

MINUTES

Board of Selectmen's Special Meeting

Wednesday, February 07, 2022

1:00 PM – Town Hall

First Selectman George R. Temple called the meeting to order at 1:02 p.m. The Pledge of Allegiance was recited.

Present: First Selectman George R. Temple, Selectman Arnold Jensen, Selectman Dave McKane and Administrative Assistant Kristyn Rosa.

Others Present: Jim Hliva, Finance Director; Jack Kiley, Board of Finance Chairman; Bryan Nesteriak, Town Engineer

1. Appoint Acting Facilities Manager

MOTION:

Selectman Arnold Jensen moved to approve the job description for Facilities Manager. This was seconded by First Selectman Temple. 2 Ayes, Selectman Dave McKane Abstained. Motion Carries.

Discussion: First Selectman Temple stated that he has wanted to create this position for years, he and the Board of Finance Chairman, Jack Kiley, discussed this position eight years ago. First Selectman Temple explained that we have several buildings in Town. The repairs made to these buildings have been done haphazardly. There are a lot of updates and repairs that need to be done in Town Hall, such as the walkway leading into the building, the HVAC system, and new doors on the front of the building. He stated that since he has been in the office, repairs have been made to the roof, a generator was installed, offices and hallways were painted, and we recently installed new carpeting. He would like to continue making improvements. There are also other buildings that we have to pay attention to, such as the Senior Center, Public Works, and the Police Station. He also stated that he would like the Facilities Manager to collaborate with the Parks and Recreation Department to ensure the fields and parks are maintained properly. The facilities manager will also oversee the Town custodians and cover for them in their absence.

Selectman Jensen stated that this position was outside the budget and asked how this position would be funded. Finance Director Jim Hliva said that after he receives the pay rate, he will put together a transfer request from the contingency account to the appropriate one. The start date for this position will be Monday, February 13, 2023.

MOTION:

Selectman Arnold Jensen moved to appoint George Renzoni as the Acting Facilities Manager with a pay rate of \$63,000 per year and a start date of Monday, February 13, 2023. This was seconded by First Selectman Temple. 2 Ayes, Selectman Dave McKane abstained. Motion Carries.

Discussion: First Selectman Temple stated that he knows that George will do a great job and that this position will work out very well. This position is at the pleasure of the First Selectman, so if we don't see the need for it at a later date, we can always reform it, but he feels this position will work out very well. He stated that George would work closely with Kristyn to set up a rational approach to the needs of the building. George will spend a lot of time talking to the people in each building to understand the condition. Going forward, the building managers will report issues to George, and it will be Georges's responsibility to bring the request to the Board of Selectman and Board of Finance for funding of the repairs. This will make it a lot easier for all, and if something is projected to be a problem in the future, the repairs can be added to a plan.

Selectman Jensen commented that he worked closely with George Renzoni when George was with the Board of Education. He also commented that the job description states that part of the Facilities Manager's responsibilities is to provide a monthly building update to the First Selectman. Selectman Jensen suggested that the monthly update be shared with each Selectman, so they have a good understanding of the building's needs. Selectman McKane asked if this position was a union or a non-union position. First Selectman Temple stated that this is a non-union position and is 40 hours per week.

2. Chestnut Tree Hill Road Reconstruction Project – Discuss with Possible Action

Discussion: First Selectman Temple asked our Town Engineer Bryan Nesteriak to explain the Chestnut Tree Hill Road Reconstruction Project. Mr. Nesteriak stated his name and title and explained that he was asked to put together the preliminary application for a LOTCIP-funded project from Route 67 to Route 42.

Nesteriak explained that LOTCIP is a grant program administered through the Council of Governments but ultimately comes from the DOT, where the Town can apply to upgrade or make repairs to a road that is classified as an Urban Collector or a more traveled road. Chestnut Tree Hill Road is an Urban Collector and qualifies. DOT will take care of all 100% of the costs from bidding to the end of construction. The only cost the town would incur are the soft costs, such as the design and upfront costs. He stated that he did the preliminary application and identified some of the major issues, one being the intersection at Route 67; we will straighten that out because it currently comes in on an angle. This will probably require the right-a-way acquisitions from whoever owns that property, but a survey has not been done yet, so we don't know yet. There will be some retaining walls and a widening of the road. Drains and guardrails will be installed to make it a reasonable road. He put together a current cost estimate which is 6.5 million dollars. Mr. Nesteriak stated that he expects the soft costs to be anywhere from \$200,000.00 to \$250,000.00, which would be the responsibility of the Town.

This project is approx 1.5 miles of roadway. First Selectman Temple supports this project. He feels we would be remiss if we didn't approve this project. First Selectman Temple stated that the Selectmen are not taking action today, but when it comes time to approve, we should.

Selectman Jensen asked why we were not doing Punkup Road since it's so narrow. First Selectman Temple explained that we have already begun repairs on Chestnut Hill Road from the Naugatuck side, and repairs need to be made on the other end. He also said that there are many roads that need to be addressed, but the State looks toward accident-prone areas first. The intersection at Chestnut Tree Hill Road and Route 67 is accident-prone.

Mr. Nesteriak pointed out that LOTCIP allows Towns to simultaneously have two projects in place. We can apply if the Town is interested in other projects since we are finishing the Hawley Road Project. Punkup might not be classified as an Urban Collector, which wouldn't qualify for LOTCIP funding.

3. Hawley Road Reconstruction Project Overage – Discuss with Possible Action

Discussion: Bryan Nesteriak, our Town Engineer, explained that the Hawley Road Project is just about done, just going through some punch list items, and a few more bills will be coming in. All in all, he stated that they had gotten to substantial completion.

In the springtime, he will return and ensure the grass has grown, etc. Guerrera Construction is looking for an extra \$10,000.00 for unexpected costs. Mr. Nesteriak explained that there is a lot more that went over the grant amount. He went through the total finances and explained how the LOTCIP program works. At the beginning of the project, the grant gives the Town the low bid plus 10% incidentals. Incidentals were approximately \$69,000.00 and change. Contingencies were roughly \$169,000.00 for a total of \$2.03 million. He explained that there were a bunch of overruns for various reasons. Mr. Nesteriak stated that his estimate, based on what he knows right now, is that the project's expected cost will be about \$2.16 million. In all, the Town will be required to pay approximately \$120,000.00 to \$125,000.00 on top of the grant.

First Selectman Temple asked him to explain the overruns. Mr. Nesteriak explained that the overruns are for various reasons, such as driveways that were longer than expected. The topsoil area was a lot larger than expected. The cost for the police was \$170K more than expected. He said it's almost impossible to control the bill for the police. He is open to everyone's ideas on how to manage the cost of the police for our next project. Rock excavation and asphalt also were more than expected. Mr. Nesteriak stated that they required Guerrera to put down 2" of asphalt. If they put down 2 1/8" over a mile of road, it adds up to \$20K or \$30K.

The escalation cost was about \$37,000.00. Escalation is a standard DOT requirement, and it is what you have to pay for the increase in oil prices. There were a handful of issues with two neighbors' easements, which added up to about \$35,000.00. So we did have some savings, but it is a give or take; in the end, it's approximately \$120,000.00 more than the grant paid.

First Selectman Temple stated that in the next road project, we need to get control of the police over time. He explained that the problem is the contractor determines when the cops need to be

there. There are times when it is raining, and they decide they can't work. Which is fine, but the officers are still paid. Finance Director Jim Hliva commented that the contractor sometimes gets a 10% markup. First Selectman Temple stated that we have the fox watching the chicken. Board of Finance Chairman Jack Kiley suggested that we consider using flagmen. Mr. Kiley gave an example of a time on Bee Mountain Road, a less traveled road, with two police officers for one job. He felt that was unnecessary.

Bryan Nesteriak noted that the good news is that Guerrero did not get the markup of 10% on Hawley Road since there was a special provision in the contract that did not allow them to markup. First Selectman Temple stated that we learned from Hawley Road and will address these issues when preparing our next road contracts.

4. Oxford Main Street Project Phase 2 – Discuss with Possible Action

Discussion: First Selectman Temple stated that we would be receiving 3.4 million dollars from the federal government for the Main Street Project. This money will be used to continue the walkway from Town Hall to Quarry Walk. This walkway will include three pedestrian bridges and a walk area along the river for kids to go fishing. This will give Oxford a downtown, which we never had. Town Engineer Bryan Nesrteraik will draw up the plans. First Selectman Temple will ask the Main Street Project Committee to update the Board of Selectmen at the first Board of Selectmen's meeting in March.

5. Hire Public Works, Utility Man

Selectman Arnold Jensen moved to the *table* this item. This was seconded by Selectman Dave McKane. All 3 Ayes, Motion Carries.

ADJOURNMENT:

MOTION:

Selectman Arnold Jensen moved to adjourn the meeting at 1:57 p.m. This was seconded by Selectman Dave McKane. All 3 Ayes. Motion Carries.

Respectfully submitted by,

Kristyn Rosa

TOWN OF OXFORD, CT
TOWN CLERK
[Signature]

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