

**SPECIAL BOARD OF SELECTMEN MEETING**  
**JANUARY 23, 2013**  
**MINUTES**  
**(Draft, Subject to Approval)**

First Selectman Gerard F. Smith called the Special Meeting of the Beacon Falls Board of Selection to order at 6:04 P.M. with the Pledge to the Flag.

**PRESENT:** First Selectman G. Smith, Selectman D. Damico and Selectman C. Bielik.

**ALSO PRESENT:** Planning Consultant Brian Miller, Anthony SanAngelo, Peter Betkoski, Richard Minnick, Charles Edwards, Joseph Betkoski, Diane Betkoski.

**Discussion of the Plan of Conservation & Development (POCD)**

G. Smith noted the reasons for this Special Meeting include moving forward with the Town's Plan of Conservation & Development and to discuss where the monies would come from to pay the bill. He then turned over the discussion to R. Minnick who has been involved with this project since the beginning.

R. Minnick noted the last draft he had seen was submitted by B. Miller, dated 4/20/12. He noted that the last administration was taking care of appropriating funds to pay for this, with their original plan to use grant funds, but since no grant funds were forthcoming, the Town has to come up with these funds. R. Minnick's calculations indicate the Town still owes B. Miller \$19,525, with \$31,975 already paid to him towards the total cost of \$51,500. The current balance owed is \$9975. B. Miller indicated there could be other fees totaling approximately \$4,000 to \$5,000. G. Smith said he wants to know *exactly* what is owed, with B. Miller noting he will put together a final bill for his services.

B. Miller noted there will be some changes made to the document, citing suggestions made from S. Gold from the CNVCOG. Some of those changes would be from the Planning & Zoning Commission, as there is some discussion as to changes to their regulations since some of them could be updated.

R. Minnick noted B. Miller had promised to produce a professional document and that he had issues with what had been presented by B. Miller. B. Miller said he would change what has to be changed, adding he had some administrative issues with his staff. He also noted the COG is continuously updating its documents and information, adding he is considering hiring Virginia Mason (recently retired from the COG) to assist him with the writing of the plan and incorporating feedback from the Planning & Zoning Commission and the CNVCOG.

G. Smith suggested B. Miller, the Board of Selectmen, the Planning & Zoning Commission and other interested persons meet together to discuss the Plan and incorporate any suggested changes to be included in that plan. Once this meeting date has been set, clerk K. Wilson is to be notified so she can notify all persons to attend.

C. Bielik asked for clarification of the monies owed to B. Miller so he could be clear on exactly what work has already been done, what still has to be done, and exactly how much this would cost the Town; in other words what is the final cost to produce a clean document. He also suggested that since the Town has hired a Full-Time Grant Writer, that perhaps she could look into other possible grant opportunities. G. Smith noted that the Town has **not** hired a full-time grant writer but has been using Lisa Low & Associates for grant work in the Small Cities Community Development Block Grant project.

C. Bielik also noted it was the Board of Selectmen's fault because it knew there were outstanding monies still owed to B. Miller and it should have paid those monies. G. Smith added since there was no written contract, technically who is responsible for the bill.?

A. SanAngelo had concerns that the Town has no written contract with B. Miller in the amount of \$51,500 to develop this Plan of Conservation & Development, adding he could not believe the Board of Selectmen would agree to such an expense without a Town Meeting. B. Miller added he has had a good working relationship with the Town for many years and a verbal gentlemen's agreement had been made. G. Smith said that moving forward; the Town will request a written contract for work to be done for the Town.

R. Minnick noted the Town has always had a cooperative relationship with B. Miller as he had come highly recommended to the Town. B. Miller said he also has enjoyed a good working relationship with the Town and he would like to continue it, adding he will do the work as agreed to and apologized for errors that were made on the first drafts of the Plan.

#### **Appointment of a Small Cities Grant Administrator.**

G. Smith noted this had been posted on a specific website and only Lisa Low & Associates had applied for the job. **C. Bielik then made motion to hire Lisa Low & Associates to serve as the Small Cities Grant Administrator, 2<sup>nd</sup> by D. D'Amico. All aye.**

#### **Tax Collector's Hours**

G. Smith noted that with past issues of making sure the Town Hall is safe for employees and having recently hired another person to work in the Library so no employee was alone in the Library, he suggested not to approve the proposed increase of Tax Collector hours until 9:00 P.M. in the Tax Office, as he did not want another safety concern to have to remedy in the future.

**D. D'Amico made motion to keep the Tax Hours as they currently are, with no addition of the Tax Collector having office hours until 9:00 P.M. on Thursday evenings, 2<sup>nd</sup> by C. Bielik. All aye.**

With no other business, **C. Bielik made motion to adjourn the Special Board of Selectmen Meeting at 6:55 P.M. 2<sup>nd</sup> by D. D'Amico. All aye.**

Respectfully submitted,

Karen A. Wilson for First Selectman Gerard F. Smith – Special BOS Meeting -01/23/13.

