

**BOARD OF SELECTMEN MEETING
MINUTES
NOVEMBER 5, 2012 – 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 p.m.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all.

PRESENT: William R. Davidson, First Selectman; Howard Lasser, Selectman; George Walker, Selectman; William Leverence, Controller; members of the public and press; Virginia Giovanniello, Recording Secretary.

PUBLIC COMMENT: There was no public comment this evening.

ANNOUNCEMENTS: Mr. Davidson announced the following:

- Election Day is tomorrow with the Polls open from 6AM to 8:00PM. The nine Charter Revision questions are on the ballot.
- Regarding Hurricane Sandy, there are still six Brookfield homes without power. Mr. Lasser questioned if the Town will have the opportunity at some point to give feedback on CL&P's response to the storm. Mr. Davidson stated that HVCEO after last year's storm was very effective in reporting to the State. A huge thank you to the YMCA as they again opened their doors for the entire community to charge electronics, get warm and take showers. Mr. Davidson suggested that residents be prepared for the next storm and go to the Town's website to sign up for CT Alert and the Town's electronic newsletter. CL&P was required to file a plan with the State after last year's storms. The First Selectman discussed storm restoration priorities, and that he is not responsible for determining what areas and/or homes are restored next. According to the state-wide emergency preparedness plan, the priority is determined by: 1) E-9-1-1 calls – Life threatening situations; 2) Blocked roads – Meaning, emergency vehicles cannot access a location by direct or alternate routes; 3) Town critical locations – These are approved locations previously determined by the town to be critical sites, typically including police, fire, shelter, water/sewer stations; 4) Bulk restoration – Efforts are focused on outages that affect the biggest number of customers first. Mr. Davidson stated thanked the Town's Emergency Management Team and Public Works Highway Department for their extraordinary effort in the storm.
- The High School Visitor Bleachers have been damaged in the storm. It was determined by the insurance company to be a total loss. The Town is currently taking steps for removal and replacement by Thanksgiving at the earliest and spring at the latest.
- The Town has been awarded funding to provide a Small Cities housing rehabilitation program to assist low and moderate income homeowners. Brookfield Homeowners and local contractors are invited to attend an orientation for the program on Wednesday, November 14th from 7-8PM for the Homeowner Orientation and from 8-8:30PM for the Contractor Orientation.

CORRESPONDENCE: Mr. Davidson noted that the 2013 Holiday Schedule will be posted on the Town's website on the First Selectman's page.

MONTHLY FINANCIAL RESULTS: Mr. William Leverence reported on the Town's monthly financials.

NEW ITEMS

POLICE CARPORT AND POTENTIAL FUTURE EXPANSION OF BUILDING: Chief Police Robin Montgomery reported on the Police Department's Capital Planning. In the last several budget cycles, they have included a request to build a carport to protect the police vehicles. In pursuing informal discussions with a local builder and the Municipal Building Committee Chairman, who gave a more holistic approach as a result of the proposed carport

expansion, stating that the carport project as originally conceived would impinge on future building expansion. Chief Montgomery also noted the Town's plan to resurface the parking lot this year using some of the Police Department Outside Service Funds to augment this process to connect the upper and lower parking lots. This would also be in line with the potential expansion of the building. To date, they have not conducted a study by architects to address the all-inclusive approach, but listed future needs as: 1) Completion of the cell area; 2) Additional locker room space; 3) Expansion of the Communications Center; 4) Expansion of the lower level roll call room to accommodate a kitchenette facility, construction of a carport/garage, and the construction of a larger classroom/Emergency Operations Center; and 5) Expansion of the IT/Electronics room and additional equipment storage. Chief Montgomery, Controller William Leverence and the Selectmen agreed that they would need further architectural studies and discussions, and also having the Municipal Building Committee involved in a way that is cost effective.

ECONOMIC DEVELOPMENT COMMISSION WEBSITE: Mr. Hal Kurfehs, Economic Development Commission Chairman, presented the EDC's website objectives and mission. Mr. Kurfehs noted that the EDC received in a previous budget cycle the amount of \$31,000 to develop a website. Mr. Kurfehs stated that the current EDC website is very functional and administratively efficient, but it otherwise does not convey an identifiable "Brand." Mr. Kurfehs stated that a newly designed website would be a communication vehicle, a professional state of the art website to sell the positive attributes and economic strengths of Brookfield. The EDC website would also include a narrative about Brookfield, including quality of life, demographics, housing and home values, reasonable taxation, transportation, education, open space/recreation; also provide news about desired development projects and helpful information and support for current in-Town businesses. Mr. Kurfehs stated that the EDC is responsible for marketing and promoting the Brookfield Town Center and would provide a central marketing tool. They hope to create a self-sustaining website with integrated content management and subscribe to CERC SiteFinder, a State sponsored on-line data base source of current real estate vacancies or land for development. Ms. Mara Frankel, EDC Commission member, requested assistance in writing the marketing plan for the website.

RETIREMENT BENEFITS ADVISORY COMMITTEE (RBAC): Mr. Davidson noted that the RBAC has finished its preliminary work and have provided a report to the Selectmen in September. The Selectmen have taken action by funding the 2012 pension contribution and working toward setting aside funding for the future. Mr. Davidson stated it is now important that the Selectmen provide this group with direction and get a strong understanding what to do next regarding plan design and what issues drive cost for the future. Mr. Davidson will contact Attorney Pat McHale for guidance on the Town's potential options and bench marking compared to other communities and what options might be available regarding the pension plan.

ANNUAL REPORT ON TOWN ROADS AND UNHEALTHY ROADSIDE TREES: Public Works Director Ralph Tedesco reported on the five-year town road paving and preservation plan. He provided a summary of the total amount spent on preservation and reconstruction, the number of roads worked on and the average cost per mile. Information is posted on the town website. Mr. Tedesco reported that unhealthy trees are categorized by: Storm response; the Tree Committee and Tree Warden find dangerous trees to put on the schedule for removal; and calls by residents regarding dangerous trees on town property.

EMERGENCY PLANNING MAILING TO ALL RESIDENTS: Mr. Davidson suggested that the Town develop an Emergency Response Handbook and mail to every household in town, and to also make sure the handbook would be available to new residents. Mr. Davidson stated that this is the fourth major Town power outage in 18 months and he would like to put together a committee to start to develop a handbook. The committee members would need some skill sets with either editing or design. The handbook to residents would include a list of safety tips and key phone numbers for CL&P, Charter Cable, ATT/Uverse and Aquarion Water Company. Please call the First Selectman's office if interested in being a member of this committee.

EMPLOYEE NON-UNION HANDBOOK: The Selectmen will review the Non-Union Employee Handbook and contact Cathy Greenwood, Human Resources Director, if they have any questions.

Howard Lasser made motion to add the Inland-Wetlands Fee Schedule Ordinance to the agenda. Motion seconded by George Walker, and carried unanimously.

INLAND-WETLANDS FEE SCHEDULE ORDINANCE: Mr. Lasser had a few questions regarding the proposed Ordinance and would like to speak to the Inland-Wetlands Chairman before the Public Hearing. Howard Lasser made motion to schedule a Public Hearing on the proposed changes to the Inland-Wetlands Fee Schedule on Monday, December 3, 2012 at 7:00 p.m., at the Brookfield High School Media Center. Motion seconded by George Walker, and carried unanimously.

UPDATES

POLICE UNION CONTRACT: Mr. Davidson stated that Police Union members rejected the proposed contract and they will enter Arbitration in December.

SPECIAL FUNDS – REVIEW OF PROPOSED POLICE OUTSIDE SERVICE FUND POLICY: George Walker made motion to tentatively approve and adopt the proposed policy for the Police Department Outside Service Fund and forward to the Board of Finance for review and comment. Motion seconded by Howard Lasser, and carried unanimously.

PARKS & RECREATION ORDINANCE 46 PROPOSED AMENDMENTS: Howard Lasser made motion to schedule a Public Hearing on the proposed new wording for the Parks & Recreation Ordinance 46-5 on Monday, December 3, 2012, at 6:30 p.m., at the Brookfield High School Media Center, and forward to the Board of Finance for review and comment. Motion seconded by George Walker, and carried unanimously.

MEADOWBROOK MANOR/HILLSIDE CIRCLE: Mr. Davidson stated that the Town should be hearing from the DOT shortly regarding the property where the Town would like to discharge.

SOUTHERN FEDEAL ROAD WATER LINE PHASE II PLANS: Mr. Davidson provided a progress report on the project:

- The 12' waterline on Sandy Lane should be finished shortly and the remaining watermain from the stream crossing in front of Kohl's to tie into the existing watermain on Candlewood Lake Road. This work should be done well before Thanksgiving.
- Aquarion will begin chlorinating and flushing the waterline very soon and expect to be completed before Thanksgiving.
- The progress on the 607,000 gallon water tank and line should begin just after Thanksgiving and be completed in December 2012.
- Aquarion is working on expanding its production capacities and the additional gallonage is expected to be available in March 2013.
- We have recently begun to get inquiries from property owners in Phase III of the Southern Waterline (the last portion of the line remaining to get to Danbury). Some property owners are hopeful this section will be available for service mid-2013.

TOWN OWNED COTTAGE AND BARN ADJACENT TO BROOKFIELD LIBRARY: The Selectmen briefly discussed that the Town will have a public auction for the sale of the Library Cottage and Barn. No date has been scheduled at this time. Mr. Lasser stated that the revenue generated goes back to the Library fund, as the money did not come from taxpayers.

CONSENT AGENDA

BOARD OF SELECTMEN MEETING MINUTES: 10/1/12, 10/5/12, 10/12/12, 10/26/12.

NEW HIRE REPORT: There were no staffing changes to report.

SELECTMEN APPROVALS FOR ROUTINE CONTRACT MATTERS: a) 2012 America the Beautiful Urban Forestry Grant; b) Accounting Management Solutions, Inc. Engagement Letter; b) Accounting Management Solutions, Inc. Engagement Letter.

DRIVEWAY BOND RELEASES IN THE AMOUNT OF \$750.00: 32 Deerfield Road, 12 Fawn Ridge Road, 73 Stony Hill Road, 16 Dean Road, 6 Hunting Ridge Road, 24 Dorset Lane, 14 Maple Tree Road, 25 Merwin Brook Road.

INLAND-WETLANDS BOND RELEASES: 20 Deerfield Road #209000847.

ZONING COMMISSION BOND RELEASES: 871 Federal Road (Riverview) #200700243, 887 Federal Road #200300284.

Howard Lasser made motion to approve the Consent Agenda as amended. Motion seconded by George Walker, and carried unanimously.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS: The Selectmen did not make any appointments.

PUBLIC COMMENT: There was no public comment.

ADJOURN: Howard Lasser made motion to adjourn at 8:50 p.m., seconded by George Walker. Motion carried unanimously.

William R. Davidson
First Selectman

Howard Lasser
Selectman

George F. Walker
Selectman