



SELECTMAN'S OFFICE  
174 Main Street  
Deep River, Connecticut 06417

## BOARD OF SELECTMEN DEEP RIVER TOWN HALL

Regular Meeting – January 11, 2011

**ATTENDANCE:** Selectmen Dick Smith, Art Thompson, Dave Oliveria. Also:  
Margo Hilfinger, Richard Strukus, Nancy Fischbach, Jane Moen,  
Norman Bouchard.

This regular meeting was called to order at 6:40 pm by Dick Smith.

**MINUTES:** Regular Meeting – December 28, 2010

A motion was made by Dave Oliveria and seconded by Art Thompson to approve the minutes of 12/28/2010 meeting with the following correction. An updated copy of the charge for the Firehouse Study Committee dated 12/17/2010 was provided by Oliveria and is included in the minutes. To see actual draft, refer to page 3 at the end of these minutes.

**APPROVED 3-0**

### **APPOINTMENTS:**

A motion was made by Dave Oliveria and seconded by Art Thompson to approve the appointment of Darlene Pollock to the Board of Assessment Appeals. Pollock will fill the unexpired term created by the resignation of Tom Griffin.

**APPROVED 3-0**

### **Design Advisory Board Guidelines**

Nancy Fischbach provided the Board of Selectman with a copy of a Statement of Purpose & Job Description for the Design Advisory Board. The Planning and Zoning

bos 1/14/2011

Commission established guidelines for the DAB to avoid any confusion as to the board's responsibilities.

After a lengthy discussion concerning the proposed guidelines for the Design Advisory Board, the Board of Selectman agreed to table any action until their next regular meeting on 1/25/2011. Fischbach was asked to forward copies of the proposed guidelines to the Design Advisory Board for their review. To see actual Statement of Purpose & Job Description, refer to pages 4 – 6 at the end of these minutes.

### **ANY OTHER BUSINESS TO COME BEFORE THE BOARD – Audience of Citizens:**

Thompson commented on the recent shooting in Arizona and the tone among politicians. Thompson stated, "That this is not the case in Deep River, in fact you wouldn't even know which political party most elected officials and board and commission members belong to". Thompson used two examples; (1) The BOF which consist of six members, four democrats and two republicans, voted a republican as their chairman and (2) Oliveria who has worked with him on many issues and even though they don't agree on every issue, the BOS have worked well together. Smith agreed with Thompson stating that Deep River and its residents are the beneficiaries of that cooperation.

Smith advised the BOS that Rich Strukus' concerns have been addressed with regards to the two trees located by a culvert on Hemlock Drive of which have been removed. The curb along Main Street will be addressed in the early spring.

Jane Moen expressed her concern about sidewalks not being cleared by residents after snow storms and asked if we could pass a town ordinance forcing them to. Smith stated that an ordinance was proposed many years ago and residents didn't approve it.

Smith also advised Moen that he has looked at various pieces of equipment available for clearing sidewalks as well as cost and at some point in a future budget, money would be appropriated.

### **ADJOURNMENT**

A motion was made by Art Thompson and seconded by Dave Oliveria to adjourn at 7:15 pm.

**APPROVED 3-0**

Richard H. Smith  
First Selectman

bos 1/14/2011

The Board of Selectmen commissions the Firehouse Study Committee to evaluate and determine the town's fire fighting / protection needs over the next twenty years. The study will be in two phases, with the results of Phase I providing the requisite information to pursue Phase II.

### ***Phase I Charter – Equipment / Apparatus Requirements***

The Fire Department Study Committee is tasked with:

- Performing a thorough evaluation / study of Deep River Fire Department's equipment / apparatus / manpower needs to adequately respond to all areas within town limits.
- The study will include current needs and will project future needs through 2031 with consideration towards population / structures growth & shift within town limits.
- Resources available to the committee include ISO, Kemco Insurance, experience of similar town fire departments, applicable state standards, statutory requirements, etc.
- The committee will provide a report / presentation to the Board of Selectmen (& BOF) within Three months of this commission. This documented / referenced / footnoted report will provide the foundation for Phase II. The report will include a recommended twenty-year plan for equipment/apparatus acquisition and / or replacement.

Sample Needs Table

<b><i>Equipment / Apparatus</i></b>	<b><i>2011</i></b>	<b><i>2016</i></b>	<b><i>2021</i></b>	<b><i>2026</i></b>	<b><i>2031</i></b>
Ladder Truck (20 year life)	2	2	2	3	3
Pumper Truck (15 year life)	2	2	2	2	2
Rescue Truck (18 year life)	1	1	1	2	2
Etc					

### ***Phase II Charter – Building Requirements***

The Fire Department Study Committee is tasked with:

- Performing a thorough evaluation / study of Deep River Fire Department's facility / building needs to adequately house and protect the equipment / apparatus identified in Phase I, as well as determine offices, training room(s), storage and other spaces as appropriate.
- The study will include current needs and will project future needs through 2031 with consideration towards population / structures growth & shift within town limits.
- Resources available to the committee include Report from Phase I, comparison with similar sized town fire departments, etc.
- The study will include an Assessment of Alternatives that takes into consideration adding to existing structure(s), new construction, relocation and consolidation.
- The committee will provide a report / presentation to the Board of Selectmen (& BOF) within six months of commission. The report will provide a twenty-year facility requirements plan that supports equipment / apparatus identified in Phase I and should describe alternatives that were considered in the study.

## **Design Advisory Board Statement of Purpose & Job Description**

Approved by the Board of Selectmen on \_\_\_\_\_

The Design Advisory Board (DAB) was established by the Board of Selectmen to provide informal and advisory recommendations to developers and property owners on commercial development, redevelopment, and changes to existing structures and improvements within Commercial and Industrial Districts. Reviews may consider construction and reconstruction which is visible from a public way within such districts and when such improvements require the issuance of a Special Permit by the Planning & Zoning Commission (PZC). The DAB may also be asked by PZC to comment on residential Special Permit proposals within the Gateway Conservation Zone as well as other applications and by the Board of Selectmen for Town of Deep River projects.

It is the intent of the Board of Selectmen and the Planning & Zoning Commission to minimize expense for applicants and therefore reviews should be conducted prior to zoning application ("pre-application") whenever possible. Applicants are encouraged to come to the Design Advisory Board with proposals while at the conceptual stage, before incurring the expense of detailed drawings.

The Design Advisory Board has no regulatory powers. Its scope shall be limited to those aesthetic considerations which are outside of Planning & Zoning's statutory regulations and responsibilities.

The purpose of the DAB is to encourage architectural design in harmony with the surrounding neighborhood and with the character of Deep River. The intent is not to advocate historically accurate design or duplication of architectural detail of other structures within town, but rather to encourage the use of elements that are common or otherwise compatible to and appropriate for the existing streetscape and to minimize the removal of historic, traditional or significant structures while enhancing pedestrian access to downtown and providing an overall aesthetic atmosphere that will help attract new homeowners, tourists and businesses.

The Goals of the Design Advisory Board are:

1. To provide guidance to property owners and developers at an early stage, prior to application to PZC whenever possible.

2. To establish clear, concise and reasonable design review guidelines supporting Deep River's design objectives and Economic Development goals.

### Design Guidelines

Working with the Planning & Zoning Commission, the DAB will devise design criteria that will be considered in making recommendations, such Guidelines being subject to the approval of PZC and the Board of Selectmen. Categories for standards would include:

#### Site Design Aesthetics

Building Design relative to the surrounding terrain and to nearby buildings with which there is a functional or visual relationship.

#### Architectural Elements

In general spaces, structures and related site improvements in public view should be designed to be consistent with the elements of the neighborhood in and around the proposed development

### Membership

The DAB shall consist of five members and two alternates appointed by the Board of Selectmen. All regular members and alternates should have some background in architecture, landscape architecture, site planning, engineering, town planning, graphic or interior design, historic preservation and other related fields or shall have otherwise demonstrated a high level of interest and commitment to the work of the DAB. In order to ensure the diversity of members on the DAB, at least four members and alternates shall have been advanced by the Deep River Historical Society, the Deep River Land Trust, the Planning and Zoning Commission, and the Economic Development Commission/Merchants Association. All members shall be electors of Deep River.

The DAB members shall elect a Chairman, Vice Chairman and Secretary every two years to call and preside at the meetings, the dates of which are set as required.

Membership terms will be for two years with a three-term limit.

Three members and one alternate member shall be appointed for an initial term of two years, and two members and one alternate member shall be appointed for an initial term of one year. Following the expiration of the initial terms in office, all subsequent appointments shall be for a term of two years. Any vacancy on the Board shall be filled by the Board of Selectmen for the unexpired portion of the term with a candidate who meets the criteria noted above.

### Process

Any property owner or developer with a proposal to be reviewed by DAB shall submit to the Design Advisory Board plans for proposals no later than the same day submission is made to the Deep River Planning and Zoning Commission, with applicants strongly encouraged to submit conceptual drawings for review prior to the preparation of those plans and documents which are required for application to Planning & Zoning. Projects with substantial new construction should be submitted to the Design Advisory Board prior to submission to the PZC to provide early review of preliminary plans when revisions can be made easily and inexpensively.

Applicants are encouraged to provide photographs of the site showing its relationship to its surroundings and samples or descriptions of proposed materials and colors.

In order to provide time for changes to proposals before PZC consideration, reviews are best conducted prior to submission of zoning application. If review is conducted post-application, the DAB shall meet with the applicant not fewer than 14 days prior to a PZC Public Hearing or if no hearing is scheduled, not fewer than 14 days before the meeting at which a Planning and Zoning decision may be made. Since PZC may not consider either an applicant's compliance with DAB recommendation or the merits of the recommendations themselves, the DAB shall advise the Planning and Zoning Commission only whether or not it met with the applicant.

The recommendations of the Design Advisory Board are not binding. Furthermore, should a DAB recommendation contradict a zoning regulation, the zoning regulation would prevail. An application may be approved by the PZC even if it does not incorporate any or all of the DAB's recommendations. Any changes to a proposal once it has been approved by Planning & Zoning would require a new application.