

**Palmer Town Council
Meeting Minutes
Monday, August 3, 2015**

1 1. Roll Call

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3 The Palmer Town Council Meeting of Monday, August 3, 2015 was called to order at 6:30 pm.
4 Present were Town Manager Charles Blanchard, Councilors Robert Lavoie, Philip Hebert,
5 Barbara Barry, Lorinda Baker, Mary Salzmann and Donald Blais. Absent was councilor Karl
6 Williams.

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8 2. Visitors Comments

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10 None

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12 3. Meeting Minutes

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14 July 13, 2015 - Motion to approve the minutes of July 13, 2015 as amended by D. Blais, seconded
15 by P. Hebert. Motion passed 6-0.

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17 4. Old Business

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19 a. OMP Carpets

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21 Steve Cloud of M Frank Higgins Co. addressed the Town Council. He stated that he
22 recommended the use of a hybrid vinyl carpeting in Old Mill Pond elementary school. He
23 stated that the installation of the product would not require moisture mitigation as was
24 required under the original proposal to replace the existing floors with rubber flooring. S.
25 Cloud gave examples on how various types of carpet options resist stains. He showed that
26 the proposed product is sheet vinyl backing and has a carpeted top. S. Cloud stated that
27 this product is being used in healthcare facilities. He also demonstrated how the proposed
28 hybrid vinyl is chemically welded.

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30 B. Barry asked what the lifespan of the proposed hybrid vinyl carpeting would be. S.
31 Cloud stated that there is a lifetime warranty on the carpet itself is depending on how it is
32 taken care of and a lifetime warranty on backing.

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34 C. Blanchard gave an overview of the cost impacts of each flooring option. He stated that
35 the cost difference from the original proposal is that if the product is able to be applied
36 without moisture mitigation to the concrete slab, the savings is approximately five dollars
37 per square foot. C. Blanchard stated that the cost of the floor replacement would be
38 approximately \$700,000 to replace the carpeting and all of the flooring in the school.

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1 S. Cloud stated that he would provide a reference list of projects that use the proposed
2 hybrid vinyl flooring product. P. Hebert asked about the application of the product
3 whether it would be possible to use if the PH levels in the concrete slab were outside the
4 recommended levels. S. Cloud stated that the existing conditions would be shared with
5 the manufacturer to be approved if any condition exists that is outside of the product's
6 recommended specifications.

7
8 School Department Facilities Director Steve Muniec stated the Carpet Replacement
9 Building Committee is still gauging their own interest on the vinyl backed carpet floor
10 replacement option. Discussion continued on the timing of the proposed floor
11 replacement. L. Baker asked why there was such a dramatic cost difference between the
12 original flooring proposal and the vinyl carpeting proposal. C. Blanchard stated that the
13 moisture mitigation costs were a majority of the price of the rubber flooring option.

14
15 Discussion continued on the required maintenance of the proposed carpet product. S.
16 Muniec stated that when the carpets in each classroom are cleaned during summer break
17 professionally, they are in acceptable condition. B. Barry stated that there needs to be a
18 different maintenance plan for new carpet to address spills as soon as possible, and not
19 just let them absorb into the carpet for a long period of time.

20
21 School Committee Member Andrea Mastalerz stated that she is concerned with how a
22 vinyl backed carpet will wear over time considering what is dropped on it in an
23 elementary school environment. She also stated that her largest priority is the
24 replacement of Old Mill Pond Gym Floor. B. Barry stated that the Town needs to weigh
25 all options available for the floor replacement before moving forward. She stated that she
26 would like to have a walkthrough to observe the existing conditions. She also asked for
27 samples of the vinyl backed carpeting to be left for review. B. Barry stated that the Town
28 Council will not be taking any action on the floor replacement until all options are
29 considered.

30
31 C. Blanchard asked what type of backing is on the carpet currently installed in Old Mill
32 Pond. S. Cloud stated that the current carpet is a premium carpet with a standard jute
33 backing. P. Hebert stated that the council should have been presented with this option
34 earlier and the full council should be backing the installation of the vinyl backed carpet as
35 soon as possible. He asked if the vinyl backed carpeting had been installed in schools
36 without air conditioning. S. Cloud provided examples of schools in the northeast that it
37 have been successful in installing the vinyl backed carpeting system. B. Barry asked that
38 the school committee consider the flooring options and give a recommendation to the
39 Town Council. C. Blanchard gave a timeline that would need to be followed for the
40 installation of the flooring during the next summer break.

41
42 b. Burleigh Park Building
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1 Recreation Director Jim Ostrout addressed the Town Council. He stated that there are still
2 many unanswered questions regarding the construction of the Recreation Facility at
3 Burleigh Park that is keeping the project from moving forward. He stated that he is
4 currently trying to lower the price to be affordable under the available funds in the
5 Mohegan Sun Gift Account. He stated that he does not have enough information to
6 request the full funding of the project. He stated that he would like to start fundraising for
7 the project at National Night Out. J. Ostrout stated that he would be asking for an
8 allocation of the funding based on good faith estimates. He stated that he would like the
9 construction of the recreation facility to be a community project. P. Hebert stated that in
10 order for Pathfinder to perform the work, they will need to know that funding is in place.
11 If funding is not in place, they will need to pass on the project for this school year. P.
12 Hebert stated that the council should allocate the funding in good faith that they will be
13 able to bring the costs within the scope of the budget.
14

15 L. Baker asked how much money is currently in the Mohegan Sun Gift Account. C.
16 Blanchard stated that \$119,000 is currently in the account. He also stated that the current
17 estimated price of the project is \$160,000. B. Barry asked what the plan is for the
18 construction of the building. J. Ostrout stated that he would like to see construction of the
19 building begin in mid to late October Plumbing will be able to be installed after the
20 installation of the foundation. He stated that as long as walls and roofing were completed
21 before the first snowfall, Pathfinder would be able to work through winter. He hopes that
22 the project would be completed for next summer. J. Ostrout stated that he is still trying to
23 get the community involved with the project.
24

25 R. Lavoie asked if the council should allocate the funding for the project as needed rather
26 than appropriate the full amount. M. Salzmann asked what the town needs to do to get the
27 project started. C. Blanchard stated that cost of the foundation would need to be done by
28 competitive bidding process because it is over the \$35,000 threshold. He stated that he
29 would like to meet with representatives from Pathfinder to discuss what is needed to
30 begin the project. Discussion continued on what would be required to move forward with
31 the Recreation Building project. P. Hebert stated that he feels the council should show its
32 commitment to the project by allocating the funding from the Mohegan Sun gift fund.
33

34 B. Barry asked how far the \$119,000 would go toward the building's construction. J.
35 Ostrout stated that the funding would help construct most of the building. B. Barry asked
36 if it is reasonable to look for \$40,000 in donations toward the project. J. Ostrout stated
37 that he hopes to lower the projected cost by requesting additional quotes. C. Blanchard
38 listed the current cost estimates for the project. B. Barry asked if plan included running
39 water in the concession stand. J. Ostrout stated that it does not. B. Barry stated that this
40 needs to be included in order for her to support the project.
41

42 C. Blanchard stated that the building is running into a timing issue if they expect get
43 items procured for the project. L. Baker stated that she feels more details need to be
44 brought forward before funding is allocated toward the project. C. Blanchard stated that

1 he will hope to have more details on the project before the September Town Council
2 meeting.

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4 c. Review of Council Rules

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6 B. Barry asked that proposed changes to the council rules be brought forward, then the
7 Town Council Rules Committee should draft the revised document for approval. B. Barry
8 asked for a revision to change the requirement of a two-thirds majority to change a
9 meeting time to the consensus of the council. She also requested that revised language be
10 added to allow for the consensus of the Town Council to change the order of the agenda
11 at regular and special meetings.

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13 B. Barry stated that the charter reference of the quorum should be added to the council
14 rules language. She also asked that the Council Rules be changed to allow just the Town
15 Council President to allow the Town Manager to be excused from a Town Council
16 meeting. B. Barry suggested changing the requirement of all agenda items be submitted
17 seven days prior to the meeting to the Town Manager to five days before and items
18 should be submitted to either the Town Manager or Town Council President.

19
20 B. Barry stated that the requirement that the presiding officer of the meeting must recite
21 each motion before it is voted on should be stricken. B. Barry asked for the legal opinion
22 on the reconsideration of ordinances after they have been rejected by the voters to be
23 inserted into the rules. B. Barry requested that the Town Council change the meetings and
24 trainings budget to a minimum of \$1000.

25
26 M. Salzmann asked to add the charge of each subcommittee into the Town Council
27 Rules. M. Salzmann also asked that transfers be documented with the council on a
28 monthly basis. B. Barry stated that the transfer report is a directive by the Town Council
29 and not a rule. B. Barry stated that ordinance procedures do not apply to loan
30 authorizations so no change would be needed. Discussion continued on need for change
31 on rules to reflect charter requirements.

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33 B. Barry stated that there should be language to exclude tax measures and loan
34 authorizations from the same passage requirements as Ordinances.

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36 5. New Business

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38 a. Council Subcommittee Appointments

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40 The FY2016 Subcommittee Appointments were distributed by B. Barry

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42 b. 1st Reading - Loan Authorization - DPW Dump Truck

1 R. Lavoie read the loan authorization for a new DPW Dump Truck. B. Barry stated that
2 the town would recognize a \$10,000 savings by going through a bond pay down rather
3 than a lease to own process.
4

5 Motion to publish the public hearing for the Loan Authorization by M. Salzmann,
6 seconded by D. Blais. Motion passed 6-0.
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8 c. 1st Reading - Loan Authorization - Town Hall Renovation
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10 R. Lavoie read the Loan Authorization for the Town Hall Renovations. B. Barry asked if
11 the town should be paying more than the minimum pay downs proposed. C. Blanchard
12 stated that more could be budgeted in each fiscal year to pay down the loan. He stated
13 that cost formula presented was based on keeping cost of the project under \$80,000 per
14 year.
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16 Motion to publish the public hearing for the Town Hall Renovation Loan Authorization
17 by P. Hebert, seconded by R. Lavoie. Motion passed 6-0.
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19 6. Subcommittee Reports
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21 None
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23 7. Town Manager's Report
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25 C. Blanchard stated that he has applied to the Baker-Polito Administration's new program, the
26 Community Compact Cabinet, to support the town in achieving best practices in Housing and
27 Economic development as well as Financial Management.
28

29 C. Blanchard stated that Paul Burns and Russell Brown have written letters of interest to serve on
30 the Ordinance Review Committee. Motion to appoint Paul Burns and Russell Brown to the
31 Ordinance Review Committee by D. Blais, seconded by L. Baker. Motion passed 6-0.
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33 C. Blanchard stated that he had letters of interest from Julie Gromosky and Dan Cardin to serve
34 on the 300th Anniversary Committee. Motion to appoint Julie Gromosky and Dan Cardin to the
35 300th Anniversary Committee by P. Hebert, seconded by D. Blais. Motion passed 6-0.
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37 C. Blanchard gave an update on the status of some of the town's abandoned buildings. B. Barry
38 asked for an update because there is a lot of chatter that the town is not doing anything about
39 abandoned buildings. C. Blanchard gave overview of what needs to be done for town to take
40 action on abandoned and blighted properties.
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42 M. Salzmann asked for a status report on townwide trash collection. C. Blanchard stated that the
43 Board of Health adopted new regulations to monitor private waste haulers. B. Barry requested
44 that the auditor be available at the next meeting.

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8. Misc. Correspondence

B. Barry acknowledged receipt of the Community Development Block Grant award to the Community Development office.

9. Councilor Roundtable

M. Salzman stated that the September 11th ceremony will be held at the CMS war memorial. They will also be holding a drive to support the Food Share that night. The memorial service will begin at 6:00 p.m.

D. Blais offered his support for the September 11th event. He stated that he would be attending the dedication of the veteran’s memorial garden at the Palmer Library on Sunday, August 9th.

R. Lavoie gave a schedule of the community band concerts

B. Barry stated that the Rec Department’s Community Concert would be held Thursday, August 6th from 6:00 p.m. to 8:00 p.m.

10. Adjournment

Motion to adjourn by D. Blais, seconded by L. Baker. Motion passed 6-0 at 9:10 p.m.