

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, SEPTEMBER 6, 2016
TOWN OFFICE BUILDING - 5:30 P.M.

Call to Order: First Selectman Leo Paul, Jr. called the meeting to order at 5:30 p.m. Selectmen present were Jonathan Tarrant, Diane Knox and Jeffrey Zullo. Paul Parsons was absent.

Approval of Minutes: **Motion:** J. Tarrant moved to adopt the regular August 16, 2016 meeting minutes, and D. Knox seconded. All voted aye except J. Zullo, who abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: Mr. Paul asked that Item b) under New Business, "Award Bid for West Street/Route 202 Sidewalk Project" be removed from the agenda, as Public Works Director Raz Alexe has met with the CT DOT and there are required changes that call for a rebid. **Motion:** J. Zullo moved to remove New Business Item b) from the agenda, and J. Tarrant seconded. All voted aye and the motion carried.

Mr. Paul said there was another meeting on the Foothills Trader today, and it will not be going out in the mail. The understanding now is that there will be a sticker on the plastic bag with a customer service number that gives the customer the option to cancel service. There will be another meeting in 60 days to follow up. He again urged the Selectmen to forward the phone number to those who would like to be removed from the list. He is not happy with this compromise, but will work with them. J. Tarrant said he remembered they promised to put the label on the bags a while ago. Mr. Zullo said that although people are calling, they are still not being removed from delivery. Mr. Paul said the Selectmen should forward those names to him, and he will call on their behalf.

Resignations

a) David W. Geiger from Board of Finance, effective 10/31/16: The board noted Mr. Geiger's resignation with regret. Mr. Paul said there are a couple names to consider for appointment by the Board of Selectmen, and there may be more.

b) Judith M. Hogan from Social Service Board, effective 8/17/16: received and noted.

Interviews, Appointments & Reappointments

a) Interview Carol Gillette-Lamond for Litchfield Prevention Council, alternate, term 6/2017: Ms Gillette-Lamond said she is a certified substance abuse counselor and teacher with Masters in Special Education. **Motion:** J. Tarrant moved to appoint Carol Gillette-Lamond to the Litchfield Prevention Council, alternate member, with term ending 6/2017. D. Knox seconded, all voted aye and the motion carried.

b) Interview Margaret Miner for Beautification Commission, regular member, term 2/2019: Mr. Paul said no interview was necessary, as everyone knew Margie Miner. **Motion:** J. Zullo moved to appoint Margaret Miner to the Beautification Commission as a regular member with term expiration of 2/2019. J. Tarrant seconded, all voted aye and the motion carried.

- c) Appoint Raz Alexe to Interlocal Advisory Board for Bantam Lake Jambs as PWD/Engineer
- d) Appoint Raz Alexe to Capital Improvements Committee as PWD Liaison
- e) Appoint Raz Alexe to the Bridge Committee as PWD Liaison

Motion: J. Zullo moved to appoint Raz Alexe to the Interlocal Advisory Board for Bantam Lake Jams as PWD/Engineer with term expiration of 11/2017; and further to appoint him to the Capital Improvements Committee as PWD Liaison with term expiration of 11/2017; and further to appoint him to the Bridge Committee as PWD Liaison (no term expiration). D. Knox seconded, all voted aye and the motion carried.

f) Appoint Paul Gibb to Local Emergency Preparedness Committee as Emergency Management Director: Mr. Paul explained that Mr. Gibb is currently our part-time Emergency Management Director. **Motion:** D. Knox moved to appoint Paul Gibb to the Local Emergency Preparedness Committee as Emergency Management Director. J. Torrant seconded, all voted aye and the motion carried.

g) Appoint Mark Cattey to Local Emergency Preparedness Committee as East Litchfield Fire Chief

h) Appoint David Rogers to Local Emergency Preparedness Committee as Litchfield Fire Chief

i) Appoint Ryan Crichton to Local Emergency Preparedness Committee as Northfield Fire Chief

Motion: J. Zullo moved and J. Torrant seconded a motion to appoint Mark Cattey, David Rogers and Ryan Crichton to the Local Emergency Preparedness Committee as listed above in Items g), h) and i). Their terms expire when they leave their posts. All voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 6/7/16 ZBA minutes; 7/26/16 Conservation Commission minutes; 7/28/16 Board of Fire & EMS Commission minutes; 8/10/16 Inland Wetlands minutes; 8/11/16 WPCA minutes; 8/18/16 Sandy Beach Commission minutes; 6/29/16 & 7/27/16 Economic Development Commission minutes; 8/10/16 regular & 8/25/16 special BOE minutes

Green Team Update: J. Zullo reported that progress on the school lighting retrofit project is almost complete. Greenleaf also added stage lights and lights at the concession stand at Community Field at no extra charge under the contract. The Board of Education is tracking their charges against the account monthly to see how it is performing to the plan. He said they need Town staff to do data entry into Portfolio Manager, the Eversource program for tracking expenditures. The BOE is doing it on their side, and we need someone on the Town side to do the same. BOE Business Manager David Fiorillo said he would be happy to train someone on the program. The WPCA will also have to track theirs. Bantam Borough is tracking theirs. He added that Greenleaf did audits of the Town buildings for the same lighting program the schools used. Payoffs in 4-5 years would net savings of \$2,400 for Public Works, \$1,800 for WPCA and \$1,000 for Town Hall per year. He then said Center School is getting its Energy Star certification. Regarding the solar cell program through Greenskies Energy, Mr. Paul said the roof proposed at the high school would be too costly. The WPCA proposal is still on the table and being discussed within the WPCA.

Town Facilities Committee Update: J. Zullo said the final report has been received last Wednesday from the architect, DRA, but was not reviewed at the meeting that night. It will be discussed and accepted or rejected at a future meeting. They also received a report from architect John Martin on Town Hall building cost updates, and his cost came in at \$5.9 million, \$900,000 higher than the cost from 2012. Chairman Buckley would like to wrap up the Committee's work in the next couple months.

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Bantam Lake Authority: 1 member 12/2016

Beautification Commission: 2 alternates 2/2019

Board of Ethics: 2 alternate members 6/2017, 6/2019

Cable TV Advisory Council: 1 member 6/2017

Capital Improvements Committee: 2 citizens at large

Conservation Commission: 1 regular members 12/2016; 2 alternate members 12/2018
Economic Development Commission: 2 alt. members 6/2018, 6/2017
Inland Wetlands: 1 alternate member 6/2017
Interlocal Advisory Board (Jambs): PW Dir/Eng./Construction, and 1 BLA member
Litchfield Prevention Council: 1 regular member 6/2018
Milton Historic District Commission: 3 alternate members 1/2018, 1/2018, 1/2019
Northwest CT Convention & Visitors Bureau: 1 member 9/2018
Park & Recreation: 1 regular member; 2 alternate members: 6/2017, 6/2018
Pension Commission: 1 alternate member 3/2019
Recycling Committee: 5 members: two 2/2016, one 2/2017, two 2/2018
Social Services Board: 1 member 2/2017
Veteran's Advisory Committee: 2 regular members 8/2016, 8/2018; 2 alternate members 8/2018
Water Pollution Control Authority: 1 alternate member 1/2016
Zoning Board of Appeals: 1 regular member 3/2021; 2 alternate members 3/2020

Tax Refunds: Motion: J. Tarrant moved to approve the 10 refunds, as presented by the Tax Collector, in the total amount of \$247.18. D. Knox seconded, all voted aye and the motion carried.

Transfers

a) **Transfer #5 - \$73,950 Year End Adjustments:** Mr. Paul said this is where the Town balances its books for the year and goes to Town Meeting for approval. Motion: J. Zullo moved to approve the 2015/16 budget transfer #5 in the amount of \$73,950 and to move it to Town Meeting for approval. J. Tarrant seconded, all voted aye and the motion carried.

Old Business

a) **School Building Project Audit Information:** Mr. Paul said the audit is back from the State, and Peg Perusse was present to summarize. She said the audit shows the adjustments that were made for each school project. She could not work on unsubmitted change orders as she had no way to track them. Unsubmitted change orders amount to \$106,678 at the high school and \$225,109 at the intermediate school and are not part of this audit. She doubted they would be considered for eligibility at this point. These were the responsibility of the building committee and construction manager to submit. A net reimbursement of \$248,357.00 should be coming along soon. She will look up the regulations as to whether or not the School Building Committee needs to meet again to accept the audit. The Board thanked Peg for all her years of work on this project and especially for the 8 years after her retirement from the Board of Education. Part of the hold-back money on the loan of \$440,000 was used in the new bond issue as pay-as-you-go, and the remaining \$250,000 goes into the general fund.

New Business

a) **Plan of Conservation and Development (POCAD) Presentation:** Mr. Paul summarized the last POCAD plan where the Selectmen's input came late in the work, and some of its suggestions were not incorporated into the plan. He has asked this time that the Board of Selectmen get an update earlier on with quarterly updates so they can be part of the process from the beginning. Dr. Dennis Tobin, Land Use Administrator, said they had a kick-off meeting with Francisco Gomes and Rory Fitzgerald of Fitzgerald & Halliday, Inc. They are targeted to finish in April. They are planning a special meeting 9/19/16 at the Community Center from 6-9 p.m., with Francisco and Rory managing the planning charrette. Everyone is invited. A planning summary will be sent out following the meeting. They are now in the process of gathering information. The Fitzgerald & Halliday representatives spoke of their company and Carol Gould, who will also be on this team. Their work will give the community a profile of where it is and how it can move into the future, with a vision that works for all members of the community. Francisco Gomes passed out their project schedule and a survey for residents to fill out to get a feel for what they think. Mr. Paul would like to have this well distributed and publicized in order to get as many residents filling

out the survey as possible over and above those who are typically most interested in planning and zoning issues. Mr. Zullo suggested building in a workshop after the 19th with elected Town boards for important input, and to look into issues in the survey. D. Knox liked Mr. Zullo's suggestions and thought the placement of the survey on-line as well was a good way to reach more people. Any POCAD drafts will need to be reviewed by the Regional Planning Board.

c) **Award Bid for East Litchfield Fire Co. Drainage & Other Improvements:** Raz Alexe confirmed that the Fire Commission has approved this bid recommendation to Millennium Builders. **Motion:** D. Knox moved to award the bid for East Litchfield Fire Company drainage and other improvements to Millennium Builders at a cost of \$197, 000. J. Tarrant seconded, all voted aye and the motion carried. It was agreed, as the Fire Commissioners did, they should also approve the additional funding (\$14,272) for additional work needed to complete the project. **Motion:** J. Tarrant moved to approve additional expenditures for this project in the amount of \$14,272.00, and D. Knox seconded. All voted aye and the motion carried.

Adjournment: **Motion:** J. Zullo moved to adjourn at 6:35 p.m. and J. Tarrant seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman