

DRAFT MIUTES
BOARD OF SELECTMEN REGULAR MEETING
BROOKFIELD TOWN HALL – ROOM 133
MONDAY, MARCH 7, 2016
7:30 PM

CALL TO ORDER: First Selectman Steve Dunn called the meeting to order at 7:30 PM.

PRESENT: First Selectman Steve Dunn; Selectman Sue Slater; Selectman Marty Flynn; Consultant Jay Wahlberg; IT Technician Dan Secore; 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:

- Michael DelValle of 6 Apache Drive
- Rich Saluga of 32 Great Heron Lane

ANNOUNCEMENTS:

1. Proclamation Celebrating 104 years of Girl Scouting to be presented to 2nd grade Brownie Troop - First Selectman Steve Dunn presented a Proclamation to the Girl Scouts, commemorating 104 years of Girl Scouting, presented to the 2nd grade Brownie Troop. *The Brownie Troop was present for the issuance of the Proclamation.*

CORRESPONDENCE ADDRESSED TO THE BOARD OF SELECTMEN: First Selectman Dunn noted receipt of the correspondence as indicated.

1. Election of WPCA Officers - Mr. Dunn read the memo dated 02/29/16, for the record.
2. Lovett Smith 02/04/16 Letter - Mr. Dunn mentioned the letter dated 02/09/16 Re: Correspondence from Varchandra Inc; Lovett Smith.
3. Planning Commission 02/19/16 8-24 Referral Streetscape - Mr. Dunn noted that the Planning Commission has indicated that they are in favor of the project, as per their memo to the Board of Selectmen dated 02/19/16 Re: 8-24 Referral of STEAP Grant for Four Corners Streetscape Improvements.

MONTHLY FINANCIAL RESULTS: Update provided by Jay Wahlberg.

NEW ITEMS

2016 STEAP GRANT AWARD: State OPM STEAP Grant awarded in the amount of \$500,000 to begin the construction of the Streetscape Improvements for Brookfield Four Corners. **Selectman Slater made a motion that the Selectmen approve the State Department of Economic and Community Development Certified Resolution for the award of the STEAP grant. Selectman Flynn seconded the motion.** First Selectman Dunn stated that this is the STEAP grant which the Town had applied for in 2015, but the State has held off on awarding it until this year. Now, the Town will not be eligible to receive additional funding from STEP grant funds, due to budget matters at the State level. **The motion carried unanimously.**

POLICE DEPARTMENT OUTSIDE SERVICES FUND: Police Department Request for Outside Services Fund appropriation. **Selectman Flynn made a motion that the Selectmen approve and forward to the Board of Finance the Police Department's request for an appropriation of up to \$17,000 from the Police Outside Services Fund for the purpose of purchasing ancillary equipment to fully equip one of the Private Duty Fleet Vehicles to function as a separate [spare] patrol vehicle. Selectman Slater seconded the motion.** First Selectman Dunn stated that he has had a

conversation with Major Purcell regarding this request, and he believes it is a reasonable use of the funds, to provide an additional back-up patrol vehicle to the Department. **The motion carried unanimously.**

POLICE DEPARTMENT OUTSIDE SERVICES FUND: Police Department Request for Outside Services Fund appropriation. **Selectman Slater made a motion that the Selectmen approve and forward to the Board of Finance the Police Department's request for an appropriation of approximately \$90,000 from the Police Outside Services Fund for the purpose of contracting for a professional "Space Needs Study and Concept Drawings" for the evaluation of the existing police headquarters building. Selectman Flynn seconded the motion.** Selectman Flynn stated that the Police Department had discussed doing such a project in the past, and questioned whether the money had been in the budget and had been taken out at some point. First Selectman Dunn explained that this expense is requested from the Police Outside Services Fund, which is money collected by the Department through the completion and billing of private duty work. Mr. Dunn stated that the account currently has an approximate balance of \$330,000, and the Police Department is allowed to use these funds for capital projects only. He stated that at the end of the fiscal year, the Town can take back into the general fund any amount over \$150,000. Mr. Dunn noted that he is hopeful that remaining monies from this fund may be applied back to the general fund at the end of the year, provided there are no additional levies placed against it. Mr. Dunn explained that the Department's building needs work to meet the needs of current policing standards. **The motion carried unanimously.**

2016 REMEDIAL BOND PROJECT: Notice of Special Town Meeting and Resolution. **Selectman Flynn made a motion, in accordance with Charter requirements and state law, that the Board of Selectmen adopts the Resolution for Town Meeting and Referendum, draft Item 2, with the Town Meeting date to be held on Monday, March 21, 2016 at 7:00 PM in Meeting Room 133, with a suggested Referendum date of May 17, 2016. Selectman Slater seconded the motion, and it carried unanimously.**

BONDING/GENERAL FUND ISSUE: Update by the First Selectman. **Selectman Slater made a motion that the Selectmen approve hiring of an outside consultant to assist with the review of the \$3.3 million Bonding/General Fund Issue. Selectman Flynn seconded the motion.** Selectman Flynn asked if this motion should include an amount in the motion, and Mr. Dunn replied that he thinks the Board of Finance should have the option to review the matter also. Mr. Dunn stated that this is too much money not to look into, and the Town's people deserve answers on this matter. **The motion carried unanimously.**

UPDATES

HIGH SCHOOL CONSTRUCTION AUDIT ISSUE: Meeting with Commissioner Currey of State DAS, current status and next steps. First Selectman Dunn stated that during his meeting, he had been informed that the amount the Town now owes is down to \$900,000. The Town has now been granted the option to re-review this matter.

49 FEDERAL ROAD: Update in meeting packet from Attorney Jeff Sienkiewicz – Selectman Flynn stated that the Town is continuing negotiations on a piece of land which the Town owns and had been renting to a business owner in Town. He stated that there are many legal issues to be reviewed relative to this matter.

STREETSCAPE IMPROVEMENT PROJECT: Greg Dembowski presented an update. Mr. Dembowski shared a presentation with the Board, which included updating expense calculations, and timeline. He shared that the following people have been key to the discussions tonight: Howie Hantsch of Hantsch Electric, Rick Schreiner of HART, Nasib Najjir, Eversource, and the Zoning Commission. Hantsch Electric had been asked to complete cost estimates of owners' expenses to connect to underground electric. Mr. Dembowski has been working with Rick Schreiner of HART regarding the proposed bus stop location. Nasib Najjir has been working to complete estimates of expenses to move the electrical underground. The Zoning Commission has taken the action to come up with sign regulations for the Town Center District. He shared visuals with the Board, showing properties, on or having frontage on Route 202 within the phase one project scope, which map was labeled "Utility Pole Location". He presented an updated sheet outlining sources and uses of funds. Mr.

Dembowski stated that the Town had been hoping to receive both 2015 and 2016 STEAP grant funding, but only received one, due to State budget constraints. He explained that the Town will be applying for a LoCIP grant as follows: \$95,000 for the Town and \$10,000 for the Board of Education. Mr. Dembowski indicated that these funds are entitlement funds, and each Town has a certain amount to which it is entitled. Mr. Dembowski shared that Phase one of the Streetscape Project is short \$701,500, based on his calculations. He also shared documentation titled "Underground Utilities Option – Scope and Cost Comparison". Lastly, he presented a proposal entitled "Streetscape Project Schedule, Phase I", outlining a potential timeline for the work. First Selectman Dunn thanked Mr. Dembowski for his ongoing work on this project.

CONSENT AGENDA

BOARD OF SELECTMEN MEETING MINUTES: 02/01/16; 02/02/16; 02/16/16; 02/17/16; 02/22/16; 02/28/16; 02/23/16; 02/24/16; 02/25/16; 02/26/16; 03/03/16

Selectman Flynn made a motion to amend the minutes of the 03/03/16 meeting to also include the budget document [that the Selectmen had in front of them that is thirty to forty pages long] in addition to the highlight included in the motion for clarification. Selectman Slater seconded the motion, and it carried unanimously.

First Selectman Dunn made a motion to amend the minutes of 02/24/16. Where the motions list who is present, the three Selectmen are all listed as First Selectman. The record should show Sue Slater, Selectman; Marty Flynn, Selectman. The Board briefly reviewed the motions again. No second to the motion.

Selectman Flynn made a motion to approve the minutes [above, listed under Board of Selectmen Meeting Minutes] with the exception of the February 24, 2016 [meeting], where the minutes will be re-stated to indicate: "Present: Steve Dunn, First Selectman; Sue Slater, Selectman; Marty Flynn, Selectman." Selectman Slater seconded the motion, and it carried unanimously.

STAFFING CHANGES FOR THE MONTH OF FEBRUARY: First Selectman Dunn reviewed the following staffing changes:

- Kim Anderson – Part-Time Assessor's Aide
- Ken Baylor – Per-Diem Part-Time Dispatcher
- Michael Perrone – Per-Diem Part-Time Dispatcher

SELECTMEN APPROVALS FOR ROUTINE MATTERS:

1. Project Authorization Letter for Intersection and Streetscape Improvements on Route 202 at Route (Rights of Way Project)
2. CT DOT Grant Program: authorize the First Selectman's signature on the Grant Assignment Certification, Maintenance of Effort Certification and Incumbency Certificate for the Regional Grants Submission Application prepared by HART for a State Matching Grant Program to support bus service for seniors and persons with disabilities throughout the region.

Selectman Flynn made a motion to approve the routine matters item c, to include items 1 and 2 and items just previously discussed. Selectman Slater seconded the motion, and it carried unanimously.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS:

1. Major James Purcell as Deputy Emergency Management Director
- There was no discussion and no motion made regarding this agenda item.

ADJOURNMENT: Selectman Flynn made a motion to adjourn the meeting at 8:28 PM. Selectman Slater seconded the motion, and it carried unanimously.