

**SPECIAL  
BOARD OF SELECTMEN MEETING  
MINUTES**

**MARCH 3, 2014 – 8:00 PM**

*Due to the time of the special town meeting held directly before this meeting, the Board of Selectmen's meeting began at 8:56 PM.*

**BROOKFIELD HIGH SCHOOL MEDIA CENTER**

**CALL TO ORDER:** First Selectman William Tinsley called the meeting to order at 8:56 PM.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**PRESENT:** William Tinsley, First Selectman; Martin Flynn, Selectman; William Davidson, Selectman; members of the public; Recording Secretary Emily Cole Prescott

**MONTHLY AGENDA ITEMS**

**ANNOUNCEMENTS:** Mr. Tinsley made the following announcements:

- Brookfield Matters was published on March 1<sup>st</sup>. This publication is on the Town's website, has been distributed on the Town's email list and will be in *The Penny Saver*.
- The State of the Town message was given on 02/06/14, but will be re-taped due to an error and then added to the Town's website.

**CORRESPONDENCE:** Mr. Tinsley noted that correspondence had been received from the following people: Jean Hartnett, Alice Carolan, Katherine Daniel, Dawn DeCosta, Carol Dores, Meredith Rell O'Connor, Michele Vaccaro, Jennifer McNiff, Ronald & Laura Urban, Christine Lennon, Pat Kurkij, Linda Kaalman, Lori Sollose, Catherine Klar, Marni McNiff, David & Erin Sweet, Katherine & Richard Malek, Pati Richards, Anna Sullivan, Leslie Rajcula, Antonio & Laurie Villanueva, Glenn Rooney, Howard Lasser, Dana Murphy, Jen Variale. Mr. Tinsley asked that the First Selectman's Secretary compile a list of letters received as correspondence with relative subject matter of each to be added to the Town's website.

Mr. Davidson made a motion to move to discussion of agenda item 3.a., 8-24 referral to the Planning Commission for the STEAP Grant for Four Corners Streetscape Improvements. Mr. Flynn seconded the motion, and it carried unanimously.

**STEAP GRANT FOR FOUR CORNERS STREETSCAPE IMPROVEMENTS:** Mr. Flynn made a motion that the Selectmen move to forward an 8-24 referral to the Planning Commission relative to the STEAP Grant for the Four Corners Streetscape Improvements. Mr. Davidson seconded the motion, and it carried unanimously.

**HEALTH INSURANCE:** Mr. Tinsley stated that the Town is fairly unhappy with some initial estimates received in respect to the increase in premium costs for next year's health insurance policy. As a result of this matter, the Board of Education and Board of Finance have agreed to participate in a request for proposal.

*At this time, the meeting recording started, and the Board of Selectmen moved to the public comment agenda item 1.a.*

**PUBLIC COMMENT:** The following people addressed the Selectmen:

- Ron Jaffe of 21 White Pine Drive
- Rich Saluga of 32 Great Heron Lane
- Katherine Malek of 4 Apache Drive – Katherine Malek asked that a document she had be added to the record.

*The Board moved to discussion of agenda item 2.*

**INFORMATIONAL PRESENTATIONS**

**UNICORN CONTRACTING PROJECT:** Mr. Paul Guillaro of Unicorn Contracting and Mr. Alan Rothmann, Project Manager, were present to discuss this project. Mr. Guillaro stated that the approvals had been received in May 2013 for 79 apartments and 21,000 square feet of retail space. Mr. Guillaro noted that the project is in the southwest area of the Four Corners, surrounding the Mobil Station. The problem was that diagonal parking on Route 7 was desired, but the State wasn't prepared to give approval for the diagonal parking spaces, which meant 20 spaces were not available. Mr. Guillaro stated that the five acres behind the originally approved project area has also been purchased to help meet the parking requirements. This change to the originally approved plan would add 28 to 30 parking spaces above the required amount. Mr. Guillaro stated that on this 5-acre piece the plan is to add 24 townhouse units and additional parking. Mr. Guillaro noted the location of a remaining 2-acre piece, which the applicants have been considering donating to the Town as a park. Mr. Flynn asked if the units would be rented on market-based prices, and Mr. Guillaro responded that

the 24 units will be available at market rates. This phased project will require the buildings from the Subway to the dry cleaners to be demolished, and many of the tenants currently there will move into the new buildings. The plan is to keep as many tenants as possible. Mr. Tinsley asked Mr. Guillaro about the tenants in the Four Corners, and improvements that have been made in these buildings in anticipation of better times at the Four Corners. Mr. Rothmann replied that Roccas has made an investment, and he plans to take his clientele into the new location. Subway will temporarily move, and be moved back into the new space. Mr. Rothmann stated that Woodbridge Running Company and other tenants have also expressed interest. Mr. Tinsley asked Mr. Rothmann about the water quality and the potential for groundwater contamination in the Four Corners. Mr. Rothmann stated that before the five acres in the back were purchased an extensive testing of the soils had been done. The phase two testing had shown that at one point contaminated soil had been brought in; the contaminated soil will be removed when the snow clears. Mr. Guillaro stated that the contaminated area is approximately 25' by 25', and the contaminated soil does not enter the groundwater. Mr. Davidson commented that this project is the beginning of change in the Four Corners. Mr. Guillaro stated that although the project will generate four times the tax revenue that it currently does, some tax abatements will be needed so that funding may be obtained for the project.

#### NEW ITEMS

**STEAP GRANT FOR FOUR CORNERS STREETScape IMPROVEMENTS:** This item was discussed earlier in the meeting.

**HEALTH INSURANCE:** Mr. Tinsley stated that the Board of Finance and the Board of Education agreed to participate in a request for proposal to help determine which agency will insure the Town or if the Town will consider an insured partnership with the Town of Bethel. The cost of this request for proposal will be approximately \$25,000. The Town will pay for half of this proposal, and the Board of Education will pay for the remaining half. **Mr. Flynn moved to recommend that the Selectmen request authorization to spend \$12,500 from fund balance and forward the request to the Board of Finance. Mr. Davidson seconded the motion.** Mr. Davidson asked if consideration was made to take the money from contingency. Mr. Tinsley replied that the salt is coming from contingency, which will be quite high this year. **The motion carried unanimously.**

**DAKOTA PARTNERS ASSESSMENT DEFERRAL:** Mr. Tinsley stated that this matter was added to the agenda to discuss assistance to Dakota Partners with their streetscape costs. Mr. Tinsley stated that Dakota Partners had formerly been promised aid of approximately \$106,000 for streetscape. Mr. Tinsley stated that the recently approved STEAP grant could be used for the funds, or another potential assistance option could be tax abatement. Mr. Tinsley stated that his preference is for the Town to find a way to do tax abatement for Dakota Partners. Mr. Tinsley stated that there is currently not a tax assessment deferral program, and he will work with the Town Attorney on this matter. Mr. Flynn asked if an ordinance would need to be created in order to offer tax deferral. Attorney Beecher noted that it is prudent to have an ordinance that sets forth some basic requirements.

**FUND BALANCE/SPECIAL TAX ASSESSMENT:** Mr. Tinsley noted that he will be personally anxious to get the fund balance back to 7.5%. Mr. Tinsley stated that before the end of this week there will be a meeting with bond council, and there will be discussion of the over-spending of \$1.2 million.

#### UPDATES

**AQUIFER PROTECTION AREA PROGRAM:** Mr. Tinsley stated that there was a public hearing held earlier this evening relative to an ordinance that selects the Zoning Commission and the Wetlands Enforcement Officer as agent for the protected area. **Mr. Flynn moved to recommend that the Board of Selectmen adopt the ordinance designating the Zoning Commission as the Town's Aquifer Protection Agency. Mr. Davidson seconded the motion, and it carried unanimously. Mr. Flynn amended his motion to have the ordinance adopted as written in the draft as appears here as part of the record. Mr. Davidson seconded the motion, and it carried unanimously.**

**2014-2015 TOWN BUDGET TIME LINE:** Mr. Tinsley stated that there are three meetings a week for the next three weeks with the Board of Finance. Mr. Tinsley stated that tomorrow evening the Board of Selectmen's budget will be presented to the Board of Finance; Mr. Tinsley noted that Wednesday night is revenues night. Mr. Tinsley stated that Thursday night is the Board of Education budget discussion.

**CHARTER REVISION COMMISSION:** Mr. Tinsley asked that the Chair of the Charter Revision Commission, Matt Grimes, give an update about the Commission's progress. Mr. Grimes reported that the Commission had an initial public hearing on Wednesday, 02/19. Mr. Grimes stated that the Commission has been doing some research about the three matters, which the Board of Selectmen had recommended to the Commission. Mr. Grimes stated that public comment is on all of the Charter Revision Commission's agendas, which will be meeting every other Wednesday starting this Wednesday through March and April. Mr. Tinsley asked Mr. Grimes about

the three matters which the Board of Selectmen had asked the Commission to review. Mr. Grimes stated that many Towns vote on a split budget, and the Commission is reviewing different options for the voting process on a potential bifurcated budget. Mr. Grimes stated that Attorney Beecher had been asked for his opinion regarding the ability to remove Town officials, and Attorney Beecher has indicated to the Commission that this is not an option that State statutes allow. Mr. Grimes stated that the option for boards or commissions to fill their own vacancies is being reviewed, as is the size of the Board of Finance.

**“JUMPSTART” BROOKFIELD ECONOMY INITIATIVE:** Mr. Tinsley reported that “Jumpstart” is an initiative of a small group of people helping for a short term with five specific goals – the website for the Economic Development Commission, the development of a business incubator plan, a spend your money in Brookfield program with cooperation by the Chamber of Commerce, planning of an event this October around the Four Corners, and an assessment deferral plan. Mr. Tinsley stated that a group is meeting tomorrow to develop and finalize the framework for the website. Mr. Tinsley stated that it is his hope to showcase at least some portion of this website at the annual Town Meeting.

*The Board moved to discussion of the Monthly Financial Results.*

**MONTHLY FINANCIAL RESULTS:** Controller Leverage reported the monthly financial results. Mr. Leverage stated that on Wednesday the software will be installed in the Town Hall to allow for live streaming of meetings to the website.

### CONSENT AGENDA

**BOARD OF SELECTMEN MEETING MINUTES** – 2/3/14; 2/10/14; 2/18/14; 2/20/14; 2/21/14

#### **NEW HIRE REPORT:**

Hires: None

Separations: John Plummer, Superintendent of Roads

**SELECTMEN APPROVALS FOR ROUTINE MATTERS:** a) Adopt Resolution for Grant through HART that helps support bus service for seniors and persons with disabilities throughout region

**Mr. Flynn made a motion that the Selectmen approve all items a-c on the consent agenda. Mr. Davidson seconded the motion.** Ms. Joan Locke, Town Clerk, stated that the resolution under agenda item c [Adopt Resolution with the CT State Library for a Historic Documents Preservation Grant] will need to be adopted at another time because specific language is required in the resolution. **Mr. Flynn withdrew his original motion. Mr. Flynn made a motion to approve the consent agenda items a, b, and c.a., excluding 5.c.b. [Adopt Resolution with the CT State Library for a Historic Documents Preservation Grant]. Mr. Davidson seconded the motion, and it carried unanimously.**

### ADDITIONAL MONTHLY AGENDA ITEMS

#### **APPOINTMENTS**

**Mr. Flynn made a motion to recommend the following:**

- Patrick Murphy to the Zoning Board of Appeals as an alternate member;
- Douglas Vane to the Lake Lillinonah Authority;
- George Blass to the Planning Commission as an alternate member;
- Michelle Kukk to the Arts Commission;
- Robert Huttemann to the Inland Wetlands Commission as an alternate member;
- Pat Beccaria to the WPCA as an alternate member;
- Irv Agard to the Retirement Benefits Advisory Committee

**Mr. Davidson seconded the motion, and it carried unanimously.** Mr. Tinsley noted that with the exception of Irv Agard, the appointments are the recommendation of the Republican Town Committee.

**PUBLIC COMMENT ON ANY TOPIC:** The following people addressed the Board:

- Matt Grimes of 6 Horse Hill Road
- Katherine Malek of 4 Apache Drive

**ADJOURN:** Mr. Davidson made a motion to adjourn at 10:00 PM. Mr. Flynn seconded the motion, and it carried unanimously.