

MINUTES
REGULAR BOARD OF SELECTMEN MEETING
BROOKFIELD TOWN HALL – 100 POCONO ROAD
MONDAY, NOVEMBER 7, 2016
ROOM 133 – 7:30 PM

CALL TO ORDER: First Selectman Steve Dunn called the meeting to order at 7:33 PM.

PRESENT: First Selectman Steve Dunn; Selectman Marty Flynn; Selectman Sue Slater; Controller Kimberly Siegrist; Video Recording Secretary Nina Mack; members of the public; Meeting Recording Secretary Emily Cole Prescott

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

MONTHLY AGENDA ITEMS

PUBLIC COMMENT: The following resident addressed the Board:

- Liv Casey of 2 Signal Hill Road

ANNOUNCEMENTS: First Selectman Dunn made the following announcements:

- Mr. Dunn encouraged residents to vote at the election, on November 8th from 6:00 AM to 8:00 PM at polling places (Huckleberry Hill Road and Brookfield High School).
- The Still River Greenway Ribbon Cutting Ceremony will be held on Saturday, November 19th at 10:00 AM at the bridge site, a short walk from the Town Hall parking lots heading north on the Greenway.
- The Brookfield Village Groundbreaking Ceremony will be held on Thursday, November 10th at 1:00 PM at 800 Federal Road and 7 Station Road.
- Meet the Selectmen will be held on Saturday, November 26th from 9:00 AM to 10:30 AM at Layla's Bakery.

CORRESPONDENCE:

- Letter from Rich Saluga dated 10/4/16 – Mr. Dunn noted receipt of Mr. Saluga's letter.
- Town Hall AED Replacement – The Board of Finance motion failed 2-4 to approve the funds for replacement of one of the Town Hall AEDs.

Mr. Dunn made a motion to switch the order of the agenda to have the finances [Monthly Financial Results] addressed before Department updates. Mr. Flynn seconded the motion, and it carried unanimously.

MONTHLY FINANCIAL RESULTS: Controller Siegrist presented the financial results. Mr. Dunn reported the taxable and non-taxable bond percentages.

DEPARTMENT UPDATE: Betsy Paynter, Manager of Community & Economic Development – Ms. Paynter presented an update on her first month as Manager. Her primary duties include compilation of an affordable housing moratorium, zoning regulations revision, Town Center revitalization development, and Town Center District DECD Brownfield Grant.

NEW ITEMS

HEALTH DEPARTMENT FEE INCREASES: Dr. Ray Sullivan, Director of Health, is requesting fee increases for Health Department inspections (last fee increases on 07/07/10). **Selectmen Slater made a motion that the Selectmen schedule a public hearing on Monday, December 5th at 7:00 PM in Meeting Room 133 to receive public comment and opinion regarding the proposed fee increases. Selectman Flynn seconded the motion.** Mr. Dunn noted that the Town has not revised the Health Department fees since 2010, and these increases are well in line with fees charged in other towns throughout the State. **The motion carried unanimously.**

2017 SMALL CITIES GRANT: The intent is to send out RFPs for a consultant to apply for a grant from the 2017 Small Cities Community Development Program in the amount of \$400,000. The consultant is paid from awarded grant and there are no application fees. The program allows eligible low and moderate income property owners to receive 0% interest. **Mr. Dunn made a motion that the Selectmen approve the Town requesting proposals from qualified firms or individuals for professional and technical services required to prepare a 2017 Small Cities Community Development Program Application and to provide administrative and technical support to implement related activities including program income during the contract period. Selectman Slater seconded the motion.** Upon inquiry from Mr. Flynn, Mr. Dunn noted that he has been managing the grant through his office, but he will also involve Betsy Paynter in the application process moving forward. **The motion carried unanimously.**

UPDATES

MODIFIED URANIUM ORDINANCE: Dr. Sullivan has requested that the hearing not be held this month because of new information received from the State.

CONSENT AGENDA

BOARD OF SELECTMEN MEETING MINUTES: 10/5/16; 10/7/16; 10/17/16; 10/18/16

SELECTMEN APPROVAL FOR ROUTINE MATTERS:

- Approval of new job description for Library Director

STAFFING CHANGES FOR THE MONTH OF OCTOBER:

- Betsy Paynter, Economic & Community Development Manager
- Robin Prunty, Town Clerk Aide
- Tina Cordeiro, Tax Collector Aide

DRIVEWAY BOND RELEASES:

- 17 Logging Trail Lane, Bond #2029 – Release of \$750,000

INLAND WETLANDS BOND RELEASES:

- 101 Obtuse Hill Road, Bond #201200680, Final Release of \$3,209.49

ZONING COMMISSION BOND RELEASES:

- 871 Federal Road (Riverview at Brookfield #200700243 – Final Bond Release of \$1,000)
- 398 Federal Road (Barnbeck Place) Bond #200401183 – Bond Release of \$262,567.
- 533 Federal Road, Bond #201500201, Bond Release of \$54,542.50.

CONSENT AGENDA MOTION: Selectman Slater made a motion to approve all items on the consent agenda. Selectman Flynn seconded the motion, and it carried unanimously.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS:

- Loretta Ball to the Arts Commission – **Selectman Flynn made a motion to appoint Loretta Ball to the Arts Commission. Selectman Slater seconded the motion, and it carried unanimously.**
- Catherine Malek to the Arts Commission – **Selectman Slater made a motion to appoint Catherine Malek to the Arts Commission. Selectman Flynn seconded the motion, and it carried unanimously.**
- Monica S. Pondiccio to the Retirement Benefits Advisory Committee [RBAC] – **Selectman Flynn made a motion to appoint Monica S. Pondiccio to the Retirement Benefits Advisory Committee [RBAC]. Selectman Slater seconded the motion, and it carried unanimously.**
- Marcia Wilkins, Reappointment to the Energy Ad-Hoc Committee – **First Selectman Dunn made a motion to reappoint Marcia Wilkins to the Energy Ad-Hoc Committee, and Selectman Slater seconded the motion. It carried unanimously.**

- Peter Donnelly, Reappointment to the Energy Ad-Hoc Committee – **First Selectman Dunn made a motion to reappoint Peter Donnelly to the Energy Ad-Hoc Committee. Selectman Flynn seconded the motion, and it carried unanimously.**

First Selectman Dunn made a motion to add to the agenda to discuss the Town's meeting schedule for next year. Selectman Slater seconded and the motion carried unanimously.

2017 BOARD OF SELECTMEN MEETING SCHEDULE: Mr. Dunn explained the purpose of this matter. **Selectman Flynn made a motion to accept the meeting calendar this year. Selectman Slater seconded the motion, and it carried unanimously.**

PUBLIC COMMENT: None.

EXECUTIVE SESSION: At 7:55 PM, Mr. Dunn made a motion to enter into executive session to discuss a personnel matter, and to invite Town Treasurer John Lucas. **Selectman Flynn seconded the motion, and it carried unanimously.** *At this time, audience members and those present left the meeting room. At 8:14 PM, Mr. Dunn opened the meeting room, and invited employees and the public back into the meeting room.*

Mr. Flynn made a motion to come out of executive session at 8:18 PM. Selectman Slater seconded the motion, and it carried unanimously. Mr. Flynn mentioned that no motions had been made during executive session.

ADJOURNMENT: At 8:20 PM, Selectman Flynn made a motion to adjourn the meeting. **Selectman Slater seconded the motion, and it carried unanimously.**

DRAFT