

**BOARD OF SELECTMEN MEETING
DRAFT MINUTES
MAY 6, 2013 – 7:30 P.M.
BROOKFIELD HIGH SCHOOL MEDIA CENTER**

CALL TO ORDER: First Selectman William R. Davidson called the meeting to order at 7:31 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 resident addressed the Selectmen

- Rich Saluga

ANNOUNCEMENTS:

- Brookfield Matters was published on 5/1/13 and a follow-up issue was also published to clarify the time of the annual town meeting.
- The Annual Town Meeting is scheduled for Tuesday, May 7 at 7:30 p.m., at the Brookfield High School Auditorium.
- Brookfield earned recognition as a 2012 Tree City USA from the Arbor Day Foundation for the seventh consecutive year.

CORRESPONDENCE: There was none at this meeting

MONTHLY FINANCIAL RESULTS: Controller Leverence presented the financial results for the month of April. Controller Leverence presented a budget modification request pursuant to the special town meeting in January 2013 on the discussion and appropriation of \$70,000 from the general fund to the Board of Education building maintenance account. **Howard Lasser motioned [pursuant to the special town meeting on the discussion and appropriation of \$70,000 in January 2013] to transfer \$70,000 from the fund balance to the Board of Education account to pay for Phase 1 of the School Security Plan. George Walker seconded the motion, and it carried unanimously.**

NEW ITEMS

SCHOOL SECURITY PLAN PHASE II – Superintendent Anthony Bivona and Art Colly were present to discuss the plan. Mr. Colley stated that such items as communications, access control, some hardening of the main entrances have been accomplished in the budget that was provided for Phase Plan 1. Mr. Colley stated that Phase II is the most expensive part of the School Security Plan Phases, and is focused on the inside of the buildings. Mr. Colley reported that items in this part of the plan include replacing locks to make the locks on the doors more efficient, working on exterior doors, inspecting blinds used for lockdown, and improving video surveillance. Mr. Colley mentioned that Phase 3 of the School Security Plan is included in the Board of Education's capital budget for the 2013-2014 year.

Howard Lasser made a motion to move to agenda item 3.a. George Walker seconded the motion, and it carried unanimously.

UPDATES

FARMERS MARKET: Betsy McIlvaine reported that the Farmers' Market will run from the 21st of June to the end of August from 4 to 6 PM on Friday evenings, before the start of the Parks and Recreation Department's concerts. Ms. McIlvaine stated that the Senior Center parking lot will be used, and the Senior Center has agreed to close a half hour earlier on Fridays to accommodate the market. Ms. McIlvaine noted that there should not be a conflict with parking for the concerts because the market will close at 6 PM. Mr. Davidson sated that the Farmers Market Ad-Hoc Committee will be appointed tonight, and at next month's meeting the terms of each office will be determined. **George Walker made a motion to appoint Wendy Youngblood, Alice Dew, Alex**

Smolnik, Cathy Lasser, Betsy McIlvaine to the Farmers' Market Ad-hoc Committee. Howard Lasser seconded the motion, and it carried unanimously.

Howard Laser moved to modify the agenda to discuss agenda item 3.e. George Walker seconded the motion, and it carried unanimously.

POLICE DEPARTMENT OUTSIDE SERVICE FUND POLICY: Police Department Outside Service Fund Policy – to move \$174,000 into the fund balance which will offset the deduction of \$160,000 of the fund balance. Mr. Davidson noted that according to this policy, the Board of Selectmen shall review the fund balance in this account annually, and funds that exceed the threshold as described in this policy shall be transferred to the General Fund upon request of the Board of Selectmen in accordance with the provisions of the Town Charter. **Mr. Davidson moved that, in accordance with the Police Department Outside Service Fund Policy, to transfer \$174,000 from this fund [Police Department Outside Service Fund] into the general fund. Howard Lasser seconded the motion, and it carried unanimously.**

Howard Lasser made a motion to recommend to the Board of Finance and subsequently to a Town Meeting the appropriation of \$160,000 to fund the School Security and Safety Plan Phase Two. George Walker seconded the motion, and it carried unanimously.

The Board moved to agenda item 2.c.

NEW ITEMS

POLICE DEPARTMENT OUTSIDE FUND:

- Request for an appropriation in the amount of \$10,800 from the Police Outside Services Fund for the purchase of a replacement Zodiac Boat for the Police Department Scuba Team – **George Walker made motion to recommend to the Board of Finance an expenditure of \$10,800 to be funded by the Police Outside Services Fund for the Zodiac boat replacement. Howard Lasser seconded the motion, and it carried unanimously.**
- Request for an appropriation in the amount of \$110,000 from the Police Outside Services Fund for expanding and repaving the Police Department Driveway/Parking Lot – Mr. Davidson stated that he has been assured by the Police Department that this paving will not be affected by a potential expansion to the building in the future. **Howard Lasser motioned to forward the request to the Board of Finance. George Walker seconded the motion, and it carried unanimously.**

2013 CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT (NAA) PROGRAM PROPOSAL: Howard Lasser moved to schedule the public hearing on June 3rd at 7:15 PM for the purpose of public comment on the Neighborhood Assistance Act. **George Walker seconded the motion, and it carried unanimously.**

The Board moved to agenda item 2.f.

WATER ORDINANCE – AMENDMENT TO ORDINANCE: Mr. Davidson stated that this proposal is to add a new paragraph under section F of the ordinance that would allow the Board of Selectmen to adjust the assessments. **Howard Lasser moved to schedule a public hearing at 6:30 PM on June 3rd. George Walker seconded the motion, and it carried unanimously.**

PARKING APPEALS ORDINANCE: Mr. Davidson stated that historically the Board of Selectmen have been responsible for parking appeals. Mr. Davidson stated that he has spoken with the Police Commission, who have responded that they are willing to hear the parking appeals. Mr. Davidson revised the wording of the proposed ordinance to state “. . . Three members shall hear appeals hereunder . . .” Howard Lasser suggested that the Police Commission set some rules and regulations about how they plan to handle the appeals. **Howard Lasser made a motion to have a public hearing on the suggested modification to ordinance 168 at 7 PM on June 3rd. George Walker seconded the motion, and it carried unanimously.**

Mr. Davidson summarized that there is a Selectmen's meeting on June 3rd, preceded by three public hearings:

- June 3, 2013 at 6:30 PM – Water Ordinance Amendment
- June 3, 2013 at 7:00 PM – Parking Appeals Ordinance
- June 3, 2013 at 7:15 PM – 2013 Connecticut Neighborhood Assistance Act

COMMUNITY GARDEN AT THE ERIKSEN FARM OPEN SPACE: Mr. Davidson stated that this property is overseen by the Conservation Commission, which group has agreed to renew the lease with the Garden until October 31, 2013. **George Walker made a motion to renew the license agreement for the Community Garden at Ericson Farm Open Space. Howard Lasser seconded the motion, and it carried unanimously.**

The Board moved to agenda item 3.b.

UPDATES

CELL TOWER – HOMELAND TOWERS PROPOSAL: Mr. Davidson mentioned that wording that provides for protective fencing around the tower has been added to the language of the agreement; this cell tower agreement is now with Homeland Towers for their legal review. Mr. Davidson suggested, based on his discussion with the Chairman of the Planning Commission, that this item be sent as an 8-24 referral to the Planning Commission. **Howard Lasser moved to recommend the 8-24 referral to the Planning Commission. George Walker seconded the motion; motion carried unanimously.** Mr. Walker clarified that the cell tower will not be installed for another year. Mr. Davidson also noted that the Connecticut State Citing Council has to give final approval for the cell tower project.

MEADOWBROOK MANOR: Mr. Davidson stated that approval from the State DOT to transfer the land has been granted, but that the next step is to develop the Diversion Permit with the DEEP. Mr. Davidson stated that the development of the diversion permit is ongoing, and nearing completion. Mr. Davidson stated that the representatives will meet with DEEP soon regarding the environmental piece. After that, the Town will proceed with the remainder of the diversion permit.

LIBRARY COTTAGE: Mr. Davidson stated that there is some work being done with a local builder to develop details for the property, particularly with regard to the septic system and its location. These are details that a potential buyer would want to know before purchasing the property.

PARKS & RECREATION ORDINANCE: Mr. Davidson stated that earlier in the year the Parks and Recreation Department ordinance had been modified to review self-sustaining funds that were generated by the Parks and Recreation Department's programs. Mr. Davidson noted that there are a few discrepancies in the current ordinance. These discrepancies pertain to the language of the ordinance regarding moving monies from the fund balance, which is only determined once per year, and the average of three fiscal years, which timing of funds does not match the timing of the ordinance. Mr. Davidson suggested that the language of the ordinance be revised. Mr. Davidson also noted that Dennis DiPinto, the Director of the Parks and Recreation Department, has asked that this self-sustaining fund balance annual review occur next year. Mr. Davidson suggested that Mr. DiPinto's request and the Parks & Recreation Department Ordinance be discussed at the next meeting.

The Board moved to agenda item 2.b.

NEW ITEMS

PROPOSED WPCA FY 2014 BUDGET: Mr. Davidson stated that the Board of Selectmen is meeting with the WPCA around the 27th of this month to discuss other matters. Mr. Davidson suggested that this item also be discussed at that time. Mr. Lasser stated that the WPCA should be encouraged to adopt a policy to be sure that their salary levels are consistent with Town employee salary levels of similar positions. Howard Lasser noted that there was a nine percent increase reported in salary that included other items, that the WPCA has since explained. Mr. Lasser also noted that the number on the benefits line of the WPCA budget did not coincide with the number on the Town budget. Mr. Lasser noted that there should be better communication with the WPCA.

Mr. Davidson responded that a recommendation be made that the Town's Human Resources Department send all pertinent data to the WPCA Department. Mr. Davidson also replied that he is supportive of what Howard Lasser said about the salary positions; as a general procedure, all of the WPCA jobs should be ranked and salary scales should run parallel with Town employee position salary scales. Mr. Lasser suggested that a letter be sent to the WPCA Department informing them that there are some other matters of which the Board of Selectmen would like to delay discussion, but that the Board of Selectmen sends the two above comments regarding salary level positions and communication between the WPCA and the Town.

CONSENT AGENDA

BOARD OF SELECTMEN MEETING MINUTES:

- April 1, 2013
- April 26, 2013

NEW HIRE REPORT: No staff changes for the month of April

SELECTMEN APPROVAL FOR ROUTINE MATTERS:

- Resolved: That First Selectman 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.

BOND RELEASES:

- Inland Wetlands Commission – 15 Obtuse Road North #201000122 - \$1,500
- Zoning Commission – 32 Tori Lane #200400742 - \$1,175

CONSENT AGENDA MOTION: George Walker made a motion to accept the consent agenda as presented. Howard Lasser seconded the motion, and it carried unanimously.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS: 2013 LAKE LILLINONAH MARINE PERSONNEL: George Walker made a motion to appoint Lake Lillinonah personnel as enumerated in attachment 5a. Howard Lasser seconded the motion, and it carried unanimously.

PUBLIC COMMENT: Howard Lasser noted the dedication of the Town employee, Ralph Tedesco. Mr. Davidson noted that Ralph Tedesco is the Director of the Public Works Department and Town Engineering.

ADJOURN: Howard Lasser made a motion to adjourn at 8:30 PM. George Walker seconded the motion, and it carried unanimously.

William R. Davidson
First Selectman

Howard Lasser
Selectman

George F. Walker
Selectman