), to the Economic Development Commission. Vote, all in favor, motion unanimously approved. This term expires January 2, 2018.

Ethics Commission: First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint Jenny Tesar (D) and Catherine Richards (D) to the Ethics Commission. Vote, all in favor, motion unanimously approved. These terms expire on January 4, 2016.

Housing Authority: First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to re-appoint Gail Slifkin (R) to the Housing Authority. Vote, all in favor, motion unanimously approved. This term expires on January 2, 2018.

Library Board of Directors: First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint Tia Murphy (D), Mary Spain (D) and Linda Curtis (R) and, to appoint Lisa Johnson (D), to the Library Board of Directors. Vote, all in favor, motion unanimously approved. These appointments expire on January 3, 2017. First Selectman Knickerbocker advised that there were several others interested in serving on this board and that they will be considered for any other vacancies that arise on this board.

Parks & Recreation: First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to re-appoint Louis Valenti (D) and Gary Regan (R), and to appoint Laura Ferguson (R) to the Parks & Recreation Commission. Vote, all in favor, motion unanimously approved. These appointments expire on January 3, 2017.

Public Utilities Commission – no action taken

Youth Commission + Alternates: First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to re-appoint Robert Korin (U) and Richard Merritt (R) to the Youth Commission and re-appoint Kristin Nauheimer (R) to the Youth Commission Alternate. Vote, all in favor, motion unanimously approved. These appointments expire on January 5, 2015.

Cable Advisory: no action taken

Public Site & Building Commission: First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint Nancy Ryan (D) and James Lacey (D), to the Public Site & Building Commission. Vote, all in favor, motion unanimously approved. These appointments expire on January 3, 2017.

2.) Consideration of Department appointments

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Director of Health - (4 year term) - no action taken as this appointment does not expire until July 20, 2014.

Building Official - (4 yr term)

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint Gary Boughton as the Building Official for the Town of Bethel for a four (4) year term, expiring January 15, 2017. Vote, all in favor, motion unanimously approved.

Fire Marshal - (4 yr term)

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint Thomas Galliford as the Fire Marshal for the Town of Bethel for a four (4) year term, retroactive to January 18, 2012. This term expires on January 18, 2016. Vote, all in favor, motion unanimously approved.

Director of Civil Preparedness/Emergency Management Director - (2 year term)

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to re-appoint Thomas Galliford as the Director of Civil Preparedness/Emergency Management Director, retroactive to January 18, 2012 for a two (2) year term. This term expires on January 18, 2014. Vote, all in favor, motion unanimously approved.

3.) Consideration of Resolution - Hazard Mitigation Plan

First Selectman Knickerbocker explained that there is a grant that we could receive that will enable us to create a Hazard Mitigation Plan and that if we have a Hazard Mitigation Plan in place, we would be able to apply for various grants that come up from time to time, funding of which is anticipated to be included in the upcoming budget proposal.

Selectman Straiton made a motion, which was seconded by Selectman Szatkowski, to table the resolution. Vote, all in favor, motion unanimously approved.

4.) Consideration of Resolution - Homeland Security Grant

First Selectman Knickerbocker advised that this resolution enables Region 5 (of which the Town of Bethel is part) to receive, use and possibly be custodians of many different types of emergency management/public safety equipment. It was last approved in June 2010 and the State would like an updated resolution.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, that:

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RESOLVED that the Town of Bethel, Connecticut may enter into with and deliver to the State of Connecticut, Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate and

FURTHER RESOLVED, that Matthew S. Knickerbocker, as First Selectman of the Town of Bethel, Connecticut, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Bethel, Connecticut and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

5.) Consideration of recommendation from Board of Finance - Fund Balance Policy

The Board of Finance had approved a recommendation for a Fund Balance Policy to the Board of Selectmen. They have recommended the following:

Town of Bethel - General Fund Balance Policy Adopted by the Board of Finance January 8, 2013

POLICY STATEMENT

A positive fund balance serves four important functions:

1. Eliminates the need for short term borrowing to handle cash flow between the start of the fiscal year and receipt of revenue from taxes
2. Periodically can be used to smooth out major fluctuations in the property tax rates
3. Serves as a contingency fund that enables the Town to respond to unanticipated emergencies or opportunities.
4. Shows stability to bond agencies and credit rating companies to help, ensure and maintain that we are able to get the best rates and ratings available.

Credit rating agencies determine the adequacy of the unreserved fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the Town's rating. Other important factors are the reliability of the government's revenue sources, economic conditions, community wealth factors, cash position, debt ratios, management performance, and fiscal decisions made by the legislative body.

This policy is intended to provide for a fund balance which satisfies the cash flow and the contingency needs of the community at the same time avoid over taxing the citizens through an excessively large fund balance.

The appropriate level of unrestricted fund balance is to be maintained in the general fund.

It is the policy of the Town of Bethel to maintain a fund balance of 10 percent of the operating general fund expenditures. It will be practice that no less than 50 percent of the fund balance should available in liquid assets, occasionally dipping below when necessary for short term funding of cash flow and asset acquisition.

The policy for replenishing deficiencies.

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If at the end of a fiscal year, the fund balance falls below 10 percent, the Board of Finance shall prepare and submit a plan for expenditure reductions and or revenue increases. The Board of Finance shall take action necessary to restore the unreserved, undesignated fund balance to acceptable levels in no less than five years. The practice shall be to restore as soon as possible without over burdening the tax base.

The circumstances in which unrestricted fund balance can be "spent down"

Operating emergencies

Unanticipated budgetary shortfalls and

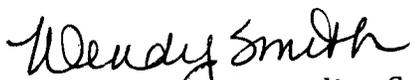
In the event the fund balance exceeds 11 percent at the end of any fiscal year, the excess may be used in one or a combination of the following ways.

1. Transfer excess to the Debt Service Fund for future debt payments.
2. Transfer such excess to the Capital or Nonrecurring Fund for future capital projects.
3. Use directly to reduce the tax rate in the subsequent year provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to table the Fund Balance Policy recommendation to allow time for review by the Board of Selectmen. Vote, all in favor, motion unanimously approved. First Selectman Knickerbocker noted that he is seeking input from various financial representatives associated with the town.

As there was no further business on tonight's agenda, First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to adjourn the meeting at 9:23 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,



Wendy Smith, Recording Secretary