

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, DECEMBER 20, 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. with all Selectmen in attendance: Jonathan Tarrant, Diane Knox, Paul Parsons and Jeffrey Zullo. J. Tarrant left at 6:00 p.m.

**Approval of Minutes:** Motion: J. Tarrant moved to approve the meeting minutes of November 15, 2016, with corrections as noted. The correction, under Old Business b, should read, "In reality he worked 6 months part time and 3-1/2 years full time." P. Parsons seconded. Upon voting all voted aye except Diane Knox, who abstained because of absence, and the motion carried.

**Public Requests/Comments:** None

**Selectmen's Requests:** L. Paul introduced Fran Carpentier, who has been recommended by the Republican Town Committee as a replacement for David T. Wilson as Town Treasurer. The Democratic Town Committee has been contacted and believes the Republican vacancy should be filled by a Republican. Mr. Carpentier cannot be appointed until Mr. Wilson resigns, and there are several steps needed to be in place first. They are hoping to be ready by Jan. 3, 2017. Mr. Paul then asked the group to review the Facilities Committee's Town Hall Report and be ready to discuss it at the Jan. 3<sup>rd</sup> meeting. He reported the Board of Ed would like to meet with the entire Board of Selectmen about the custodial function. He asked the group to consider what they would like to do and whether they wish to meet with both boards. Regarding the West Street Revitalization Committee, Lee Losee has asked Mr. Paul to put together a charge, and Mr. Paul will plan to work on this with Jonathan Wilson, a proposed committee member.

**Resignations:** None

**Interviews, Appointments & Reappointments**

a) Interview Francis Carpentier for Capital Improvements Committee, Citizen at Large, term 11/2017: Mr. Carpentier said he has been a resident since 2005 and has been Principle and Chief Compliance Officer at an independent investment advisory firm in West Hartford. He has been a member of the Town's Pension Commission since 2009. He is interested in the citizen-at-large vacant position on the Capital Committee. Motion: P. Parsons moved and J. Tarrant seconded a motion to appoint Fran Carpentier as Citizen at Large on the Capital Improvements Committee for term ending 11/2017. J. Zullo spoke about his concern with indebtedness in Litchfield and the incremental drip of tax load on the community and asked Mr. Carpentier's position. He said he is very conservative and said he has seen the increase in the capital spending. He might suggest a small percentage decrease on certain project requests. Upon voting, all voted aye and the motion carried.

b) Reappoint Denise M. Parker to Sandy Beach Commission, term 12/2019: Motion: J. Zullo moved to reappoint Denise Parker to the Sandy Beach Commission for a term ending in 12/2019. J. Tarrant seconded, all voted aye and the motion carried.

**Liaison Reports/Commission-Committee Minutes:** 11/10/16 Fire & EMS Commission minutes; 11/15/16 & 11/29/16 Capital Improvements Committee minutes; 11/22/16 & 11/29/16 Bridge Committee minutes; 11/10/16 WPCA minutes; 11/20/16 Sandy Beach Commission minutes; 10/26/16 Economic Development Commission minutes; 10/22/16 & 11/22/16 Conservation Commission minutes; 11/16/16 Board of Education minutes (draft); 10/6/16 Design Review Advisory Committee minutes

**Green Team Update:** J. Zullo said they are finalizing the municipal action plan and still need an employee to update the portfolio manager. Mr. Paul said Len Fasano will do that. Mr. Zullo asked for an update in April of 2017. He asked about a 20 megawatt, 5-acre solar site in Litchfield, and Mr. Paul said it is planned for the area of Toll Gate. They also plan to incorporate walking trails. Mr. Zullo said this will be a great boom to our tax base.

**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: 1 citizen 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 regular member 2017; 2 alternate members 6/2017  
Litchfield Prevention Council: 2 alternate members 6/2017, 6/2019  
Milton Historic District Commission: 2 alternate members 1/2018, 1/2018  
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. Torrant moved to approve the 22 tax refunds submitted by the Tax Collector for a total of \$2,254.76. D. Knox seconded, all voted aye and the motion carried.

### **Transfers**

a) **Northfield Fire Emergency Alarm - \$14,684.58 from Capital Nonrecurring:** Jack Hodges was present from the Northfield Fire Co. and Paul Parsons from the Fire & EMS Commission. Mr. Paul said they will transfer the money, but it will have to go out to bid. Paul Parsons explained that the alarm system would cost \$12,573.83. They also noted \$2,110.75 in outstanding invoices with Berkshire Alarm, for a total of \$14,684.58. The Fire Commission voted to request from the Town \$12,573.83. **Motion:** P. Parsons moved to approve Transfer #5 in the amount of \$13,000.00 from Capital Non-Recurring to fund the Northfield Fire Co. alarm system replacement. J. Torrant seconded, all voted aye and the motion carried. Jack Hodges will work with Raz Alexe to follow the bid process.

### **Old Business**

a) **POCAD Update:** Francisco Gomes with FitzGerald & Halliday updated the Plan of Conservation & Development on behalf of the Town. They are about ready to present a draft document for Planning & Zoning to review, with Board of Selectmen review planned for the third week of February, at which time they may endorse the plan as is or with recommendations, or reject the plan. It would then go on to the local Council of Governments. Then the document must be filed with the Town Clerk and on line for public view. They recommend a public hearing date of 5/1/17. Mr. Paul asked if the P&Z has to accept the Selectmen's recommendations, and Mr. Gomes said no. Mr. Paul asked if FitzGerald & Halliday could act as a facilitator in finding common ground on disagreements. Mr. Gomes said they are neutral and can help reconcile differences. The online survey showed 194 participants, mostly residents who are heavily invested in the community and own their own homes. The outstanding issue was that most believed the

declining school enrollment was perceived as not sustainable, with a look toward possible regionalization. People liked living here because of the rural character, but would leave if taxes were too high or if it became overdeveloped. Senior affordable housing was desired, but they felt more housing was not needed. People preferred walking, hiking and biking trails as opposed to active sport fields. They would prefer to see smaller retail businesses for economic development. Town services requested for improvements were roadway maintenance, but many thought Town services do not need to be expanded.

They conducted a public workshop that showed similar results to the survey. Sewer expansion area is proposed for the river view commerce zone in East Litchfield. Social services challenges are that some regional services are located in Torrington and are difficult for some to get to. Affordable housing is at 4.9%, and the goal should be 10%. The Housing Authority is improving but not expanding, and the Housing Trust is expressing frustration with litigation and is finding developing difficult. Wastewater access is a limiting factor for economic development. There is also a perception that it is difficult to open and establish a business in Litchfield, which should be overcome. He said they have devised a vision statement as a result of their work, which he will email to the Board, along with the powerpoint presentation.

**Motion:** J. Zullo moved to table the POCAD presentation for five minutes. D. Knox seconded, all voted aye and the motion carried.

**Motion:** J. Zullo moved to move New Business Item b to fall next on the agenda. D. Knox seconded, all voted aye and the motion carried.

**b) Acceptance of Land Gift from Bantam River Corporate Park:** **Motion:** L. Paul explained that Bantam River Corporate Park, Dale Barton, would like to donate to the Town property to the south, east and west of the bus parking lot. It is the area that surrounds C1 and C3 and the common area overflow per Map entitled Bantam River Corporate Park, LLC dated 2/4/04 and revised 9/7/05. Town Attorney Rybak said it is a safety valve for school bus parking. Upon approval, this will go on to a Town Meeting Jan. 10, 2017. Then it will come back to the Selectmen to accept the deed. **Motion:** J. Zullo moved to approve the acceptance of a land gift from Bantam River Corporate Park to the Town of Litchfield and move it to a Town Meeting on January 10, 2017. D. Knox seconded, all voted aye and the motion carried.

**Motion:** J. Zullo moved to return to the POCAD update and D. Knox seconded. All voted aye and the motion carried.

Mr. Gomes then asked for feedback from the Board to assist his firm in understanding the Town's goals. The Board gave its opinions and insights on many areas of concern for the future. They thanked Mr. Gomes and will send census-based data to the First Selectmen to forward to the Selectmen. J. Zullo suggested inviting the chairman of the EDC to a Selectmen's meeting before the next update.

#### New Business

**a) Ratify Supervisors' Union Contract:** Mr. Paul summarized the agreed-upon contract, with the employees paying 1% toward pension. The Town offered them a 2.5% pay increase across the board for a four-year period to get everyone on the HSA medical plan. It would give the employees a better plan and save them and the Town money. It would be \$15,000 single and \$3,000 family plan, and the Town offered to pay 75% in the first year, 60% in the second year and 50% in the last year. (Employees would remain on their current insurance for the first year of the new contract.) Their cost share of the premium will be 13%, 14% and 15%. The Union has approved the offer and Mr. Paul asked the Board of Selectmen to ratify. This will set the tone for the highway union negotiations. **Motion:** J. Zullo moved to ratify and approve the Supervisor's Union contract as negotiated with the First Selectman. D. Knox seconded the motion, all voted aye and the motion carried.

c) **Sign Town Meeting Call – 1/10/17:** Mr. Paul summarized the items on the call. **Motion:** J. Zullo moved to approve and sign the town meeting call for the Annual Town Meeting on January 10, 2017. D. Knox seconded, all voted aye and the motion carried.

d) **Gasboy Software Upgrade:** Raz Alexe said they are replacing the software for the gas pumps, which is currently Windows 95 from 2001. The pumps are going to last another 3 years and will be replaced in 2020. They are recommending awarding the Gasboy software upgrade to sole bidder Wildco PES in the amount of \$17,373.56. J. Zullo asked about a vehicle management system, and Mr. Alexe said he will present a plan to the Selectmen in January. **Motion:** J. Zullo moved to approve the Gasboy software upgrade in the amount of \$17,373.56. D. Knox seconded, all voted aye and the motion carried.

e) **Adopt Union Savings Bank Resolution for Signers on Litchfield Prevention Council Account:** Mr. Paul explained that this resolution is necessary so that the Chairman and Treasurer of the Prevention Council can be signers on the Prevention Council account at Union Savings Bank. It will have to be redone when Fran Carpentier takes over as Town Treasurer. **Motion:** J. Zullo moved to waive the reading of the resolution and D. Knox seconded. All voted aye and the motion carried. **Motion:** J. Zullo moved to adopt the Union Savings Bank resolution for signers on the Litchfield Prevention Council account, and authorize the First Selectman to sign on behalf of the Town. D. Knox seconded the motion. P. Parsons questioned why this Council has an account while other groups pay through the Town bills. Mr. Paul said they are unique because they have grants coming in and have a Town budget for expenses. The resolution is included in the minutes as Attachment I.

f) **Adopt Resolution for FFY 2016 Homeland Security Grant Program:** L. Paul explained this must be adopted every year in order to receive funds for our Emergency Management Director. **Motion:** J. Zullo moved to waive the reading of the resolution and D. Knox seconded. All voted aye and the motion carried. **Motion:** J. Zullo moved to adopt the resolution for the FFY 2016 Homeland Security Grant. D. Knox seconded, all voted aye and the motion carried. The resolution reads as follows:

RESOLVED, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Leo Paul, Jr., as First Selectman of the Town of Litchfield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Litchfield and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

g) **Use of Roads for Milton Resolution Road Race - 1/1/17:** **Motion:** D. Knox moved to approve the request for use of roads for the Milton Resolution Road Race on January 1, 2017, at 11:00 a.m. P. Parsons seconded the motion, all voted aye and the motion passed.

#### Correspondence

a) **11/15/16 Letter from OPM re STEAP Grant Application:** Mr. Paul said the letter said we did not get the STEAP grant for Wheeler Road reconstruction.

b) **Endorsement Letter from LRTC for Town Treasurer:** This is a letter from the Litchfield Republican Town Committee endorsing Fran Carpentier to be appointed to replace David T. Wilson as Town Treasurer. The Board of Selectmen will make the appointment in January.

Adjournment: Motion: P. Parsons moved to adjourn at 7:10 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman

RESOLUTION AND SIGNATURE CARD DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING  
WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS  
SPECIAL PURPOSE ACCOUNT ONLY

Attachment I

DATE: \_\_\_\_\_

TO: <u>031 - LITCHFIELD</u> <u>UNION SAVINGS BANK</u> <u>13 NORTH ST</u> <u>LITCHFIELD, CT 06759-0000</u>	FROM: <u>TOWN OF LITCHFIELD</u> <u>LITCHFIELD PREVENTION COUNCIL</u> <u>PO BOX 488</u> <u>LITCHFIELD CT 06759-0488</u>
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CHECKING ACCOUNTS: 3101

SAVINGS/CD ACCOUNTS: n/a

Tax Identification Number (TIN): 06-1426593

Under the Governing Municipality of: Litchfield

State of: Connecticut

IT IS RESOLVED THAT UNION SAVINGS BANK (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

Any one of the persons designated below, by title, for the designated account is hereby authorized for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;

The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any one of the persons designated below, by title, for the designated account is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution.

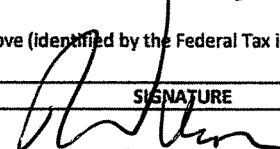
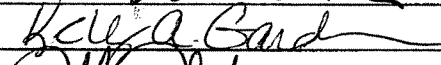
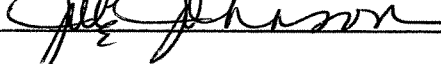
**TAX INFORMATION CERTIFICATION:**

Under penalties of perjury, I/we certify that (1) the number shown above is the municipality's correct tax identification number, AND (2) the municipality is not subject to backup withholding because it is exempt from backup withholding.

**THIS RESOLUTION APPLIES TO ALL ACCOUNTS:**

By signing below, I/we acknowledge receipt of a copy and agree to the terms of the Deposit Account Agreement, as well as the Funds Availability Disclosure, Schedule of Charges, Schedule of Interest, and Electronic Funds Transfer Agreement when applicable; AND I/we attest to the accuracy of all information provided in this document. I/we also acknowledge that if any change is made the Financial Institution will have a reasonable time to act on the change request.

This resolution document will pertain to this account held at Financial Institution by the entity noted above (identified by the Federal Tax identification Number).

NAME - TITLE - DATE OF BIRTH		SIGNATURE
David T Wilson 11-24-1946	x	
Kelly A Garden 2/15/66	x	
Jill Johnson 6/7/1968	x	

This is to certify that this document in full is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on \_\_\_\_\_ and said resolutions are now in full force and effect.

Signed by:

Clerk/Authorized Signer

Print Name

Date

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

X  
Signature

Print Name

Date

Title: \_\_\_\_\_