

**BOARD OF SELECTMEN MEETING**  
**MINUTES revised through 06/19/15**  
**MONDAY, JUNE 1, 2015**  
**Meeting Room 133 7:30 PM**

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

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

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

**MONTHLY AGENDA ITEMS**

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

- Matt Grimes of 11 Orchard Street
- Ron Jaffe of 21 White Pine Drive

**AGENDA MODIFICATION MOTION:** Mr. Flynn made a motion to amend the Board of Selectmen June 1<sup>st</sup> regular meeting agenda to add as agenda items 5 and 6 under new items: 5.) the consideration of a request by the Board of Education to reallocate 2014-2015 Cash-to-Capital funds according to the attachment marked and to add as agenda item 6.) the discussion and potential adoption of attached draft, a financial policy titled Debt Management Policy. Mr. Davidson seconded the motion, and it carried unanimously.

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

- The 2014-2015 audit is complete, and the financial report is available on the Town's website.
- Mr. Tinsley congratulated the BHS Class of 2015, as tonight is Senior Awards Night. Mr. Tinsley stated that the BHS Graduation ceremony is on June 20<sup>th</sup> at 8:30 PM at the O'Neill Center.
- Mr. Tinsley asked residents to mark their calendars for Saturday July 18<sup>th</sup> at 2:00 PM to attend a memorial for two Brookfield residents who died while in military service, at the Rotary Memorial Garden at Town Hall. There will memorial plaques installed at the benches in the Rotary Memorial Garden.
- Mr. Tinsley reminded everyone that on June 4<sup>th</sup> starting at 7:30 PM the Planning Commission is holding a public hearing to receive comments about the POCD (Plan of Conservation and Development). The draft document is available on the Town's website, and he congratulated the Planning Commission on a job well done.

**CORRESPONDENCE ADDRESSED TO THE BOS:** Mr. Davidson encouraged that all of the correspondence received throughout the month be listed on the regular meeting agenda. Mr. Tinsley stated that he does not personally keep a list of received correspondence, but he will ask the Selectman's Secretary.

**MONTHLY FINANCIAL RESULTS:** Controller Leverence reported the monthly financial results, which reports revenue and expense data through May 29<sup>th</sup>. The Board reviewed the financial results.

**NEW ITEMS**

**CHAPTER 83, QUALITY OF LIFE ORDINANCE:** As discussed at a Special BOS meeting on May 11<sup>th</sup>, Attorney Beecher has prepared a second draft ordinance. The original ordinance was formerly termed the blight ordinance, and is an ordinance the Selectmen is looking to modify to expand the scope from just buildings to include buildings and land. The purpose of the revisions is also to update the ordinance to improve the Town's possible enforcement actions. Mr. Davidson made a motion that the Selectmen schedule a public hearing on July 6, 2015 at 7:00 PM in Meeting Room 133 for

the proposed modifications to the former Blight Ordinance. Mr. Flynn seconded the motion, and it carried unanimously.

**2015 NEIGHBORHOOD ASSISTANCE ACT (NAA) PROGRAM PROPOSAL:** Public hearing held on June 1<sup>st</sup> at 7:15 PM for the NAA Program Proposal received by the Regional YMCA for the Greenknoll Expansion Campaign and the Annual Support Campaign. Mr. Flynn made a motion that the Selectmen approve the 2015 CT Neighborhood Assistance Act Program Proposal as submitted by the Brookfield Regional YMCA. Mr. Davidson seconded the motion. The motion carried, 2-0-1, with Mr. Davidson abstaining.

**SEPTIC PERMIT FEES:** Discuss a request from Director of Health that the Selectmen consider a nominal Septic Pumping Fee to cover this rising costs of administering the Permitting program. Mr. Tinsley stated that the Director of Health has requested that a nominal septic pumping fee be charged to cover the rising cost of permit issuance. Dr. Sullivan's suggestion is to charge \$7 to \$10 per permit. Currently, the cost of printing the duplicate forms exceeds the Health Department's printing budget for the entire year. Mr. Davidson stated that he strongly supports this fee implementation. Mr. Davidson made a motion to approve the \$10 permit fee, effective July 1, 2015. Mr. Flynn seconded the motion, and it carried unanimously.

**JOINT RESOLUTION TO A TOWN-WIDE MUNIS ACCOUNTING SYSTEM:** Resolution approved by the Board of Finance on 05/26/15 – Mr. Tinsley stated that this idea has been discussed throughout the past few years. Mr. Tinsley reported that the resolution and the wording is an outgrowth of a meeting with Phil Kurtz, himself, Acting Superintendent Ralph Iassogna, Board of Education Chair Scott McCarthy, discussed a few weeks ago. Mr. Tinsley drafted this resolution and sent it along to the parties which were part of the mentioned meeting. He has not received any comment since that time. The Board of Finance has supported the document unanimously. The Director of Finance and the Finance Director of the Schools will have responsibility for developing a plan for the implementation of a town-wide accounting system, and will report monthly to the Board of Selectmen regarding the completion date of the plan. The need to complete this consolidation has been an audit comment for the last three or four years. Mr. Tinsley stated that he is strongly in favor of this proposal, and this requires the action of all three Boards (Selectmen, Finance, Education). Mr. Flynn stated that he is also in favor of this resolution, as it would add transparency, and considers the comment of the auditors. Mr. Davidson stated that he is also in favor of one accounting system. Mr. Davidson stated that he is not in favor of the document for other reasons. He thinks that a joint system is needed, but Mr. Davidson stated that he is not in favor of the way this resolution is written. Mr. Davidson stated that there should be one municipal software system, but each department should be able to use it for its own purpose. Mr. Davidson stated that while the document indicates the endorsement of the Superintendent and Schools Finance Director, both of these positions are not filled by the same people as those who endorsed this document at the time, and Mr. Davidson suggested that the people who will be filling these positions have the opportunity to participate in the creation of the policy document. Mr. Tinsley replied that the new officers will participate in the document. Mr. Davidson stated that he thinks the Town should achieve a "full picture" of what needs to be done to move forward with this process. Mr. Tinsley read the resolution for the record. Mr. Davidson stated that he is concerned of the use of the word "consolidate". Mr. Davidson recommended the use of the word "share". Mr. Davidson stated that he would be more comfortable waiting a couple of months so that both new officers would have input in the creation of this document. Mr. Flynn made a motion that the Selectmen approve the First Selectman's signature on a Joint Resolution of the Brookfield Boards of Education, Finance and Selectmen for the consolidation of Financial Accounting and Control Systems/Software to the Munis system. Mr. Tinsley seconded the motion, and it carried, 2-1, with Mr. Davidson opposed.

**REQUEST FROM THE BOARD OF FINANCE TO REALLOCATE SOME FUNDS FROM THE 2014-2015 CASH-TO-CAPITAL FUNDS:** Mr. Tinsley stated that the cash-to-capital items are not on the Board of Education's budget, but rather on the BOF/BOS budget. Mr. Tinsley called the Board's attention to a spreadsheet compiled of the expenses in the originally approved budget, projected actual costs to date, and proposed changes for balance of funds. This year's cash-to-capital remaining balance for the originally budgeted project is \$53,278.00. Mr. Tinsley recommended that the BOS approve

the request for reallocation of \$49,658. This reallocation is for proposed fence repair at Whisconier Middle School, annual, District-wide bleacher inspections, A/C maintenance and repairs at the BHS Library Media Center, and paving lot repairs at Huckleberry Hill Elementary School. **Mr. Davidson moved that the Selectmen approve the request to re-allocate cash-to-capital funds in the total of \$50,000, and to forward the request to the Board of Finance as indicated in the spreadsheet [titled Brookfield Public Schools Cash to Capital Budget Acct#071539014 Budget 2014-2015]. Mr. Flynn seconded the motion, and it carried unanimously.**

**DISCUSSION AND POTENTIAL ADOPTION OF A FINANCIAL POLICY TITLED DEBT MANAGEMENT POLICY:** Mr.

Tinsley asked the Board to review and make comments on the attached draft policy. He mentioned the importance of having this policy ready before the Town applies for further borrowing. Mr. Davidson asked regarding the currently approved fiscal year budget, why a truck and other similarly priced expenditures would be financed as long-term borrowing, and Mr. Tinsley replied that long-term borrowing could be as little as five to seven years. Mr. Davidson stated that someone down the road will pay for this financing. Mr. Tinsley stated that if it is up to him, next year will be a zero percent tax rate increase as well. Mr. Davidson stated that is an excellent idea to have a policy. No action taken this evening.

**UPDATES**

**49 FEDERAL ROAD:** Mr. Tinsley stated that this is a proposal to potentially sell less than a .5 acre parcel of land owned by the Town located behind 49 Federal Road. Mr. Tinsley explained that his request is that the Board approve his signing a retainer agreement to work with Sienkiewicz & McKenna on this transaction. He noted that there are deed restrictions on the property, and the Town may not have the option to sell it. Mr. Davidson asked if there will be a future meeting with Attorney Sienkiewicz and the Board, and Mr. Tinsley replied in the affirmative. **Mr. Davidson moved in accordance with the agenda item and the document attached thereto, that the Selectmen approve the Retainer Agreement from Attorney Sienkiewicz of Sienkiewicz & McKenna, P.C. for the Real Estate Transaction of sale of premises adjacent to 49 Federal Road. Mr. Flynn seconded the motion, and it carried unanimously.**

**CONSENT AGENDA**

**BOARD OF SELECTMEN MEETING MINUTES: 05/04/15; 05/11/15** – The following changes were discussed: Mr. Tinsley stated that the Town Attorney suggested that the minutes of the May 4<sup>th</sup> meeting be amended with respect to Executive Session held that evening to read: "Mr. Flynn seconded the motion and it carried 3-0. Mr. Tinsley recused himself and left the room." "Executive Session II was entered at 8:55 PM. Mr. Rich Saluga left the Executive Session at 9:07 PM. The Executive Session ended at 9:20 PM and the public meeting reconvened." **Mr. Flynn moved to amend the minutes as the Town Attorney has indicated. Mr. Davidson seconded the motion, and it carried unanimously.**

Mr. Davidson moved to approve the May 4, 2015 minutes as amended. Mr. Flynn seconded the motion, and it carried unanimously.

**NEW HIRE REPORT:** Staffing changes for the month of May –

- Amy Diezemann – Temporary to Regular Part-time Employee: Senior Center/Social Services Program Coordinator effective 05/04/15
- Chad Conway – Part-time WPCA Maintenance Worker effective 04/27/15

**SELECTMEN APPROVAL FOR ROUTINE MATTERS AUTHORIZING THE FIRST SELECTMAN TO SIGN THE FOLLOWING ITEMS:** None at this time.

**ZONING COMMISSION BOND RELEASES:** None at this time.

**EXCAVATION BOND RELEASES:** 15 Broadview Road – Release \$1,000

**DRIVEWAY BOND RELEASES IN THE AMOUNT OF \$750:**

- 5 Pleasant Rise Circle
- 8 Hidden Brook Drive
- 23 Cove Road

**CONSENT AGENDA MOTION:** Mr. Flynn made a motion that the Selectmen approve items A through F, excluding the May 4<sup>th</sup> minutes, on the Consent Agenda. Mr. Davidson seconded the motion, and it carried unanimously.

### ADDITIONAL MONTHLY AGENDA ITEMS

#### APPOINTMENTS:

- **Stanley Parker, Board of Assessment Appeals:** Mr. Davidson stated that he does not believe the Board may appoint Mr. Parker to the Board of Assessment Appeals at this time, as a bio-brief was not submitted for review at this meeting. Mr. Tinsley asked if there is a written policy to require bio-briefs, and Mr. Davidson replied in the affirmative. Mr. Davidson stated that the citation hearing officers are a re-appointment situation. **Mr. Tinsley moved, that in the event that the Board of Selectmen has a policy or procedure that requires the submission of a bio-brief, in the case of this recommended appointment, the Board waives that requirement. Mr. Flynn seconded the motion.** Mr. Davidson asked why the waiver would be granted, and Mr. Flynn stated that the Board has already seen Mr. Parker's bio-brief from past positions. Mr. Flynn stated that the purpose of the bio-brief is to familiarize the Board with the potential commissioner. Mr. Tinsley stated that the nature of his recommended motion is to waive the requirement in this particular case. Mr. Tinsley stated that this gentleman and his ability to contribute is well known throughout the Town. Mr. Davidson stated that if this were a serious timing problem, he would understand the purpose of the motion. **The motion carried, 2-1, with Mr. Davidson opposed.**

**Mr. Flynn made a motion to appoint Stanley Parker to the Board of Assessment Appeals. Mr. Tinsley seconded the motion, and it carried, 2-1-0, with Mr. Davidson abstaining.**

**Zoning Citation Hearing Officers Re-Appointment:** Mr. Flynn made a motion to re-appoint the Zoning Citation Hearing Officers [Brendan Froehlich; Ernesto Nepomuceno; Mary-Caitlin Harding; James Sullivan] for the term April 1, 2015 to February 1, 2016. Mr. Davidson seconded the motion, and it carried unanimously.

**PUBLIC COMMENT:** The following residents addressed the Board.

- John Lucas of 3 Terry Lane
- Catherine Malek of 4 Apache Drive

**ADJOURNMENT:** Mr. Flynn made a motion to adjourn at 8:43 PM. Mr. Davidson seconded the motion, and it carried unanimously.