

BOARD OF SELECTMEN MEETING
A G E N D A
MAY 6, 2013 – 7:30 P.M.
BROOKFIELD HIGH SCHOOL MEDIA CENTER

1) CALL TO ORDER & PLEDGE OF ALLEGIANCE

MONTHLY AGENDA ITEMS:

- A. Public Comment (Sign-up sheet at meeting)
- B. Announcements - a) Brookfield Matters published on 5/1/13; b) Annual Town Meeting on Tuesday, May 7 at 7:30 p.m., at the Brookfield High School Auditorium; c) Brookfield earned recognition as a 2012 Tree City USA from the Arbor Day Foundation.
- C. Correspondence
- D. Monthly Financial Results - Update provided by Controller Bill Leverage.

2) NEW ITEMS:

- A. School Security Plan Phase II – Presentation and Motion for special appropriation.
- B. Proposed WPCA FY 2014 Budget – Discussion and formal written comments for consideration by the Authority (see attached).
- C. Police Department Outside Fund – 1) Police Department request for an appropriation in the amount of \$10,800 from the Police Outside Service Fund for the purchase of a replacement Zodiac Boat for the PD Scuba Team. Motion to forward to Board of Finance (see attached); 2) Police Department request for an appropriation in the amount of \$110,000 from the Police Outside Service Fund for expanding and repaving the Police Department Driveway/Parking Lot. Motion to forward to the Board of Finance (see attached).
- D. 2013 Connecticut Neighborhood Assistance Act (NAA) Program Proposal – Motion to schedule a Public Hearing on June 3 at 7:15 p.m. at the BHS Media Center(see attached).
- E. Community Garden at the Eriksen Farm Open Space – Motion to renew License Agreement (see attached).
- F. Water Ordinance – Amendment to Ordinance – Motion to schedule a Public Hearing on June 3 at 6:30 p.m. at the BHS Media Center (see attached).
- G. Parking Appeals Ordinance – Motion to schedule a Public Hearing on June 3 at 7:00 p.m. at the BHS Media Center (see attached).

3) UPDATES:

- A. Farmers Market – Update by Betsy McIlvaine and appointment of Farmers Market Ad-Hoc Committee (see attached).
- B. Cell Tower – Homeland Towers Proposal – Motion to forward to the Planning Commission pursuant to Section 8-24 of the General Statutes.
- C. Meadowbrook Manor – Update
- D. Library Cottage - Update
- E. Police Department Outside Service Fund Policy – Motion to transfer funds/current fund balances (see attached).
- F. Parks & Recreation Ordinance – Letter from Parks & Recreation Director (see attached).

4) CONSENT AGENDA: *Recommended Motion*: that the Selectmen approve all items A-D on the Consent Agenda.

- A. Board of Selectmen Meeting Minutes: 4/1, 4/26.
- B. New Hire Report: Staffing changes (see attached).
- C. Selectmen Approvals for Routine Matters: a) Resolved: That William R. Davidson, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the CT State Library for a Historic Preservation Grant; b)
- D. Bond Releases:
 - Inland-Wetlands Commission – 15 Obtuse Road North #201000122 - \$1,500.
 - Zoning Commission – 32 Tori Lane #200400742 - \$1,175.

5) ADDITIONAL MONTHLY AGENDA ITEMS:

- A. Appointments – Recommended
 - a) 2013 Lake Lillinonah Marine Personnel (see attached).
- B. Public Comment - Sign-up sheet at meeting.

6) ADJOURN

For more information, contact:
Sean Barry, 402-473-9563
sbarry@arborday.org



FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Brookfield Tree City USA

Brookfield, CT was named a 2012 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management. This is the 7th year Brookfield has earned the national designation.

Brookfield achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Everyone benefits when elected officials, volunteers and committed citizens in communities like Brookfield make smart investments in urban forests," said John Rosenow, founder and chief executive of the Arbor Day Foundation. "Trees bring shade to our homes and beauty to our neighborhoods, along with numerous economic, social and environmental benefits."

Cleaner air, improved storm water management, energy savings and increased property values and commercial activity are among the benefits enjoyed by Tree City USA communities.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a nonprofit conservation and education organization of one million members, with the mission to inspire people to plant, nurture and celebrate trees. More information on the Foundation and its programs can be found at arborday.org, or by visiting us on [Facebook](#), [Twitter](#) or our [blog](#).

Item B

Ginny Giovanniello

From: Bill Davidson
Sent: Wednesday, May 01, 2013 12:58 PM
To: Kristi McPadden; Nelson Malwitz
Cc: Howard Lasser; George Walker (home); Bill Davidson; Ginny Giovanniello
Subject: WPCA Budget Proposal for 2013-14 - Questions from the Board of Selectmen

Kristi and Nelson -

Per the current ordinance, the BoS has until the middle of May to present our comments to the WPCA regarding its proposed budget. Before providing a formal statement to the WPCA, the BoS would like to have an informed discussion that focuses on the following questions:

- 1) What are the number of units currently billed? What was the assumption on units billed in the revenue plan?
- 2) Why is salary up over 9%?
- 3) Health insurance indicates a growth of 12.5%. Since Town is up 9%, was 2013 budget too low or is 2014 budget too high? Please explain.
- 4) Major maintenance of \$43,500 is indicated as "not capital" though it does appear to be part of the capital plan. Please explain.

Observation:

The WPCA is planning an operating loss and a negative cash flow for the year. While 2013 is anticipated to be positive it is coming off 2012 where there was a loss in both operating income and cash flow. In addition the variable costs are growing as a proportion of their expenses.

- 5) With the expected expansion of the system, does WPCA reach a "critical mass" where there is an expectation of breakeven or is the problem worsening and widening the loss?
- 6) What is the breakeven point (in terms of units) where the WPCA operations is sustainable?

It is apparent that in order to operate in a sustainable manner, the WPCA has several options:

- A) Continue to expect additional users come on line so they can charge extra fees "connection charges" to be used to subsidize the operations.
 - B) Cut fixed costs to lower the breakeven point.
 - C) Raise user fees to a sustainable level.
- 7) What exactly is the long term strategy to insure a sustainable operation?

There has been some confusion on our part to conduct our review in a timely manner. We're sorry about that.

We hope that it is feasible for you to provide responses to these questions for the May 6 BoS meeting. If that timeline is too tight, please advise when we expect to receive your response.

Thank you.

Item 2B



TOWN OF BROOKFIELD

WPCA

BROOKFIELD, CT 06804

To: Board of Selectmen
From: Kristi McPadden, Executive Administrator
Date: 3/28/13
Re: FY14 WPCA Budget

Per Chapter 71.5 of the Town of Brookfield Ordinances, attached please find the FY14 budget packet which was unanimously approved by the WPCA at its March 27, 2013 meeting.

In this report you will find a budget assumption page, as well as three (3) budgets: a cash basis operating budget, a capital projects budget, and a cash and accrual basis restricted budget.

Per the Ordinance, the Board of Selectmen shall return their formal written comments on the proposed budgets, if any, for consideration by the Authority not later than May 20. Thereafter, not later than the fourth Wednesday of June, the Authority shall adopt its operating and capital expenditures budgets and file the same with the Town Clerk, with copies to be forwarded to the Board of Selectmen and Board of Finance.

Thank you.



Town of Brookfield, Connecticut
Water Pollution Control Authority
Operating, Restricted, and Capital Budgets
For the Year Ended June 30, 2014

Brookfield WPCA
Operating, Restricted, and Capital Budgets
For the Year Ended June 30, 2014

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WPCA Budget FYE 2014

Notes on Budget Assumptions

Operations Budget

- >> User Fees are assumed at \$95 per quarter per unit as of the fiscal year ended June 30, 2013
Planned new connections are not included because exact timing is not known and any revenue is expected to more than offset the related additional costs (utilities, etc.) and will have a positive effect on operations
- >> Salaries line item assumes a 2% increase plus an estimated amount for realigning salaries to job descriptions
- >> Contribution to Capital Projects reflects the amounts to balance the cash budget, which does not cover the 2014 capital projects budget of \$93,500. Note that any 2% capital cost recovery fees received are expected to more than cover the shortfall and provide additional amounts for future capital needs
- >> Fees - City of Danbury cycles up and down on alternate years. Based on analysis of historical trend line, \$.0026 per gallon is used for the 2014 budget
- >> Reservation fees are no longer collected because property (20 Vale) is now assessed

Capital Projects Budget

- A** Confined Space Entry (CSE) Equipment represents smaller equipment needed and assumes a certain amount of equipment must be replaced annually for efficiency and safety - CFR regulation requirements
- B** Manhole projects are estimated to have a useful life of 80 years. Assumes ongoing annual replacement/overhaul - rotation 400 manholes (current number of manholes) over the 80 years - therefore, approximately 5 manholes per year
- C** The remote flow monitoring is work at 67 grays bridge to upgrade flow monitoring of SW area
- D** Pump Replacement - total cost of all current pumps is \$650,000 with a 20 year life - assumes "rolling" this cost knowing that there will be replacements needed and assumes no inflation factor - \$32,500 annually for pump replacements (\$650,000 divided by 20 years equals \$32,500) - the 2014 year is budgeted at less than the projected rolling amount
- E** Other line item is assumed to capture the smaller capital equipment that will be needed but is not specifically identified
- F** It is anticipated that the YTD amounts expended will be reimbursed to the WPCA by the issuance of debt

Restricted Accounts Budget

- >> The January 2013 BAN amounts (total of \$1,245,000) are assumed to be refinanced at a 1.25% interest rate per discussion with Town Finance Director
- >> Old New Milford Road project is assumed to be assessed FYE 2014 at BAN replacement amounts plus the existing bond amount for Old New Milford Rd of \$430,000 at 2% interest over 20 years

WPCA Operating Budget 2013-2014 - Cash Basis

	Description	Actual 11/12	Budget 12/13	Projected Actual	Budget 13/14	Increase/Decrease from 12/13 Budget	Percent Change
REVENUES - USER							
-	Current User Fee Income	1,059,436	1,091,276	1,030,071	1,100,000	8,724	0.8%
-	Current Plant Charge Income (\$25.50)		51,949	-		(51,949)	-100.0%
05100 4662	Net User Income	1,059,436	1,143,225	1,030,071	1,100,000	(43,225)	-3.8%
05100 4663	User Delinquent Interest	26,550	14,160	12,611	14,160	-	0.0%
05100 4664	User Lien fees	5,454	3,500	4,708	3,500	-	0.0%
05100 4665	Application/Misc. Fees	6,425	8,000	17,524	8,000	-	0.0%
05100 4668	Interest Income		3,000	-	3,000	-	0.0%
05100 4669	Bounced Check Fees	551	-	351	-	-	0.0%
	Reservation Fees	6,340	6,340	-	-	(6,340)	0.0%
	Total Revenues	2,164,193	1,178,225	1,065,266	1,128,660	(49,565)	-4.2%
	Diff between Revenues & Expenses	1,058,444	0	(17,267)	0	(0)	
	Actual expenses from below	1,105,749	1,178,225	1,082,534	1,128,660	(49,565)	-4.2%
EXPENSES							
05100 5872	Salary All (Including FICA)	293,549	280,000	290,713	289,900	9,900	3.5%
05100 5810	Health Benefits *	77,675	77,850	85,000	85,600	7,750	10.0%
05100 5811	Pension Contributions *	20,272	23,425	21,844	43,900	20,475	87.4%
05100 5812	Disability & Life Insurance *	3,112	3,149	3,133	3,200	51	1.6%
05100 5813	Workers Comp *	10,693	10,903	10,495	10,500	(403)	-3.7%
	Total Personnel	405,301	395,327	411,185	433,100	37,773	9.6%
NON-PERSONNEL OPERATING EXPENSES							
05100 5289	Studies & Testing	2,285	-	-	5,000	5,000	-
05100 5301	Uniform Allowance	500	500	-	500	-	0.0%
05100 5876	Office Supplies	3,978	4,000	1,737	4,000	-	0.0%
05100 5877	Bldg. & Maintenance	4,770	6,000	247	5,000	(1,000)	-16.7%
05100 5878	Postage & mailings	2,236	3,000	3,951	4,000	1,000	33.3%
05100 5880	Maintenance Equipment	2,778	4,000	5,121	5,000	1,000	25.0%
05100 5881	Supplies Equipment	5,133	7,000	3,332	6,000	(1,000)	-14.3%
05100 5883	In-Service Training/Travel	126	1,000	90	1,000	-	0.0%
05100 5884	Other Administrative expenses	20,389	1,000	9,716	19,000	18,000	1800.0%
05100 5885	Contribution to Capital Projects	161,608	91,898	NA	77,055	(14,843)	-16.2%
05100 5886	Truck and Auto Expense	8,198	12,000	10,225	12,000	-	0.0%
05100 5887	Advertising/Legal Ads	6,958	9,000	12,182	12,000	3,000	33.3%
05100 5888	Maps, printing & copier	360	1,000	1,037	1,000	-	0.0%
05100 5889	General Legal/Litigation	38,980	35,000	30,238	35,000	-	0.0%
05100 5892	Fees - City of Danbury	133,291	310,000	302,432	325,000	15,000	4.8%
05100 5893	Recurring Maintenance	5,564	5,000	3,130	5,000	-	0.0%
05100 5894	Non-Recurring Maintenance	2,260	7,500	19,966	10,000	2,500	33.3%
05100 5895	Utilities	46,566	50,000	38,432	45,000	(5,000)	-10.0%
05100 5896	Communications/Alarms	21,930	10,000	3,658	12,000	2,000	20.0%
05100 5897	General Engineering	22,110	30,000	27,891	30,000	-	0.0%
05100 5902	Casualty Insurance *	4,250	4,250	3,400	4,000	(250)	-5.9%
05100 5905	Pump Repair/ Maintenance	23,074	25,000	21,925	25,000	-	0.0%
05100 5906	Audit/Accountant	42,637	28,000	32,627	32,000	4,000	14.3%
05100 5907	Data Processing Support	8,411	5,750	7,957	10,000	4,250	73.9%
05100 5909	CWF Debt Payment Interest	132,056	132,000	132,056	11,005	(120,995)	-91.7%
	TOTAL NON-PERSONNEL OPERATING EXPENSE	698,163	782,898	671,349	695,560	(87,338)	-11.2%
	Total Expenses	1,105,749	1,178,225	1,082,534	1,128,660	(49,565)	-4.2%

**WPCA Capital Project Budget
For the Year Ended June 30, 2014**

Description	Ref #	Planned Completion	Total Estimated Cost	Actual Expended to Date 2/28/2013	Estimated Expended 3/1/13 to 6/30/13	Budget FYE 6/30/14	Total Projected to Date 6/30/14
Approved Reimbursable Sewer Projects							
Old NM Road		2013	550,000	526,578	23,422		550,000
Sandy Lane		2013	375,000	359,629	15,371		375,000
High Meadow/Newbury	F	2015	2,500,000	103,355	50,000	2,000,000	2,153,355
Del Mar Drive Project		2014	750,000	46,477	666,023	37,500	750,000
Totals			4,175,000	1,036,039	754,816	2,037,500	3,828,355
Operations Capital Projects							
Rt 133 PS drainage and pavement		2013	2,500	350	2,150	-	2,500
Electric hoist and install Rt 133		2013	2,700	-	2,700	-	2,700
Confined Space Entry (CSE) Equipment	A	Annual	10,000	-	5,000	5,000	10,000
Manhole Projects (replacements/paving changes)	B	Annual	30,000	-	20,000	10,000	30,000
Remote flow monitoring - Caldor	C	2013	50,000	3,030	46,970	-	50,000
Pump Replacement (777 station)	D	2014	25,000	-	-	25,000	25,000
Other	E	Annual	10,000	-	-	10,000	10,000
Totals			130,200	3,380	76,820	50,000	130,200
Major Maintenance (Not Capital)							
Pump Station 2 - Route 133 Grinder		2014	8,500	-	-	8,500	8,500
Line capacity study		2014	15,000	-	-	15,000	15,000
Bridge crossing inspection and repair		2014	20,000	-	-	20,000	20,000
Totals			43,500	-	-	43,500	43,500
Approved Reimbursable Operations - WPCA Funded			4,175,000	1,036,039	754,816	2,037,500	3,828,355
			173,700	3,380	76,820	93,500	173,700
Grand Totals			4,348,700	1,039,419	831,636	2,131,000	4,002,055

See page 1 for reference # explanations

	Sandy Lane	Old NM Road	Federal Rd North	Center School	Three Condos	Total Restricted Accounts - Cash Basis	Adjustments for Accrual Basis	Total Restricted Accounts - Accrual Basis
REVENUES								
Net User Income						-		-
Delinquent Interest	2,000	-	2,000	250	5,000	9,250		9,250
Lien fees						-		-
Application/Misc. Fees						-		-
Interest Income	1,000	-	3,000	1,000	500	5,500		5,500
Bounced Checks						-		-
Reservation Fees						-		-
Assessment - Principal	32,500	65,000	83,000	133,000	205,000	518,500	781,500	1,300,000
Assessment - interest income	7,500	24,700	32,000	37,000	65,000	166,200		166,200
Total Revenues	43,000	89,700	120,000	171,250	275,500	699,450	781,500	1,480,950
Diff between Revenues & Expenses	38,313	42,680	(49,000)	(56,700)	50,145	25,438	1,308,425	1,333,863
Actual Expenses from Below	4,688	47,020	169,000	227,950	225,355	674,013	(526,925)	147,088
EXPENSES								
Salary All (Including FICA)						-		-
Health Benefits						-		-
Pension Contributions						-		-
Disability & Life Insurance						-		-
Workers Comp						-		-
Total Personnel	-	-	-	-	-	-	-	-
NON-PERSONNEL OPERATING EXPENSES								
Uniform Allowance						-		-
Office Supplies						-		-
Bldg. & Maintenance						-		-
Postage & mailings						-		-
Maintenance Equipment						-		-
Supplies Equipment						-		-
In-Service Training/Travel						-		-
Other Administrative expenses						-		-
Contribution to Capital Projects				160,000		160,000	(160,000)	-
Truck and Auto Expense						-		-
Advertising/Legal Ads						-		-
Maps, printing & copier						-		-
General Legal/Litigation						-		-
Fees - City of Danbury						-		-
Recurring Maintenance						-		-
Non-recurring Maintenance						-		-
Utilities						-		-
Communications/Alarms						-		-
General Engineering						-		-
Casualty Insurance						-		-
Pump Repair/ Maintenance						-		-
Audit/Accountant						-		-
Data Processing Support						-		-
Debt Payment and Interest	4,688	47,020	169,000	67,950	225,355	514,013	(366,925)	147,088
Depreciation expense						-		-
Total non-personnel costs	4,688	47,020	169,000	227,950	225,355	674,013	(526,925)	147,088
Total Expenses	4,688	47,020	169,000	227,950	225,355	674,013	(526,925)	147,088

Note: The above accrual basis budget excludes interfund transfers in (out) with the Town of Brookfield

	Accrual Basis		
	Operating	Restricted	Total WPCA
REVENUES			
Net User Income	1,100,000	-	1,100,000
Delinquent Interest	14,160	9,250	23,410
Lien fees	3,500	-	3,500
Application/Misc. Fees	8,000	-	8,000
Interest Income	3,000	5,500	8,500
Bounced Checks	-	-	-
Reservation Fees	-	-	-
Outlet Capacity Charges	-	-	-
Assessment - Principal	-	1,300,000	1,300,000
Assessment - interest income	-	166,200	166,200
Total Revenues	1,128,660	1,480,950	2,609,610
Diff between Revenues & Expenses	(141,977)	1,333,863	1,191,886
Total expenses from below	1,270,637	147,088	1,417,724
EXPENSES			
Salary All (Including FICA)	289,900	-	289,900
Health Benefits	85,600	-	85,600
Pension Contributions	43,900	-	43,900
Disability & Life Insurance	3,200	-	3,200
Workers Comp	10,500	-	10,500
Total Personnel	433,100	-	433,100
NON-PERSONNEL OPERATING EXPENSES			
Studies & Testing	5,000	-	5,000
Uniform Allowance	500	-	500
Office Supplies	4,000	-	4,000
Bldg. & Maintenance	5,000	-	5,000
Postage & mailings	4,000	-	4,000
Maintenance Equipment	5,000	-	5,000
Supplies Equipment	6,000	-	6,000
In-Service Training/Travel	1,000	-	1,000
Other Administrative expenses	19,000	-	19,000
Contribution to Capital Projects	-	-	-
Truck and Auto Expense	12,000	-	12,000
Advertising/Legal Ads	12,000	-	12,000
Maps, printing & copier	1,000	-	1,000
General Legal/Litigation	35,000	-	35,000
Fees - City of Danbury	325,000	-	325,000
Recurring Maintenance	5,000	-	5,000
Non-recurring Maintenance	10,000	-	10,000
Utilities	45,000	-	45,000
Communications/Alarms	12,000	-	12,000
General Engineering	30,000	-	30,000
Casualty Insurance	4,000	-	4,000
Pump Repair/ Maintenance	25,000	-	25,000
Audit/Accountant	32,000	-	32,000
Data Processing Support	10,000	-	10,000
Debt Payment and Interest	37	147,088	147,124
Depreciation expense	230,000	-	230,000
Total non-personnel costs	837,537	147,088	984,624
Total Expenses	1,270,637	147,088	1,417,724

Note: The above accrual basis budget excludes interfund transfers in (out) with the Town of Brookfield

	Cash Basis	Capitalize Fixed Assets	Recognize Depreciation Expense	Recognize Payment of Debt Principal	Accrual Basis (A)	Accrual Basis	
						YTD Actual 02/28/2013	Annualized
REVENUES							
05100 4662	Net User Income	1,100,000			1,100,000	733,370	1,100,055
05100 4663	User Delinquent Interest	14,160			14,160	13,801	20,702
05100 4664	User Lien fees	3,500			3,500	1,500	2,250
05100 4665	Application/Misc. Fees	8,000			8,000	5,131	7,697
05100 4668	Interest Income	3,000			3,000	782	1,173
05100 4669	Bounced Checks Reservation Fees	- -			- -	- -	- -
	Total Revenues	1,128,660	-	-	1,128,660	754,584	1,131,876
	Diff between Revenues & Expenses	0	77,055	(230,000)	(141,977)	8,715	13,073
	Actual expenses from below	1,128,660	(77,055)	230,000	1,270,637	745,869	1,118,804
EXPENSES							
05100 5872	Salary All (Including FICA)	289,900			289,900	176,333	264,500
05100 5810	Health Benefits	85,600			85,600	50,731	76,097
05100 5811	Pension Contributions	43,900			43,900	14,563	21,845
05100 5812	Disability & Life Insurance	3,200			3,200	2,099	3,149
05100 5813	Workers Comp	10,500			10,500	7,269	10,904
	Total Personnel	433,100	-	-	433,100	250,995	376,493
NON-PERSONNEL OPERATING EXPENSES							
05100 5289	Studies & Testing	5,000			5,000	263	395
05100 5301	Uniform Allowance	500			500	-	-
05100 5876	Office Supplies	4,000			4,000	1,322	1,983
05100 5877	Bldg. & Maintenance	5,000			5,000	176	264
05100 5878	Postage & mailings	4,000			4,000	2,305	3,458
05100 5880	Maintenance Equipment	5,000			5,000	2,896	4,344
05100 5881	Supplies Equipment	6,000			6,000	3,212	4,818
05100 5883	In-Service Training/Travel	1,000			1,000	53	80
05100 5884	Other Administrative expenses	19,000			19,000	6,038	9,057
05100 5885	Contribution to Capital Projects	77,055	(77,055)		-	-	-
05100 5886	Truck and Auto Expense	12,000			12,000	8,681	13,022
05100 5887	Advertising/Legal Ads	12,000			12,000	7,255	10,883
05100 5888	Maps, printing & copier	1,000			1,000	633	950
05100 5889	General Legal/Litigation	35,000			35,000	12,514	18,771
05100 5892	Fees - City of Danbury	325,000			325,000	170,395	255,593
05100 5893	Recurring Maintenance	5,000			5,000	1,826	2,739
05100 5894	Non-recurring Maintenance	10,000			10,000	43,772	65,658
05100 5895	Utilities	45,000			45,000	25,353	38,030
05100 5896	Communications/Alarms	12,000			12,000	9,921	14,882
05100 5897	General Engineering	30,000			30,000	15,215	22,823
05100 5902	Casualty Insurance	4,000			4,000	4,439	6,659
05100 5905	Pump Repair/ Maintenance	25,000			25,000	12,871	19,307
05100 5906	Audit/Accountant	32,000			32,000	17,338	26,007
05100 5907	Data Processing Support	10,000			10,000	3,015	4,523
05100 5909	CWF Debt Payment Interest	11,005		(10,968)	37	1,381	2,072
	Depreciation expense		230,000		230,000	144,000	216,000
	Total non-personnel costs	695,560	(77,055)	230,000	837,537	494,874	742,311
	Total Expenses	1,128,660	(77,055)	230,000	1,270,637	745,869	1,118,804

(A) The above accrual basis budget excludes interfund transfers in (out) with the Town of Brookfield

	<u>Sandy Lane</u>	<u>Old NM Rd</u> <u>(A)</u>	<u>Federal Rd</u> <u>North</u>	<u>Center</u> <u>School</u>	<u>Three</u> <u>Condos</u>	<u>Total</u> <u>WPCA</u>
Projected Restricted Cash at June 30, 2013	85,000	-	510,000	240,000	60,000	895,000
<u>Projected Cash Inflows</u>						
Assessment and other receipts						
Assessment (principal & interest)	40,000	89,700	115,000	170,000	270,000	684,700
Assessment - delinquent interest	2,000	-	2,000	250	5,000	9,250
Bank Interest income	1,000		3,000	1,000	500	5,500
Total Projected Cash Inflows	43,000	89,700	120,000	171,250	275,500	699,450
<u>Projected Cash Outflows</u>						
Debt payments (principal & interest)		(36,145)	(169,000)	(67,950)	(225,355)	(498,450)
Pay reimbursement to WPCA operations				(160,000)		(160,000)
Total Projected Cash Outflows	-	(36,145)	(169,000)	(227,950)	(225,355)	(658,450)
Increase (Decrease) in Cash	43,000	53,555	(49,000)	(56,700)	50,145	41,000
Projected balance at June 30, 2014	128,000	53,555	461,000	183,300	110,145	936,000

(A) Currently in operations bank account, which must be reimbursed to such bank account

Item 2C(1)



Memo

To: Brookfield Police Commission, Brookfield Board of Selectmen, and Brookfield Board of Finance

From: Maj. James L. Purcell

CC: Chief Robin Montgomery, Capt. John Puglisi

Date: 3/29/2013

Re: Request for an appropriation of \$10,800 from the Police Outside Services Fund for the purpose of purchasing a replacement Zodiac Boat for the Police Department SCUBA Team

This is to request funding for the capital purchase of a replacement Zodiac Boat, for the Police Department SCUBA Team, utilizing funds from the Police Department Outside Services Fund, as outlined in the Policy approved by the Brookfield Board of Selectmen on December 3, 2012.

BACKGROUND: The mission of the Police Department SCUBA Team, comprised of specially trained Police Officers and Volunteer Firefighters, is to conduct safe and expeditious underwater Search/Rescue and Recovery Dives for accidents on the water and for water-involved crime scene/evidence recovery. The team is under the authority and control of the Police Department.

Several years ago, the Department obtained a military surplus, used, inflatable Zodiac boat through the CT National Guard 1033 Program. The Zodiac Boat has served the Department well through the years; however it has now reached the end of its useful life. It has developed several leaks that are costly and difficult to repair and the prognosis is for additional costly leaks and other problems to continue.

The immediate replacement of the inflatable Zodiac Boat is essential to the continued successful operation of the Brookfield Police Department SCUBA Team and fulfillment of its mission.

REQUEST: The Brookfield Police Department requests the appropriation of **\$10,800.00**, from the Police Department Outside Services Fund, to purchase a new – 2012 model Zodiac Boat, essentially the same model as the boat that is currently out of service due to leaks and other problems. The motor used on the current boat can be utilized with the new boat.

ACTION:

Police Commission: Approved Denied DATE: 4/3/2013

Board of Selectmen: Approved Denied DATE: _____

Board of Finance: Approved Denied DATE: _____

ⓐ

Allen J. ...

**Brookfield Police
Department**

Memo

To: Brookfield Police Commission, Brookfield Board of Selectmen, and Brookfield Board of Finance

From: Maj. James L. Purcell

CC: Chief Robin Montgomery, Capt. John Puglisi

Date: 5/1/2013

Re: Request for an appropriation of \$110,000 from the Police Outside Services Fund for the purpose of Expanding and Repaving the Police Department Driveway/Parking Lot

This is to request funding for the capital project of expanding and repaving the parking lot and driveways at the Police Department, utilizing funds from the Police Department Outside Services Fund, as outlined in the Policy approved by the Brookfield Board of Selectmen on December 3, 2012.

BACKGROUND: The Police Department is currently served by a parking lot that is divided between the upper and lower sections of the building. The lot was constructed and paved when the building was built in 1986/87 – it has not been repaved since then. Over the years, the number of parking spaces was increased by 8 slots in the upper section. There are a total of 32 spaces in the upper section of the lot and 25 spaces in the lower lot, 6 of which are used as an Impound Lot for evidentiary purposes and cannot be used for general parking.

The plan for the parking lot would join the upper and lower lots, relocate and reconstruct the Impound Lot (providing 6 additional spots in the lower lot), provide 10 additional Visitor Spots near the front entrance, relocate 1 Light Pole, Install an additional 2 Light Poles in the upper lot and reclaim and repave the entire lot.

The Town Budget, enacted for FY 2012-13, has a line item in the Capital Plan calling for the appropriation of \$100,000.00 from "Other Sources" [Police Outside Services Fund] to be used for the purpose of building a carport and expanding and repaving the existing Police Department parking lot/driveways. These funds were never properly appropriated for this purpose and this request seeks to correct that issue and provide adequate funds for the amended project. [The plan to construct a car port has been put on hold while a formal plan to renovate and expand the police department facility is undertaken]

REQUEST: The Brookfield Police Department requests the appropriation of **\$110,000.00**, from the Police Department Outside Services Fund, to expand and repave the Police Department parking lot/driveway. The funds will also provide for any ancillary work associated with the project.

ACTION:

Police Commission: Approved Denied DATE: 5/1/2013 @

Board of Selectmen: Approved Denied DATE: _____

Board of Finance: Approved Denied DATE: _____



Municipality: Brookfield

³
**2017 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal**

Complete this form in blue or black ink only.

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: Regional YMCA of Western CT

Address: 2 Huckleberry Hill Road. Brookfield CT 06804

Federal Employer Identification Number: 06-6051610

Program title: Annual Support Campaign

Name of contact person: Maura Keenan

Telephone number: (203) 740-3432

Email address: mkeen@regionalymca.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 25,000.00

Credit percentage for which your organization is applying:

60% 100% (Energy conservation programs only)

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Please check the appropriate description of your program:

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for disabled persons;
 Program serving low-income persons;
 Energy conservation;
 Child care services;
 Open space acquisition fund; or
 Other: Specify Community health and wellness

Part II — Program Information

Description of program: _____

The Regional YMCA is a cause driven social service agency serving over 12,000 individuals throughout the Greater Danbury area. We work side by side with volunteers, donors, community leaders, and other agencies to provide over 40 programs in the areas of healthy living, youth development, and social responsibility. The Y turns no one away for an inability to pay regardless of age, income, or background. We provide financial assistance for all of our programs, childcare, summer camp, and memberships.

Need for program: _____

As our community needs grow and expand, the Y changes to meet the current needs of our diverse community. As the academic achievement gap grows, childhood obesity rates soar, diabetes and other chronic health issues rise, and demand for financial support increase; the Y responds. Meeting these community needs is made possible through philanthropic support.

Neighborhood area to be served: _____

Greater Danbury Area

Total number of recipients: 6000

Administration of Program:

Identify every person or organization involved in the implementation and administration of the program. Use additional sheets if necessary.

1. Name: Maura Keenan

Address: 246 Federal Road Unit B21 Brookfield CT 06804

Duties and responsibilities: Vice President

2. Name: Marie Miszewski

Address: 246 Federal Road Unit B21 Brookfield CT 06804

Duties and responsibilities: President/ CEO

Timetable:

Program start date: January 1, 2013
Program completion date: December 31, 2013

A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Month your annual accounting period ends: December
Method of accounting: Cash Accrual

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$25,000.00</u>
Other funding sources - itemized sources:	
a) Membership and Programs	<u>\$3,726,694.00</u>
b) Childcare	<u>\$1,809,940.00</u>
c) Charitable Support	<u>\$642,430.00</u>
d) ESCAPE and Summer Camp	<u>\$807,483.00</u>
Total Funding:	<u><u>\$6,986,547.00</u></u>

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) ESCAPE and Summer Camp	<u>\$594,213.00</u>
b) Membership & Programs	<u>\$1,927,285.00</u>
c) Childcare	<u>\$1,575,573.00</u>
d) Facilities	<u>\$1,119,583.00</u>
Administrative expenses:	
Professional fund-raising fees	<u> </u>
Accounting/legal & other expenses - itemized:	
a) Administration	<u>\$1,547,043.00</u>
b) Fundraising	<u>\$190,523.00</u>
c)	<u> </u>
d)	<u> </u>
Total Proposed Expenditures:	<u><u>\$6,954,220.00</u></u>

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	HUMAN RESOURCES TOWN OF BROOKFIELD
Mailing address:	PO BOX 5106 BROOKFIELD, CT 06804
Name of municipal liaison:	Lisa Delp
Telephone number:	(203) 775-7303
Fax number:	(203) 775-4068
Email address:	ldelp@brookfieldct.gov

Post-Project Review	
Is a post-project review required for this proposal?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, date post-project review due:	

Date	

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4847(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

OMB No. 1545-0047

2011

Department of the Treasury
Internal Revenue Service

The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2011 calendar year, or tax year beginning and ending

B Check if applicable:

- Address change
- Name change
- Initial return
- Termination
- Reopening
- Application pending

C Name of organization
REGIONAL YMCA OF WESTERN CONNECTICUT AND EASTERN PUTNAM COUNTY

Doing Business As **REGIONAL YMCA**

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
2 HUCKLEBERRY HILL ROAD

City or town, state or country, and ZIP + 4
BROOKFIELD, CT 06804

F Name and address of principal officer: **MARIE MISZEWSKI**
2 HUCKLEBERRY HILL ROAD, BROOKFIELD, CT 06804

D Employer identification number

06-6051610

E Telephone number

(203)775-4444

G Gross receipts \$

7,196,496.

H(a) Is this a group return for affiliates? Yes No

H(b) Are all affiliates included? Yes No
If "No," attach a list. (see instructions)

H(c) Group exemption number ▶

I Tax-exempt status: 501(c)(3) 501(c)() (insert no.) 4947(a)(1) or 527

J Website: ▶ **WWW.REGIONALYMCA.ORG**

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: **1963**

M State of legal domicile: **CT**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: THE REGIONAL YMCA OF WESTERN CONNECTICUT & EASTERN PUTNAM COUNTY IS A VOLUNTEER LED CHARITY THAT		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	31
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	31
	5 Total number of individuals employed in calendar year 2011 (Part V, line 2a)	5	578
	6 Total number of volunteers (estimate if necessary)	6	571
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	29,986.
7b Net unrelated business taxable income from Form 990-T, line 34	7b	28,986.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	630,501.	668,850.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	6,246,886.	6,302,906.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	51,676.	40,116.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	7,132,216.	7,117,230.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	4,711,377.	4,813,236.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	27,379.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 216,253.		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	2,648,694.	2,763,853.	
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	7,360,071.	7,604,468.	
19 Revenue less expenses. Subtract line 18 from line 12	-227,855.	-487,238.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	7,126,754.	7,227,253.
	22 Net assets or fund balances. Subtract line 21 from line 20	4,019,241.	4,657,156.
		3,107,513.	2,570,097.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Marie B. Miszewski
Signature of officer

5/15/12
Date

MARIE MISZEWSKI, EXECUTIVE DIRECTOR
Type or print name and title

Paid Preparer Use Only	Print/Type preparer's name NICHOLAS YANOUZAS	Preparer's signature <i>Nicholas Yanouzas</i>	Date 5-10-12	Check if self-employed <input type="checkbox"/>	PTIN P01423868
	Firm's name ▶ WHITTLESEY & HADLEY, PC	Firm's EIN ▶ 06-0903326	Firm's address ▶ 147 CHARTER OAK AVENUE HARTFORD, CT 06106	Phone no. 860-522-3111	

May the IRS discuss this return with the preparer shown above? (see instructions)

Yes No

Handwritten signature: *David E.*

LICENSE AGREEMENT

This Agreement is made by and between The Town of Brookfield, a Connecticut Municipal Corporation organized under the laws of the State of Connecticut, having its offices located at 100 Pocono Road, Brookfield, Connecticut 06804 (the "Licensor") and David George, The Giving Garden, a Non-Profit Community Organization having its office located at 36 Pocono Ridge Road, Brookfield, Connecticut 06804 (the "Licensee").

In consideration of the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

1. **PERMITTED USE:** Licensee shall have the right to use the approximately 6,000 square feet owned by Licensor and located in Brookfield, Connecticut, which parcel is more particularly shown on the map and description attached hereto as Exhibit A (the "Premises"), solely for the purposes as set forth below:

North of the leased house on the property located at 8 Nabby Road, Brookfield, Connecticut 06804.

2. **TERM:** This Agreement shall commence on the date of execution and shall terminate on October 31st, 2010.

3. **ASSIGNMENT:** Licensee shall not assign any rights under this Agreement without the prior written consent of Licensor, which consent may be withheld for any reason.

4. **DEFAULT:** If Licensee violates any covenant or agreement set forth herein, Licensor shall have the right to immediately terminate this Agreement and remove Licensee and anyone claiming under Licensee without prejudice to Licensor's other remedies at law or in equity.

5. **CONDITION OF THE PREMISES:** Licensee is fully familiar with the physical condition of the Premises. The Licensor has made no representations of any nature in connection with the condition of the premises, and Licensor shall not be liable for any latent or patent defects thereon.

6. INDEMNIFICATION/INSURANCE: Licensee shall release, hold harmless, and indemnify Licensor from any and all manner of actions, claims, demands or suits for bodily injury (including death) or property damage arising out of or related to Licensee's use of the Premises (including use by Licensee's guests, invitees, agents, employees or contractors). Licensee shall obtain bodily injury and property damage liability insurance in a responsible company in an amount consistent with the custom and usage of the area. Such insurance coverage shall provide for the Licensor to be a named insured. Upon request, Licensee shall provide Licensor with a certificate of such insurance.

7. PURPOSE: The purpose of this License is to allow the David George, The Giving Garden, to allow gardening activity at the property known as the Eriksen Farm Open Space in Brookfield, Connecticut. This License is subject to the following terms and conditions:

- a. Parking will be only in areas so designated by Licensor.
- b. No motorized vehicles will be allowed outside of said designated areas.
- c. Gardening is presently an exempt activity pursuant to the Regulations of the Brookfield Conservation Commission. Should the Regulations of the Brookfield Conservation Commission be modified, amended or charged, the Licensee may be required to obtain an additional permit or permits from said Commission.
- d. Withdrawal of water from the well in front of the barn shall require a permit from the Brookfield Conservation Commission.
- e. If the License is terminated by the Licensor as a result of an event of default hereunder or due to cessation of the licensed activities, Licensee shall restore the property to its condition prior to the commencement of gardening activities at the expense of the Licensee.
- f. Permission is also granted by The Brookfield Conservation Commission to use a small shed on the premises for storage of garden tools and supplies.
- g. No herbicides or pesticides are permitted. All fertilizer shall be organic and have the "USDA Organic" stamp.
- h. All children under the age of eighteen (18) shall be supervised by an adult.

7. SEPARABILITY: If any provision of this Agreement or portion of such provision or the application thereof to any person or circumstances is held invalid, the remainder of this Agreement (or the remainder of such provision) and the application thereof to other persons or circumstances shall not be affected thereby.

Executed on 5/14/10, 2010.

Witness:

TOWN OF BROOFIELD

Virginia Giannelli

By William P. Costa
Its: First Selectman

David George

David George, The Giving Garden

By David George
Its: President

John Smith

Item 2F

Ginny Giovanniello

From: Bill Davidson
Sent: Friday, April 26, 2013 9:28 AM
To: Ginny Giovanniello
Subject: for BoS agenda >> May Revising Water Ordinance - Chap 215

New item:

Amend Water ordinance to add the following language that has been approved by Anne Peters, our attorney for water matters, and Dave Grogins, Town Counsel.

Proposed change: ^{215-3F} "If assessments, individually and collectively, in the sole discretion of the Board of Selectmen fail to adequately reimburse the full costs to the Town or are inequitable, they may be adjusted by the Board of Selectman."

Town of Brookfield, CT
Friday, April 26, 2013

Chapter 215. WATER

[HISTORY: Adopted by the Board of Selectmen of the Town of Brookfield as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Sewage disposal systems — See Ch. 182.

Sewers — See Ch. 184.

Article I. Water System

[Adopted 8-13-2010 *Editor's Note: This ordinance superseded former Art. I, Water System, adopted 1-8-2007.* **]**

§ 215-1. Authority.

The Board of Selectmen of the Town of Brookfield is hereby empowered to administer the planning, construction and financing of water systems and mains within the Town and, subject to the provisions of this article, the Board may take all necessary or desirable actions in connection with such extensions of water mains, including the levying and collection of assessments pursuant to § 7-137c of the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the General Statutes).

§ 215-2. Reimbursement required.

- A. Each owner of property shall, pursuant to the provisions of this article, and in accordance with said C.G.S. § 7-137c, reimburse the Town for the proportionate share of the total costs to the Town of the extension of any water main which abuts such property. The amount of such reimbursement shall be computed in such manner as to leave the Town ultimately free of any of the cost of the extension of the water main and expenses incidental thereto, except that where any portion of such water service is to be used for a municipal purpose of the Town, the Town shall contribute a fair proportion of the expense representing such proportionate municipal share. Such expenses shall include, but are not limited to, any costs of materials, installation, pumping stations, service connections, curb, sidewalk and highway repairs, installation of gate valves and shutoffs, right-of-way acquisition, interest and costs of borrowing, whether temporary or permanent, administrative costs for billing and accounting, all engineering and legal fees pertaining to the extension and any other costs associated with the extension. The costs of an extension of a water main shall also

include the cost of improvements, upgrades, replacements or repairs made by the Town in order to preserve or enhance the water system, including but not limited to pump station upgrades, water treatment upgrades and storage tanks.

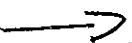
- B. In the case of land containing no improvements which is zoned for other than commercial or industrial purposes or classified, pursuant to the provisions of the General Statutes as farmland, forest land or open space land on the last completed Grant List of the Town, which exceeds the size of the smallest lot permitted in the lowest density residential zone allowed under the zoning regulations of the Town by more than 100%, the assessment of such excess land shall be deferred until such time as such excess land shall be built upon or a building permit issued therefor or until approval of a subdivision plan of such excess property, whichever event occurs first, at which time the assessment shall be made. The Board of Selectmen shall cause a caveat to be placed on the Brookfield land records in each instance where an assessment is deferred.

* § 215-3. Assessments.

- A. The benefit assessment of each owner of property abutting the water main shall be assessed by the Board of Selectmen or such authority as it may designate.
- B. Subject to reasonable allowance by the Board of Selectmen for particular situations, the benefit assessment for each property in a water main extension project shall be based upon the following factors:
- (1) Area: For purposes of this article, the area shall equal the area of land contained within the property lines of a lot. For common interest communities, the area of each property shall equal the total area of land of the common interest community divided by the number of units.
 - (2) Frontage: For purposes of this article, any lot with a front lot line on a street shall be deemed to have a minimum frontage of 50 feet even if the actual frontage is less, and any interior lot benefited by an extension shall be deemed to have frontage equal to the greater of (a) the actual front lot line; (b) the distance between the side lot lines measured in a straight line at right angles to the mean direction of such side lot lines, which line or measurement shall touch but not be in front of the building line; or (c) 50 feet even if the lot has no actual frontage. The frontage of a corner lot which is at the intersection of and abuts two or more streets, when the angle of the intersection is not more than 135°, or where the intersection is rounded by a curve having a radius of less than 100 feet, shall be the sum of the sides (a side being a minimum of 50 feet for these calculations) divided by the number of sides. Each unit in a common interest community shall be deemed to have frontage equal to the frontage of the entire lot, as described above, divided by the number of units or 25 feet, whichever is greater.
 - (3) Number of building units: as to residential property, number of dwelling units permitted under the current zoning classification of the property or the existing number of units thereon, whichever is greater. As to a common interest community or condominium, the number of building units shall be equal to the number of units

created. As to property zoned commercial, industrial or for other nonresidential zones, a unit shall constitute, for assessment purposes, an area of 5,000 square feet even if the actual property is less than 5,000 square feet. Any such property containing more than 5,000 square feet which does not constitute a full unit shall be assessed based on the percentage the excess bears to a full unit of 5,000 square feet. If a property is partially in a residential zone and partially in a commercial, industrial or other zone, the number of units for each portion shall be determined in accordance with the zoning classification applicable to that portion and then added together to yield a total number of units for the property.

- (4) The Grand List: Grand List valuation of the property, including both land and buildings. Each of the above factors shall be given a weight of 25%. The weighted factors shall be used to apportion the expense of the extension among the properties to be assessed. The assessment of an individual parcel thus shall equal the product of the total cost of the extension (as described in § 215-2 above) multiplied by 0.25 of the sum of the following quotients:
- (a) The area of the parcel divided by the area of all of the parcels to be assessed;
 - (b) The frontage of the parcel divided by the total frontage of all of the parcels to be assessed;
 - (c) The number of building units assigned to the parcel divided by the total of all building units to be assessed; plus
 - (d) The Grand List valuation of the parcel divided by the total Grant List valuation of all of the parcels to be assessed.
- C. For purposes of measurements, the Town Assessor's maps shall be deemed accurate unless otherwise shown by a Class A-2 survey certified by a registered land surveyor.
- D. If a property abuts more than one municipal water main, it will be assessed as if it abutted only one water main. The street address listed in the Assessor's Grand List shall determine which water main assessment will apply.
- E. If, given unusual conditions specific to a particular property, the formula above, in the sole discretion of the Board of Selectmen, fails to adequately encompass the full costs to the Town or is otherwise inequitable, the Board of Selectmen shall determine the assessment in an equitable manner. By way of examples: to the extent that soil or groundwater pollution adds to the expense of the extension, those additional expenses may be assessed against the properties that are the source of the pollution; or if a property abutting a water main is already served by a public water system owned and operated by the public water utility assigned to that exclusive service area, then the assessment may be deferred until the property connects to the Town's water main.



§ 215-4. Hearings.

In the case of any assessment to be levied pursuant to this article, pursuant to § 7-141 of the General Statutes, notice of the time and place for a hearing upon such assessment shall be published at least 10 days before the date thereof in a newspaper having circulation in the Town, and a copy of such notice signed by the Town Clerk shall be mailed to the record owner of any property to be affected thereby.

§ 215-5. Notice of assessment of benefits.

When the Board of Selectmen has determined the amount of the assessment to be levied, it shall file a copy thereof in the office of the Brookfield Town Clerk. Not later than five days after such filing, it shall cause a copy of such assessment to be published in a newspaper having a general circulation in the Town, and it shall mail a copy of such assessment to the record owner of any property affected thereby.

§ 215-6. Appeals.

The owner of any property so assessed may appeal to the Superior Court from the valuation of such owner's assessment in accordance with and subject to the limitations of § 7-137c of the General Statutes.

§ 215-7. Payment of assessments.

- A. Assessments shall be due and payable to the Brookfield Tax Collector 30 days after billing of the assessment to the property owner. Delinquent assessments shall bear interest at the rate and manner provided for by statute for delinquent property taxes.
- B. The Board of Selectmen may allow assessments to be paid in installments over a period not exceeding 20 years or such lesser time as the Board determines. The Board of Selectmen shall fix the rate of interest to be paid on the outstanding balance of the installments.
- C. Any assessment or installment payment which is not paid when due shall bear interest at the maximum statutory rate permitted by law for delinquent property taxes. Such assessment, together with interest thereon, shall constitute a lien against such property and the Tax Collector shall cause a certificate of lien for each such assessment to be lodged with the Town Clerk as provided in § 7-137d of the Connecticut General Statutes. A lien may be foreclosed in the manner provided by law for foreclosure of tax liens.

David L. Grogins

DAVID L. GROGINS
Please Reply To Danbury
E-mail: dgrogins@cohenandwolf.com

HERBERT L. COHEN
(1928-1983)

May 2, 2013

AUSTIN K. WOLF
RICHARD L. ALBRECHT
JONATHAN S. BOWMAN
IRVING J. KEIN
STEWART J. EDELSTEIN
NEIL R. MARCUS
C. KENNETH BERNHARD
DAVID L. GROGINS
GRETA E. SOLOMON
ROBIN A. KAHN
RICHARD SLAVIN
DANIEL S. NAGEL
RICHARD J. DI MARCO
DAVID B. ZABEL
MARK A. KIRSCH
DAVID M. LEVINE
JOSEPH G. WALSH
DAVID A. BALL
JOCELYN B. HURWITZ
STUART M. KATZ
MONTE E. FRANK
PATRICIA C. SULLIVAN
VINCENT M. MARINO
JULIE D. KOHLER
ARI J. HOFFMAN
COURTNEY A. GEORGE
BARBARA M. SCHELLENBERG
RACHEL A. PENCU
GARY E. PHELAN
JANE L. HARNES
JASON A. BUCHSBAUM
L. JOYELLE DePELICE
LAUREN G. WALTERS
DAVID M. MOROSAN
MARCIA M. ESCOBEDO
DAVID DOBIN
NATHAN C. ZEZULA
PHILIP C. PIRRS
ELIZABETH A. ULLMAN
ROBYN H. DRUCKER
RACHEL A. SCHWARTZMAN

SPECIAL COUNSEL
MATTHEW C. SUSMAN

OF COUNSEL
MARTIN J. ALBERT
PETER A. ARTURI
LEONARD C. BLUM
ANN L. FOWLER-CRUZ
THEMIS KLARIDES
ROSAMOND A. KOETHER
BRUCE L. LEVIN
JACK E. MCGREGOR
ALLAN I. ROSEN
MARTIN F. WOLF

Via Email

Hon. William R. Davidson
First Selectman
Town of Brookfield
100 Pocono Road
Brookfield, CT 06804

Re: Parking Fines – Hearing Officers

Dear Bill:

You have requested my opinion regarding the appointment of hearing officers to hear appeals from parking citations to replace the present procedure which requires the Board of Selectmen to hear such appeals. In this regard, Section 7-152b Conn. Gen. Stats. provides that the Town may adopt an ordinance which allows the Town's chief elected officers to appoint one or more hearing officers to hear appeals from parking citations (see attached).

If the Board of Selectmen wants me to draft such an ordinance, please let me know and I will do so.

Very Truly Yours,


David L. Grogins

DLG/pld

Item 3A

Ginny Giovanniello

From: Home <us796@aol.com>
Sent: Wednesday, May 01, 2013 11:21 AM
To: Ginny Giovanniello
Subject: Re: Farmers Market

Ginny

Would like the following appointed to the Brookfield Farmers Market Ad Hoc Committee

- Wendy Youngblood **D**
- Alice Dew **D**
- Alex Smolnik **D**
- Cathy Lasser **D**
- Betsy McIlvaine **U**

I think there is enough information available about Alice, Cathy and I. Am still trying to get bio- briefs from Wendy and Alex.

Purpose of the committee is to organize and operate a farmers market in Brookfield during the summer.

I can give a short update on our work at the BoS meeting.

Item 31

TOWN OF BROOKFIELD
BOARD OF SELECTMEN
BOARD & COMMISSION CANDIDATE
BIO-BRIEF

CONTACT INFORMATION

NAME: Wendy Youngblood

(D)

HOME ADDRESS: 2 Signal Hill Road, Brookfield CT 06804

E-MAIL ADDRESS: wayoungblood@gmail.com

HOME TELEPHONE # 203-775-2728

CELL PHONE # 203-241-1473

EDUCATIONAL BACKGROUND

B.A. Wellesley College, 1991 (American Studies, French)
M.A. WCSU, 2006 (History)

PROFESSIONAL BACKGROUND

Teacher, Region 12 Board of Education, Washington CT (Shepaug HS), 2006-present
Teacher, New Milford Board of Education, New Milford CT, 2000-2006
Peace Corps Volunteer, Moscow RUSSIA 1996-1998

HISTORY OF PUBLIC SERVICE

Justice of the Peace, Brookfield CT (2013-current)
Brookfield Library Board of Directors, 2005-2011 (guessing on dates?)
Charter Revision Commission, Town of Brookfield, 2003
League of Women Voters, member
Friends of Library, member
Past president, Fairfield Villages Wellesley Club (~220 Alumnae)
Coach, U-8 soccer, 2013 (Town of Brookfield)

YOUR INTEREST IN PUBLIC SERVICE AND WHY

I read in the New York Times that a sentiment attributed to Gandhi has been (largely, and poorly) tweaked to...well, to fit on a bumper sticker. Still, it applies well to my interest in public service: *Be the change you want to see in the world.*

Brookfield needs spaces to develop a sense of community, especially for the growing percentage of residents (like me) who did not grow up here. Also, my children are not in the Brookfield Public Schools, so I miss some of the traditional pathways to get involved with other residents. We are not geographically configured to support a central gathering space (as in New Milford) that supports both commerce and pedestrian access. Bringing a Farmers' Market to Brookfield is one way of promoting healthy, convivial interaction among neighbors and will hopefully contribute to the larger Four Corners effort to build community here.

BOARD OF ETHICS DISCLOSURE FORM: It is a requirement that members of boards & commissions sign a Board of Ethics Disclosure Form acknowledging they are aware of and will abide by the town's Ethics Ordinance

010m3A

TOWN OF BROOKFIELD
BOARD OF SELECTMEN
BOARD & COMMISSION CANDIDATE
BIO-BRIEF

CONTACT INFORMATION

NAME: Alexandra Smolnik (D)

HOME ADDRESS: 6 Appleby Farm Rd, Brookfield CT 06804

E-MAIL ADDRESS: alexsmolnik@gmail.com

HOME TELEPHONE #: (203) 546-8679

CELL PHONE #: (717) 377-7491

EDUCATIONAL BACKGROUND

2007 graduate from Penn State University with a Bachelors of Science degree in Engineering Science

PROFESSIONAL BACKGROUND

I started my career a Lockheed Martin in Owego, NY as a Reliability Engineer. Then in July 2011, I moved to CT to take a position as a Reliability Engineer at Sikorsky Aircraft Company in Stratford, CT.

HISTORY OF PUBLIC SERVICE

I volunteered at Network in Chambersburg, PA. Network provided after school care and community support to at risk youth and their families.

YOUR INTEREST IN PUBLIC SERVICE AND WHY

Brookfield is built and run by its community members, and I would like to contribute to the positive growth of the community.

BOARD OF ETHICS DISCLOSURE FORM: It is a requirement that members of boards & commissions sign a Board of Ethics Disclosure Form acknowledging they are aware of and will abide by the town's Ethics Ordinance and policies. This may include disclosure of any financial dealings you have with the town. If you have any concerns about signing the form or feel you may not be in a position to sign the form because of a relationship you have with the Town, please note your reservations below. A copy of the disclosure form can be found on the Town's website under the "Boards and Commissions"/"Member Listings" tabs.

Item 3F

POLICY

Police Department Outside Service Fund

Police Department Outside Service Fund: Special duty revenue and revenue from similar sources may be accumulated in this fund to the extent that the balance (“threshold”) in the fund at the end of each fiscal year does not exceed 5% of the Police Department’s immediate previous fiscal year operating budget. Any funds accumulated pursuant to this policy may be used to support capital and equipment expenditures within the Police Department, with the approval of the Chief of Police, Police Commission, Board of Selectmen and Board of Finance in accordance with provisions of the Town Charter.

Annually, prior to the end of the fiscal year, the Board of Selectmen shall review the fund balance in this account. Funds that exceed the threshold shall be transferred to the General Fund from time to time upon request of the Board of Selectmen in accordance with provisions of the Town Charter.

Forfeiture Funds are excluded from this ordinance. Such funds are administered by the Police Department in accordance with State and Federal mandates that delineate how those funds must be used.

BOS Approved 12-3-12


*Confirmed by Jay Purcell and Bill Lawrence
Current Fund Balance \$343,577*

Item 3F

Memorandum

April 30, 2013

To: Board of Selectman

From: Dennis DiPinto, Director Parks & Recreation 

Re: Parks & Recreation "Self Sustaining" Fund Balance

The purpose of this memo is to confirm my conversation with the First Selectman on Tuesday April 30, 2013 regarding the ordinance pertaining to our self sustaining fund balance. I realize we are getting to the time of year when the Board of Selectman will perform an annual review of our fund balance in accordance with the revised ordinance that was put in place in December of 2012.

I would like to respectfully request that we defer this review until this time next year as the Parks & Recreation Commission is working on a one time project that will bring this fund balance to within the accepted threshold.

With the new ordinance in place just a few months now, we plan to use the next twelve months wisely. We will come before the Board of Selectman with a project that will enhance the recreational opportunities for the people of Brookfield while bringing our fund balance to a level in accordance with the new Town ordinance.

Many thanks for your consideration on this issue.

Item 3F

TOWN OF BROOKFIELD

PARKS & RECREATION ORDINANCE

§ 46-5 (I) Powers and duties.

To expend, for proper purposes, funds donated to it and funds derived from self-sustaining activities conducted under its direction. With regard to self-sustaining income, funds in excess of expenses may be accumulated to the extent that the balance ("threshold") at the end of each fiscal year does not exceed 20% of the average annual revenue for the three previous fiscal years [the just ended fiscal year and the two immediate fiscal years]. These accumulated funds may be used (1) to fund revenue short-falls and to provide financial assistance to participants for activities sponsored by the Self-Sustaining Fund, with the approval of the Parks and Recreation Commission; (2) to fund capital and equipment expenditures directly related to recreation programs within the Parks and Recreation Department, with the approval of the Parks and Recreation Commission. Any such expenditure in excess of \$20,000 shall also require approval of the Board of Selectmen.

Annually, prior to the end of the fiscal year, the Board of Selectmen shall review the fund balance in the self-sustaining account. Funds in this account that exceed the threshold will be transferred to the General Fund from time to time upon request of the Board of Selectmen in accordance with provisions of the Town Charter.

The provisions of this Ordinance shall become effective on the twenty-first (21) day following its adoption and publication as required by law.

Adopted by the Board of Selectmen of the Town of Brookfield on December 3, 2012.

William R. Davidson
Howard Lasser
George Walker
Brookfield Board of Selectmen

04/01/13

**BOARD OF SELECTMEN MEETING
MINUTES
APRIL 1, 2013 – 7:30 P.M.
BROOKFIELD HIGH SCHOOL MEDIA CENTER**

CALL TO ORDER: First Selectman William R. Davidson called the meeting to order at 7:30 PM.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

PRESENT: William R. Davidson, First Selectman; Howard Lasser, Selectman; George Walker, Selectman; William Leverence, Controller; members of the public; Emily Cole Prescott, Recording Secretary

MONTHLY AGENDA ITEMS

PUBLIC COMMENT(S): The following residents addressed the Selectmen:

1. Carey Hallis of 10 Dingle Brook Road
2. Mary Borges of 6 Dingle Brook Road

Mr. Davidson stated that he will speak with Ralph Tedesco, the Public Works Director, who oversees the roads about the condition of Dingle Brook Road.

ANNOUNCEMENTS:

- Brookfield Matters will be published tomorrow. Sign-up for the newsletter may be done via the Town's website.
- The 5th Annual Brookfield Film Festival on April 5, 6 & 7 at new location: The Alexandria Room at Edmond Town Hall, 45 Main Street, Newtown
- The Senior Center has received a LEED NC Silver Award.
- School Security Advisory Council second meeting will be held tomorrow.

CORRESPONDENCE: There was none for this meeting.

MONTHLY FINANCIAL RESULTS: Controller William Leverence reported on the monthly financial results. Controller William Leverence submitted for board approval a budget modification request to accommodate additional accounting services required to complete the 2011-2012 annual financial audit. **Mr. Davidson motioned whereas \$37,270 of additional professional services were required by the Accounting Management Services to ensure the accurate and timely completion of the 2011-2012 fiscal year certified annual financial review for the Town of Brookfield and whereas the original amount available in the budget line for completion of the CAFR was not sufficient to accommodate payments for the required additional professional service; now therefore the Controller's Office seeks approval of the following budget adjustments to accommodate the above action, which is to transfer from contingency the necessary sums so the contingency budget which was \$50,419 would be reduced to \$13,149 and [the money would be transferred] into the Board of Finance audit line, that amount of money so the original budget of \$46,000 would now be \$83,270, which would give the additional funds to pay the auditors as well as Accounting Management Services. George Walker seconded the motion. The motion was approved, 2-1, with Howard Lasser in opposition.**

PARKING APPEALS: a) Timothy Cobbol; b) George Assad; c) Charles Burch; d) Melanie Summers – Timothy Cobbol of 76 North Mountain Road was present and spoke about this matter. Mr. Davidson noted that these were four nearly identical parking appeals for four parking tickets that were given one hour and twenty minutes apart by the same officer. Mr. Davidson noted that he had looked up the historical weather report for that day, and the precipitation was 0.3 inches. The tickets were given in the early morning, around 4:00 AM. Mr. Davidson noted that there are several ordinances that support the tickets. Mr. Davidson noted the two ordinances – restriction on all night parking (§ 168-2) and Parking during storms (§168-3). George Walker also noted how close the tickets were to each other in proximity. **Recognizing the appeal, the Selectmen voted to have all four of the tickets dismissed. The vote passed 2-1, with Howard Lasser in opposition.**

NEW ITEMS

INSTALLATION OF FIRE HYDRANTS – WATERLINE UPGRADES: Mr. Davidson explained that there will be continuous upgrades of older waterlines in Brookfield in upcoming years. Mr. Davidson explained that the Selectmen made the decision that where feasible, if a neighborhood waterline is installed or upgraded, fire hydrants will be provided. Mr. Davidson also explained that there are some locations where there is not enough water pressure, so in those locations the hydrant will not be installed or replaced. Mr. Davidson noted that if it is feasible to have a fire hydrant, it will be installed, and this work will be coordinated between Ralph Tedesco and Aquarion Water Company.

SEWER AUTHORITY (AD-HOC) COMMITTEE REPORT: Mr. Davidson stated that this item will be discussed on April 19, 2013 at 10:00 AM in Room 209. Howard Lasser asked that #3 on executive summary, where the report states that the money that the WPCA collects from the bonds should be directly deposited in an account to the Treasurer rather than staying in the WPCA's books, should be referred to the Town Attorney. Howard Lasser stated that when he had made this same suggestion to the WPCA several years ago, their attorney had stated that they couldn't do that because it was against the law. Howard Lasser mentioned that he wants to be sure that the Town Attorney has reviewed this recommendation and determines that it is consistent with State statute.

SELECTMEN FORUM: Mr. Davidson announced that there is a Selectmen Forum scheduled on Wednesday, May 1 at 7:30 PM at the Brookfield Library's Community Room. There will be a question and answer section of this event.

CONSIDER ITEMS FOR PURCHASE TO BE FINANCED BY BONDING: Howard Lasser motioned to table this item. George Walker seconded the motion, and it carried unanimously, 3-0.

Mr. Davidson made a motion to have a special Board of Selectmen's meeting on Friday, April 5, 2013 at 11:00 AM to consider items to be financed by bond. Howard Lasser seconded the motion, and it carried unanimously, 3-0. Howard Lasser noted that some of these items might be bonded over a shorter period of time, such as the gas conversion.

UPDATES

FARMERS MARKET: Betsy Mcilvaine of 127 Long Meadow Hill Road and Wendy Youngblood of 2 Signal Hill Road were present and gave an update of the progress of the Farmers Market. Ms. Mcilvaine described the purpose of the Farmers' Market to have a meeting space to bring more people in for Brookfield gatherings. Ms. Mcilvaine asked if the market could be held on Town property, and she also noted that this is not a Town ad-hoc committee. Mr. Davidson explained that the group could be advisors to the Selectmen, which will offer the group a bit more flexibility. Ms. Mcilvaine also noted that there are some items that the group needs to inquire of the Town Attorney, and Mr. Davidson noted that the information should be sent to him, and he will forward it directly to the Town Attorney. Ms. Mcilvaine asked if the Land Use Office may be the liaison between the advisory group and the official town bodies because two members of this group work in that office. Mr. Davidson replied that the group can start work with the Land Use Office and see how this works, but that some of the information may need to come through his office. Ms. Mcilvaine asked about selling wine on Town property; Howard Lasser suggested that this question be added to the list of their questions to be sent to the Town Attorney.

INDIAN FIELD POND PROPERTY: Request for Town's acceptance of pond property at 24 Cherokee Lane – Mr. Davidson reviewed that the residents who owned this property wanted to deed it to the Town as a gift, and there were some concerns about the value of the land to the Town. Mr. Davidson noted that the Selectmen, other residents and A. Dew of the Conservation Commission walked the property together. Mr. Davidson stated that considerable amount of time has been spent on this item. **George Walker moved to accept the offer by the Indian Fields Homeowners' Association to donate a parcel of open space to the Town. Howard Lasser seconded the motion; motion defeated 0-3.** Mr. Davidson summarized that the Board of Selectmen were inclined to deny this offer because, from the Town's perspective, it is a burden rather than an asset and this would be a very difficult piece of property for residents to enjoy without trespassing on private property.

2013/2014 BUDGET ACTIVITIES: Public Hearing Tuesday, April 9 and Annual Town Meeting on Tuesday, May 7. – Mr. Davidson reported important upcoming dates: April 9 public hearing in the High School Auditorium at 7:00 PM where the budget as it now stands will be presented; annual town meeting on Tuesday, May 7, where the date for the budget referendum is set; April 16, when the Board of Finance meets to make their final recommendation of the budget.

TOWN OWNED COTTAGE AND BARN: (186 Whisconier Road) – Mr. Davidson stated that there were no offers for the sale of property at the auction held on Saturday, March 16th. He has met with a local contractor who has done historical renovations in Town and also with the chair of the Historic District. Reasons why the cottage did not sell are currently being investigated, and there will be more information upcoming.

CELL TOWER – HOMELAND TOWERS PROPOSAL: Howard Lasser made a motion that the First Selectman be authorized to sign the lease contingent upon review of the Town Attorney. George Walker seconded the motion, and it carried unanimously, 3-0. Mr. Davidson explained that the plan for this tower is to install it behind the Fire house. Mr. Davidson also noted that this project will now need to be approved through the Siting Council of the State of Connecticut.

MEADOWBROOK MANOR: Mr. Davidson stated that the Town has been working to get approval to take the immense amount of storm water and add it into a near stream. Mr. Davidson stated that the Town is close to one of the approvals, and continues to do engineering studies to get information to the Department of Energy and Environmental Protection in effort to obtain a discharge permit. Mr. Davidson also explained that the Housatonic Valley County of Elected Officials (HVCEO) has sent out information regarding a Hazard Mitigation Grant Program. Mr. Davidson noted that there will be funding available for this program through both the federal government and the HVCEO reserve to start a hazard mitigation plan. Mr. Davidson noted that the Towns in this area are planning to work together to create a hazard mitigation plan.

CONSENT AGENDA

BOARD OF SELECTMEN MEETING MINUTES

- March 4, 2013: *On page 1 of the March 4, 2013 minutes, the amount of the budget should reflect \$59,301,548.00 instead of the currently reflected amount. Also, on page 3 of these minutes, in the last sentence of the third full paragraph, change the word "guaranteed" to "stated".*
- March 8, 2013

NEW HIRE REPORT: Staffing Changes –

- Christopher Hansen, Assistant Sanitarian
- Patrick Seeley, Police Officer
- Brian Flanagan, Police Officer (month of January)
- Steven Rountos, Police Officer (month of January)

SELECTMEN APPROVALS FOR ROUTINE GRANT MATTERS: Master Municipal Agreement for Construction Projects

CONSENT AGENDA MOTION: Howard Lasser moved to accept the consent agenda as amended. George Walker seconded the motion, and it carried unanimously, 3-0.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS:

Howard Lasser moved to appoint Joni Park to the Brookfield Housing Authority. George Walker seconded the motion, and it carried unanimously, 3-0.

PUBLIC COMMENT(S): There were no comments at this time.

ADJOURN:

Howard Lasser made a motion to adjourn at 8:52 PM. George Walker seconded the motion, and it carried unanimously, 3-0.

William R. Davidson
First Selectman

Howard Lasser
Selectman

George F. Walker
Selectman

DRAFT

Item 4a

SPECIAL BOARD OF SELECTMEN MEETING
MINUTES
APRIL 26, 2013 – 10:30 A.M.
SELECTMEN'S CONFERENCE ROOM – TOWN HALL

CALL TO ORDER: First Selectman William R. Davidson called the meeting to order at 10:40 a.m.

PRESENT: William R. Davidson, First Selectman; Howard Lasser, Selectman; George Walker, Selectman; Virginia Giovanniello, Recording Secretary.

EXECUTIVE SESSION: Howard Lasser made motion that the Selectmen enter into Executive Session at 10:40 a.m. for the purpose of discussing strategy and negotiations in regard to ongoing collective bargaining matters and to invite into the Executive Session the Board of Selectmen; Attorney Pat McHale; Catherine Greenwood, Director of Human Resources; Ralph Tedesco, Director of Public Works; and John Plummer, Superintendent of Roads. Motion seconded by George Walker, and carried unanimously.

There were no motions made in Executive Session.

Howard Lasser made motion that the Selectmen conclude the Executive Session at 12:45 p.m.

SEWER AD-HOC COMMITTEE REPORT: The Selectmen were unable to discuss the report due to the lengthy Executive Session. Howard Lasser made motion that the Selectmen table this item and defer discussion of the report to mid to late May and defer action until the June agenda. Motion seconded by George Walker, and carried unanimously.

NOTICE OF ANNUAL TOWN MEETING: At conclusion of discussion, William Davidson made motion that the Selectmen approve the Notice of Annual Town Meeting with a single budget amount of \$59,000,000, seconded by Howard Lasser. Motion passed 2-1, with George Walker opposing.

William Davidson made motion that the Selectmen add the Advisory Questions. Motion seconded by George Walker, and passed unanimously, 3-0.

POSTCARD NOTIFICATION TO VOTERS: The Selectmen discussed the postcard notification that will be mailed to residents. At conclusion of discussion, Howard Lasser made motion that the Selectmen approve the postcard notification to voters and to include information that there will be Advisory Questions on the ballot. Motion seconded by George Walker, and carried unanimously, 3-0.

AUTHORIZING RESOLUTION: Howard Lasser made motion that the Board of Selectmen resolve that the Town may enter into and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and Further resolved that William R. Davidson, as First Selectman of the Town, is authorized and directed to execute and deliver documents on behalf of the Town of Brookfield. Motion seconded by George Walker, and carried unanimously.

ADJOURN: Howard Lasser made motion to adjourn 1:32 p.m., seconded by George Walker. Motion carried unanimously.

William R. Davidson
First Selectman

Howard Lasser
Selectman

George F. Walker
Selectman



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

To: Board of Selectman

From: Cathy Greenwood, Human Resources Director

Date: April 30, 2013

Re: New Hire Report

For the month of April there were no staff changes to report.

X. APPLICATION AND CONTRACT PROCEDURES

1. SUBMITTING THE APPLICATION

To apply for a grant, a municipality must submit a *Targeted Grant Application*, including a project description, budget, and supporting documentation. The application requires the signature of the Municipal Chief Executive Officer (MCEO), and, if designated by the MCEO as the applicant, the signature of the Town Clerk.

The application must be postmarked by **April 30, 2013** for consideration under Cycle 1 or by **September 30, 2013** for consideration under Cycle 2.

Municipalities are strongly encouraged to apply under Cycle 1 as this allows for a longer time period in which to complete the grant. Note that a municipality may apply for a grant for the upcoming fiscal year before completing its grant for the current fiscal year, provided that it continues to meet its current grant obligations by the appropriate deadlines.

Applicants are encouraged to request the maximum grant amount for which the municipality is eligible. If total project expenses are less than the full grant amount, the applicant should include another project, for example, the purchase of eligible supplies or equipment, to reach the maximum grant amount. If the project expenses exceed the full grant amount, local funds may be applied.

The municipality is responsible for submitting a complete application by the deadline and for ensuring that all eligibility requirements have been met. The grants staff will review applications for eligibility.

The applicant will have fifteen business days after the application deadline to submit any additional information or changes requested by the grants staff, or the application will be deferred to the next grant cycle.

Applicants are encouraged to contact the grants staff to discuss any questions regarding their projects or applications prior to the application deadline.

2. PREPARING THE RESOLUTION

The municipality will be required to enter into a contract with the State Library prior to receiving its grant award. The MCEO must be authorized in advance to sign this contract through a resolution adopted by the governing board.

It is recommended that the Town Clerk bring this resolution to the governing board soon after submitting the application, so that the contract can be signed and returned quickly once it is received.

When bringing the resolution to the governing board, use this exact wording:

RESOLVED: That _____ (name of MCEO), _____ (title), is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

Do not prepare the *Certified Resolution* or submit any information regarding the resolution to the grants office at this time. The resolution must be certified **after** the contract is signed and will

Item 4D



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

To: Board of Selectmen
From: Emily Cole Prescott, Land Use Secretary
Date: April 23, 2013
Re: 15 Obtuse Road North #201000122: Bond Release Request - \$1,500.00

On April 22, 2013, the Inland Wetlands Commission made the following motion regarding the above-referenced bond:

“... in the matter of 15 Obtuse Road North, #201000122, to recommend to the Board of Selectmen, the release of the wetlands bond in the amount of \$1,500.00.”

Please add this item to an upcoming agenda for final approval of the release.

Thank you!



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

Item 4D

To: Board of Selectmen
From: Nina Mack – Land Use
Date: April 3, 2013
Re: **Bond Release**

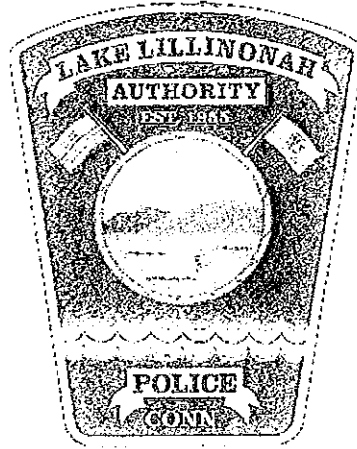
On March 28, 2013, the Zoning Commission approved release of the following bond:

32 Tori Lane - Application #200400742 – Bond Release of \$1,175.00

Please add this item to an upcoming agenda for final approval of the release.

Thank you!

Item 57



544

2013 Lake Lillinonah Marine Personnel

Law Enforcement Personnel, Marine Officers

- | | |
|--|---|
| <p>1) Augustine, Tony
 DOB: 03/04/63
 PWC License: # P022887BO
 Radar Cert.:
 Gun Cert.: Passed
 Season Hired: 1996</p> | <p>Rank: Marine Sergeant/Badge #3
 Post ID: # 3480
 Issued: 01/14/99
 Issued: 04/99
 Issued: 04/2012
 I.D. Card Issued: 04/18/98</p> |
| <p>2) Brooks, Kevin A.
 DOB: 02/07/56
 Post ID: # 3483
 MRT Cert. #840128
 PWC License: # P025150BO
 Radar Cert.: 04/98, 04/99
 Gun Cert.: Passed
 Season Hired: 1996</p> | <p>Rank: Marine Sergeant/Badge #4
 Issued: 04/20/99
 Radar Instructor Cert. Issued: 03/11/97
 Issued: 04/2012
 I.D. Card Issued: 04/18/98</p> |
| <p>3) Puglisi, John G.
 DOB: 06/15/67
 Post ID: # 3497
 PWC License: # P004640BO
 Field Training Officer Issued:</p> | <p>Rank: Marine Lieutenant/Badge #2
 Issued: 06/09/95
 11/22/96</p> |

EMT Cert.: # 870642
Scuba Cert.: Underwater Investigator Issued: 1996,
Drowning Homicide Investigator Issued: 1998
Dry Suit Diver: 07/11/02
Ice Diver: 02/09/03

Swat Cert.: Issued: 08/23/03
Taser Instructor: Issued: 05/21/03
Radar Cert.: Issued: 07/89, 04/98
Gun Cert.: Passed Issued: 05/2013
Season Hired: 1992 I.D. Card Issued: 04/22/98

4) Rosado, Christopher Rank: Marine Officer/Badge #31

DOB: 01/28/80
Post ID: #12554
PWC License: #P139000A0 Issued: 04/09/07
SWAT Cert.: Issued
FTO: Issued
MRT: Issued
Gun Cert.: Passed Issued: 04/2013
Season Hired: 2007 I.D. Card Issued:

5) Seeley, Kevin J. Rank: Marine Chief/Badge #1

DOB: 07/19/53
Post ID: # 3500
MRT Cert.: #840139
PWC License: # P004371AO Issued: 06/09/95
Field Training Officer Issued: 04/13/00
Radar Instructor Cert.: Issued: 1975, 1982, 1998
Scuba Cert.: Basic Issued: 1973,
Advanced Issued: 1981, Rescue Diver Issued: 1985,
Underwater Investigator Issued: 1986,
Ice Diver Issued: 1988,
Drowning Homicide Investigator Issued: 1998
Dry Suit Diver: 07/11/02
Gun Cert.: Passed Issued: 04/2013
Season Hired: 1992 I.D. Card Issued: 04/18/98

6) Seeley, Patrick C. Rank: Marine Officer/Badge #45

DOB: 08/03/86
Post ID: Issued 04/2013

EMT Cert: #E1923665
AED Instructor: 01/2014
AHA CPR Instructor: 01/2014
PWC License: #P025146AO
Radar Cert. Issued: 09/30/11
Lidar Cert: Issued: 09/30/11
Scuba: Basic Issued
Scuba: Advance Issued
Life Guard Cert. : 05/20/12-05/20/14

7) **Zaloski, Jameson A.** **Rank: Marine Officer/Badge #35**
DOB: 02/11/72
Post ID: # 10534
MRT Cert.: # 000454
PWC License: #P054795AO Issued: 04/25/01
Radar Cert.: Issued: 04/27/00
Gun Cert.: Passed Issued: 05/21/11
Season Hired: 2001 I.D. Card Issued:

Respectfully Submitted,

