

SPECIAL MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JUNE 27, 2017
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. All Selectmen were present: Jonathan Torrant, Diane Knox, Jeffrey Zullo and Paul Parsons.

Approval of Minutes: Motion: J. Torrant moved to adopt the regular June 6, 2017 meeting minutes and D. Knox seconded. All voted aye except P. Parsons, who abstained because of absence, and the motion carried.

Selectmen's Requests: Mr. Paul said the Legislature has yet to put together a budget, and it looks like the Governor may take control. He then introduced Elizabeth Callahan, the new Administrative Assistant to the First Selectman, to the Board and explained the interview process. She then described her career in public service with bachelors degree from UC Berkeley and masters degree in public administration from California State University, Northridge. She started working in labor negotiations in California, then moved to CT and worked as a benefits assistant, HR assistant and HR generalist for several years in Waterbury. She then worked in Middlebury for four years as administrative assistant under the CFO. She grew up in Kent and currently lives in Litchfield. The Selectmen welcomed her and offered assistance in her transition.

Resignations: None

Interviews, Appointments & Reappointments: None

Liaison Reports/Commission-Committee Minutes: 6/12/17 Board of Finance minutes; 6/14/17 Inland Wetlands minutes; 5/11/17 & 6/1/17 Fire Commission minutes; 6/8/17 WPCA minutes; 5/17/17 & 6/7/17 Board of Education minutes

Green Team Update: D. Knox attended the Energy Star Award presentation made to John Post of the Green Team. J. Zullo said they will have a data update to the baseline later in August. They will not make the goal of 20% energy reduction by 2018, but will show progress toward it.

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

- Bantam Lake Authority: 1 member 12/2019
- Beautification Commission: 1 regular member 2/2020; 2 alternates 2/2019
- Board of Ethics: 2 alternate members 6/2019, 6/2020
- 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 regular members 6/2020; 1 alternate member 6/2020
- 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
- Northwest CT Transit District: 1 member 5/2018
- Park & Recreation: 2 alternate members: 6/2017, 6/2018
- Pension Commission: 1 alternate member 3/2019
- Recycling Committee: 1 regular member 2/2018: two alternates 2/2017, 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 1/2021
Zoning Board of Appeals: 1 regular member 3/2021; 2 alternate members 3/2020

Tax Collector

a) **Refunds – 17 Refunds, Total of \$2,112.19:** Motion: J. Tarrant moved to approve the 17 tax refunds in the amount of \$2,112.19. D. Knox seconded, all voted aye and the motion carried.

b) **Small Year-End Overpayments:** Tax Collector Nancy Southard explained that, by ordinance, overpayments under \$5.00 can be retained. Motion: J. Zullo moved to transfer 18 year-end overpayments in the amount of \$33.70 to Miscellaneous Revenue, 01-1001-45001. J. Tarrant seconded, all voted aye and the motion carried. The Selectmen all signed the authorization. The second part of the request are overpayments for which application for refund has not been made within three years of the due date of the tax. Motion: J. Tarrant moved to adjust two taxpayers' credit balances to zero and transfer the total of \$22.24 to Miscellaneous Revenue 01-1001-45001. D. Knox seconded, all voted aye and the motion carried. All Selectmen signed the authorization.

Old Business: None

New Business

a) **Award Bid for 2018 Update Revaluation:** Motion: J. Tarrant moved to award the 2018 Update Revaluation bid to Vision Government Solutions Inc. in the amount of \$67,000 plus the option of \$2.50/image. D. Knox seconded. Assessor Kathy Brown explained they will conduct no actual home inspections. But will look at sales to update assessments this time. She will complete taking photos of the remainder of 18 parcels without pictures. Upon voting all voted aye and the motion carried.

b) **Award Bid for Fiber Optic Installation at LIS:** Raz Alexe explained this capital project and how they will try to find the underground junction box. He is fairly confident they will find it, but if not, they will have to pursue more funding. Motion: J. Zullo moved to approve replacement of the 24-strand fiber optic line at LIS and award the contract to Apuzzo Electric in the amount of \$35,074.23. J. Tarrant seconded, all voted aye and the motion carried.

c) **Request for One Year Renewal of Six Existing Bid Contracts - R. Alexe:** Mr. Alexe said this would save a lot of time and energy to extend eight bids for one year. All contractors were contacted to confirm rates. Motion: J. Zullo moved to approve the renewal of eight bids through 6/30/18 to current vendors as follows:

- Demo and Non-Processible Waste to USA Hauling
- Custodial Services to Preferred Building Maintenance
- Scrap Metal to Liberty Recycling
- Refuse and Recycling to USA Hauling
- Crack Filling/Sealing to Seal Coating
- Pavement Markings Center Lines to Atlantic Pavement
- Pavement Marking Other to CT Sealcoating
- Construction/Excavation to Towne & Aurell, Deacon Construction, HLC Excavating, Knox Construction and Stone Construction

J. Tarrant seconded the motion, all voted aye and the motion carried.

d) **Old Newton Road Presentation – R. Alexe:** Mr. Alexe explained the history where the section of discontinued road was recorded erroneously about 400 ft. short of what was intended. Town Counsel

Mike Rybak said the Town has never really discontinued by actual practice, so what is in the Town meeting has been contradicted by what has been done in the field. In order to correct the discontinuance of 2001, Mr. Rybak said the Town would need to have P&Z vote on it, post a sign on either side of the property, and go to Town meeting with the corrected discontinuance. **Motion:** J. Zullo moved to table the discussion of Old Newton Road. J. Torrant seconded, all voted aye and the motion carried.

e) **Accept Gift of Land, Unit C2, 2.114 acres, from Bantam River Corporate Park LLC, as Authorized by Town Meeting and as Shown on Assessor's Map 187/68/4K:** Attorney Rybak explained that Unit C2 includes the easterly half of the access drive out to North Shore Road. Everyone in the Corporate Park and the fitness center has an easement over the road. C2 is assessed as commercial land according to Dale Barton. Mr. Zullo thought we should not be in the landowner business and take away \$4,000 potential tax revenue. **Motion:** J. Torrant moved to accept the gift of land, Unit C2, Assessor's Map 187/68/4K, from Bantam River Corporate Park LLC, and D. Knox seconded. All voted aye except J. Zullo, who voted nay, and the motion carried.

f) **ESA Phase I Presentation – 80 Doyle Road:** Jeffery Duigou from Eagle Environmental, Inc. explained the ASTM standard for Phase I site assessments. Recognized environmental conditions (RECs) that may contain hazardous substances, petroleum products or may pose a threat to the environment are summarized in its executive summary as:

- Former on-site great trap / septic tank and leaching fields
- Former on-site fuel oil underground storage tanks

Phase I is a historical siting, and Phase II will determine if there was a release. Eagle recommends conducting a Phase II Environmental Site Investigation to address the RECs listed above. It was noted that government funding for affordable housing would most likely require a Phase II. David Berto, Housing Enterprises Inc., inquired about whether the study was done on the entire property, and he was told it was.

Motion: J. Zullo moved to accept the Phase I report, continue the discussion at a later date and see a proposal on a Phase II investigation. J. Torrant seconded the motion. Mr. Paul asked for an estimate for the Phase II, and Mr. Duigou thought it would be less than \$10,000. D. Berto asked about lead, asbestos or hazardous material investigation in the building, and Michael said it was not part of the request. He then asked for a separate line item in the proposal to include any hazardous materials in the building.

Amendment: J. Zullo moved to amend his motion to include a separate line item in the proposal for hazardous materials in the building. J. Torrant seconded, all voted aye and the amendment passed. Upon voting on the original motion as amended, all voted aye and the motion carried.

g) **Proposal to Evaluate 80 Doyle Road Building and Land for Affordable Housing – D. Berto:** Mr. Berto of Housing Enterprises Inc. said he has been working with Litchfield Housing Trust for a number of years. He explained his proposal for a housing feasibility evaluation of the former Bantam School that includes Crosskey Architects, LLC and their engineers in the evaluation. He listed the components of the evaluation and discussed. The total cost of the feasibility study is \$10,000, with payment of \$5,000 at conceptual layout and \$5,000 at completion. This study should take three to four months. Mr. Zullo asked about as-built drawings, phasing projects, and presenting after conceptual drawings are complete. Mr. Paul said the money for Phase I will come out of the Bantam Annex fund balance and the Borough will reimburse after. Dick Sheldon, Bantam Borough Warden agreed. Bob Petricone, Litchfield Housing Trust, asked who would take on the responsibility of the developer, and Mr. Berto said the Trust would do that

with his help. Further discussion will take place regarding saving the gymnasium, with Mr. Berto saying the hearing of stake holders could weigh into that decision.

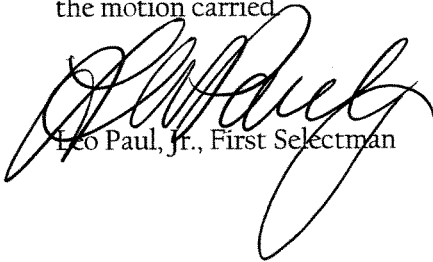
Motion: J. Zullo moved to approve a proposal from Housing Enterprises Inc. in the amount of \$10,000 to provide a housing feasibility evaluation of the Bantam School and report back to the BOS at the end of the conceptual layout phase and then the final completion recommendations with a schedule of three to four-month time frame, with the Borough of Bantam reimbursing the Town for 50 percent of the cost. D. Knox seconded.

Discussion: Mr. Paul asked what would happen if they find the building is not conducive to this plan. Mr. Berto said they would stop work and report back. Mr. Duigou asked about including the option of razing the building, as it would have a bearing on samples taken. Mr. Paul said yes.

Vote: Upon voting all voted aye and the motion carried.

Correspondence: None

Adjournment: Motion: J. Zullo moved to adjourn at 7:15 p.m. and J. Tarrant seconded. All voted aye and the motion carried.



Leo Paul, Jr., First Selectman