

Board of Selectmen's Meeting
Wednesday, September 4, 2024
4:30 PM Town Hall



Present: Matthew Riiska, Henry Tirrell, Sandy Evans, Barbara Gomez, Phylis Bernard, Ruth Melville and Kathryn Boughton

The meeting was called to order at 4:35 p.m.

Public Comments: None

Minutes: August 7, 2024

MOTION H. Tirrell to approve the minutes of the August 7, 2024 meeting as presented.
Second. M. Riiska. Motion carried.

Job Description Approval

- M. Riiska reported that Sarah Bruso, Tax Collector, will be resigning within the next month. B. Gomez has put together a tax collector job description to have on record. S. Bruso reviewed and made a few changes to the document. Pam Pelletier, a certified tax collector, will be filling the position 8 hrs/week. Recent employee turnover at the Town Hall has prompted us to review and update job descriptions and policies. M. Riiska asked that the selectmen review the tax collector job description for approval at the next meeting.

Selectman's Report

- River Place Bridge – Work has begun after a long hiatus. Because the footings were inadequate pilings needed to be installed on the north wall of the bridge. The bridge is scheduled to be completed by 4/30/25. The original price, including engineering and inspection fees, was \$3,028,082.00. The cost of the additional work that needs to be done is \$1,019,044.00. M. Riiska meets bi-weekly with the DOT, WMC Engineering and New England Infrastructure. The DOT is working on a plan to reimburse the Town of Norfolk for 100% of the overage. Because this project has taken so long the balance of the loan with NBT Bank will need to be refinanced. If there is an increase in the interest rate a Town Meeting will be held for approval.
- South Norfolk Bridges – The State of CT will be covering the costs but unfortunately the bridges won't be built until 2026 or 2027. Matt has been working with the DOT, Cardinal Engineering, Army Corp of Engineers and the DEEP to get a temporary bridge for Smith Road.
- STEAP Grant – M. Riiska submitted the required paperwork to the State of CT DOT for a \$500,000 grant for Maple Avenue and is awaiting a response.

Board of Selectmen's Meeting
September 4, 2024 – page 2

Selectman's Report continued

- Payroll & Accounts Payable Software – The software currently used will no longer be supported and we will be converting to QuickBooks for \$2,900/year (not including support). Organization Inc. from Great Barrington will be sending a representative to train the three staff members involved.

MOTION S. Evans to adjourn at 4:56 p.m. Second H. Tirrell. Carried unanimously.

Respectfully submitted,


Barbara Gomez, Secretary