

**MINUTES**  
**SPECIAL BOARD OF SELECTMEN MEETING**  
**MONDAY, JANUARY 5, 2015 – 7:30 PM**  
**BROOKFIELD TOWN HALL – ROOM 133**

**CALL TO ORDER:** First Selectman William Tinsley called the meeting to order at 7:32 PM.

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

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

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

- Glenn Zimmerer of 166 North Lake Shore Drive
- Rich Saluga of 32 Great Heron Lane
- Phyllis Schaer of Sherman, CT & Chair of the Candlewood Lake Authority & Chair of Zebra Mussel Task Force
- Jerry Murphy of Cottontail Lane
- Bill Lohan of 72 North Lake Shore Drive
- Bill Hyatt, Bureau Chief of Natural Resources, CT DEEP

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

- *Brookfield Matters* will be published tomorrow, January 6<sup>th</sup>.

**CORRESPONDENCE ADDRESSED TO THE BOARD OF SELECTMEN:** Board of Ethics letter dated December 3, 2014:

Mr. Tinsley noted receipt of the listed correspondence.

**MONTHLY FINANCIAL RESULTS:** Controller Leverage reported the financial results. The sand and salt budget has been conservatively forecasted for costs to slightly lower than last year's budgeted amount. Mr. Davidson suggested that the five-year average be budgeted for sand and salt expenses. Mr. Davidson asked for clarification on the over-expenditures in the Finance Department and in the Land Use Office. Mr. Tinsley explained that the Land Use over-expenditure has been driven by the cost of a part-time Zoning Enforcement Officer, which was a position filled through November, which had been an un-budgeted item. Mr. Tinsley stated that this position is currently not filled. During this year's budget deliberations, the position was originally presented and the part-time position was removed by the Board of Finance. Mr. Leverage stated that two Union employees in the Finance Department had their jobs re-classified within the Union, after the budget process.

**NEW ITEMS**

**CANDLEWOOD LAKE AUTHORITY:** Larry Marsicano of the Candlewood Lake Authority presented the CLA for Pilot Program Presentation. Mr. Marsicano explained that this would be a pilot program for the Lake, which would include boater education and collection of data, as well as inspections and decontamination. The focus of the program would be the launches at the Brookfield Town site and Latins Cove. There has been a cooperative effort to create this program with the DEEP, Candlewood Lake Authority, Candlewood Watershed Initiative, and the Town of Brookfield. Objectives are to minimize the risk of introduction of new aquatic invasive species to Candlewood Lake, (especially zebra mussel risk from Housatonic River lakes, Lillinonah, Zoar), and to create a prototype of a lake-wide program in the future. Mr. Marsicano stated that inspections would be offered at no charge, and if needed, decontamination would be offered free of charge. Mr. Marsicano noted that this program would be voluntary, and although there are no laws requiring boat inspections, there are laws about transporting aquatic species. Mr. Marsicano stated that the inspections will also provide valuable information. Mr. Marsicano reported that costs associated with this proposal would be a portable decontamination unit at \$25,000; there will also be some operating costs including staffing at launch sites, and other minor equipment and repair costs. This presentation will also be made at a Board of Finance meeting. Mr. Flynn thanked the volunteers of the Candlewood Lake Authority.

Mr. Tinsley stated that Brookfield's first expenses will be for approximately \$15,000, with \$5,000 in this fiscal year, and \$10,000 in the next budget year. Mr. Tinsley stated that not only can first-year operating costs and capital costs be handled with funds that have already been appropriated, specifically the Parks Revitalization Fund or the First Selectman's Services, but also to some degree, the Lake Authority budget. Mr. Tinsley stated that he thinks this pilot program is important for the Town of Brookfield and for surrounding Towns. **Mr. Flynn made a motion that the Board of Selectmen approves Brookfield's participation in, and a FY 2015 special appropriation of \$4,960 for the "Cleaned, Drained, and Dried" Boat inspection Pilot Program to commence in May 2015 in cooperation with the Candlewood Lake Authority and the CT DEEP. Mr. Davidson seconded the motion, for the purpose of discussion. Mr. Flynn withdrew his motion. Mr. Davidson recommended that the Board of Selectmen approves Brookfield's participation in the "Cleaned, Drained, and Dried" Boat Inspection Pilot Program to commence in May of 2015 in cooperation with the Candlewood Lake Authority and the CT DEEP and further move that the Board of Selectmen support this program within the current budget for not more than \$5,000. Mr. Flynn seconded the motion, and it carried unanimously.**

**BOARD OF SELECTMEN 2015 MEETING SCHEDULE:** Mr. Flynn made a motion to approve the meeting schedule for 2015. Mr. Davidson seconded the motion, and it carried unanimously.

**ADOPT OPEB DOCS AS RECOMMENDED BY RBAC:** Mr. Tinsley stated that he is recommending that the BOS endorse three documents developed by the Retirement Benefits Advisory Committee (RBAC). The first is to endorse the OPEB policy statement to be adopted by the Board of Finance and Board of Education. The second is to endorse OPEB budgetary funding guidelines as developed by the RBAC, and the third is to approve the OPEB Trust Document as developed by the RBAC, pending review by the Town counsel. Mr. Tinsley mentioned that there was a special workshop meeting on this matter a month ago. Mr. Flynn thanked the members of the RBAC for their work on this matter. **Mr. Flynn made a motion that the BOS endorse the OPEB Policy Statement as developed by the RBAC that is labeled Exhibit 1; that further, the BOS endorse OPEB budgetary funding guidelines as developed by the RBAC which is Exhibit 2 in the package; that the BOS approve the OPEB Trust Document as developed by the RBAC, pending review by Town Counsel, which is Exhibit 3, and to authorize the First Selectman to sign it. Mr. Davidson seconded the motion, and it carried unanimously.**

**VOLUNTEER FIREMAN PROPERTY TAX INCENTIVE:** Mr. Tinsley explained that in past days this incentive was given to firemen as a credit against their tax bill, and this credit had been shown as a debit against income. This payment has to now be shown as income, and must be an expense. Mr. Davidson mentioned that this amount is over the ten percent of the Fire Department's \$421,000 budget, and therefore, the appropriation may need to be sent to a Town meeting, as per Charter (C8-5). Mr. Tinsley stated that he will confirm this matter with the Town Attorney. **Mr. Davidson made a motion that the Board of Selectmen approves a special appropriation request in the amount of \$49,155 to cover FY 2015 cost of the Volunteer Fireman Property Tax Incentive; and, the Board of Selectmen recommends to the Board of Finance that said funds shall come from the 2015 fiscal year income budget. Mr. Flynn seconded the motion. There was no further discussion, and the motion carried unanimously.**

**VOLUNTEER FIREMAN SERVICE AWARDS CASH PAYMENTS:** Mr. Tinsley stated that over the years, the cash payments had been made through the Town's pension trust, but this is not a qualified pension plan. The payments may no longer be paid out of the pension trust, and this item must become an operating expense. This is a monthly payment, and the amount of money needed to cover the January 2015 to June 2015 months is \$16,500. **Mr. Flynn motioned that the Board of Selectmen approves a special appropriation request in the amount of \$16,500 to cover January 2015 to June 2015 expense of the Volunteer Fireman Service Awards Cash Payments; and refers the request to the Board of Finance for approval, and recommends that the appropriation be funded by the partial use of remaining cash assets in FUND 38. Mr. Davidson seconded the motion, and it carried unanimously.**

## UPDATES

**2015 SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM:** Mr. Tinsley stated that last month the BOS had approved the Town's entering into a consulting agreement for the 2015 Small Cities Community Development Grant Program, to fund sewer line improvements at Brooks Quarry. An online posting was not posted to a State website, relative to the request for bids, and someone who would have bid did not have the opportunity to bid due to this administrative error. Mr. Tinsley explained that the matter has since been re-bid and re-posted, and now more than one proposal has been received, and these proposals will be reviewed with the Housing Authority. **Mr. Davidson recommended that the BOS rescind their prior motion of 12/01/14, approving the services of L. Wagner and Associates, with regard to the 2015 Small Cities Community Development Program. Mr. Flynn seconded the motion, and it carried unanimously.**

**BOARD OF EDUCATION SUPPLEMENTAL APPROPRIATION REQUEST IN THE AMOUNT OF \$400,000:** Mr. Tinsley briefly reviewed the resolution, which had been adopted by the Board of Selectmen on December 10, 2014.

**USE OF TOWN VEHICLES & PERSONAL VEHICLES FOR TOWN BUSINESS:** Mr. Flynn made a motion that the BOS approve the attached policy, item 3c, Town of Brookfield Personnel Policies and Procedures Use of Town Vehicles & Personal Vehicles for Town Business. Mr. Davidson seconded the motion, for the purpose of discussion. Mr. Davidson stated that he thinks there should be further discussion on this agenda item and on agenda item 3d. **Mr. Flynn withdrew his motion. Mr. Flynn made a motion that the Board of Selectmen tables items 3c and 3d. Mr. Davidson seconded the motion, and it carried unanimously.**

**OUT-OF-POCKET EXPENSE REIMBURSEMENT FOR MEETING AND TRAVEL EXPENSES:** *This item is tabled, as per prior motion.*

**PARKS REVITALIZATION PROJECT PHASE II – TOWN BEACH PARK:** Mr. Tinsley stated that there have been some major changes on the Town Beach side, and the objective is to be ready for Memorial Day. The footings for the foundation for the building are complete, and Mr. Tinsley congratulated Dennis DiPinto, Director of Parks & Recreation Department, and the Municipal Building Committee on the progress.

**BROOKFIELD VILLAGE LLC:** Mr. Tinsley stated that the assessment deferral contract with Brookfield Village was completed on December 1, 2014. Mr. Tinsley stated that the developer has informed him that the financing has been secured for buildings two and three.

**MEADOWBROOK MANOR:** Mr. Tinsley stated that the Town of Brookfield has not received notification of any grant funding. Mr. Tinsley stated that he will be placing this item for consideration in capital funds for this year's budget.

**SOUTHERN FEDERAL ROAD WATERLINE:** Mr. Tinsley reported that approval from the State DOT has been granted to complete the last portion of the paving in the Spring.

**PTAK PROPERTY AT 108 POCONOR ROAD:** Mr. Tinsley stated that he does not have an update, other than that the house will be removed.

#### **CONSENT AGENDA**

**BOARD OF SELECTMEN MEETING MINUTES:** 12/01/14; 12/05/14; 12/10/14 *See motion below.*

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

Staffing Changes –

Resignation: Chris Hansen, Assistant Sanitarian

Retirements:

- Regina Barbour, Assessor's Aide
- Sandy Eberhardt, Administrative Secretary to Police Administration

Hires:

- Dana Dean, FT Assessor's Aide
- Emily Cole Prescott, Administrative Secretary to Police Administration

**SELECTMEN APPROVAL FOR ROUTINE MATTERS:** authorize the First Selectman to give POA to bond counsel for the purpose of filing the IRS VCAP (2010 & 2013) municipal tax exempt bond issues that contained taxable water projects

**INLAND WETLAND COMMISSION BOND RELEASES:** None.

**PLANNING COMMISSION BOND RELEASES:** None.

**ZONING COMMISSION BOND RELEASES:**

- A.) 7 Granite Drive #201300163 final bond release of \$1,056;
- B.) 901 Federal Road (Newbury Village) #200200697: bond release of \$110,000;
- C.) 200 Federal Road #201200055 Zoning Commission has rescinded its decision on 12/01/14 to call the original bond and accepts the \$40,000 bond reduction. *See motion below.*

**DRIVEWAY BOND RELEASES - \$750:**

- A) 127 Stony Hill Road
- B) 11 Orchard Street
- C) 15 Juniper Lane
- D) 4 Bonny Road

**CONSENT AGENDA MOTION:** Mr. Flynn moved that the Board of Selectmen approves the consent agenda as written with two modifications: on 4a, and specifically the minutes of December 10, 2014, Bill Davidson was not present, so on this portion of the motion, Bill Davidson is abstaining; and the motion must also be modified to table item 4fc [200 Federal Road #201200055]. Mr. Davidson seconded the motion, and it carried unanimously.

**ADDITIONAL MONTHLY AGENDA ITEMS**

**APPOINTMENTS:** Mr. Tinsley stated that the one modification to the appointments is to eliminate item 5.a.b, appointment of Bruce Siennick.

- A) Jerome Murphy, Reappointment to the Candlewood Lake Authority – **Mr. Davidson moved to re-appoint Jerry Murphy to the Candlewood Lake Authority. Mr. Flynn seconded the motion, and it carried unanimously.**
- B) Bruce Siennick, Appointment to the Brookfield Housing Authority. No motion. *See note above.*
- C) Sheldon Conn & Fran Lollie, Appointment as First Selectman's Alternate Representatives to the Housatonic Resources Recovery Authority – **Mr. Flynn made a motion to appoint Sheldon Conn & Fran Lollie as the First Selectman's Alternate Representatives to the Housatonic Resources Recovery Authority. Mr. Davidson seconded the motion, and it carried unanimously.**
- D) James Docktor, Appointment as Deputy Tree Warden – **Mr. Davidson made a motion to appoint James Docktor as Deputy Tree Warden. Mr. Flynn seconded the motion, and it carried unanimously.**

**PUBLIC COMMENT:** None at this time.

**ADJOURNMENT:** At 9:05 PM, Mr. Flynn made a motion to adjourn the meeting. Mr. Davidson seconded the motion, and it carried unanimously.