

**SPECIAL MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JANUARY 17, 2012
TOWN OFFICE BUILDING ~ 5:30 P.M.**

Call to Order: First Selectman Leo Paul, Jr. called the meeting to order at 5:31 p.m. Also present were Selectmen Jeffrey Zullo, Paul Parsons, Diane Knox and R. Christopher Blake.

Approval of Minutes: Motion: J. Zullo moved and P. Parsons seconded a motion to approve the special 1/3/12 meeting minutes. All voted aye except C. Blake, who abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: L. Paul explained the letter to DEEP listed under Correspondence, and said he has appointed Chris Blake as the Town's representative to the Advisory Committee. He also said the new bond rating from Moody's will arrive tomorrow, and the meeting with them in New York went well. We don't have the grand list to be eligible for an Aa1 rating, but it was said that Litchfield is as good as some of the Aaa's they deal with. Mr. Paul anticipates keeping the Aa2 rating.

Resignations: None

Interviews, Appointments & Reappointments: None

Liaison Reports/Commission-Committee Minutes: 1/11/12 Inland Wetlands minutes; 1/4/12 BOE regular minutes (draft); 1/4/12 BOE special meeting minutes; 8/4/11 Design Review Advisory Committee minutes; 11/21/11 P&Z minutes

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

Beautification Commission: 2 regular members 2/2012, 2/2014; 1 alternate 2/2013
Bridge Committee: 1 member, P&Z Liaison
Cable Television Advisory Council: One member 6/2013
Economic Development Commission: One regular member 6/2013; 1 alternate 6/2013
Inland Wetlands Commission: 1 regular member 6/2014
Milton Historic District Commission: 2 alternate members 1/2012
Park & Recreation: 1 regular member 6/2014; 2 alternate members: 6/2013, 6/2014
Pension Commission: 2 alternate members 3/2013
Recycling Committee: 3 members, 2/2012, 2/2013, 2/2014
Veteran's Advisory Committee: 1 regular member 8/2012; 2 alternate members 8/2012
Water Pollution Control Authority: 1 regular member 1/2013

Tax Refunds: Motion: C. Blake moved approval of 5 tax refunds totaling \$410.34 in accordance with the Tax Collector's memo of 1/17/12. D. Knox seconded, all voted aye and the motion carried.

Transfers: None

Old Business: None

New Business

a) Board of Ethics Update – Bryan Simmons: Bryan Simmons, Chairman of the Board of Ethics, presented the *Board of Ethics Policies and Procedures* manual dated 1/12/12 including the Code of Ethics. The Board has met five times since early October to create a detailed document on how to file and handle ethics complaints. The Board has become a very coherent working group. He believes this document is an easily accessible document for policies, guidelines and expectations. It provides clarity for the basis for a claim. These guidelines should make the process smoother and help the Board be better positioned to deal with matters that arise. Mr. Simmons requests the support of the Board of Selectmen and welcomes its input and guidance, as the Board of Ethics is only an advisory board. Its conclusions are passed to the

Board of Selectmen or Board of Education as recommendations. He would like this document to be placed on the website in hopes that the information may help others avoid being in an awkward position, and the Board of Selectmen all agreed. Mr. Simmons also recommended, if no business comes before the Board of Ethics by the end of the year, that it meet then to elect officers with the expectation that the Chairman would rotate. J. Zullo asked what the statute of limitations is for a complaint; i.e., how far back can they go and can they come back later. Mr. Simmons said that is not addressed in the Code or in the guidelines. He felt they must be reasonable to the specific complaint. The Board of Selectmen will read the material and send any comments to Mr. Simmons. Mr. Paul suggested sending the *Policies and Procedures* as an attachment, in addition to the Code, to all new appointees. Mr. Blake, an attorney himself, commended Mr. Simmons on a clear product that was not “over-lawyered,” a most remarkable undertaking.

b) Waive Building Permit Fees for Installation of Elevator at Northfield Firehouse: L. Paul explained they are beginning to do the installation of the elevator at the Northfield Firehouse and have requested a fee waiver, which is only \$45. **Motion:** R. Christopher Blake moved to waive the building permit fees for the installation of the elevator at Northfield Firehouse. D. Knox seconded, all voted aye and the motion carried unanimously.

c) Adopt Resolution for the State of Connecticut Department of Emergency Services and Public Protection including the Division of Emergency Management and Homeland Security

Motion: C. Blake moved to waive the reading of the resolution and J. Zullo seconded. All voted aye and the motion carried. L. Paul explained that this allows for the Board of Selectmen, with the First Selectman’s authorization, to execute and deliver documents in order to secure emergency service funds that help pay for our Fire Marshal’s salary.

Motion: C. Blake moved to adopt the resolution as listed above in accordance with the certification document provided in the packet. D. Knox seconded, all voted aye and the motion carried unanimously. The resolution reads as follows:

RESOLVED, that the Litchfield Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection including the 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 Board of Selectmen 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.

Correspondence

a) 1/6/12 Letter Re DEEP’s Bantam Lake Advisory Committee: L. Paul noted the 12/28/11 letter from Susan Frechette and his response letter of 1/6/12 to Eleanor Mariani, DEEP Director of Boating. He recommended the appointment of R. Christopher Blake as member at large from Litchfield for the Advisory Committee supporting the management plan for operation of the former Beverly’s Marina in Morris.

Motion: C. Blake moved to adjourn at 6:13 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman

