

BOARD OF SELECTMEN  
TOWN HALL ROSE ROOM  
SEPTEMBER 25, 2019  
MINUTES

Present: First Selectman Christine Goupil, Selectmen Jack Scherban, Tim Guerra and Phillip Sengle

Absent: Carol Walter

Everyone stood for the pledge of allegiance. The meeting was called to order at 7:00 PM.

**VISITORS**

Candace Nash, 68 Carter Hill Road, asked to see the report from the State Historical and Preservation Office on the Carter Hill Bridge Replacement/Rehabilitation project.

**APPROVAL OF MINUTES – SEPTEMBER 18, 2019**

Scherban made a motion amend the minutes from September 18, 2019 under the leasing of the 3 police vehicles. The second to last sentence needed to be clarified to reflect that the cost is \$50,000 per year in principal and interest and not debt payments. Guerra seconded the motion. The motion was unanimously approved.

**RESIGNATIONS AND APPOINTMENTS**

Sengle made a motion, seconded by Guerra to accept the resignation of Darren Depaul from the Human Services Advisory Board. The motion was unanimously approved.

**CARTER HILL BRIDGE REPLACEMENT/REHABILITATION**

Dennis Garceau, Project Manager with GM2 Associates, reviewed the 2 proposed designs with the board. The project is funded under the Federal Bridge Program with 80% federal and 20% town funded. The board held 2 public hearings on the design of the bridge and residents raised concerns that the design was not consistent with the scenic road designation so alternate 2B was proposed. Garceau indicated that any structure over 35 years has to be looked by the State Historical and Preservation Office. The project has gone through the process and all necessary improvements have been considered. Alternate 2A is an open rail system and during peak storms water will flow over the bridge. This option also has less impact on the property owners during peak storms. Alternate 2B will maintain existing stone walls and will require more encroachment of the properties, on the left side of the bridge, beyond the right of way. Property owners on the left side abutting the bridge, did not submit any public comment and did not attend any of the public hearings. Sengle made a motion to approve design alternate 2A. There was no second to the motion, the motion failed to pass. Scherban made a motion, seconded by Guerra to approve design alternate 2B. The motion was unanimously approved. The anticipated start date of construction is in Spring of 2022. The project is expected to be completed within 6-8 months.

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**CRT MEMORANDUM OF UNDERSTANDING**

The Department of Social Services is working with the Community Renewal Team (CRT) to assist residents in getting energy assistance. Sengle made a motion, seconded by Guerra to approve the Memorandum of Understanding between the Community Renewal Team (CRT) and the Clinton Social Services Department for the 2019-2020 season. The motion was unanimously approved.

**YOUTH SERVICES BUREAU ENHANCEMENT GRANT APPLICATION**

David Melillo, Director of Human Services, asked the board for permission to apply for a grant from the State of Connecticut's Department of Children and Families, a Youth Services Bureau Enhancement Grant for \$8,588 for fy19-20. The only requirement is that the town spends \$8,588 on youth services. Guerra made a motion, seconded by Scherban to authorizes permission to apply for the Youth Service Bureau 2019-2021 Enhancement Grant. The motion was unanimously approved.

**TRAVEL & OTHER EXPENSES POLICY**

The policy was reviewed last week at the department heads meeting. Each department will now have a line item in their budget for travel. All expenses will require approval from department heads. Scherban made a motion, seconded by Sengle to accept and implement the Travel & Other Expenses Policy and add it to the employee handbook. The motion was unanimously approved.

**VALLEY SHORE COMMUNITY TELEVISION (VSCTV)**

The board visited the television studio in Westbrook last Friday afternoon. Various options were reviewed with the board. VSCTV provides single camera coverage of meetings at a rate of \$40 per hour, minimum of 3 hours. Services are billed on a monthly basis. All meetings will be available for viewing on public television and on their website. The proposal was to have them record some of the meetings until the recording clerk can be brought up to speed and eventually take over recording the meetings. The town only has to pay for services if VSCTV is recording the meetings otherwise an authorized user can pick up/drop off the recording equipment and the clerk can record the meetings. Sengle made a motion, seconded by Guerra to approve the Memorandum of Understanding between the Town of Clinton and Valley Shore Community Television (VSCTV). The motion was unanimously approved.

**TOWN MANAGER**

Sengle provided an update to the board.

- Sengle has been corresponding to Doug Thomas with SGR
- All job applications were due Sept 23
- The committee will be meeting with D. Thomas on October 3<sup>rd</sup> to review the applications. Thomas will make recommendations to the committee.
- A timeline has been set for December 2/3. Department heads and members of the search committee will be interviewing the finalists on Dec 2<sup>nd</sup>.
- The board discussed the charge of the committee going forward.

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**SELECTMEN'S REPORTS**

Reported by Guerra

- The board held a brief discussion on the drainage on Route 1 in front of the old CVS building.

Reported by Scherban

- Attended a memorial for Ellen Cavanaugh this past weekend. Approximately 300 were in attendance.

Reported by Goupil

- The final presentation of the Route 81 Corridor Study is scheduled for Thursday night at the town Library. Goupil will be requesting a meeting with DOT to update them on the results of the study so that everything will be in place when the developer is ready to move forward.
- Indian River Recovery Work near the Morgan School Bridge - The NRCS application to secure federal funding has been signed and sent back to them.
- FEMA reimbursements have started to come in.
- The Department of Public Health has provided recommendations related to the Eastern Equine Encephalitis (EEE) virus. Information can be found on the town's website.
- The CT River Area Health District is hold a flu shot clinic on Wednesday, October 2<sup>nd</sup> at the Clinton Town Hall. An additional flu shot clinic is also scheduled for October 31<sup>st</sup> at the Town Annex Building.
- Goupil attended this week's Rivercog meeting.

**ADJOURN**

Guerra made a motion, seconded by Scherban and unanimously adjourned the meeting at 8:15 PM.

Respectfully submitted,

Mary Schettino



## Town of Clinton Business, Travel & Other Expenses Policy

### Policy statement

This travel policy applies to all employees of the Town of Clinton and others traveling on behalf of the Town.

### Objectives

- Ensure all employees and others traveling on behalf of the Town of Clinton have a clear and consistent understanding of policies for business travel and entertainment;
- Provide business travelers with a reasonable level of service and comfort at the lowest possible cost;
- Expectation that travelers exercise prudent business judgment regarding expenses covered by this policy and to limit spending the Town's money as carefully and sensibly as they would your own; and
- Maintain the safety of employees and others traveling on Town business.

### Overview

This policy serves to clarify how travel should be arranged and the parameters that must be adhered to. It is the policy of the Town of Clinton to prepay and/or reimburse employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to Town business. All travel must be done in accordance with this policy to qualify for payment/reimbursement. If a traveler can utilize discounts, such as AAA, it is strongly encouraged, as Town resources should be treated as the employee would treat their own resources. All expenses must be approved by department head and/or the Town Manager. The Town assumes no obligation to reimburse employees and others traveling on behalf of the Town for expenses that are not in compliance with any aspect of this policy.

### Personal vehicle use:

Employees who use their private automobiles for official Town business as authorized by their department head or the Town Manager, shall be compensated at the IRS rate per mile. The Town does not provide reimbursement for travel to and from work. (Exceptions apply to take-home vehicles, vehicle stipends addressed in employment contracts, etc.). Claims for mileage should be submitted to the Finance Department monthly, by the 15<sup>th</sup> of the month for the previous month. Evidence that automobile insurance is fully in effect and the employee has a valid, unrestricted drivers' license is required for reimbursement. Such evidence must be provided annually at the start of the fiscal year.

The following examples illustrate the mileage policy:

- During a regularly scheduled workweek, an employee's normal commute mileage is 10 miles one way (20 miles roundtrip). If that employee drives 10 miles from home to an off-site meeting, then 10 miles from the meeting to the town hall and then 10 miles home, the employee may be reimbursed for the 10 miles in excess of the normal commute.
- During a regularly scheduled workweek, an employee's normal commute mileage is 10 miles one way (20 miles roundtrip). If that employee drives 10 miles from home to an off-site meeting and 10 miles home, the employee would not be reimbursed since total mileage did not exceed the employee's normal commute (20 miles).

### **Other permissible travel expenses**

Before the travel, the Town may issue prepayments for airfare, rail/bus transportation, rental vehicles, conference registration fees and per diem cash advances. Applicable policies and methods of payment for these prepayments are as follows:

**Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. (Coach class or economy tickets). A fee for checking 1 bag will be allowed.

**Train/bus:** Rail or bus transportation must not exceed the cost of the least expensive airfare.

**Vehicle rental:** Cars should be rented by traveler only when other means of transportation are unavailable, more-costly, or impractical. Travelers must obtain the most competitive rate available. All rentals should be for a compact size car unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no charge. Options for insurance should be researched prior to renting a car and unnecessary optional coverage avoided. When renting cars, individuals are required to refuel cars prior to returning them to the rental company. Traveler may utilize personal car for business travel if it is less expensive than renting a car, taking a taxi, Uber or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the IRS rate per mile. This rate covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls.

If two or more individuals are traveling to the same location, it is recommended that the travelers share a ride. The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis, Uber, etc. are discouraged when more economical services i.e. airport shuttles, hotel van, etc. are available. Travelers are encouraged to utilize public transportation whenever feasible.

**Conference registration:** Conference registration will be pre-paid upon department head approval.

**Lodging:** Conferences, meetings, or training less than a one-hour radius will be considered local and lodging will not be approved. A multi-day event, with a one-hour travel time radius is not considered local and lodging will be considered. If approved by town manager or department head, at the time the hotel reservations are made, the best available rate with reasonable quality accommodation, at the most convenient location, will be obtained. If the conference is being hosted at a specific hotel, that hotel will be utilized in an effort to save money on car rental and other travel expenses.

**Meals:** While on business travel for the Town, the employee should select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Receipts must be attached for all meals in which the traveler seeks a reimbursement. For overnight business travel, a per diem allowance is applicable. Town of Clinton per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location.

[www.gsa.gov/travel-resources](http://www.gsa.gov/travel-resources).

Business-related banquets or meals that are considered part of the can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance.

Business related meals must be described as follows: date, amount, place and explanation of nature of business.

**Miscellaneous:** The payment of tips and gratuities should be limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the category of personal service. The range of 18-20% is considered applicable to most forms of personal service including restaurant service.

**The following are not reimbursable:**

Annual credit card fees, in room or in-flight movies, personal reading materials, club memberships, barbers and hairdressers, car washes, clothing, excessive baggage charges, loss/theft of cash advance money or personal funds or property, lost baggage, mini-bar refreshments, parking or traffic tickets, or personal toiletries. (This list is not inclusive).

**Spouse/guest/personal travel combined with business travel:** Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations if there is no additional cost to the Town as a result. It is the responsibility of the employee to clearly separate their companion's travel expenses, including meals. Overnight accommodations for minor's conducting Town business, i.e. volunteers, interns, etc., will not be permitted.

**Expense/itemized reporting and approval process**

An expense/itemized report, or spreadsheet detailing all expenses, must be submitted to and approved by the department head after returning from the trip but in no event later than 2 weeks after the trip is completed. Original receipts are required. The Town will not reimburse or approve payment for any expenditure greater than \$10.00 without a receipt. Department heads must have their expenses approved by the next level of authority. No employee is authorized to approve their own expense report. Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and may result in delay or denial of reimbursement of specific items. Disregard for Town policy or altering of receipts may result in disciplinary action.

The Town of Clinton is a tax-exempt organization. Sales taxes should never be paid on any transaction except where it is not feasible to provide a tax-exempt form to the vendor in advance. Please contact the Finance Department to obtain a State Sales Tax Exemption form if sales taxes are included in the advance purchase.

Any applicable collective bargaining or employment agreement will apply if in conflict with the terms of this policy.

Mileage and expense reimbursement form can be provided by the finance office.

**Business, travel & other expenses policy**

Approved by Board of Selectmen September 25, 2019

Added to the Employee Handbook

