

**MINUTES
REGULAR MEETING
BOARD OF SELECTMEN
BROOKFIELD TOWN HALL – ROOM 133
MONDAY, MAY 1, 2017
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 Marty Flynn; Selectman Sue Slater; Town Attorney Tom Beecher; 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: There was no public comment at this time.

ANNOUNCEMENTS: First Selectman Dunn made the following announcement:

1. Annual Town Meeting on Tuesday, May 2, 2017 at 7:00 PM, at the Brookfield High School Auditorium to schedule Budget Referendum on Tuesday, May 16.

Ms. Slater made the following motion to add the following two items to the agenda and to vote on each of the two items separately:

To consider and act upon a motion to ratify and approve the correction of the Notice of Annual Town Meeting and Budget Resolutions to state that the Town portion of the budget is \$23,898,673.

- 1.) Ms. Slater moved to ratify and approve the correction of the Notice of Annual Town Meeting and Budget Resolutions to state that the Town portion of the budget is \$23,898,673, and
- 2.) To authorize the First Selectman to cause to be published a second or additional notice of the Annual Budget Referendum. Mr. Flynn seconded the motion. Mr. Dunn explained that the total amount listed in the notice sent to the public was correct, but capital and debt service had not been included so this needs to be published to avoid confusion. This will be published in the newspaper two times to ensure that residents are properly notified. **The motion carried unanimously.**

Ms. Slater made a motion to vote on the first section of the above motion, to change the Town budget amount. Mr. Flynn seconded the motion, and it carried unanimously.

Ms. Slater made a motion that the Board of Selectmen authorize the First Selectman to cause to be published a second or additional notice of the Annual Budget Referendum. Mr. Flynn seconded the motion, and it carried unanimously.

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

1. Planning Commission memo regarding the Streetscape Project Update and 8-24 Referral
2. Planning Commission memo regarding publication of agendas and minutes of all Boards, Commissions and Groups in Town that hold Public Meetings. Mr. Dunn noted that he will ask each of the Boards and Commissions to submit their documentation to be put on the website. It was noted that currently, each of the Board's Secretaries is responsible to post the minutes online in a timely manner.

Mr. Dunn made a motion to move to discussion of agenda item 2.c., for discussion of Police Outside Services Fund [requests]. Ms. Slater seconded the motion, and it carried unanimously.

POLICE OUTSIDE SERVICES FUND: *Jay Purcell, Chief of Police, presented details about each of the following requests.* Chief Purcell indicated that due to timing, the Police Commission will receive this formal request after the Board of Selectmen's meeting. However, each request has been previously discussed with the Police Commission.

- An appropriation of \$30,000 for the purchase of Radio Antenna System Components for installation on the cell tower to be constructed behind the Pocono Road firehouse – The purpose is to request capital funding for the purchase of various Radio System Components and Supplies, to be mounted on the Homeland Towers Cell Tower under construction on town property in the rear of the Pocono Road firehouse. This request, due to the timing of construction of the cell tower and the agreement by the tower owner to install required components, at no cost to the Town, is being brought forward at this time to save the Town the cost of installation of the components on the tower at a later date – upwards of \$15,000 to \$20,000 in savings, if the choice is to pursue the work now.
- An appropriation of \$41,020.90 for the purchase of a Taser 60 Plan for the purchase of 30 Tasers and associated holsters, cartridges and software – The purpose of this request is for capital funding for the purchase of a "Taser® 60" 30-Unit Plan. Uniformed patrol officers are currently trained in the use of, and carry, older model Taser® X26 electronic control weapons as a part of their standard equipment. The current inventory of ten Taser® X26 units is between four and seven years old, has been in continuous use by multiple officers, and are out of warranty. Costly repairs of three of these units have recently been required. This proposal would equip each uniformed patrol officer with his/her own individually assigned modern Taser® X26 P model unit and provide five units to be used as spares or by unassigned/trained personnel, from time to time. This would mirror the agency's current practice for firearms and portable radio issue and will extend the useful life of the units allowing the Department to phase in a structured replacement programming, beginning in year six of the program.
- An appropriation of \$20,000 for the purchase of "Class A" Dress Uniforms and associated leather wear for police officers (40 sets) – The purpose of this request is for capital funding for the department-wide purchase of a Class-A dress uniform blouse jacket and associated leather goods. The Brookfield Police Department is the only police agency in the area (including Bethel, Danbury, New Milford, Ridgefield, Newtown and the Connecticut State Police) that does not have a formal dress uniform. Class-A uniforms are worn at formal occasions such as funerals, awards ceremonies, parades, etc. The Department celebrates its 40th Anniversary of the Formation of the Organized Brookfield Police Department in 2017, which would provide an ideal occasion upon which to complete the departmental uniform. The Class A dress uniform would fall outside of the purpose of the annual uniform contractual allowance for maintenance of the uniform issued at hire, to all officers. For future hires, the Class A Blouse Jacket would be part of the initial issue.

An approved use of the police outside services account is to fund such capital requests. Revenue in this fund is generated by private duty work performed by the Police Department. **Mr. Dunn made a motion to approve all three of the aforementioned items. Mr. Flynn seconded the motion, and it carried unanimously.** Ms. Slater noted that these expenses will not be funded by the operating budget. **The motion carried unanimously.**

MONTHLY FINANCIAL RESULTS: *This item was discussed toward the end of the meeting, after appointments.*

NEW ITEMS

STATE MATCHING GRANT PROGRAM FOR ELDERLY AND DEMAND RESPONSE TRANSPORTATION: CT DOT Grant Program – This yearly program provides matching funds for transportation of seniors and persons with disabilities to each municipality based on the land area and population of those over age 60. **Mr. Flynn made a motion that the Selectmen approve the Grant program and sign off for the MGP Certifications [Maintenance of Effort Certification, Grant Assignment Certification, Assignability Certification, and Program Budget]. Ms. Slater seconded the motion.** Mr. Dunn indicated that he has spoken with Senior Center Director Ellen Melville about this program, but at this time, there is no need to expand the current program. **The motion carried unanimously.**

2017 NEIGHBORHOOD ASSISTANCE ACT: The NAA Program is a State program whereby eligible proposals are able to receive donations from various persons or organizations. Persons making a donation are able to receive a tax credit. The Town as a municipal agent oversees implementation of the program and is required to hold a public hearing. **Ms. Slater moved that the Selectmen make a motion to schedule a public hearing on Monday, June 5, 2017 at 7:15 PM in Meeting Room 133 for the purpose of receiving public comment on a proposal submitted by the Regional YMCA of Western CT for their Annual Support Campaign in the amount of \$150,000. Mr. Flynn seconded the motion, and it carried unanimously.**

POLICE OUTSIDE SERVICES FUND: *This item had been discussed above, after correspondence.*

UPDATES

CHARTER REVISION COMMISSION: The Charter Revision Commission presented their draft report and recommendations to the Board of Selectmen on April 3rd. **Mr. Flynn made a motion that the Selectmen schedule a public hearing on Thursday, May 11, 2017 at 7:00 PM, in Meeting Room 133, for public comment and opinion on the Charter Revision Commission Draft Report. Ms. Slater seconded the motion, and it carried unanimously.**

WETLANDS PERMIT TRANSFER FEE & LAND USE AGENCY FEES: Public hearing held prior to the Board of Selectmen meeting for a request from the Inland Wetlands Commission for an amendment to Ordinance Section 127-7 to enable the Wetlands Enforcement Officer to make the determination and approve a permit transfer, which is a name transfer, as an agent duty and recommend to the BOS to establish a fee for the Wetlands permit transfer in the amount of \$25. **Mr. Dunn moved that the Selectmen approve the amendment to Ordinance Section 127-7 to establish a fee for the Wetlands permit transfer in the amount of \$25. Ms. Slater seconded the motion. Mr. Dunn stated that this change will allow an individual to transfer a permit for the amount of \$25. The motion carried unanimously.**

Public Hearing held prior to the BOS meeting for a proposed Ordinance (New Section 127-5) for Land Use Agency Fees to be duly determined and set by Land Use Boards and Commissions (Inland Wetlands; Planning; Zoning; Zoning Board of Appeals). **Mr. Dunn made a motion that the Selectmen approve the deletion of former Section 127-5 Subdivision Applications and replace with Section 127-5 Land Use Agency Fees. Ms. Slater seconded the motion. Mr. Dunn noted that this will allow the Boards to move more efficiently by controlling their own fee schedules. The motion carried unanimously.**

CONSENT AGENDA

SELECTMEN APPROVAL FOR ROUTINE MATTERS:

1. State DOT Project Authorization Letter for Federal Road (Route 202), Whisconier Road (Route 25) and Station Road Intersection and Streetscape Improvements
2. Agreement for Professional Services by and between Town of Brookfield and Taxserv Capital Services LLC

BOARD OF SELECTMEN REGULAR MEETING MINUTES:

1. April 3, 2017

EXCAVATION BOND RELEASES:

1. 6 Old Woods Road #04-17-17 Release in the amount of \$1,000

EMPLOYEE CHANGES:

1. Savannah Gallipoli, Student Intern to Part-time Staff Accountant – 02/06/17
2. Yvonne Cech, Library Director – 03/27/17
3. Tammie Fiske, Assessor – 03/31/17
4. Alice Dew, promoted to Land Use Director – 04/03/17
5. Kelsey Sullivan, Police Officer – 04/24/17

CONSENT AGENDA MOTION: Ms. Slater made a motion to approve all items on the consent agenda. Mr. Flynn seconded the motion. Mr. Dunn briefly reviewed the items on the consent agenda, as noted above. The motion carried unanimously.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS:

1. Lake Lillinonah Authority – Ms. Slater made a motion that the Selectmen appoint Drew Davies (I) to the Lake Lillinonah Authority. Mr. Flynn seconded the motion. The motion carried unanimously.
2. Energy Ad-Hoc Committee – Mr. Flynn made a motion that the Selectmen appoint Chris D'Arco (R) to the Brookfield Energy Ad Hoc Committee. Ms. Slater seconded the motion, and it carried unanimously.
3. Library Board of Trustees – Ms. Slater made a motion that the Board of Selectmen appoint Jessely Pineda (U) as alternate to the Library Board of Trustees, as recommended by the Library Board of Trustees. Mr. Flynn seconded the motion, and it carried unanimously.
4. Municipal Building Committee – Mr. Flynn made a motion that the Board of Selectmen appoint Carlos Cadena (D) as alternate on the Municipal Building Committee, as recommended by the Democratic Town Committee. Ms. Slater seconded the motion, and it carried unanimously.
5. Planning Commission – Ms. Slater made a motion that the Board of Selectmen appoint Paul Barba (D) as alternate on the Planning Commission, as recommended by the Democratic Town Committee. Mr. Flynn seconded the motion, and it carried unanimously.
6. Conservation Commission – Ms. Slater made a motion that the Board of Selectmen appoint Tony Cappiello (D) as alternate on the Conservation Commission, as recommended by the Democratic Town Committee. Mr. Flynn seconded the motion, and it carried unanimously.
7. Zoning Board of Appeals – Mr. Flynn made a motion that the Board of Selectmen appoint Joe Fuccillo (D) as a regular member on the Zoning Board of Appeals, as recommended by the Democratic Town Committee. Ms. Slater seconded the motion, and it carried unanimously.

UPDATES

STREETSCAPE PROJECT PHASE II: Mr. Dunn reported that the Town had applied for a 50/50% matching TAP grant. The Town had previously approved the expenditure of \$475,000 for the 50% matching funds. This project has become the number-one project as recommended by WestCOG and the State of Connecticut. The Town has been awarded \$875,000 of grant funding for the project with the Town's \$475,000 match for a total of \$1,340,000 to pay for Phase Two. Mr. Dunn and Mr. Dembowski have started the RFP process. A crosswalk for the Still River Greenway to the west side of the road will need to be installed. There are now discussions under way with a developer for a potential grocery store proposal, with a crosswalk and stop light near the Still River Greenway across from Laurel Hill Road. The original plan calls for the crosswalk near the north side of the Still River Greenway, which plan may change as new development continues.

STREETSCAPE PROJECT PHASE I: Mr. Dunn reported that Eversource has verbally informed the Town that the money paid for the underground electrical plan fees will be re-applied to the relocation of several telephone poles in the Town Center. Mr. Dunn noted the amount of work involved with relocating each telephone pole.

MONTHLY FINANCIAL RESULTS: Controller Siegrist presented the March 2017, period nine financials. Mr. Dunn reported that the Town will be over-budget on Employee Benefits costs by about \$400,000. Two possible explanations are that the current budget does not include the amount of money employees pay toward their benefit, which is about \$340,000 and would make up the bulk of the amount the Town will be over budget. The Town had moved from a self insured to the Connecticut Partnership Plan. There will be about \$492,000 remaining that the Town may not have to pay out for remaining claims. All other budget items should be on target.

PUBLIC COMMENT: There was none at this time.

ADJOURNMENT: At 8:08 PM, Mr. Flynn made a motion to adjourn the meeting. Ms. Slater seconded the motion, and it carried unanimously.

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