

**MINUTES**  
**BOARD OF SELECTMEN REGULAR MEETING**  
**BROOKFIELD TOWN HALL – ROOM 133**  
**MONDAY, FEBRUARY 6, 2017**  
**7:30 PM**

**CALL TO ORDER:** At 7:32 PM, First Selectman Steve Dunn called the meeting to order.

**PRESENT:** First Selectman Steve Dunn; Selectman Sue Slater; Selectman Marty Flynn; Town Attorney Thomas Beecher; Controller Kimberly Siegrist; Town Treasurer John Lucas; 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:

- Dr. Chris Kukuk of 4 Terry Lane

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

1. Referendum on Tuesday, February 7<sup>th</sup> for the Four Corners Streetscape Project Bonding – Phase 1 – Mr. Dunn encouraged residents to vote at the referendum on Tuesday, February 7, 2017. Mr. Flynn stated that much of the project is funded using grants.
2. Fundamentals of Economic Development Workshop on April 4<sup>th</sup> at 7:00 PM in Meeting Room 133 – Mr. Dunn stated that B. Paynter has established this workshop, and recommended that anyone interested attend.
3. BOS Budget Workshop Sessions scheduled – Mr. Dunn noted that the Board of Selectmen has scheduled budget workshop sessions.

**CORRESPONDENCE ADDRESSED TO THE BOARD OF SELECTMEN:** Mr. Dunn noted the following pieces of correspondence for the record:

1. WPCA letter dated 01/12/17 Re: Sewer Capacity – Mr. Flynn suggested that the Brookfield WPCA Chairman be invited to speak about sewer capacity. He noted concern about calculations including current and upcoming development, especially in the Town Center.
2. Board of Ethics Election of Officers for 2017

**MONTHLY FINANCIAL RESULTS:** Controller Kimberly Siegrist reported the Monthly Financial Results, through December 2016. Mr. Flynn requested a hard copy for review.

**TOWN DEPARTMENT UPDATE:** Chief Jay Purcell – Police Department – Mr. Dunn explained that the Board will be asking various departments to present updates at meetings throughout the year. Chief Purcell presented the Department's history, noting that 2017 marks the 40<sup>th</sup> anniversary of the Department's organization. He shared information about the Department's growth and expansion since that time, to meet the increasing needs of Brookfield's growing population. Chief Purcell also spoke about the Department's various community outreach programs, including events, unused prescription dropbox, and car seat fittings. Chief Purcell included information about the Department's future, noting the following: addition of a second canine unit to be funded by a 2016 bequest; replacement/upgraded radio system to meet technological demands; building facility needs. Chief Purcell mentioned that many of the Department's future needs have been noted in its ten-year capital plan. Chief Purcell noted the importance of a continued collaborative law enforcement environment.

**NEW ITEMS**

**COHEN AND WOLF, P.C. RETAINER AGREEMENT:** Cohen and Wolf to provide legal advice and counsel to the Town in connection with an application to the State for an affordable housing moratorium pursuant to CT General Statutes Section 8-30g-1. Mr. Flynn made a motion that the Selectmen retain Cohen and Wolf as Special Counsel for the Town's

**Affordable Housing Moratorium.** Ms. Slater seconded the motion. Ms. Slater asked if the Town Attorney had reviewed the agreement. *The vote on this motion was taken after discussion of the 2017 Community Development Block Grant, to give Town Attorney Beecher an opportunity to review the retainer agreement.*

**2017 COMMUNITY DEVELOPMENT BLOCK GRANT:** Public Hearing to be scheduled to discuss the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be part of the Town's application for funding. The hearing will also review and discuss the Town's prior Small Cities projects. The Town anticipates applying for the maximum grant amount of \$400,000 under the housing rehabilitation category, and will create a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program. **Ms. Slater made a motion that the Selectmen schedule a Public Hearing on March 6, 2017 at 7:00 PM in Meeting Room 133 to discuss the 2017 Community Development Block Grant program. Mr. Flynn seconded the motion.** Upon inquiry from Mr. Flynn, Mr. Dunn explained the purpose of this grant program. **The motion carried unanimously.**

**COHEN AND WOLF, P.C. RETAINER AGREEMENT (CONTINUED DISCUSSION):** Town Attorney Beecher reported that based on his review, this document is a standard retainer agreement. **The motion carried unanimously, 3-0.**

**10-YEAR CAPITAL PLAN:** Review and discussion of the Town's 10-Year Capital Plan – General Fund Bonded Debt Analysis past, present and into the future. Mr. Dunn noted that he has sent this plan to the Board of Selectmen and the Board of Finance. Mr. Flynn asked how projects will be prioritized. It was noted that this document will be reviewed in detail. Mr. Dunn also noted the need to have ongoing discussions about this document, and indicated the need to continually update the plan as departments obtain more detailed information about their projects. Mr. Dunn suggested that the Board of Selectmen and Board of Finance host a joint meeting to discuss this plan.

**2017 AMERICA THE BEAUTIFUL URBAN FORESTRY GRANT APPLICATION:** Grant Application administered by CT DEEP Division of Forestry and to be submitted by Dennis DiPinto, Director of Parks and Recreation. **Mr. Flynn made a motion that the Selectmen empower the First Selectman to execute and deliver in the name of and on behalf of the Town to accept the grant; if awarded, in the amount of \$5,877 for the planting and maintenance of 27 trees along the Northern Still River Greenway. Ms. Slater seconded the motion.** The purpose of this application is to beautify the Still River Greenway. **The motion carried unanimously.**

**UPDATES:** None.

### **CONSENT AGENDA**

#### **SELECTMEN APPROVAL FOR ROUTINE MATTERS**

1. Senior Nutrition Services Site Host Agreement – Approval for the First Selectman to sign the CW Resources, Inc. yearly Agreement that provides meal services to participating seniors at the Senior Center.

#### **STAFFING CHANGES – NEW HIRES/PROMOTIONS/EMPLOYEE AGREEMENTS**

1. Part-time Student Intern from WestConn in Finance Department, effective 02/07/17
2. Thomas Robbins, new Police Officer, effective 12/21/16
3. Peter Frengs, promotion to Police Captain and Employment Agreement, effective 02/08/17
4. Abbey Lynch from part-time to full-time at the Library, effective 01/01/17

#### **BOARD OF SELECTMEN MEETING MINUTES**

1. January 9, 2017 Board of Selectmen Meeting Minutes
2. January 10, 2017 Special Board of Selectmen Meeting Minutes

#### **ZONING COMMISSION BOND RELEASES**

1. 17 Logging Trail Lane #201301039 Final Bond Release of \$5,600

Mr. Flynn made a motion that the Selectmen approve all items on the consent agenda, A-D. Ms. Slater seconded the motion. Mr. Dunn stated that the Police Department and Police Commission have recommended promotion of Peter Frengs to the role of Police Department Captain. The motion carried unanimously.

#### ADDITIONAL MONTHLY AGENDA ITEMS

##### APPOINTMENTS:

1. Brookfield Housing Authority – Appointment of Masarrat Quaisar to fill a vacancy – Mr. Dunn made a motion to appoint Masarrat Quaisar to fill a vacancy on the Brookfield Housing Authority. Ms. Slater seconded the motion, and it carried unanimously.
2. Zoning Board of Appeals – Appointment of Gary Lorentson to fill a vacancy as a regular member – Mr. Dunn made a motion to table this item, due to a possible conflict of serving on two boards. Mr. Flynn seconded the motion, and it carried unanimously.

Mr. Dunn made a motion to add an item to the agenda for a request for appropriation of \$9,500 from the Police Department outside services fund. Mr. Flynn seconded the motion. Chief Purcell addressed the Board, explaining the purpose of the request. The motion carried unanimously.

##### APPROPRIATION REQUEST OF \$9,500 FROM POLICE OUTSIDE SERVICES FUND:

Mr. Dunn made a motion to approve the request [for an appropriation of] \$9,500 from the Police Outside Services Fund for the purpose of purchasing UTM simunition style training gear and supplies for the department's P320 Sig Sauer handguns and AR-15 style rifles. Ms. Slater seconded the motion, and it carried unanimously.

PUBLIC COMMENT: None.

ADJOURNMENT: At 8:18 PM, Mr. Flynn made a motion to adjourn the meeting. Ms. Slater seconded the motion, and it carried unanimously.