

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, APRIL 19, 2016
TOWN OFFICE BUILDING - 5:30 P.M.

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

Approval of Minutes: **Motion:** D. Knox moved to approve the regular April 5, 2016 meeting minutes and J. Zullo seconded. All voted aye except Mr. Parsons, who abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: Mr. Paul reminded the Board of the Budget Hearing on April 27th at the Intermediate School at 7:00 p.m. and the Budget Meeting May 11th same time and location. Mr. Paul said the State budget is still uncertain. He is hearing the Governor's proposal may not go through.

Motion: P. Parsons moved to add under Interviews e), "Appoint Jack Healy to the Inland Wetlands Commission, alternate member, term 6/2017." D. Knox seconded, all voted aye and the motion carried.

Motion: P. Parsons moved to table the interview of Jennifer Abbott for Prevention Council to the next meeting. J. Zullo seconded, all voted aye and the motion passed.

Motion: J. Zullo moved to add under New Business c) "Award Chip Sealing Bid." P. Parsons seconded, all voted aye and the motion carried.

Motion: J. Zullo moved to add under New Business d) "Award Recyclables Hauling Bid." D. Knox seconded, all voted aye and the motion carried.

Motion: J. Zullo moved to Add to New Business e) "Authorize the First Selectman to sign the contract for DRA, Inc., consulting firm for the Facilities Committee's study." D. Knox seconded, all voted aye and the motion carried.

Resignations

a) Susan Lowenthal from Planning & Zoning Commission: received and noted

b) Barbara Brower from Inland Wetlands Commission, alternate member, effective 4/15/16: received and noted

Interviews, Appointments & Reappointments

a) Interview Jennifer Abbott for Prevention Council, alternate 6/2017: tabled as above

b) Interview Cindy Swope for Beautification Commission, regular 2/2019: Ms Swope moved here about a year ago and would like to serve the Commission and do whatever she can to help. **Motion:** J. Zullo moved to appoint Cindy Swope to the Beautification Commission, regular member, with term expiration 2/2019.

c) Appoint Barbara Brower to Inland Wetlands Commission, regular 6/2018: **Motion:** J. Zullo moved to appoint Barbara Brower to the Inland Wetlands Commission, regular member until 6/2018. D. Knox seconded, all voted aye and the motion carried.

d) Confirm Board of Fire & EMS Commission Appointment of Troy Kaiser as Fire Investigator for the Town of Litchfield, effective 4/14/16: P. Parsons said Troy has completed his training that qualifies him as a fire investigator, just short of a fire marshal. He was appointed as there is currently a need for him to help out. **Motion:** P. Parsons moved to confirm the appointment of Troy Kaiser as Fire Investigator. D. Knox seconded. J. Zullo asked if this means they will not fill the fire marshal position, and Mr. Paul said this position is a support position only, where he would only work and get paid if requested by the Fire Marshal. Mr. Paul said Litchfield is looking at the possibility of sharing a fire marshal and emergency manager with Torrington. Upon voting, all voted aye and the motion carried.

e) Appoint Jack Healy to the Inland Wetlands Commission, alternate member, term 6/2017: **Motion:** D. Knox moved to appoint Jack Healy to the Inland Wetlands Commission until 6/2017. P. Parsons seconded, all voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 3/28/16 & 4/11/16 Board of Finance minutes

Green Team Update: no update

Town Facilities Committee Update: J. Zullo said they have a consultant who is ready to start, with a 30-40 day work cycle. The Committee was unanimous in its selection. The transfer into this account is \$35,000 to cover \$5,000 for the architect and \$17,500 for the consulting contract.

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

Cable TV Advisory Council: 1 member 6/2017

Capital Improvements Committee: 1 PW Dir, 2 citizens at large

Conservation Commission: 1 regular members 12/2016; 2 alternate members 12/2018

Economic Development Commission: 2 alternate members 6/2016, 6/2018

Interlocal Advisory Board (Jambs): PW Dir/Eng./Construction, and 1 BLA member

Litchfield Prevention Council: 3 alternate members: one 6/17, two 6/2016

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

Torrington Area Health District: 1 member 12/2018 (resident)

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:** P. Parsons moved to approve the three tax refunds for a total of \$13,282.00, as recommended by the Tax Collector. D. Knox seconded, all voted aye and the motion carried.

Transfers

a) Transfer #4 - \$35,000 from Capital Non-Recurring to Town Hall Feasibility Study: **Motion:** J. Zullo moved to approve Transfer #4 for \$35,000, F/Y 2015/16, coming from the Capital Non-Recurring Fund 56-9501-58101, and going into the Town Hall Feasibility Study 60-9514-57322. D. Knox seconded. Mr. Paul said this leaves \$162,204.00 in Capital Non-Recurring. The funds will cover the contract with

DRA as well as architect expenses for John Martin. This transfer will go on the Town Meeting on May 11th. Upon voting all voted aye and the motion carried.

Old Business: None

New Business

a) **Approve Road Closures for Litchfield Hills Road Race 6/12/16:** **Motion:** J. Zullo moved to approve road closures for the 40th Litchfield Hills Road Race on Sunday, June 16, 2016. D. Knox seconded, all voted aye and the motion carried.

b) **Sign Town Budget Meeting Call – 5/11/16:** **Motion:** J. Zullo moved to approve the Town Meeting Call for May 11, 2016, including budget approval and Transfer #4 for the Town Hall Feasibility Study. D. Knox seconded. P. Parsons asked if there should be a resolution on the budget approval, but Mr. Paul said it was not necessary. Upon voting all voted aye and the motion carried.

c) **Award Chip Sealing Bid:** **Motion:** J. Zullo moved to approve award of the chip seal bid for 2016-18 to Seymour Sealing and New England Asphalt Services for work as Raz Alexe, Public Works Director, deems appropriate. D. Knox seconded. Mr. Alexe recommended both companies and said they are allocating about \$200,000 for these services. J. Zullo asked what percentage of the total work he is outsourcing and he said about 95% is outsourced.

d) **Award Recyclables Hauling Bid:** Mr. Alexe said they would like to stay with USA Hauling as Stone misunderstood the enclosed container and omitted the add-ons. **Motion:** D. Knox moved to award the bid to USA Hauling & Recycling. J. Zullo seconded, all voted aye and the motion carried.

e) **Authorize the First Selectman to Sign the Contract for DRA, Inc., Consulting Firm for the Facilities Committee’s Study:** Mr. Paul explained the Town Facilities Committee all liked the proposal from this company for the space utilization and educational needs study. A motion was made to have Chairman Buckley and Mr. Paul negotiate a contract with a short time frame with DRA’s Principal, Kenneth Best. The initial bid was \$28,000 and the contract is now \$17,500 with add-ons listed if needed. Mr. Best will get additional forms back to us before signing the contract. The Board of Education will approve the contract on May 4th at its joint meeting with the Facilities Committee. **Motion:** J. Zullo moved to approve the consulting contract with DRA for the space utilization study per the negotiated agreement and the statement of work by the Facilities Committee in the amount of \$17,500 with options as required. D. Knox seconded, all voted aye and the motion carried.

Correspondence: None

Adjournment: **Motion:** Paul Parsons moved to adjourn at 6:10 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman