

**SPECIAL MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
WEDNESDAY, MARCH 14, 2012
TOWN OFFICE BUILDING ~ 5:30 P.M.**

1. **Call to Order:** First Selectman Leo Paul, Jr. called the meeting to order at 5:30 p.m. with all selectmen in attendance: Jeffrey Zullo, Diane Knox, Paul Parsons and R. Christopher Blake.

L. Paul said John Martin, Architect, has agreed to continue working on the project that he was involved in with the previous committee. Mr. Martin was present and summarized the work that was done and noted possible changes for discussion going forward. C. Blake thought that the idea of building brand new as the most cost-efficient and preferred method should not be decided ahead of time, but rather discussed by the committee for its recommendation. D. Knox said it should also study efficient use of space, meeting but not exceeding the needs. Energy efficiency and cost should also be considered. J. Zullo thought the committee could revisit the space needs and tune that up in a more efficient manner. He also pointed out that if the committee went out to bid for an architect as C. Blake had raised as within the committee's purview, it may cost more to the Town, as John Martin has already done a significant amount of work to date. He then asked about a cap on the project, and P. Parsons said he did not feel a cap was needed as long as the project is reduced in scope and cost. Mr. Paul said that the timeline does not need to be so condensed as originally planned, since we will be unable to be ready for the November ballot. He felt that relocating the employees off site and building new was the best approach.

2. Adopt Resolution Establishing a Town Hall Building Committee and Mission

Motion: J. Zullo moved that the Board of Selectmen adopt the *Resolution Establishing a Town Hall Building Committee and Mission*. D. Knox seconded the motion.

In discussion it was agreed to change the time line date in the last sentence of Section 4 from August 15, 2012 to October 1, 2012. The suggested insertion of the word "forward" in Section 4 in the first sentence after the word "continue" was eliminated. J. Zullo suggested removing the last word "analysis" in sentence 2, and inserting the word "reduced" before cost. The circled edit in Section 5 should be eliminated. There was also discussion about the clarity of the intent to have the Building Committee continue on with the construction phase if the Town approved the project. It was agreed the language of the last sentence of Section 5 made that clear. Finance Director Karl Fisher confirmed the amount of \$19,000 in a Town Hall capital account that is available for this project, and John Martin confirmed that he is still under contract.

Amendment: P. Parson moved to amend the motion to adopt the *Resolution Establishing a Town Hall Building Committee and Mission*, eliminating manual edits, and inserting in Section 4 the word "reduced" between overall and cost. The word "analysis" will be eliminated in that same sentence. Also in Section 4 the date of August 15, 2012, will be changed to October 1, 2012. D. Knox seconded.

In discussion, L. Paul suggested addressing the Section 2, Membership, portion of the resolution. There are 12 volunteers for the Committee and only nine slots available according to the resolution. Discussion followed on whether to adjust the resolution's membership composition to accommodate more members or to eliminate three candidates. If they went to nine regular members, all three Democrats would have to serve as regular members for minority representation. That would prevent an alternate board of three Republicans, so they would have to keep the alternate board to two members. This would leave one volunteer unable to be appointed to the committee.

P. Parsons then rescinded his motion to amend, and D. Knox rescinded her second.

Amendment: P. Parsons moved to amend the original motion to adopt the *Resolution Establishing a Town Hall Building Committee and Mission*, eliminating manual edits, and inserting in Section 4 the word "reduced" between overall and cost. The word "analysis" will be eliminated in that same sentence. Also in Section 4 the date of August 15, 2012, will be changed to October 1, 2012. Further, in Section 2, Membership, the number of members will change from seven to nine (9), with alternates remaining at two (2). D. Knox seconded.

P. Parsons then rescinded his motion to amend, and D. Knox rescinded her second.

Amendment: P. Parsons moved to amend the original motion to adopt the *Resolution Establishing a Town Hall Building Committee and Mission*, eliminating manual edits. Under Section 2, Membership, change the number of members from seven to nine (9), keeping the two alternates in place. The number of citizens of the Town will change to seven (7) instead of five. In Section 4 insert the word "reduced" between overall and cost. The word "analysis" will be eliminated in that same sentence. Also in Section 4 the date of August 15, 2012, will change to October 1, 2012. D. Knox seconded the motion.

Vote: Upon voting on the resolution as amended, all voted aye and the motion carried unanimously. The final adopted resolution reads as follows:

LITCHFIELD BOARD OF SELECTMEN

MARCH 14, 2012

**RESOLUTION ESTABLISHING A
TOWN HALL BUILDING COMMITTEE
AND MISSION**

SECTION 1. ESTABLISHMENT: The Board of Selectmen of the Town of Litchfield, acting pursuant to Connecticut General Statutes, Section 7-148(c)(3) and (c)(6), hereby establishes a Town Hall Building Committee.

SECTION 2. MEMBERSHIP: The Committee shall be composed of nine (9) members and two (2) alternate members, who shall be electors of the Town of Litchfield appointed by the Board of Selectmen. The membership of the Committee shall include a member of the Board of Selectmen, a municipal officer or employee who works in the Town Hall, and seven (7) citizens of the Town. The Board of Selectmen shall endeavor to appoint members who are knowledgeable and experienced in the construction industry and building trades, and who may reside in the various boroughs and sections of the Town of Litchfield.

SECTION 3. APPOINTMENTS, TERM AND VACANCIES: The Board of Selectmen shall appoint the initial members and alternate members upon the adoption of this resolution to serve for a term of three (3) years. Vacancies shall be filled by the Board of Selectmen for the remainder of the term. An alternate member may be designated to act in the absence of a member. Unexcused absence from three (3) consecutive meetings shall constitute a resignation, and upon declaring the position vacant, the Board of Selectmen may appoint a replacement member or appoint an alternate member to fill the vacancy and then appoint a new alternate.

SECTION 4. MISSION: The mission of the Town Hall Building Committee shall be to continue where the work of the previous Town Hall Building Committee ended as presented in its *Report of Findings* dated July 24, 2008. It shall review said report and revise the design at the same site to be smaller and more efficient, including preliminary construction cost estimates in order to provide an overall reduced cost. The Committee shall work within a time line from date of the organizational meeting called by the First Selectman through October 1, 2012, at which time it shall deliver its recommendation to the Board of Selectmen.

SECTION 5. DUTIES: The Committee shall be responsible for preparing a conceptual design, securing necessary permits, and obtaining construction cost estimates. The architect shall review the plan with the municipal officers and employees prior to public hearings. The hearings will be held to receive citizens' opinions and feedback, with the Committee adjusting the project thereafter, if needed, before presenting a recommendation to the Board of Selectmen. The Board of Selectmen may enlarge or reduce the scope of the Committee's duties within the limit of available appropriations.

SECTION 6. APPLICABLE LAWS: The Committee shall be subject to the provisions of the Freedom of Information Act, Connecticut General Statutes Section 1-200, *et seq.* and the provisions concerning minority political representation, Section 9-167a.

3. Appoint Town Hall Building Committee Members as per Resolution

L. Paul said there are 12 volunteers of which 11 can be appointed. There are four employees working at the Town Hall, with one slot for municipal officer or employee, so Mr. Paul suggested keeping Ann Curtis, as she served on the previous committee and had the corporate knowledge, as well as Lisa Losee, Town Clerk, who he thought was important to keep because of her vault and records retention requirements. D. Knox thought the employee area was the area to reduce. L. Paul said he would rather have residents who are not employees than more employees and asked if any employee candidates would consider removing their name from consideration, with no success.

Motion: C. Blake moved that the Town Hall Building Committee consist of the list of interested parties with the exception of Nancy Southard. P. Parsons seconded for discussion.

In discussion, C. Blake said it is not personal and is pleased there were so many who already work hard for the Town offering to go above and beyond. He felt that Ann Curtis, Lisa Losee and David T. Wilson, with his financial and bonding knowledge, present a better reason to be on the list. P. Parsons expects the committee will request input from the Town employees, so Nancy Southard's voice will be heard. D. Knox agreed it was a difficult decision but felt Nancy will bring her comments to the Committee.

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

As far as the two designated alternates, L. Paul reminded the group that the three Democrats could not be alternates. Bill Deacon offered to serve as an alternate as well as John Langer. Mr. Langer said he was disappointed that the mission is not to look at other options. C. Blake and J. Zullo preferred he serve as a regular member. P. Parsons noted that with nine members, there will usually be an opportunity for an alternate to vote.

Motion: C. Blake moved to appoint from the 11 members on the committee, two alternates; Bill Deacon and Lisa Losee. J. Zullo seconded the motion. Upon voting C. Blake, J. Zullo and P. Parsons voted aye; D. Knox and L. Paul voted nay and the motion carried 3-2. The following is the list of members of the Town Hall Building Committee with term expirations of 3/2015.

Jeff Zullo	D	
Ann Curtis	R	
Jack Healy	R	
Bill Buckley	D	
John Langer	R	
David T. Wilson	R	
Lynn Brickley	D	
Peter Ebersol	R	
Diane Fredsall	R	
Bill Deacon	R	Alternate
Lisa Losee	R	Alternate

C. Blake thanked all the people who volunteered and said he was grateful for everyone who helps out in our town. L. Paul thanked everyone and said it was good that there were so many interested but too bad there was not one more Democrat that would enable everyone to serve. Mr. Paul said he would like to call an organizational meeting during the week of March 26th. Copies will be made of the first committee's final report, *Report of Findings*, for the new committee members.

4. Adjournment: C. Blake moved to adjourn at 6:30 p.m. and J. Zullo seconded. All voted aye and the motion carried.